

F.No. 7/16(1)/2015-SD/S&S  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
SUTRADHARA DIVISION (S&S)

TENDER No.01/2016

Dated: 2<sup>nd</sup> May, 2016

**Subject:** Annual Contract for Hiring of Transporter for providing of Tempo Traveler and Bus's etc. for one year from 15<sup>th</sup> May, 2016 to 14<sup>th</sup> May, 2017.

I am directed to state that the India Gandhi National Centre for the Arts (IGNCA), intends to invite sealed tender for Annual Contract for hiring of Transporter for providing of Tempo Traveler and Bus's etc. for one year from 15<sup>th</sup> May, 2016 to 14<sup>th</sup> May, 2017 during IGNCA programmers, Seminar, Workshops, Event organized by IGNCA from time to time as per details attached in Annexure 'A'.

The quotations will be addressed to the Consultant (S&S), IGNCA, Man Singh Road, New Delhi - 01 and dropped in the Tender box kept in S&S Section at 11, Mansingh Road, New Delhi-110001 with the following terms and conditions and should reach the undersigned latest by 10<sup>th</sup> May, 2016 till 3.00 PM which will be opened by a Committee on the same day at 3.30 PM.

TERMS & CONDITIONS

1. The charges on account of mileage will be taken into account from the garage one way and stop at point of alignment (dropping).
2. It may be ensured that the driver of the vehicle should carry a working mobile and the number of mobile should be intimated to the Centre while assigning the duties.
3. The vehicles registered as commercial with the Transport Authorities, Delhi should be deputed for duty.
4. The driver must have valid commercial license.
5. The firm should have at least three years experience in this particular field including two years experience with any Government Organizations and also have turnover of Rs.10.00 Lakhs per annum during the last two years.
6. The contract initially shall be valid for a period of one year and may be extended for a period of another one year, if services are found satisfactory.

7. The firm shall submit EMD in the form of Demand Draft of Rs.20,000/- (Rupees twenty thousand only) in favour of Indira Gandhi National Centre for the Arts, New Delhi. In case of unsuccessful tenderers, the earnest money so received shall be returned immediately or after finalizing the contract without any interest.
8. TDS as per applicable rates shall be deducted from the gross amount of the bill as per Rule.
9. The firm will be responsible for tax payment, if any.
10. The firm should be registered with the authorities concerned to run the travel agency and also hold valid TIN number PAN number issued by the concerned authorities.
11. The toll tax paid by the driver while on IGNCAs duties, if any, will be reimbursed on submission of bill alongwith proof of payment.
12. The rates offered should be valid for the contract period and no revisions of rates will be accepted. IGNCAs reserve the right to cancel the Tender without assigning and reason.
13. IGNCAs will not be responsible in any way for non-receipt of the Tender Documents or late receipt of the Tender Documents.
14. Interested parties to submit the tender in a sealed cover containing following:-
  - a) Annex 'A' duly filled in all respect.
  - b) Copy of PAN number and registration of firm in Delhi State.
  - c) Copy of P&L Account or certificate from CA in support of condition No.5.

Yours faithfully,

(Vinod Rawat)  
Section (S&S)