

No. 32-1/2008/NAEB/B-VI
Government of India/Bharat Sarkar
Ministry of Environment and Forests
National Afforestation and Eco-Development Board (NAEB)

Paryavaran Bhavan, CGO Complex,
Lodhi Road, New Delhi -110510
Dated the 10th June, 2010

To

M/s

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Subject: Hiring of DLY Taxi for use in the National Afforestation Eco-Development Board
Sir,

The National Afforestation Eco-Development Board (NAEB) under the Ministry of Environment and Forests intends to hire one DLY Taxi w.e.f. 01.08.2010 to meet its day-to-day requirements. The vehicle is proposed to be hired on six monthly basis. The vehicle to be deployed should be in good condition, along with driver holding valid driving license and other documents.

2. It may be noted that the duty point would be Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi and the mileage and time would be calculated accordingly, and not from Garage to Garage.

3. In case the firm is already providing the vehicle(s) on hiring basis to any other Ministry/Department of the Central Government, details thereof may also be furnished along with the quotations. The rates quoted should be valid initially for period of six months or such extended period (s) as may be mutually agreed upon.

4. Sealed Quotations, duly subscribed "**Quotations for Hiring DLY TAXI**" may be deposited in the Tender Box installed in the office of National Afforestation and Eco-Development Board at Seventh (7th) Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110510 not **later than 3.00 PM on 30.06.2010**. Quotations received after stipulated date/time shall not be entertained. The quotations will be opened on the same day at 4:00 PM in Room No. 714, Paryavaran Bhavan, NAEB, Ministry of Environment and Forests, CGO Complex, Lodhi Road, New Delhi in the presence of authorized representatives of the interested bidders.

5. The detailed terms and conditions of the tenders are attached herewith at Annexure "A" and can also be downloaded from the website of the Ministry.

Yours faithfully,

(Deepak Grover)
Under Secretary to the Govt. of India

PROFORMA

Sl. No.	Description	Amount in (Rs.) for Non-AC vehicle in figure and words	
1.	Fixed Monthly Charges for the vehicle (upto 2000 Kms in a month from 8.00 A.M. to 8.00 PM)	Tata Indica	
		Tata Indigo	
		Maruti Wagon R	
2.	Charges for each K.M. beyond 2000 Kms.	Tata Indica	
		Tata Indigo	
		Maruti Wagon R	
3.	Charges for each extra hour beyond 8.00 A.M. to 8.00 PM		

Annexure-A

Terms and conditions for hiring of DLY Taxi by National Afforestation Eco-Development Board, Ministry of Environment and Forests, New Delhi

- (a) The taxi to be supplied should be DLY (Commercial Vehicle) registered in the name of the firm only and in excellent condition mechanically as well as upkeep wise i.e. out body/upholstery etc. should decent looking and should have permit to go to anywhere in the NCR. The vehicle should be 2008 or later models.
- (b) The firm has to provide taxi from 8.00 AM to 8.00 PM on all working days including Saturdays and can also be called on Sundays, if so required.
- (c) The driver of the Taxi should be fully conversant with the routes of Delhi/New Delhi/Noida/Greater Noida/Faridabad/Gurgaon and well dressed/well behaved. He should hold valid driving license and other documents
- (d) The owner/firm should in a position to provide standby taxi in case of any break down at short notice.
- (e) All expenses are to be borne by the firm in case of break down of the vehicle supplied. The taxi charges from the point of breakdown are to be borne by the firm to complete the trip. Immediate replacement of the break down vehicle has also to be provided.
- (f) The owner/firm should be available on his own direct telephone and mobile phone (Office as well as residence) so as to call the taxi in emergent cases. Telephone (Office / residence / mobile) numbers may be indicated clearly.
- (g) The rates quoted by the tenders will be valid for a period of six months from the date of acceptance or such extended period as may be mutually agreed to.
- (h) Compensation and connected expenses, whatever, in case of any casualty shall be born/paid by the firm.
- (i) Tenderers may please quote their unconditional rates strictly in the enclosed proforma. Cutting/overwriting, if any should be duly attested by the Tenderer. Further modification of conditions by the tenderer is not acceptable.
- (j) In case vehicle does not report in time/does not report at all, the Department has a right to hire a vehicle from the market and impose a fine of Rs. 500/- for each default for not providing the vehicle to the Department.
- (k) The Tenderers shall also quote their 15 digits Service Tax Code Number.
- (l) A daily record indicating time and mileage for each vehicle shall be maintained in a Log Book. No payment shall be made without submission/verification of Log Book. The format of the log book shall be as provided by the NAEB.
- (m) An earnest money of Rs. 1,000/- (Rupees one thousand only) has to be deposited in the form of Demand draft in favour of PAO, National Afforestation Eco-Development Board along with quotations. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract. The successful bidder will have to deposit immediately performance security of Rs. 10,000/- (Rupees ten thousand only) in the form Demand Draft drawn in the name of Pay and Accounts Officer, Ministry of Environment and Forests, New Delhi. The performance security will stand forfeited for breach of any of the terms/conditions of tender enquiry during the contract period including extended period of contract if any. The decision of Head of the Department, NAEB in this regard shall be conclusive and binding on the firm.

- (n) National Afforestation Eco-Development Board reserves the right to accept or reject any tender in full or in part without assigning any reason and for which no claim for compensation shall lie.
