

No. A-26017/1/2016–Admn.
Government of India
Ministry of Rural Development
Department of Land Resources

NBO Building, Nirman Bhawan,
New Delhi: 110 011

Dated: 03 May, 2016

Sub:- Tender for inviting quotations for providing of Auto-Rickshaw (TSR) on monthly package basis for the official use in the Department of Land Resources – reg.

On behalf of the President of India, Department of Land Resources, Ministry of Rural Development, Government of India, New Delhi, invites quotations for hiring Auto-Rickshaw (TSR) with driver on monthly package for the official use in the Department of Land Resources for delivery/collection of dak/packages/reports etc. initially for a period of one year. The rates of package (s) is/are to be filled up in the enclosed prescribed proforma. The terms and conditions of hiring of TSR are as under:-

- a) The services of the Auto-rickshaw (TSR) is required for delivery and collection of Dak, files, Reports etc. for official use of the Department of Land Resources. The main secretariat of the Department of Land Resources is at NBO Building, Nirman Bhawan, New Delhi.
- b) The driver should be fully aware of the traffic regulations as well as the road routes of Delhi city and location of various officers in Delhi as he has to deliver/collect dak/packages/files etc. of the Department.
- c) Only such person can submit his quotation who has "TSR" in his own name and having valid driving licence. The owner/driver must have all the necessary documents (Registration, Insurance Papers, PUC Certificate etc.). The driver will have to carry mobile phone of his own while on duty.
- d) The TSR should be in excellent working condition. The driver on duty should be in the proper uniform.
- e) The TSR owner shall have to comply with the relevant laws and rules issued in respect of TSR from time to time. The Department will not be responsible for any lapse on the part of the TSR owner during or after the expiry of the contract.



- f) The TSR owner will report for duty at NBO Building, Nirman Bhawan at 9.00 AM in the morning. The normal working hours are from 9.00 AM to 5.30 PM on Monday to Friday, but he has to perform duty on odd hours as and when required by the Department. During duty hours he will be solely responsible for the Dak, documents, files etc. in his possession and will deliver the documents/letters to the addressees and get acknowledgement thereof. Mileage and time in a day would be counted from first duty point to last duty point only. No night charges will be paid.
- g) The TSR driver will be provided a log-book. The driver shall make the entries for the journeys performed by him date-wise and the same are to be signed by the concerned officer after completion of day's duty. The log-book will be presented on the first day of the week to Section Officer (General Admn.) for verification.
- h) The bills for hiring of auto-rickshaw should be submitted after the completion of the month. The payment shall be made on monthly basis.
- i) No advance payment, in any case, would be made.
- j) The Auto rickshaw driver shall make alternate arrangement in case of his absence/leave. In case the vehicle is not made available on any particular day without taking prior permission and making alternate arrangement, Department of Land Resources shall make alternative arrangement by hiring Taxi/TSR for such period and the amount so spent will be recovered from the monthly bill of TSR.
- k) Department of Land Resources shall not be responsible for damages of any kind for any mishap/accident/injury caused to the vehicle(s)/ driver(s) while performing duty for the Department. All liabilities, legal or monetary will have to be borne by the owner.
- l) The approved rates will not be changed during the period of the contract.
- m) The quotation should accompany an Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of the Pay & Accounts Officer, Department of Land Resources, New Delhi. The EMD will be refunded after completion of the selection process of the successful bidder/s.



.....3/-

- n) The successful bidder will have to deposit an amount of Rs. 15,000/- (Rupees Fifteen Thousand only) as "Performance Security Deposit" in the form of Demand Draft of Fixed Deposit drawn in favour of the Pay & Accounts Officer, Department of Land Resources, New Delhi. The Performance Security Deposit will be refunded within 60 days after successful completion of the contract period.
- o) Department of Land Resources reserves the right to terminate the contract at any time if the service of the Auto-riskshaw Driver is not found satisfactory. The decision of the Department in this regard will be final.
- p) The quotation/s may be sent in the enclosed "Proforma" (alongwith its Annexure) in a sealed envelope containing quotations marked "QUOTATION FOR HIRING TSR" addressed to the Under Secretary (Admn.), Department of Land Resources, Ministry of Rural Development, Govt. of India, NBO Building, Nirman Bhawan, New Delhi. Sealed quotations may be dropped in the Tender Box of Department of Land Resources kept at the Gate of NBO Building, Nirman Bhawan, New Delhi or sent by post/ courier so as to reach the undersigned by the due date and time i.e. by 3.00 PM on 02.06.2016. Tenders sent by FAX/e-mail will not be considered. The quotations will be opened on the same day at 4.00 P.M. in the NBO Building, Nirman Bhawan, New Delhi.
- q) Department of Land Resources reserves the right to reject any or all the quotations without assigning any reason thereof.

Encl: Annexure-I



(Anoop Kumar)

Under Secretary to the Govt. of India
Tel: 011-2306 3271

To

All Ministries/Departments, Govt. of India

Copy to:

✓ PSA, NIC, Department of Land Resources for uploading the document on the website of the Department of Land Resources.

Annexure-I

PROFORMA FOR QUOTING RATES FOR HIRING OF THREE WHEELERS

Name of the Owner	
Complete Address & Telephone No.	
R.C. of Vehicle	
PAN No.	

RATES OF PER MONTH PACKAGE

Breakup of Service	Amount in Rs.
Rates for package of 1100 Kms & 180 Hrs. in a month.	
Rates for additional Km beyond 1100 kms & beyond 180 hours	

