

No.F. 1(1)/2010-Gen.
Government of India
Ministry of Parliamentary Affairs

94-A, Parliament House,
New Delhi.

Dated: 13.09.2011

To,

Subject: Hiring of a DLY Car.

The undersigned is directed to say that the Ministry of Parliamentary Affairs proposes to hire DLY/DLZ Car for official use and for use by Ministers – in – charge of this Ministry as per terms and conditions detailed below:-

- (i) The car to be given on hire must be in excellent running condition with immaculate seat cover and very clean interiors. It shall be the responsibility of the Agency providing the Car to ensure that the vehicle and the driver complies with all provisions of the Motor Vehicles Act and all other traffic regulations.
- (ii) The Driver of the car shall have to be well experienced, with full knowledge of Delhi roads and must possess Driver's Licence issued by the competent authority. They would be expected to be courteous and well behaved.
- (iii) As far as possible, the same car will be deployed and the Driver will not be changed without prior notice.
- (iv) The Agency should be in position to cater to the additional car requirements of the Ministry at a short notice.
- (v) The car given on hire work will be expected to normally remain with the Ministry for official use during 8.00 a.m. to 6.30 p.m. on working days i.e. Monday to Friday every week but may also be required on holidays.
- (vi) On an average, the car may be run to cover around 80 Km. Per day during this Period.
- (vii) In the event of the contractor backing out of the contract midstream, without any explicit consent of this Ministry, he will be liable to (be subject/to) the recovery of the higher rates, vis-a-vis those contracted rates, which may have to be incurred by this Ministry on transportation of officers for the balance

period of contract through alternative means. The bill amount of the month would also be forfeited.

- (viii) The above act of backing out would automatically debar the contractor from any future dealing with the Ministry.
- (ix) The Ministry reserves the right to cancel the contract, at any time, without assigning any reasons, in case the service rendered by the agency is found to be unsatisfactory.
- (x) Payment of hiring charges will be made on monthly basis. The bills for the use of vehicles accompanied by the Duty slip/Log Books in a format to be prescribed by the Ministry will be submitted for each completed Month.
- (xi) While the Ministry would normally require these cars on working days during the hours indicated in Para (v), there can also be occasions when the car is required on holidays and outside these hours. Therefore, the bidders are requested to quote their rates in the following manner:-
 - (i) Hiring charges may kindly be submitted for 8 Hrs. and 80 KMs. Per day.
 - (ii) Rates to be charged per hour/Km for deployment beyond the normal hours indicated above.

2. The quotations may be submitted in a sealed cover superscribed as “Quotation for contract for hiring of Taxi Service” and addressed to the “The Director, Ministry of Parliamentary Affairs, Room No.86-B, Parliament House, New Delhi-110001.” so as to reach this Ministry by 3.00 P.M. on or before 30.09.2011 clearly stating that the Terms & Conditions specified by the Ministry for this purpose are fully acceptable by you. The quotations received after due date and without proper supporting documents will not be entertained at all. The Ministry of Parliamentary Affairs has all the right to reject/accept any/all the tenders without assigning any reason whatsoever.

(Jagdish Kumar)
Under Secretary to the Govt. of India
Tel. No. 23034732

Copy to:- NIC Cell for publishing the same on the Web-Site of the Ministry.

Copy also to : All Ministries/Departments of Govt. of India for giving it wide publicity among their approved service providers.