NATIONAL CRIME RECORDS BUREAU
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA

East Block -7, R.K.Puram,
New Delhi-110066
Tel No. +91-11-26172324/26196310, 26197984 (F)

No. CCTNS(103)/VEH-HIR/123/NCRB/2012-Part-I Dated : 23-02-2012

NOTICE INVITING LIMITED TENDER (NILT)

Sealed Limited Tenders are herby invited by the undersigned on behalf of the President of India for **"HIRING OF A/C DLY TAXIS AND NON-A/C 8 SEATER COMMERCIAL VEHICLE ON NEED BASIS from the date of signing the agreement to 1st April, 2012** as per terms & conditions mentioned below and details enclosed. Interested bonafide reputed approved Taxi operators / Agencies may send their Tender in the prescribed Performa in sealed envelope on or before **15:00 hrs on 02.03.2012** to the Assistant Director (CCTNS-I), NCRB, East Block-7, R.K. Puram, New Delhi – 110066. Tender No., name of the work and date of opening of the tender must be clearly mentioned on the envelope.

Details of Works and Specifications: As per details enclosed.

Terms & Conditions :

1. Tender must be on the letter head of the firm in the enclosed prescribed Performa.

2. Rates shall be quoted inclusive of all taxes except service tax which shall be as per actual in the prescribed schedule of quantities (Enclosed). The rates must be quoted in figures as well as in words.

3. Taxes and other charges, if any must be indicated separately.

4. N**o overwriting or cutting is permitted in the rates quoted. The same shall render the tender invalid . However, except rates** all cuttings and over writings must be signed by the authorized person of the firm.

5. The rates quoted must be valid for 90 days minimum from the date of opening of the tender and silence on this issue shall be treated as agreement to this condition.

6. **The firm / agency may satisfy the following conditions:**

   a. Firm shall be registered with Govt. of Delhi for providing Taxi services.
   b. The firm shall have valid Service Tax Number and IT PAN.
   c. The firm shall have minimum of 5 Nos. of Taxis and 5 Nos. of trained drivers having valid license.
   d. The vehicle should not have been registered earlier than 2010.

7. Terms of Payment:

   a. After completion of service, Pre -receipted Bill for the actual hiring charges shall be raised in duplicate on this office on **monthly basis.** Amount must be written in figures as well as in words in the bill.

b. Daily duty slip duly verified by the authorized officer shall be attached with the monthly bills as a proof of the service provided.

c. TDS shall be deducted as per the prevailing Govt. rules.

d. The attested copy of the challan / receipts of the paid Service Tax as claimed from the department shall be required to deposited with the department, when asked.

e. Toll Tax and parking charges shall be reimbursed on actual basis subject to documentary evidence.

8. Penalty Clause:

Misbehavior of driver, Lack of cleanliness of vehicle, and lack of Punctuality of vehicle shall not be tolerated. in case of Breakdown during transits and the taxi operator failing to provide remedial measures limited to 3 times a month, a penalty equivalent to 2% of the monthly bill shall be deducted.

9. Tender shall be supported by a copy of registration certificate of firm, copy of the Service Tax Number and IT PAN issued to firm, 5 Nos. copies of R.C. of commercial vehicles owned by the firm, copies of 5 Nos. valid driving licenses of available drivers and certificates of service provided if any, from the other Government/ Private department.

10. The tender complete in all respects along with **Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five thousand)** only in the form of FDR / TD/DD/Bankers' Cheque/ NSC/BG drawn on any scheduled bank in favor of **AO, PAO, DCPW, New Delhi,** payable at New Delhi and other requisite documents may be dropped in the tender box kept at the office of the DG, NCRB East Block -7, R.K.Puram, New Delhi PIN- 110066. The incomplete Tender and tenders without EMD will not be considered.

11. The successful tenderer will have to deposit a performance Security Deposit of **Rs. 50,000/- (Rupees Fifty Thousand Only)** in the form of FDR/TD/NSC/BG made in the name of AO, PAO, DCPW, New Delhi for the period of contract. Security money will be forfeited for breach of any of the terms/ conditions of our tender enquiry and if it is found at any time during the contract period that services provided by the firm are poor/ deficient / unsatisfactory. The decision of the Competent authority in this regard shall be final and binding on the firm.

12. The agreement shall be ordinarily be valid for a period of one year. However it can be terminated by either party by giving 2 (Two) months notice.

13. Once agreement is made nothing extra shall be paid on account of increase in rates of fuel/ taxes (except service tax).

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(Kamini Shaw)
Assistant Director (CCTNS-I)
National Crime Records Bureau,
East Block-7, R.K. Puram,
New Delhi – 110 066.

DETAILS OF SCHEDULE OF QUANTITY AND
PRICE SCHEDULE FORMAT

"HIRING OF A/C DLY TAXIS AND NON -A/C 8 SEATER COMMERCIAL VEHICLE ON NEED BASIS"

Sl. No.	Description & specification of items/ works	Amount (in Rs.) for AC (DLY Taxis) vehicles in figures and words	Amount (in Rs.) for AC (DLY Taxis) 8 seater vehicles in figures and words	Remarks
1.	Monthly charges for vehicle indicates 2400 Kms/240 hours per month			
2.	Vehicles on Kms/Hours per day basis.			
3.	Any other charges			

We agree to provide the above services/ works in accordance with the specification and terms and conditions mentioned in your letter No. CCTNS(103)/VEH-HIR/123/NCRB/2012-Part-I Dated : 23-02-2012

Name & Signature of the Authorized Signatory
With seal and Telephone no. of the firm.

Date