



DELHI METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF DELHI)

TENDER NO. – DMRC/TPT/2012

**APPLICATION FORM/ TENDER DOCUMENT
(CONTAINING INSTRUCTIONS FOR APPLICANTS AND
TERMS & CONDITIONS FOR HIRING TAXIES ON MONTHLY
AND DAILY BASIS)**

Tender issued to: _____

Signature of tender issuing
officer with seal

DELHI METRO RAIL CORPORATION LTD.

Application Form/ Tender Document for providing Hiring Taxies on monthly and daily basis.

INDEX

S.NO.	TITLE	PAGE NO.
	PART-I	
1.	Notice Inviting Tender	3-4
2.	General Terms & Conditions for hiring of taxies	5-10
3.	Special Terms & Conditions for hiring of taxies	11
	PART-II	
4.	Technical Package [Experience & Technical Competence] - Annexure-I	12-15
	PART-III	
5.	Financial Package [Rates to be Quoted] - Annexure- II	16-19

PART-I

Tender No. DMRC/TPT/2012

Date: _____

NOTICE INVITING TENDER

Sealed Tenders in two separate sealed packets are invited from bonafide, competent and experienced taxi operators of good repute, credentials, and sound financial standing to provide professional hiring of taxi services to the officers and other officials providing services to DMRC from various operation units, office locations, Depots and project sites. On an average 150 or more vehicles will be deployed on monthly basis and the vehicle shall also be requisitioned for day to day purpose with prior notice to the transporter.

1. Tender form will be available for sale in the office of the Assistant Manager (Administration) (on all working days) from 10.02.2012 to 27.02.2012 (between 10.00 am to 5.30 pm). Tender documents describing the eligibility criteria, scope of work/ services and the terms & conditions for the contract are available for purchase on payment of a non-refundable fee of Rs.10000/- +5% VAT = Rs.10,500/- (Rupees Ten Thousand Five Hundred only) through DD/ Bankers Cheque drawn in favour of **Delhi Metro Rail Corporation Ltd.** payable at New Delhi. The tender document can also be downloaded from DMRC's website www.delhimetrorail.com and submitted along with DD/Banker's cheque of Rs. 10,500/-.
2. The taxi operators should have necessary capability, resources, competence, infrastructure and expertise to provide taxi services as per scope of works enclosed. The taxi operator should have adequate financial and technical competence and should be able to provide excellent taxi services.
3. The tender document is divided into 3 parts:-
 - (i) Part-I consists of Notice Inviting Tender (NIT) and General/Special terms and conditions for hiring of taxis.

The tender will be submitted as under: -

- (ii) **Part-II – Technical Package (Envelope-I)**

The **Experience & Technical Competence (as per Annexure-I) along with requisite EMD** to be submitted in a sealed Envelope marked "Technical Package" Envelope No.TPT-I/2012.

- (iii) **Part-III - Financial Package (Envelope-II)**

The **Financial offer/rates** to be quoted in **Annexure-II** will be submitted in other envelope marked "Financial Package" Envelope No.TPT-II/2012.

4. An EMD of Rs. 2,50,000/- (Rs. Two lakhs fifty thousand only) by way of demand draft in favour of Delhi Metro Rail Corporation Ltd., payable at New Delhi will have to be deposited at the time of submission of tender. This amount of EMD of Rs. 2,50,000/- will be converted as a part of security deposit/performance guarantee of Rs. 7,50,000/- (Rs. Seven lakhs fifty thousand only) from the successful bidder. The EMD in case of unsuccessful bidders will be refunded to them within a month from the date of award of the contract. No interest will be paid on EMD.
5. Tenders can be submitted in the tender box kept at reception of Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi – 110001 in Sealed Cover **up to 03:30 pm on 29.02.2012**. The technical part of tender will be opened on the same day at 04.00 pm.
6. The submission must be made in one large “sealed cover packet” containing both the envelopes as mentioned in Para-3 above. This packet should be super scribed “Tender for Transport Services”.
7. The submissions received after the stipulated time and date shall not be accepted and considered.
8. DMRC Limited takes no responsibility for delay, loss or non-receipt of the tender document sent by post/courier.
9. Evaluation will be done based on the parameters defined in terms and conditions of the bid. Incomplete bids will not be considered for evaluation.
10. DMRC Limited reserves the right to reject any or all Tenders without assigning any reason whatsoever.
11. DMRC Limited does not bind itself to accept the lowest rate.
12. Telex/FAX/E-mail offers will not be accepted.
13. The validity of tender will be three months from the date of submission.

