

To,

Sub: Quotation for hiring vehicles (Non-AC having seating capacity of 4+1 & 7+1/8+1 persons).

Sir,

The CIET is inviting quotations for hiring private vehicles (Non-AC) having seating capacity of 4+1 & 7+1/8+1 persons from the well established taxi operators nearby NCERT Campus for the use of staff engaged in the filed production of educational films and visiting various places for shooting and office work. You are, therefore, requested to fill-in the enclosed proforma quoting your rates for hiring the vehicles from your firm. The quotations should reach the undersigned in sealed covers in or before 16.3.2011.

In case your quotations is approved by CIET, you are required to supply the vehicles on hire basis at the approved rate as and when requested for our office work and prefer bills on the 1st day of each month in duplicate for arranging the payment as per rules.

This issues with the approval of the competent authority.

Thanking you,

Yours faithfully,

(S.D. Singh)
Under Secretary

Central Institute of Educational Technology
(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING)
Chacha Nehru Bhawan, Sri Aurobindo Marg, New Delhi-110016, India

QUOTATION FROM FOR HIRING OF DLY TAXIES (NON-AC VEHICLES) 4+1 & 7+1/8+1 PERSONS SEATING

1. Name of the Agency/Company
2. Office Address
3. Place of DLY Stand
4. Experience Business
5. Agency income TAX TAN No.
6. Agency Registered under Act.....Registration No.....
7. Agency Services Tax Act.....Registration No.
8. Distance from CIET office to

9. Local or outstation Running	(Rates in Rupees)
Hrs. Km.	DLY Non A/c 4+1 & 7+1/8+1 Persons seating Capacity
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Half Day
Full Day
Per Km Beyond Full Day
Per Hrs. Beyond Full Day
Night Charges
Out-station

10. Registration No. of Vehicles	Make of Vehicles	Model & Year	Seating Capacity
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Attested Photostats of registration certificate of DLY may be attached and will be verified by a Board of member.

11. Details of latest income tax clearance certificate.

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12. Any other information.

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Terms of Conditions

Terms & conditions of the Contract for hiring of vehicles

1. DLY should be registered in the name of one agency only.
2. The rates quoted by Agency shall be for the DLY and should not be more than 5 years old and in good running condition.
3. Firms registered under any act with services tax, income tax shall be preferred.
4. The contract can be terminated by either party by giving one month's notice in writing.
5. No payment shall be made if the duty slip is not properly signed and verified by the concerned in-charge (with this delegated authority).
6. Persons working in Govt. Semi Govt. officers and autonomous bodies shall not be eligible to enter into contracts.
7. The contract shall be subject to cancellation without any prior intimation, if the service rendered is not found satisfactory.
8. Telephone facility (24 Hrs.) must be available with the transporter.
9. The DLY taxies should have all necessary roadworthy articles and permits including pollution clearance.
10. The Driver should have necessary valid license, should be in good health, should be well mannered.
11. The quoting agency should have necessary alternatives e.g. Pickup Vehicle. Recovery Service, immediate provision for replacement of vehicle etc.
12. The firm/agency should have at least five DLY taxies.
13. The firm/agency should send the vehicle on time as and when required. Failing which, an amount equal to taxi charges will be deducted/recovered from their bills.
14. Contract will be given to those parties only who will agree to the mileage/K.M. as per the CIET vehicles/norms.
15. Preference would be given to the party which is ready to give this vehicle 24 hours on minimum agreeable terms and conditions.
16. For ENG shooting/pick-up/dropping Noida/Gaziabad/Faridabad/Gurgoan/Bahadurgarh and adjoining areas where the activity completes on the same day will be counted as local duty.

- 17. Any firm/agency not fulfilling the above terms and conditions will not qualify.
- 18. The DLY car will requisitioned in advance.
- 19. Income Tax shall be deducted from the running bill as per Income Tax rules.
- 20. Service tax shall be payable extra as per government rules.
- 21. Initially the contract of running DLY cars/taxis will be from 1st April 2011 to 31st March 2012 which would be extendable by mutually agreeable terms and conditions.
- 22. In the event of cancellation of booking after time mentioned in the requisition, Half day charges i.e. 4 hrs, 40 kms shall be payable by the CIET.
- 23. Parking, Toll tax and Border taxes will be paid by CIET.
- 24. Above 4 Hrs. 40 Kms will be charges as a full day.

In case the contractor is agree to provide the vehicle on hire basis at the approved rate, Terms & condition mentioned above. He is required to provide the vehicles as and when required for the programmes and activities of the Institute. The formal requisition will be sent to the contractor under the signature of Under Secretary/Deputy Secretary of the Institute for providing the Vehicle accordingly. The Contractor will submit his bills immediately after the completion of the specific programme in respect of programmes. For other activities/office work the contractor will submit the bills monthly in the 1st week of the following month in the Institute for arranging payment.

ARBITRATION:

In case any dispute between the Agency and the CIET, NCERT arising out or in relation to the agreement the dispute shall be referred to a sole arbitrator to be appointed by the Joint Director, CIET and the decision of such arbitrator shall be conclusive and binding on both the parties. The arbitrator shall be governed by the provision of the Indian Arbitration Act 1940.

JURISDICTION:

The courts of Delhi will have jurisdiction over all legal disputes under this agreement.

Signature of Proprietor/
Authorized persons

Name of Agency

Address

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Telephone & Mobile No