

F. No. 7/16(1)/2015-SD/S&S

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION(S&S)

18th February, 2015

Subject: Annual Contract for Hiring of DLY Cars, Innova Cars, Indigo, Maruti D'Zire, Buses etc. for one year from 01 April, 2015 to 31st March, 2016.

Sir,

Sealed items rate quotations are invited on behalf of India Gandhi National Centre for the Arts (IGNCA), New Delhi for Annual Contract for hiring of DLY Cars, Innova Cars, buses etc for one year from **01 April, 2015 to 31st March, 2016** during Seminars, Workshops and other Events organized by IGNCA from time to time as per details attached in Annex."A".

The quotations shall be addressed to '**S&S Section, IGNCA, Janpath, New delhi-110001**' the or/and dropped in the Tender Box kept in S&S Section at 11, Man Singh Road, New Delhi-110001 with the following terms and conditions and should reach the undersigned latest by 2nd March, 2015 till 3.00 PM which will be opened by a Committee on the next day i.e.3rd March, 2015 at 3.00 PM.

TERMS & CONDITIONS:

1. The firm should have at least three years experience in the 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.
2. The firm must be based or have its; office in Delhi or NCR and should have valid registration/licence to run the business of providing passenger vehicles on hire.
3. The firm shall submit EMD in the form of Demand Draft or Pay Order of Rs.20,000/- (Rupees Twenty thousand only) in favour of Indira Gandhi National Centre for the Arts, New Delhi. In case of unsuccessful tenders, the earnest money so received shall be returned immediately or after finalizing the contract and EMD of successful tender will be returned on receipt of Security Deposit.
4. The charges on account of mileage will be taken into account from the garage one way and stop at point of alignment (dropping).
5. 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.
6. The vehicles registered as commercial with the Transport Authorities should only be deputed for duty.
7. The driver must have valid commercial driving licence.
8. 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.
9. TDS as per applicable rates shall be deducted from the gross amount of the bill as per Rule.
10. The firm will be responsible for tax payment, if any.
11. The firm should be registered with the authorities concerned to run the travel agency and also hold valid TIN Number and PAN Number issued by the concerned authorities.

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12. The toll tax paid by the Driver while on IGNCA duties, if any, will be reimbursed on submission of bill along with proof of payment.
13. The rates offered should be valid for 90 days and IGNCA reserve the right to cancel the Tender without assigning and reason.
14. IGNCA will not be responsible in any way for non-receipt of the Tender Documents or late receipt of the Tender Documents.
15. Alteration, overwriting and amendments in quotations are not acceptable.
16. Firm selected as L-1 has to provide a security deposit of Rs 20, 000(Rupees twenty thousand only) in the form of Fixed Deposit Receipt or Bank Guaranty in favour of Indira Gandhi National Centre for the Arts valid till 30th June, 2016.
16. Interested parties to submit the tender in a sealed cover containing followings:-
 - a) Annex 'A' duly filled in all respect and signed by the authorised signatory of the Firm.
 - b) Copy of PAN card, TIN Number, Service Tax registration and valid Registration/licence of firm in Delhi State duly self attested.
 - c) Copy of P&L Account or certificate from CA in support of condition No.1.
 - d) Copies of experience.
 - e) EMD in the form of Demand Draft or Pay Order of Rs.20,000/- (Rupees Twenty thousand only) in favour of Indira Gandhi National Centre for the Arts, New Delhi

Yours faithfully,
(I.P. Singh)
Consultant(S&S)