**COMPANY SECRETARY
DELHI METRO RAIL CORPORATION LTD.
3rd Floor, Wing-B,
Metro Bhawan,
Fire Brigade Lane,
Barakhamba Road,
New Delhi – 110001**

2. GENERAL TERMS & CONDITIONS OF CONTRACT

1.0 DEFINITIONS

'Company' means Delhi Metro Rail Corporation Ltd., Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi-110001.

'Contractor' means successful bidder for providing taxi/car/vehicle services of all description on hiring basis.

'Officer-in-Charge' means Company Secretary or any official authorized by him to act for and on his behalf.

2.0 SERVICE POINTS & TIMINGS

2.1 The contractor shall be required to provide taxi's/cars/vehicle on hire basis as and when required. The agency will be required to provide the services at a notice which in normal circumstances will be a minimum period of 24 hrs.. However, in emergencies, vehicles may be required at shorter notice.

2.2 The services will be required at multiple locations including NCR towns where DMRC's officers are residing or where DMRC's offices are functioning.

3.0 TENDER EVALUATION

3.1 After evaluation of the price bids based on the workable L-1 rates, agencies will be awarded the Letter of Acceptance (LOA) clearly placing the order for fixed monthly requirements of the cars as per categories B(i) & B(ii) within 30 days of receipt of the LOA.

3.2 Panel of agencies will be asked to deposit the security deposit/performance guarantee through bank guarantee from any scheduled banks within 15 days of the date of LOA on the prescribed pro forma which will be enclosed with the LOA.

3.3 The agencies will be required to declare the place of garage in the Annexure-I at the time of filing of the tender document. Because of some reason or the other, if the agency shifts their garage/office, after award of the contract or during the currency of the contract, no extra garage to garage/dead mileage and time will be given. Also consequent upon shifting the garage/office to another place in and outside Delhi, no incidental expenses like toll, MCD, state entry tax etc. if any, will be paid by the company.

3.4 The agency will have to ensure that car is filled with sufficient fuel before it reports on duty of the company. The driver will not be allowed to fill fuel in the car immediately after reporting and/or during normal working hours.

3.5 The agency will be required to provide with each driver a petty cash of ₹1000/- to meet the on-the-way/contingent expenses like parking, toll, MCD, state entry tax etc. in case of local running and sufficient cash in case of out station duty.

3.6 Allocation of the fixed monthly and day to day car bookings will be as per requirement of the company. The agency will be ordered to provide fixed monthly

and day to day cars at different offices of the company and at the residences of officers residing in Delhi and NCR

