

Government of India
Office of the Registrar of Newspapers for India
(Ministry of Information and Broadcasting)
West Block-8, Wing-2, R.K. Puram, New Delhi – 110066

No. 4/1/2012-Admn.

Date: 03.12.2015

Tender Notice

Sub: Inviting sealed quotations for hiring of one staff car for Office of the Registrar of Newspapers for India, Ministry of Information & Broadcasting – regarding.

Sealed quotations from reputed travel agents and taxi operators are invited for the hiring of one staff car for Office of the Registrar of Newspapers for India, R.K. Puram, New Delhi as per details given below:-

1. Staff car is required on hiring basis from reputed travel agents/taxi operators.
2. The car to be hired should be of latest model preferably Jan'15 onwards.
3. Interested parties should clearly mention the model name and make of the month for the proposed car.
4. Rate should be quoted for hiring on monthly & kilometers basis for A.C. & Non A.C. vehicle.
5. Rate quoted should include all the expenditures inclusive of taxes.
6. Driver of the car should be experienced and authorized license holder.
7. Vehicle should be duly registered with transport department and all the taxes such as insurance, pollution certificate etc. should have been paid.
8. Quotations should be made in the name of Asstt. Press Registrar (Admn.), Office of the Registrar of Newspapers for India, West Block-8, Wing-2, R.K. Puram, New Delhi – 110066.
9. An earnest money for Rs. 5,000/- should be deposited vide demand draft in favour of D.D.O., R.N.I., New Delhi.
10. Sealed quotations should reach this office positively by 1.00 P.M. on **18.12.2015**. Any quotation received after due date and time shall not be accepted.
11. The quotations shall be opened on the same day i.e. **18.12.2015** at 4.00 P.M. in the cabin of Asstt. Press Registrar (Admn.), Office of the Registrar of Newspapers for India, West Block-8, Wing-2, R.K. Puram, New Delhi – 110066.



(S.D. SARKAR)

ASSTT. PRESS REGISTRAR (ADMN.)

एस. डी. सार्कार
असिस्टंट प्रेस पंजीयक

Copy to:-

1. NIC Cell, Office of the Registrar of Newspapers for India, R.K. Puram, New Delhi
2. Notice Board, RNI, R.K. Puram, New Delhi

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Tender Notice

Sub: Inviting sealed quotations for hiring of one staff car for Office of the Registrar of Newspapers for India, Ministry of Information & Broadcasting – regarding.

Sealed Tenders are invited from reputed Tour and Travel firms/agencies for hiring of Taxies (Indica, Indigo, Swift Dzire and SX4 models) for official use in the Office of the Registrar of Newspapers for India, West Block-8, Wing-2, R.K. Puram, New Delhi – 110066. The cars to be provided should not be more than one year old and should not have run more than 20,000 Kms as on the date of hiring by the Department. The taxies should have proper DLY taxi number plates and should be registered as transport vehicles.

2. The drivers should have license issued by the State Transport Authority. The qualification of the drivers should be at Secondary School Examination (10th pass). The drivers should have Cell Phones with them. They should be in proper uniform with name badge and shall maintain discipline during duty. The copies of the driver's license and Registration Certificates of the vehicles should be deposited with Office of the Registrar of Newspapers for India. The change of drivers and vehicles, if any, will be allowed only in exceptional circumstances. The vehicles are to be used by the senior officers of Office of the Registrar of Newspapers for India. There can be occasions when taxies are required at short notice; the agency would be expected to supply them on requirement basis. The taxies are required to ply in the NCT region and should have proper authorization. The travel agencies should ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC Certificates, Driver's License etc.) are available with the driver.

3. Preference will be given to agencies that have experience in providing such service and have current contract of providing regular cars to Government Offices/Public Sector Undertakings. The documentary evidence in support of the same is to be enclosed.

4. The successful tenderer(s) should deposit an amount of Rs. 10,000/- (Rupees ten thousand only) as security deposit in the form of bank fixed deposit receipt/bank guarantee in favour of D.D.O., R.N.I., R.K. Puram, New Delhi.

5. The security deposit shall be released after the successful completion of the contract.

6. The following terms and conditions may be kept in mind while sending the quotations:

(a) The rate quoted should be inclusive of all taxes, levies etc. and will be valid for one year.


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- (b) The payment shall be made on monthly basis against the bill duly supported by duty slips and log book (to be maintained in proper format) which should be signed by the user or concerned authorized officer of the office.
- (c) The driver should be fully conversant with the routes of Delhi/NCR. The driver should wear uniform and should be well behaved.
- (d) The contractor should be in a position to provide standby car within an hour on reporting any break down to them telephonically. In case of breakdown of vehicle supplied, all expenses will have to be borne by the travel agency.
- (e) All liabilities arising out of any legal dispute/ accidents etc. shall be borne/paid by the contractor.
- (f) The vehicle to be supplied should be registered in the name of the travel agency/ contractor.
- (g) Only the mileage charges will be given from garage to garage.
- (h) Non providing of vehicle shall result in penal charges of Rs. 500/- per day in addition to non-payment of charges for the day(s).
- (i) Toll Tax and Parking charges, if any required to be paid, will be reimbursed to the transporter on actual basis, on production of documentary evidence of payment made.
- (j) If the service of the travel agency is not found satisfactory, the contract will be cancelled at any time without any notice.
- (k) Vehicles should be duly registered with transport department and all the taxes such as insurance, pollution certificate etc. should have been paid.

7. The quotations should be as per following pattern:

SX4 Honda City Corolla

- (a) 2600Kms.and 300 hours
- (b) Extra beyond 2600 Kms.
- (c) Extra beyond 300 hours.

8. Quotations should be made in the name of Asstt. Press Registrar (Admn.), Office of the Registrar of Newspapers for India, West Block-8, Wing-2, R.K. Puram, New Delhi – 110066.

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10. Sealed quotations should reach this office positively by 1.00 P.M. on **18.12.2015**. Any quotation received after due date and time shall not be accepted.

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12. This department reserves the right to reject any or all quotations without assigning any reason.


(S.D. SARKAR)
Asstt. Press Registrar (Admn.)

एस. डी. सरकार
सहायक प्रेस रजिस्ट्रार