

**No. NGTD / (07)/Car Hire /2011
National Green Tribunal
(Principal Bench)**

Van Vigyan Bhawan
Olof Palme Marg
Sector - V R.K. Puram
New Delhi-110022

Dated - June, 2011

To

M/s

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Subject: Hiring of Vehicles for use in the National Green Tribunal, New Delhi.

Sir,

1. National Green Tribunal, New Delhi, intends to hire 7 (Seven) Vehicles, for Chairperson/Judicial Member/ Expert Member/ Office of NGT to meet its day-to-day requirements. The vehicles are proposed to be hired w.e.f 01.07.2011 for a period of one year.

2. Requirement of Vehicles is as under:-

Vehicle (Make/Model)	Approx Quantity
Toyota Corolla Altis (Petrol) A.C.	One
SX4 (Petrol)/ Diesel A.C.	Five
Indigo Manza A.C.	One
Eeco A.C.	One

The quantity indicated above is tentative and National Green Tribunal reserves the right to change the number of vehicles at any time as per its requirement.

3. In case the firm is already providing vehicles on hiring basis to any other Ministry/Department of the Central Government, details thereof may also be furnished along with the quotations.
4. The rates quoted should be valid initially for a period of one year or such extended period (s) as may be mutually agreed upon subject to satisfaction of the Authorities of National Green Tribunal.
5. Sealed Quotations, in the enclosed performa, duly subscribed "**Quotations for Hiring Vehicles**" addressed to Mohammad Muazzam Administrative Officer may be deposited in the Tender Box of National Green Tribunal, installed at the First Floor, Van Vigyan Bhawan, Sector - V, R.K. Puram, New Delhi but **not later than 5.00 PM on 20.06.2011**. Quotations received after stipulated date/time shall not be entertained. The quotations will be opened on **21.06.2011 at 12.30 PM** in Administrative Officer's Chamber in the presence of authorized representatives of the interested bidders.

Yours Faithfully,

(Mohammad Muazzam)
Administrative Officer

PERFORMA

Sl.No.	Description	Amount in (Rs.) for AC vehicle in figure and words	
1.	Fixed Monthly Charges for the Vehicle (upto 2000 Kms in a month from 8.00A.M. to 8.00 P.M.)	Toyota Corolla	
		Altis (Petrol)	
		SX4 Petrol	
		SX4 Diesel	
		Indigo Manza	
	Eeco		
2.	Charges for each K.M. beyond 2000 kms.	Toyota Corolla	
		Altis (Petrol)	
		SX4 Petrol	
		SX4 Diesel	
		Indigo Manza	
	Eeco		
3.	Charges for each extra hour beyond 8.00 A.M. to 8.00 P.M.	Toyota Corolla	
		Altis (Petrol)	
		SX4 Petrol	
		SX4 Diesel	
		Indigo Manza	
	Eeco		

Terms and Conditions for hiring of Vehicles by National Green Tribunal, New Delhi.

(a) The Vehicles to be supplied should be 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 be decent looking and should have permit to go to anywhere in the NCR. The vehicle should be 2009 or (latest models).

(b) The firm has to provide vehicle from 8.00 AM to 8.00 PM on all working days including Saturdays and can also be called on Sundays, if so required. It may be noted that the duty point would be Van Vigyan Bhawan, Sector -V R.K. Puram, New Delhi or the residence of officer or the place as intimated/directed by authorities of NGT. The mileage and time would be calculated accordingly, and not from Garage to Garage.

(c) The driver of the vehicle 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) In case of any break down, the firm should be in a position to provide standby vehicle at short notice.

(e) All expenses are to be borne by the firm in case of break down of the vehicle supplied. The vehicle 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 vehicle 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 1 Year 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 Performa. 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 National Green Tribunal has a right to hire a vehicle from the market and impose a fine of Rs. 2500/- for each default for not providing the vehicle to the National Green Tribunal.

(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.

(m) National Green Tribunal 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.

(n) Taxes etc will be deducted from the Bill at the prevalent rates.

**No. NGTD / (07)/Car Hire /2011
NATIONAL GREEN TRIBUNAL
(PRINCIPAL BENCH)**

Van Vigyan Bhawan, Olof Palme Marg ,Sector - V R.K.
Puram New Delhi-110022

NOTICE INVITING TENDER

Sealed Tenders are invited by National Green Tribunal, Van Vigyan Bhawan R.K. Puram, New Delhi for hiring of 7 (Seven) Vehicles w.e.f from 01.07.2011 for an initial period of one year or such extended period as may be mutually agreed upon subject to satisfaction of the Authorities of National Green Tribunal.

- **Last date/ Time of submission of Tender 5.00 P.M. on 20.06.2011.**
- **Date/ Time of opening of Bids 12.30 P.M. on 21.06.2011.**

The tender document and terms and conditions can be downloaded from **<http://moef.nic.in>**

(Mohammad Muazzam)
Administrative Officer