- 3.7 (i) If vehicle is required to report in NCR towns such as Ghaziabad, Noida, Faridabad, Gurgaon, Bahadurgarh, a maximum empty running allowance of 25 km or actual whichever is less for one side will be admissible per day.
- (ii) Similarly, an allowance of one hour each side will be permissible for vehicles required at above NCR towns per day.
- 3.8 The empanelled agency shall ensure that the meters of cars supplied to DMRC are duly sealed and are not tampered. DMRC would be free to check the correctness of the meter of the car supplied. In case any tampering is detected, penalty as per clause 5.14 will be imposed. Additionally, the empanelled agency would be black listed for a period of five years and security deposit shall be forfeited.
- 3.9 The fixed monthly cars will be allowed to go to outstation duty for which no extra payment will be made if the total mileage is within prescribed kms. If the mileage increases, it will be paid at the approved rate. However, night charges will be payable extra at the approved rates.
- 3.10 The Empanelled Agencies shall provide prompt, punctual, efficient, safe, courteous and qualitative services on fixed monthly basis and on day to day basis for its offices and officials working/residing in Delhi/NCR round the year including Sundays and holidays if required.
- 3.11 Normally, the agency (s) will be given booking of cars in advance. However, in case of urgent requirement, the agency has to provide cars on short notice also.
- 3.12 **Location of the metro offices and residence of the officers of the company as present:-**
1. Metro Bhawan, Barakhamba Road, New Delhi
 2. NBCC Place, Lodhi Road, New Delhi
 3. Metro Enclave, Pushp Vihar, New Delhi
 4. Vidhan Sabha DMRC Flats, 30, Alipur Road, New Delhi
 5. All project sites, depots and residences spread across the city including NCR towns

4.0 **SCOPE OF SERVICE**

- 4.1 The empanelled agency(s) shall provide monthly cars on all the working days including holidays, if required by the users of the car. The empanelled agency shall provide quality and uninterrupted services by sending the car for periodical servicing, preventive repair and maintenance for which replacement of the fixed monthly car will be given by the agency without any extra cost to the company.

4.2 **Vehicle Statutory Requirements:**

- (i) The cars deployed on duty should have valid registration certificate, comprehensive insurance (to cover the occupants also) and statutory requirements of Central/State Governments, fitness certificate, Pollution

under Control, Road Tax, Permit and must be revalidated before the expiry of the due date during the tenure of the contract period.

- (ii) The Agency(s) will give the statement of cars assigned for DMRC with registration number to Administration section of DMRC. Any changes in cars for any reasons to be notified periodically. Copy of RC and other documents connected to the vehicles deployed to be furnished to the authorized official of DMRC.

4.3 The rates quoted by the agencies will include following items in the monthly and day to day cars as per details given below for which no extra payment will be made by the company: -

S.No.	Items required in the car
1.	Tool box & stepney
2.	Music System with AM/FM radio in working condition
3.	First aid box and torch
4.	Mobile charging facility in the car
5.	Driver's Mobile in charged and running condition
6.	Good upholstery/seat covers

4.4 For vehicle deployed on duties, special care as under, has to be taken by contractor:

- (i) Punctuality of time is an essential and important condition of the contract.
- (ii) The vehicle on monthly basis duty and/or given the out station duty, the driver should be adequately equipped with money and other requisites to leave for out station duty after getting instructions from Admn. Section of DMRC.
- (iii) The drivers of the cars provided shall always be wearing neat and clean uniform and holding a valid driving license and abide by all the rules laid down by Transport Authority or any Authority relevant to the subject and should always strictly follow the traffic rules and regulations, so as to ensure safety of the passengers.
- (iv) Drivers will submit the duty slip in the prescribed format given by DMRC mentioning particulars like car no., driver's name, mobile no. and the initial meter reading to the user at the time of reporting in case of daily basis vehicle.
- (v) Mileage at the reporting and releasing place will be indicated by the driver of the empanelled agency which will be signed by the user of the car.
- (vi) Correction, if any, in the duty slip should be attested by the user in the absence of which duty slip will not be entertained in case of daily basis vehicles.

- (iii) The driver shall always remain with the vehicle during whole of the duty time and shall always keep the mobile phone in charged and working condition.
- (iv) The persons deputed by the empanelled agency for carrying out DMRC's duty should behave properly with the officers and maintain punctuality and discipline. If any driver engaged by the empanelled agency is found to be indisciplined, misbehaved or under influence of any intoxicant, penalty will be levied as per clause 5.14.

