



OFFICE OF THE U.E.E. MISSION
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No:-DE-29(1)/89/UEE/8580

Date:-14.12.2010

To,

The ADE (IT)
Dte. of Education,
Old Sectt. Delhi

Sub:-Display regarding Hiring of Vehicles in UEE Mission on website.

Sir/Madam,

Please find enclose herewith the advertisement along-with its Terms & Conditions/Application Performa for Display on website of Directorate of Education on 19.12.2010 for information to the General public regarding Hiring of Vehicles in UEE Mission.

This issues with prior approval of the Principal Secretary Education /Chairman EC (UEEM).

Encl:-As above

(J.B.Singh)
State Project Director
(UEEM)

Terms and Conditions

1. **The vehicles shall be deemed to be at the disposal of UEEM-SSA for official use only NCT of Delhi. The vehicle will normally required for 10 hours/100km per day.**
2. **The contract will be effective from 1st April 2011 to 31st March 2012 (unless terminated as per clause No.25). The contract may be renewed in same terms & conditions for a further period as mutually agreed upon.**
3. **The Tenderer must have the capability to supply 18 commercial vehicles per day i.e.9 vehicle at HQ from Monday to Friday and 9 vehicles for District Offices from Monday to Saturday.**
4. **The vehicle being offered for hiring should preferably be Tata Indica/Maruti Van registered with in Delhi as commercial vehicle and should not be more than 2 years old and one vehicle either esteem or equalant for State Project Director.**
5. **The vehicle should be in perfect mechanical conditions with good tyers, separate wheel/tool box, first aid box etc. The documentary evidence in respect of the registration & fitness certificates should be produced at the time of deployment and kept with the driver of vehicle.**
6. **The time and mileage, duty of the hired vehicle will commence and terminate at each of the following officers of UEEM located in the District officers and the HQ of UEEM. The dead mileage should not be more than 2 km and the logbook shall be maintained for each vehicle.**
7. **The UEEM will not be responsible for any mishap/violations on the part of driver of vehicle/firm whatsoever during the engagement with the UEEM. Office of the DURC situated at HQ/District. HQ, East, North East, North, North West, West, South West, South, New Delhi, Central.**
8. **The vehicles are required at the following offices of UEEM located at HQ & District Offices.**
 - (1) **HQ-UEEM-Lucknow Road, Timar Pur**
 - (2) **District East-Anand Vihar, Delhi**
 - (3) **District North East-Dilshad Garden Delhi**
 - (4) **District North-Keshav Puram, Delhi**

(5) District North West-Pitampura, Delhi

(6) District West-Rajender Nagar, Delhi

(7) District South-Moti Bagh New Delhi

(8) District Central-Ansari Road, Dariya Ganj, Delhi

(9) District New Delhi-Tuglak Road, New Delhi

- 9. The SPD or his nominee have the right to inspect the vehicle to be made available for hiring before accepting the tender and tenderer will have to bring the vehicle for inspection at HQ at specified time without claiming any payment in the regard.**
- 10. The rates quoted in tender shall be valid during the period of contract. In case of hike in prices of equipment/tools/parts/consumables, the tenderer shall have no right to claim for hikes in rates.**
- 11. The contractor shall be responsible in respect of all legal and statutory obligations and also ensure that all type of taxes etc. stands fully paid to the appropriate authorities.**
- 12. Drivers provided by the contractor should have valid license and are well mannered, medically fit and neatly dressed in prescribed uniform. The contract charges include monthly charges of drivers, repair, petrol/desial/gas and also any other incidental expenses.**
- 13. The driver must abide by all the rules of the transport deptt. & traffic rules. Incase of any violations or challan the contractor shall have to face the consequence.**
- 14. The driver should be well versed with routes and incase they follow wrong routes or over rules the instructions the mission will not pay any extra km/time.**
- 15. The k.M recorder must be maintained at standard accuracy, any defect noticed shall have to be rectified by the contractor, until such rectification, kms by the said agency shall be final and binding to bidder for purpose of billing.**
- 16. The safety, security, maintenance insurance etc. of the vehicle are the sole responsibilities of the contractor, the UEEM shall not be responsible**

for any accident, loss or damage etc. to the vehicles or manpower provided during the course of deployment of vehicles.

