

**NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
18/2, Satsang Vihar Marg
Special Institutional Area
(Near Jawaharlal Nehru University)
New Delhi 110 067**

**TECHNICAL BID
(PART 'A')**

**Tender Document
(Hiring of Cars on Daily/Monthly basis)**

**Date of Opening
(22.09.2021 at 3.30 p.m.)**

Cost of Tender documents: Rs.150.00

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY

NEW DELHI

Technical Bid
Hiring of Cars on Daily/Monthly basis

"COMPANY PROFILE"	
1. Date of Opening of the Technical Bid	September 22, 2021, at 3.30 p.m.
2. Earnest Money Deposit (EMD)	Rs.5,000/-
3. Name of the Company	
4. Address	
5. Telephone Nos.	
6. Fax Nos.	
7. E mail ID.	
8. Year of Commencement of Company	
9. No. of vehicles Registered (Model & make)	<hr/> <hr/> <hr/> <hr/>
10. Name & Telephone Number of Contact Person	
11. PAN	
12. Name & address of Govt. department/organization in which the Car/vehicle engaged on monthly basis	

Signature of Firm

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY
Terms & Conditions for hiring of Cars/Buses on daily/monthly basis

- (i) The transporters must be in the business of hiring cars/buses to the government/autonomous institutions/PSUs at least for the last 5 years. A list of clients along with their addresses, telephone numbers may be enclosed along with the Financial Bid.
- (ii) The cars/buses should be latest model only.
- (iii) The rates quoted should be inclusive of all taxes and the same shall remain valid for a period of one year from the date of award of the contract.
- (iv) The Parking charges shall be paid by the Institute extra, wherever applicable.
- (v) The drivers (preferably English speaking) should be in proper uniform, and carrying a mobile phone.
- (vi) The drivers will be required to get the duty slip signed by the officers using the car. In case of senior officers, their PS should sign the duty slip.
- (vii) The cars should be fully insured and a photocopy of the RC, insurance and driving license of the driver should remain in the car all the time.
- (viii) All the drivers should have a valid driving license.
- (ix) The drivers should have at least 5 years driving experience, full knowledge of Delhi routes.
- (x) The bills may be submitted to the Institute on monthly basis.
- (xi) The payment will be made within 15 days from the date of receipt of the duly verified/ signed bills.
- (xii) The Technical Bid will be opened on 29.4.2011 at 3.30 p.m.
- (xiii) The quotations received late after the due date and time will be rejected.
- (xiv) There should not be any cutting or overwriting in the Bids.
- (xv) Any fine/Challan, accident, damage and theft - This will be the sole responsibility of the transporter.

- (xvi) The vehicle to be provided should not be more than five years old and should be in good/top running condition, well painted and clean upholstery and having sitting capacity of one plus four passengers.
- (xvii) The vehicles should insured comprehensively and should have necessary permits from Transport Department/Authority.
- (xviii) The office not be responsible for any challan/loss/damage/ theft or accident to the vehicle or to any other vehicle injury.
- (xix) The payment will be made on monthly basis on submission of receipted bill(s) duly supported by duty slip(s)/ log sheets(s) duly signed by the concerned officer. In case of breakdown of vehicle another vehicle and driver should be provided immediately so that there is no inconvenience / disruption in the work of the office.
- (xx) The vehicle should report to the place of requirement as per directions of the office. The mileage will be counted from the place where the duty starts up to the place where the duty ends and billing will be effected from the place Reporting and Relieving.
- (xxi) Interested parties subject to aforesaid terms and conditions may submit their respective offers / Quotations in a Sealed cover Subscribed "Quotation for Hiring of the Vehicle" Latest by 21.09.2021 up to 3 p.m. and the Quotation / Offers will be opened on 22.09.2021 at 3.30 p.m in the office and parties may remain present on the said date and time if they so desire.