5.0 TERMS AND CONDITIONS

5.1 EMD will be forfeited:

- (i) If the offer is withdrawn/modified or alteration is sought during the period of validity of the offer or any agreed extension;
- (ii) The agency fails to supply the agreed number of cars of required make.
- (iii) If the agency backs out and or does not sign the contract agreement within 30 days after issue of LOA;
- (iv) If the tenderer attempts to procure the contract by furnishing false/incorrect documents and by giving false declarations.
- (v) If the tenderer fails to provide performance guarantee within schedule time.
- (vi) Any other act of the bidder which tantamount to premature withdrawal from tender process.

5.2 (i) In case of monthly vehicle requirements for category B (I) and daily basis vehicle for category B (II), L-1 will be selected for each category on the basis of the lowest rates quoted by the suppliers in each category.

- (ii) In case of category B (i) and B (ii), the requirement will be splitted into 5 zones in equal proportion of the total requirement irrespective of the supply capacity of the L-1 and order will be placed to first 5 eligible suppliers in each category at L-1 rates. In case any supplier backs out from the counter offer, than the offer will be given to the next higher eligible bidder i.e. L-6 onwards. In case the number of eligible suppliers happen to be less than 5, the total quantity will be splitted in equal proportion among the eligible available supplier at L-1 rate. In this regard the decision of DMRC shall be final and binding on the empanelled agency.

5.3 The tenderers will give an undertaking that all the requirements of DMRC will be met by them.

5.4 The empanelment of the agencies shall be valid for a period of two years, which can be further extended up to three months on the existing rates, terms and conditions at the discretion of the company. No price escalation on any account will be allowed up to 2 years and during extended period of 3 months.

5.5 DMRC will reimburse payment of toll tax, municipal tax, parking charges or any applicable tax, if any, to the empanelled agency in case the vehicle enters the other State on production of original receipts. Any new tax imposed by Govt. which was not prevalent at the time of award of contract will not be paid to the agency.

- 5.6 The tender shall remain valid for acceptance for a period of three months from the opening of tender and shall be extendable further for a period of 30 days as per specific request of the company.
- 5.7. The Empanelled Agency shall indemnify DMRC against any claims, damages, loss or penalty including costs there of arising out of any breach or violation of any of the provisions of all the laws, including labour laws as applicable from time to time, governing the workers employed by the Empanelled Agency and the vehicles deployed by the agency.
- 5.8. The Empanelled Agencies will be required to submit the bills (in duplicate) along with the duty slip in the format prescribed by DMRC duly signed by the concerned user of the car (complete in all respect) to the Respective Administration Section at Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi – 110001. The payment will be made within 15 working days from the date of receipt of the bills.
- 5.9 No payment shall be made against the bills pertaining to journey, where any complaint with regard to quality of the car is received from the user. In this regard the decision of DMRC shall be final and binding on the empanelled agency.
- 5.10. Detaining the vehicle for own reasons during outstation duty as well as in station or disappearing from duty causing undue detention to an officer may entail deduction or non-payment for the journey performed.
- 5.11 For any dispute arising out of this contract, Head of Administration Section, DMRC shall appoint an officer to co-ordinate to arrive at an amicable solution. However, if any matter is to be referred to arbitration, the Arbitrator shall be appointed by Head of Administration Section, and the decision shall be binding on both the parties.
- 5.12 The disputes shall be subject to Courts at Delhi who shall have jurisdiction over such matters.
- 5.13 Once the booking is accepted by the empanelled agency, the agency shall intimate the vehicle no., name & mobile no. of the driver to the concerned Nodal Officer; failing which a penalty will be leviable (Ref: Clause 5.14) and the same will be deducted from the running bill.
- 5.14 The empanelled agencies will be required to strictly adhere to the terms and conditions of the contract and provide the quality hired car services in the offices of DMRC in Delhi and NCR. If, hired cars services is not found within the Scope of Work/Scope of Services of the tender, penalty will be imposed as under:

