

F No. 35013/5/2009-GS(Tpt.,)
Government of India
Press Information Bureau

New Delhi, dated 1st October ,2009

Subject:- Tender Notice for hiring of DLY Taxies for the year 2009-2010.

Sealed tenders are invited from the reputed Tour and Travel Agencies for preparing a panel for hiring of Taxies (A/C and Non A/C Ambassador and Indica and A/C Indigo only) for the official use for the Press Information Bureau, Shastri Bhawan, New Delhi. Travel agencies, if they wish to be on the panel, will have to agree to the lowest bidder's rate. The cars to be provided should not be more than one year old and should not have run more than 20,000 kms as on the date of hiring by the Department. Travel agencies should be located within 10 kms radius of Shastri Bhawan. They should have at least three years of experience in the tour and travel business with at least 10 vehicles with them. The taxies should have proper DLY taxi number plates and should be registered as transport vehicles.

2. The drivers and vehicles should be earmarked for Press Information Bureau as the office is located in a security zone. At least 6-7 dedicated vehicles and drivers have to be earmarked for Press Information Bureau. The drivers should have a proper driving licence issued by the State Transport Authority. The qualification of the drivers should be at Secondary School Examination (10th Pass). The drivers should have Cell Phones with them. They should be in proper uniform with name badge and shall maintain discipline during duty. The copies of the drivers' licence and Registration Certificates of the vehicles should be deposited with Press Information Bureau. The change of drivers and vehicles, if any, will be allowed only in exceptional circumstances. These vehicles are to be used by the senior officers of Press Information Bureau. The taxies are required to ply in the NCT region and should have proper authorization. The travel agencies should ensure that all the necessary documents (Registration Certificate, Insurance Papers, PUC Certificates, Drivers' Licence etc) are available with the drivers.

3. Preference will be given to travel agencies who have experience of providing such service and have current contract of providing regular cars to Government Officers/Public Section Undertakings. The documentary evidence in support of the same is to be enclosed.

4. The successful tenderer(s) should deposit an amount of **Rs. 50,000/- (Rupees fifty thousand only) as security deposit in the form of bank fixed deposit receipt/bank guarantee in favour of DDO, Press Information Bureau, Shastri Bhawan, New Delhi.**

5. The security deposit shall be released after the contract has been successfully completed.
6. The following terms and conditions may be kept in mind while sending the quotations:
 - (a) The rates quoted shall be valid for the duration of the contract which is extendable for a further period if decided to do so by the competent authority by mutual consent with the Travel Agency.
 - (b) The payment shall be made on monthly basis against the bill duly supported by duty slips and log books to be signed by the user of concerned authorized officer of this Bureau.
 - (c) The drivers should be fully conversant with the routes of Delhi/Noida /Gurgoan/Ghaziabad. The drivers should wear uniform and should be well behaved.
 - (d) The travel agency should be in a position to provide standby cars within an hour on reporting any break down to them telephonically. All expenses are to be borne by the travel agency in case of break down of vehicles supplied. The taxi charges from the point of brake down are to be borne by the travel agency to complete the trip.
 - (e) All liabilities arising out of any legal dispute accidents etc shall be borne/paid by the travel agency.
 - (f) The vehicle to be supplied should be registered in the name of the travel agency/owner/partner.
 - (g) Only the mileage charges will be given from garage to garage.
 - (h) Toll Tax and Parking Charges, if any, required to be paid, will be reimbursed to the transporter on actual basis, on production of documentary evidence of payment.
 - (i) If the service of the travel agency are not found satisfactory, the contract will be cancelled at any time without any notice.

7. The quotations should be in the following pattern :

Non A/C

A/C

(Ambassador) (Indica) (Indigo)(Indica)(Ambassador)

- (a) Upto 80 kms and 8 hours(full day)
- (b) Extra charges per km in excess of 80 kms
- (c) Extra charges per hour in excess of 8 hours
- (d) Upto 40 kms and 4 hours(half day)

8. The rate quoted should be inclusive of all taxes, levies etc and will be valid for one year.

9. The travel agencies may submit their sealed bids superscripted "**Quotation of hiring of Taxis**" and addressed to **Deputy Director (G), Press Information Bureau, Room No. 716, 'A' Wing, Shastri Bhawan, New Delhi**. The bid is to be accompanied by an earnest money deposit of Rs. 15,000/- (Rupees fifteen thousand only) in the form of Demand Draft in favour **DDO, Press Information Bureau, Shastri Bhawan, New Delhi**. The tender without earnest money shall not be entertained / accepted. The earnest money will be refunded after the finalization of the contract.

10. Sealed tenders must be submitted latest by **1500 hrs on 07-12-2009**. The tenders will be opened at **1530 hrs on the same day** in the presence of tenderers who wish to be present.

11. The Department reserves the right to reject any or all quotations without assigning any reason.



(Girish Chand)
Deputy Director (Admn)
T.No. 23384684

Copy to:

Sr. Technical Director, NIC, Shstri Bhawan, New Delhi with the request to arrange for posting the tender notice in PIB's website under the head 'Tender' immediately.