

No. 14/17/09-LNJNI NICFS
Government of India / Bharat Sarkar
Ministry of Home Affairs / Grih Mantralaya
LNJNI National Institute of Criminology and Forensic Science
Institutional Area, Outer Ring Road, Sector- 3, Rohini, Delhi - 85

Dated the 19th August, 2010

Detailed information and terms and conditions for hiring of Vehicles

The LNJNI National Institute of Criminology and Forensic Science (Ministry of Home Affairs) intends to hire from time to time for its requirements some of the following Petrol vehicles on monthly basis.

a) Maruti Versa ; b) Maruti (SX4); c) Indigo (TATA); d) Maruti Gypsy (Hard Top);
e) Maruti Van; f) Bajaj 3-Wheeler (CNG model).

The vehicle must conform to DGS&D Rate contract specification.

2. Interested parties can send their quotations with complete details about the vehicles they wish to quote for and other facilities which they can provide. For each type of vehicle rates are to be quoted (i) with driver and (ii) without driver. The driver will have to keep a mobile phone at the expense of bidder. In case any firm is already providing the vehicles on hiring basis to any other Ministry/Department of the Central Government, details thereof may also be furnished alongwith the quotations. The rates quoted should be valid for a period of one year, or such extended period as may be mutually agreed to.

3. Sealed Quotations, duly subscribed "Quotations for Hiring of Vehicles" may be deposited in the Tender Box kept at the reception in LNJNI NICFS (MHA), Outer Ring Road, Sector-3, Rohini, Delhi – 85 not later than 3.00 PM on 9/9/2010. Quotations received after stipulated date/time shall not be entertained. The quotations will be opened on 9/9/2010 at 3.30 P M in NICFS Office in the presence of the tenderers or their representatives who may like to be present.

4. The following terms and conditions may be kept in view while sending the tender:

a. The vehicle to be supplied should be registered in the name of the firm only and should be in excellent condition mechanically as well get-up wise. Outer body/upholstery etc., should be decent looking and should have permit to go to Noida and Gurgaon. The vehicle should not be registered earlier than 01.01.2010.

- b. The driver of the vehicle should have proper driving license and other documents and fully conversant with the routes of New Delhi/Delhi / Gurgaon/ Noida and should be well dressed / behaved.
- c. The owner / firm should be in a position to provide appropriate standby vehicle in case of any break down.
- d. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the break down vehicle will have to be provided.
- e. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the NICFS will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/ security etc. Besides, a penalty of Rs 500/- will also be imposed for every such lapse.
- f. The owner / firm should be available on his own direct telephone (office as well as residence) so as to call the vehicle in emergent cases. The Mobile number may also be given. The firm should be able to provide vehicles on holidays / Sundays also.
- g. The rates quoted by the tenderer will be valid for a period of one year from the date of acceptance and should cover all expenses.
- h. Compensation and connected expenses, what-so-ever, in case of any casualty (unforeseen) shall be borne/paid by the firm.
- i. The Firm will maintain vehicle as per Manufacturers Preventive Maintenance schedule and vehicle shall be washed and cleaned daily.
- j. An earnest money of Rs 5,000/- has to be deposited in the form of bank draft drawn in favour of AO, NICFS, Delhi along with the quotation. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract.
- k. Successful tenderer will have to deposit Security Deposit of Rs. 5,000/- (per vehicle for 4-wheeler) and Rs 3000/- (per vehicle for other vehicles) of F.D.R pledged in the name of "AO NICFS, Delhi" for the period of contract. Security money will be forfeited for breach of any of the terms/conditions of our tender enquiry or 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 Director NICFS in this regard shall be final and binding on the firm.

- l. The duty point would be LNJN NICFS, Rohini, Sector-3, Outer Ring Road, Delhi or any other place intimated from time to time and the mileage and duty time would be calculated accordingly, and not from Garage to Garage.
 - m. The offer must remain valid for acceptance within 90 days from closing date.
5. Tenderers may please quote their 15 digits Service Tax Code Number.
 6. Tenderers may please quote their unconditional rates strictly in the enclosed proforma. Cutting/overwriting, if any, should be countersigned.
 7. Director NICFS reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and without giving any compensation. The decision of Director NICFS in this regard shall be final and binding on the Firm.

(Administrative Officer)

ANNEXURE

To

**The Director
LNJN NICFS (MHA)
Institutional Area
Outer Ring Road
Sector-3, Rohini
Delhi-110085**

Sir,

With reference to your tender enquiry no. 14/17/2010-NICFS dated 19/8/10, we quote below our rates towards supply of vehicle on hire basis.

Sl. No.	ITEM	Amount (Both in Rupees and fingers)						Remarks if any
		Maruti Versa NON AC	Maruti (SX4) AC	TATA Indigo Non- AC /AC	Maruti Gypsy (Hard Top) NON AC	Bajaj 3 Wheeler NON AC	Maruti Van NON AC	
1	Monthly charges with driver (Pl. indicate Kms/hours per month)							
	Monthly charges without driver (Pl. indicate Kms/hours per month)							
2	Charge for extra hour (Rs /hour)							
3	Charge for extra KM (Rs/Km)							

2. Name /Address of the Firm
3. Name & Telephone No. of the person to be contacted for requisitioning vehicles
4. PAN details
5. 15 digit Service Tax Code No.
6. We confirm that the above quoted rates are valid for one vehicle if hired.
7. I/We accept the terms and conditions stipulated in your above quoted tender enquiry and agree to abide by the same.

Yours faithfully,

Date

(Signature of the tenderer)