17. In no circumstances the Tenderer/contractor may claim for compensation to the victim, their family as the case may be for injury/death caused in the event if accident during the service hours and to face the legal proceedings.
18. Sealed tenders should reach to the State Project Director, UEE Mission-SSA, within 15 days from the date of advertisement. Tenders received after due date or in unsealed conditions will be summarily rejected.
19. The contractor shall have to provide the replacement vehicle immediately, failing which a penalty of Rs.500/- per vehicle per day shall be levied besides nonpayment in r/o the defective vehicle.
20. The UEE Mission will not accept any responsibility or grant any relaxation of time for any postal delay or any other cause for delay in submission of tenders.
21. The income tax deduction as applicable shall be made at source by the UEEM and the service tax shall be borne by the contractor.
22. The Tenders be signed by all the partners in case of a partnership firm and by Managing Director/Director/Secretary or duly authorized signatory incase of private/public limited company.
23. In case of breakdown of any vehicle during service hours the contractor will have to provide alternate vehicle at the same place within one hour or else no payment will be made of the defective vehicle for that day.
24. The rate should be clearly indicated in words and figures, where & there is a discrepancy between words & figures the rate indicating in words shall apply.
25. There should not be any overwriting/cutting/applicators of fluid in application. Any deviations would make the tender liable for rejection.
26. That the contract between the UEE Mission and transporter can be terminated with a notice of 30 days.
27. In case of any dispute regarding service/equipment/vehicle the decision of SPD shall be binding.

- 28. The contractor shall submit bills in respect of the services rendered on monthly basis before 7th of each month. Normally payment to the contractor shall be made within 15 days of receipt of bills. However in no case the contractor/renderer shall claim any interest for delayed payment due to unforeseen reason.**
- 29. There should not be any counter conditions imposed by the tenderer, failing which tender shall not be considered.**
- 30. Tenders received will be opened by the purchase committee of the UEE Mission on 07.01.2011 at 3:00 P.M in the presence of the tenderer or their representatives with a letter of authority.**
- 31. The tenders will be evaluated and list of qualified tender will be prepared by UEEM and the decisions of the State Project Director UEEM-SSA shall be final.**
- 32. The payment of actual uses of hire vehicle shall be made after completion of all cordal formalities and submission of bills in order upto 5th of every month. Payment will be made on monthly basis. As for as possible the payment of the previous month will be released by 15th of the next month.**

TENDER FORM FOR HIRING OF COMMERCIAL VEHICLES (CARS/VAN)

(TO BE FILLED IN BY THE TENDERER)

(1) Name of the Firm.....

(2) Address of the Firm.....

(3) Telephone No: (Office).....(Mobile).....

(4) Registration No.....

(5) Whether Proprietorship or Partnership.....

(6) Total No. of Vehicles (Car/Van) can be supplied at any time.....

(7) Details of Vehicles to be supplied:-

Registration No. of Vehicles	Make/Model & Year	Seating capacity	Remarks

(8) (a) Whether any work of Govt./Semi Govt. Department has been done in the previous year. Yes/No

(b) If Yes, furnish full details:.....

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(9) Rate of Hiring of Vehicles Van/Car (A/c & Non A/c) :.....

a.	Local Journey (within Delhi) Maximum 100 KM or/and 10 hours per day	
b.	In case the vehicle is used more than 100 kms (specify charges per km)	
c.	In case the vehicle is retained more than 10 hours (specify charges per hour)	

(10) Any other information:-.....

Undertaking

I/We/M/s.....
 registration No..... through Sh./Smt..... sale
 proprietor/partner/authorized representatives of the tender here in after called
 the tender having read, understood and accepted the terms & conditions
 mentioned in the tender notice dt..... hereby make the tender
 for supply of vehicles.

I/We understand that I/We.....am/are
 being permitted to tender in consideration of the stipulation on my/our part
 that after submitted the tender, if I/we fail to observe and comply with the
 foregoing stipulation I/We are liable for legal action as per terms & conditions
 prescribed by UEE Mission. I/We agree that in the event of any dispute of any
 kind the decision of the State Project Director UEEM-SSA shall be the final and
 binding on me/us.

Place:-.....

Date:-.....

(Signature of tender & Stamp of the Firm)