S.No	Description	Penalty
	Fixed Monthly and Day to Day bookings	
(i)	If at any occasion, it is ascertained that vehicle is older than 2009 model in case of monthly vehicle and 5 years older in case of daily basis vehicle	50% of the payment will be deducted in first two instance and there after no payment will be made for that vehicle.
(ii)	If monthly vehicle is not sent on any day	Rs.2000/- will be imposed on

	for whatever reason	daily basis.
(iii)	Driver's Misbehaviour such as abusing, physical intimidation or similar with the user or under the influence of any intoxicant.	Rs.500/- on 1 st instance
		Rs.1000/- on 2 nd instance
		Replacement of Driver on 3 rd Instance
(iv)	Excess claim of mileage	Rs.1000/- on 1 st instance
		Rs.2000/- on 2 nd instance
		Termination of vehicle on 3 rd Instance
(v)	Meter tampering resulting in fast meter	Rs.10000/- on 1 st Instance Termination of contract on 2 nd instance
(vi)	Any other deficiencies found in Hired Car/Hired Car Services	Rs.2000/- will be imposed on daily basis

- 5.15 Periodic inspection of the vehicles will be done by the officer Incharge (Admn. – Section) or any officer nominated for the work. If the condition of the car (interior and exterior) is not found within the Scope of Service, then no payment will be made and in addition to imposing penalty as above.
- 5.16 If it is found that any of the terms and conditions providing herein is not met with, or the Empanelled Agency committed any breach thereof, the agency will be given two warnings. If there is no improvement on the part of the empanelled agency, the services of car will be terminated and proportionate security deposit shall be forfeited. The decision of DMRC shall be final in this regard and binding on the Empanelled Agency.
- 5.17 DMRC may, at any time, by giving three month's notice can fore close the contract without any liability, financial or otherwise on itself.
- 5.18 DMRC shall pay for the services under the contract at the rates mentioned in the Price Bid (Annexure-II) which shall be inclusive of fuel/lubrication/repair & maintenance of vehicle, wages of the driver, overtime, uniform, State Transport Taxes/permits fees, Service Tax, insurance of the vehicle etc. However, parking charges and toll tax, if any, paid by the agency will be reimbursed on the production of valid receipts along with monthly bills. The new tax imposed by Govt. which was not prevalent at the time of award of contract, shall not be paid to the agency.
- 5.19 Absence of vehicle due to accident will not entitle for any exemptions from liabilities of contract, whatsoever, arrangement of alternative/substitute will be the responsibility of the empanelled agency.
- 5.20 In order to avoid mishap/accident, Empanelled Agency shall ensure that only skilled drivers with sufficient experience in trade are deployed on vehicle and they observe all rules/precautions in this regard. The Empanelled Agency shall ensure that driver do not exceed normal safe speed limits.
- 5.21 If at any occasion, it is ascertained that vehicle is older than 2009 model in case of monthly vehicle and 5 years older in case of daily basis vehicle, than the transporter shall be entitled to only 50% of the rate mentioned in the LOA.

3. SPECIAL TERMS & CONDITIONS OF THE CONTRACT

Following is the minimum eligibility criteria for technical assessment: -

1. Should have minimum 25 cars in the name of the proprietor of firm/firm/company under one roof and registered in the name of the agency. The description i.e., make, date of purchase should be given along with tender. Cars having made of the year earlier than 2009 will not be considered for technical assessment.
2. Should have minimum 25 numbers of drivers having valid Light Motor Vehicle (LMV) license to handle DMRC duties.
3. The average annual turnover of the unit from transport services/hiring of taxi should not be less than Rs.75 lakhs in the last 3 years.
4. The agency should be registered with Service Tax authorities. Registration proof should be submitted along with the tender.
5. The agency should be registered with ESI/PF authorities. Registration proof should be submitted along with the tender.
6. The agency should have valid PAN Number. Photocopy of PAN number should be submitted along with the tender.

Failure to satisfy the above conditions will lead to disqualification.

