

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION(5001002)
DISTRICT EAST : D-BLOCK , ANAND VIHAR, DELHI-110095
(CARE TAKING BRANCH)

No F. DE/47/(4)(26)/DDE/CT/11/ 4455-4459

Dated: 21.4.12

To

The _____

Sub : Invite quotation to hire private Car/Taxi with DLY, DL-IV No DL IRX and DL IT for the financial year ending 31.03.13

Sir,

This office intends to hire private Car/Taxi for official use of this office on the following terms and conditions, you may, if interested, submit tender for the same.

1. The use of the Car so provided by you shall be used at the rate of 10 hours/100 K.M. Per day. The vehicle may be detained beyond 10 hours with the due approval of the DDE (East) in that case rate of extra mileage and detention charges will be settled as per codal formalities and directives of Finance Deptt, GNCT of Delhi.
2. The expenses towards petrol/Diesel/CNG will be borne by supplier.
3. The expenses towards hiring/salary etc. of driver will also be borne by the supplier.
4. Any accidental charges/damage to the vehicle or compensation to accident victims will be borne by the supplier.
5. The maintenance of car viz. servicing/oiling/adjustment/replacement of parts will be borne by the supplier.
6. The comprehensive insurance and pollution check will also be borne by you.
7. All fines/challans will be borne by supplier.
8. If your quotation is approved/accepted by the undersigned, it will be binding upon you to provide the vehicle on all working days at a schedule time and and place failing which a penalty of Rs 500/- per day will have to be paid by you as damage to this office and it will be made on monthly basis.
9. The payment towards hire charges will be made by this office on monthly basis.
10. No dead mileage will be allowed.
11. Hired vehicles should not be older than two years.
12. Driver of the hired vehicle should hold a valid commercial license.
13. The vehicle should be registered with transport department as commercial vehicle as per the guidelines issued by the General Administrative Department GNCT of Delhi No. F/IC/827/07/GAD /Vol-II/1876 dated 18/6/2010.

14. No escalation of cost during the tenure of the tender will be allowed.
15. FDR/ Bankers Cheque/Bank Guarantee of any commercial bank in the name of DDO, Distt-East for the amount @ 2% of one year amount of hiring charges the vehicles will be made and pledged in terms of GFR 153.
16. An un-interrupted service of the vehicle be provided; deviating to which the FDR made by you in terms of GFR-153 will be forfeited.
17. Maximum four vehicles be provided as per the requirement projected by the OS (CT) of the Distt. East for three EOs' & DDE/RDE.
18. The log book of the vehicle shall be maintained and must be signed by the controlling officer and counter signed by Head of office. The log book be submitted in Care Taking Branch of Distt. East after completion of the month by 10th of every next month.
19. The user will verify the billing amount.

The sealed quotation along with copy of the RC's of the vehicles offered for hiring should reach to the undersigned by 30/4/12 upto 14.00 hrs. Tenders received without copy of RC will be rejected outright.

You can depute your representative on the said date and time to witness the opening of the quotation, for which no TA/DA will be given by this office.

The undersigned reserves the right to cancel the above quotation at any time without giving reason.



DDE (EAST)