

No. F. 3(14)/2009-Admn  
GOVERNMENT OF INDIA  
MINISTRY OF PARLIAMENTARY AFFAIRS

92, Parliament House,  
New Delhi

Dated: 2 November, 2012

TENDER NOTICE

**Subject:** Inviting quotations for hiring of Driver on contract basis- reg.

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Price quotations are invited from reputed Service Providers for providing one Driver on contract basis for driving Staff Car in the Ministry of Parliamentary Affairs for a period upto 31.3.2013 which may be extended from time to time at the discretion of the Ministry. The interested bidders may submit their bids subject to the following conditions:-

1. Each bidder is required to submit their bid through two bid systems i.e. Technical Bid and Financial Bid. The terms and conditions for Technical and Financial Bid are at Annexure
2. The bidder must have a valid PAN No. and Tin No. and must furnish attested copies thereof.
3. Each bidder is required to submit an EMD in the form of Demand Draft/ Bankers Cheque for ₹6,000/- drawn in favour of "PAO, Cabinet Affairs, New Delhi". The EMD of the unsuccessful bidders will be returned on finalisation of the contract. The EMD of the successful bidder shall be retained as performance security till the contract remain in force.
4. The period of service may vary either upwards or downwards.
5. The cover containing the quotations should be sealed and superscribed "QUOTATION FOR HIRING OF DRIVER" and be sent/delivered either by post or by hand so as to reach the undersigned on or before 3:00 P.M., Friday the 16th November, 2012.
6. The bidder should quote the price and services taxes, if any, separately.
7. The bids will be opened on the same day i.e. 16<sup>th</sup> November, 2012 at 3:30 P.M. in the Chamber of Deputy Secretary (Admn), Ministry of Parliamentary Affairs, 92, Parliament House, New Delhi. Authorised representatives of the firms who wish to be present at the time of opening of the quotations may be permitted to do so subject to the submission of an identity proof and authorisation on the letter head of the firm.
8. This Tender Notice can also be downloaded from the Ministry of Parliamentary Affairs website: <http://www.mpa.gov.in> and also [eprocure.gov.in](http://eprocure.gov.in) (CPP Portal).
9. In the event of any dispute arising out of the execution of contract, the matter will be referred to the Joint Secretary of this Ministry.
10. For judicial adjudication of the dispute, if any, arising out of the contract/ supply order will be subject to the jurisdiction of the Courts in Delhi only.
11. Incomplete bids in any manner shall not be accepted and are liable to be rejected.
12. The Ministry of Parliamentary Affairs reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason. The decision of the Ministry of Parliamentary Affairs in this regard shall be final and binding on all.

Yours faithfully,



(Rameshwar Prasad)

Under Secretary to the Govt. Of India  
Tele. No. 23034899

Copy to:-

1. All Ministries/ Departments with the request that the suppliers engaged by them for the purpose may be requested to quote their rates, if interested.
2. Technical Director, NIC, Ministry of Parliamentary Affairs, Parliament House, New Delhi – with the request that the Tender Notice may be uploaded on the website of the Ministry and be shifted to archives on 16<sup>th</sup> November, 2012 at 3:00 P.M.

TERMS AND CONDITIONS FOR TECHNICAL AND FINANCIAL BIDS

TECHNICAL BIDS REQUIRMENTS

A. The Driver who should posses the following:-

- (i) pass in 8<sup>th</sup> standard or equivalent from a recognized Board or Institution;
- (ii) possession of a valid driving licence for motor cars;
- (iii) knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle);
- (iv) experience of driving a motor car for at least three years in Delhi preferably that in a Ministry/PSU/other Government organisation ; and
- (v) Qualifying the prescribed Test in driving.
- (vi) Should be conversant with the road in Delhi.

B. The Driver should be residing preferably in Central Delhi or nearby area.

C. The Driver may be required to be on duty round the clock including on holidays.

D. Payment to the firm will be made on monthly basis on presentation of bill in this regard after deducting TDS @ 2%.

FINANCIAL BIDS REQUIRMENTS

A. The Financial bid including applicable taxes should not exceed ₹ 15,000/-.