4. **PART-II**

TENDER No.DMRC/TPT/I/2012

Technical Package (Envelope-I)

The **Experience & Technical Competence (as per Annexure-I) along with requisite EMD** to be submitted in a sealed Envelope marked "Technical Package" Envelope No.TPT-I/2012.

2. TECHNICAL PACKAGE

(i) Contractors details

1. Name of the Firm :
2. Address for communication :
3. Registered Office, if any :
4. Location of Garage :
5. Telephone No.(Off./Resi./Garage) :
6. Name of Proprietor/Partner/Director :
7. (i) Name of Bankers :
(ii) Credit limit, if any, sanctioned by bank :
8. Date/Year of Commencement of business:

(ii) Details of cars (not older than 2009 model and engine capacity of 1100 cc or above) owned by the bidder*

S.No	Description of vehicles	Registration Number	Make/Model
1.			
2.			
3.			
4.			
5.			
.			
.			
.			

*Please attach the photocopy of RC (Registration Certificate) of minimum 25 vehicles registered in the name of bidding company. The same shall be verified from the original RC during technical evaluation.

(iii) (A) Address of the unit_____

(B) Distance from Metro Bhawan (Connaught Place, N. Delhi)_____ Km.

(iv) Experience

S.No.	Services Provided	Name of the company	Since when
1.			
2.			
3.			

Please attach certified copies of experience certificates issued by the authorities to whom the transport services have been provided.

(v) Annual Turnover for last 3 years (enclose Audited Balance sheet and Income Tax Returns)

S.No.	Description	Year 2008-2009 (Rs.in Crore)	Year 2009 –2010 (Rs.in Crore)	Year 2010-2011 (Rs.in Crore)
(1)	(2)	(3)	(4)	(5)

*The turnover stated above should be certified by practicing Chartered Accountant.

(vi) Service Tax Registration Number:
(Please enclose copy of Registration Certificate)

(vii) ESI/PF Registration Details:
(Please enclose copy of Registration Certificate)

(viii) Permanent Account Number (PAN) :
(Please enclose copy of PAN Card)

(ix) The Bidder has to indicate the number of cars (2009 model and above) to be provided by him.

(a) (number of hatchback cars) having engine capacity 1100 cc and above;

(b) (number of sedan cars) having engine capacity 1300 cc and above on monthly basis;

The Bidder has to clearly indicate the number and make of the car, he is willing to provide as per details given above. Total of (a) & (b) shall be minimum 25 numbers.

Signature of Authorized officer
(with Company/Firm seal)

Note:

1. **All documents required as per tender document along with requisite EMD should be submitted with technical bid.**
2. **Agencies/firms who do not qualify in technical bid, financial bid will not be opened.**
3. **Date of opening of financial bid shall be intimate separately to the technically qualified agencies/firms.**

5. **PART-III**

TENDER No.DMRC/TPT/I/2012

Financial Package (Envelope-II)

The **Financial offer/rates** to be quoted in **Annexure-II** will be submitted in other envelope marked "Financial Package" Envelope No.TPT-II/2011-12.

It is essential for every bidder to quote for all the categories i.e. Monthly Basis specified at B(i) and daily basis specified at B(ii). Evaluation of financial bid will be made on the basis of rates quotes in B(i) and B(ii). DMRC will engage only those bidders, who will provide the cars owned by them. Subletting/subcontracting will be permissible subject to the prior written approval of DMRC.

Note:

1. **Financial package should be submitted in a separate sealed envelop and no documents/enclosure is to be submitted/enclosed with the financial package.**
2. **All pages should be signed by the agency/firm through authorized representative.**

ANNEUXRE-II**B(i) Performa for quoting of rates for cars on monthly basis: -**

Sr. No.	Description	10 hrs duty per day for 25 days in a Month					24hrs duty for entire month
		Engine Capacity 1100 CC and above (hatch back cars only)			Engine Capacity 1300 CC and above (Sedan Cards)	Engine Capacity 1100 CC and above (hatch back cars only)	
		Category I	Category II		Category III	Category IV	Category V
		1500 km	2000 km		3000 km	2000 km	3000 km
		Non-AC	AC	Non-AC	Non-AC	AC	Non-AC
1	Charges per month						
2	Extra charges per km (over limit specified for each category)						
3	Extra hours (per hour) over and above 10 hours duty per day for all categories.						
4	Any other charges (with details)						

