

**DELHI FINANCIAL CORPORATION**  
**37-38, INSTITUTIONAL AREA, PANKHA ROAD,**  
**D-BLOCK, JANAKPURI, NEW DELHI**  
**Website: <http://www.dfcdelhi.nic.in>**

1. DFC INVITES SEALED bids for hiring of Diesel/ CNG vehicles as per following details

Sr. No.	Particulars	Hiring Price for vehicle (Rs.)		
		Indica Non AC (DIESEL)	Indica AC (DIESEL)	Van (CNG)
1	Monthly basis 2000KMs 225 Hrs			
2	Full day 8 HRS 80 KM			
3	Extra Per KM			
4	Extra per Hour charges			
5	Night Charges			
6	Half Day 4 Hours 40 KMs			

**Terms and Conditions**

- 1 The above rates should be for Diesel /CNG run vehicle
- 2 The vehicles must be registered in Delhi
- 3 Toll taxes/parking charges shall be paid extra
- 4 The bid/quotation shall be signed by a person who is legally competent to do so.
- 5 The driver should have mobile phone connectivity
- 6 Driver should have a valid licence issued by R.T.O Delhi
- 7 The dead mileage from garage will not be counted for daily mileage
- 8 The computation of mileage and overtime will be on monthly basis and not on daily basis

- 9 The bill may be submitted with verified vouchers by 5<sup>th</sup> of every month
- 10 Vehicle should not be more than two year old or have covered more than 20000 KM & shall have clean seat covers and good looking, and should be in perfect running conditions.
- 11 No frequent change of driver will be allowed
- 12 Preference will be for new Diesel /CNG vehicles
- 13 The rates are subject to revision only if there is an escalation of price of Diesel/CNG by more than Rs 2/- per liter/Kg at one time.
- 14 The bidder shall deposit draft /banker cheque of Rs.10, 000/- as EMD (without interest) alongwith quotation/bid as earnest money which is refundable for unsuccessful bidders.
- 15 The period of contract shall be initially for one year, and can be terminated at any time by, DFC by giving one month notice to the agency.
- 16 The vehicle shall be properly insured and should carry necessary fitness certificate from concerned authority including pollution certificate.
- 17 The driver deputed on duty should not be involved in more than two punch or challan for negligence driving.
- 18 DFC shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Tenderer.
- 19 There is no guarantee of hiring of any specific number of vehicles. The Tenderer shall have to provide as many vehicles as may be required by the DFC
- 20 The tenderer should have the PAN Number and should attach a photocopy of the same.

- 21 The Tenderer shall have to submit copy of latest income Tax Clearance Certificate and service tax clearance certificate alongwith the tender.
- 22 The tenderer should submit an undertaking that he or his firm has not been blacklisted by any of the Organisation/Government Department as on the date of submission of the bid.
- 23 The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc., of the vehicles. The salary and other costs of drivers shall also be borne by the agency.
- 24 The agency should abide by rules laid down by any authority relevant to the deployment of vehicles.
- 25 In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
- 26 Visit to any place outside Delhi shall be treated as local provided it does not involve night halt.
- 27 Vehicle shall be made available on all days including Sundays & Holidays as may be required.
- 28 The agency shall provide names and addresses of the drivers and police verification report along with their driving license number and copies thereof while submitting acceptance of offer.
- 29 The agency shall provide statutory benefits to the drivers as may be applicable.
- 30 The Contract will be initially for a period of three months on trial basis which will be extended for one year including three month trial basis on satisfactory basis and can be further extended on mutual consent.

- 31 **Bidder should sign and stamp on all pages** of this tender document as a token of acceptance of all terms and conditions stated herein.
- 32 Earnest Money will be forfeited if the agency fails to commence the Service as per the award letter. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted alongwith the tender.
- 33 CMD, DFC reserves the right to accept, reject or cancel any or all the offers without assigning any reasons.

Said Terms and Conditions are acceptable.

\_\_\_\_\_ Signature

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**BID DOCUMENT**

1. Name Of Bidder \_\_\_\_\_
2. Address Of Bidder \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone No. \_\_\_\_\_
4. Earnest Money Rs.10, 000/-
5. Mode of Payment

BANK DRAFT/BANKER CHEQUE

DATED \_\_\_\_\_

ISSUING BANK \_\_\_\_\_

BRANCH \_\_\_\_\_

6. The detailed bid amount for each category of vehicle may be given on the sheet enclosed. The present requirements of the corporation may be to hire 3AC/Non AC Vehicles and 3 CNG run Vans.

Signature of the Bidder \_\_\_\_\_

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**(A Govt. Undertaking)**  
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**TENDER NOTICE**

DFC invites quotations /sealed bids from registered agencies for hiring of different vehicles for the use of staff/officers of the corporation. The details can be taken from Reception Counter of the Corporation & are also available on our website. The last date of submission of Bid/Quotation is 20.8.07 upto 3.30 PM. The tenders would be opened at 4.00 PM on the same day in presence of the tenderers who may like to be present.

Sd/-  
U.K. Diwan,  
Sr. Manager (GAD)  
Ph 28525045, 9968029193

