

F.NO. VAL/ADMN/60/2009

Mumbai, the 9<sup>th</sup> December, 2010

**QUOTATION NOTICE**

Sealed Quotations are invited from service providers for providing one vehicle alongwith driver, to be hired from time to time as per the needs of the Directorate General of Valuation (DGOV) at its Mumbai office with immediate effect. Last date for submission of tenders is **27.12.2010**

Type of the vehicle required to be supplied:

| S. No. | Category   | Type of Vehicle  | No. of Vehicles required |
|--------|--|--|--------------------------|
| 1.     | Non-AC vehicles to be used upto 30/31 days, subject to maximum of 2500 kms. In a month (360/372 hours) | Tata Indigo or any other similar New vehicle (Delivery received in 2010) | 1                        |
| 2.     | Non-AC vehicles to be used upto 25 days, subject to maximum of 2000 kms. in a month (300 hours)        | Tata Indigo or any other similar New vehicle (Delivery received in 2010) | 1                        |

**TERMS AND CONDITIONS**

1. Rate for above should be quoted for hiring on per month basis excluding service taxes. Charges for additional Kms. & additional hours should also be indicated.
2. In case the condition of the vehicle is not found to be satisfactory, it shall be returned for immediate replacement. In case no replacement is provided on time, the DGOV would have a right to hire a vehicle from the market and the additional cost incurred by the DGOV will be borne by the agency/firm.
3. The agency/firm would ensure that the drivers employed have valid driving licence and clean driving record of minimum 5 years. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The

driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed in proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the DGOV. DGOV shall not be responsible in any way if any harm to any person or any valuable property is caused by the driver.

4. At the time of hiring the Vehicle the details of the Driver should be provided to DGOV and if he is found not to be suitable other driver should be provided. Any change of the driver should be with approval of DGOV at least 2 days in advance.
5. The vehicle should be registered with the concerned authority of Central/State Govt. The service provider shall provide a certificate to this effect. The agency/firm should be accessible on telecom for contact round the clock.
6. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration. A copy of PAN card should be provided.
7. The DGOV reserves the right to reject all or any of the offers or accept more than one offer without assigning any reasons.
8. The billing will be done on monthly basis.
9. A daily record indicating time and distance for vehicle shall be maintained by the driver in a log book in format as per govt. instructions and log book shall be submitted to the concerned officer in DGOV regularly for scrutiny.
10. The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon.
11. The vehicle must be available at any time of any day as desired by the DGOV.
12. On awarding of the contract, the agency/firm has to furnish to DGOV the certified copies of RC books and the comprehensive insurance policies and copy of driving & his address.
13. The DGOV shall be liable to pay the hiring charges only. Contract charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses shall be borne by agency/firm.
14. In case of breakdown or absence of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is similar or better as

replacement immediately, the DGOV would have a right to hire a vehicle from the market and the additional cost incurred by the DGOV will be borne by the agency/firm.

15. In case any vehicle does not report on time/does not report at all, the DGOV would have a right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the service provider. A penalty of Rs. 500/- per day per vehicle may also be levied if any vehicle fails to meet above terms & conditions on any day.
16. In case of any accident or penalty, all the claims arising out of it shall be met by the Service Provider.
17. The liability of the DGOV is limited to the contract value only.
18. The contract between the DGOV and the service provider can be cancelled after a notice of 15 days on breach of any of the terms and conditions of the contract.
19. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the DGOV whose decision shall be final and conclusive.
20. No additional terms & conditions over and above the conditions stipulated above shall be entertained by DGOV.
21. In case of any dispute of any kind and in any respect whatsoever, the decision of DGOV shall be final and binding.
22. Quotation notice issued earlier on 18.01.10 & 29.01.10 stands cancelled.

(S.D.CHAND)  
DEPUTY COMMISSIONER