1. The above charges are all inclusive of Service Tax, fuel/lubrication/repair and maintenance of vehicle, wages of drivers, overtime, uniform, State Transport Taxes/permit fees, insurance of vehicle etc. However, parking charges and toll tax, if any, paid by the agency will be reimbursed on the production of valid receipts along with monthly bills.
2. There shall be no minimum mileage per day. Extra hour shall be over and above 10 hours per day and extra mileage will be over and above kilometers mentioned in category I to V. However, no garage to garage/dead mileage will be allowed.
3. Extra day, if any, will be paid on pro-rata basis on monthly rates.
4. If vehicle is required to report in NCR towns such as Ghaziabad, Noida, Faridabad, Gurgaon, Bahadurgarh, a maximum empty running allowance of 25 km or actual whichever is less for one side will be admissible per day.
5. Similarly, an allowance of one hour each side will be permissible for vehicles required at above NCR towns per day.

B (ii) Performa for quoting of rates for cars on daily basis: -

S.No	Description	Engine capacity 1100 CC and above (Hatchback Cars only)		Engine capacity 1300 CC and above (Sedan Cars)		SUV Cars only	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
1.	Charges for 40 Kms for 5 hrs.						
2	Charges for 80 Kms for 10 hrs.						
3	Extra charges per km (over specified limit 40/80 Kms)						
4.	Extra charges per hour (beyond specified hrs. 5/10 hrs.)						
5.	Outstation tours per km.						
6	Per night charges						
7.	Any other charges (with details)						

1. The above charges are all inclusive of Service Tax, fuel/lubrication/repair and maintenance of vehicle, wages of drivers, overtime, uniform, State Transport Taxes/permit fees, insurance of vehicle etc. However, parking charges and toll tax, if any, paid by the agency will be reimbursed on the production of valid receipts along with monthly bills.
2. There shall be no minimum mileage per day. Extra hour shall be over and above 10 hours per day. However, no garage to garage/dead mileage will be allowed.
3. If vehicle is required to report in NCR towns such as Ghaziabad, Noida, Faridabad, Gurgaon, Bahadurgarh, a maximum empty running allowance of 25 km or actual whichever is less for one side will be admissible per day.
4. Similarly, an allowance of one hour each side will be permissible for vehicles required at above NCR towns per day.

- C We have fully understood the Scope of Work, our duties and responsibilities for the contract including the following terms and conditions pertaining to payment of vehicle hiring charges: -
- (i) We shall be bound to supply cars (as defined in Annexure-I (ix) (a) & (b) within 30 days after issue of Letter of Acceptance.
 - (ii) The penalties mentioned in Para 5.14 are acceptable to us for negligence in duties/service/type of vehicle and the decision of the DMRC will be final and binding on us.
 - (iii) An Earnest Money Deposit (EMD) of Rs. 2,50,000/- (Rupees Two Lakhs fifty thousand only) is enclosed vide Demand Draft No. _____ dt. _____ drawn on _____ and payable at New Delhi.
 - (iv) The successful bidder will submit a performance guarantee of Rs.7,50,000/-. The EMD of Rs.2,50,000/- of the successful bidder will be converted as a part of performance security and balance performance guarantee of Rs.5,00,000/- will be paid/submitted within 15 days of the issue of letter of acceptance. In case successful bidder wants EMD return, then he has to submit performance security of Rs.7,50,000/- within 15 days of issue of letter of acceptance.
 - (v) The validity of tender will be three months from the date of submission of the tender.

Signature of Authorized officer
With company/firm seal

Date: _____

