

**Office of the Resident Commissioner
Govt. of Bihar
Bihar Bhawan, New Delhi.**

NOTICE INVITING QUOTATIONS FOR CAR HIRING

Sealed offers are invited by the Office of the Resident Commissioner, Govt. of Bihar, New Delhi, for hiring DLY cars, (air-conditioned) preferable Indigo/SX4/Swift Dzire, Innova etc, on daily basis for 50 km and 5 hours, 80 km and 8 hours, for official use of VIPs, dignitaries and senior officials of Govt. of Bihar in Delhi, NCR and as and when required outside NCR as well, on the following terms and conditions:

1. The vehicle should be in good and roadworthy condition, conforming to the latest requirements of the Transport Department of the Government of Delhi, carrying proper Insurance coverage and having pollution under control certificate besides having clean and hygienic interiors. Any car not found to our satisfaction will be sent for replacement for which this office will have no liability.
2. The intending agencies should have a minimum fleet of 10 Cars.
3. Vehicle should report on time at the address indicated and in the event of any breakdown, immediate replacement should be provided.
4. The drivers must have a valid driving License, have sufficient driving experience, familiar with the roads and important landmarks of New Delhi/Noida/Gurgaon/Delhi, NCR. They should be neatly attired, disciplined and courteous, adhere strictly to duty hours and perform duties as per orders issued by the competent authority from time to time. Driver must maintain personal hygiene standards and wear clean uniform, Any case of inebriation/alcoholism during duty hours reported would result in blacklisting and bill payment would be withheld.
5. This office is liable to pay only the charges **to and from the garage within a range of 10 (5+5) KM** maximum to the reporting point and thence towards actual usages.
6. Tax will be deductible at source, as per the orders of IT Department. A certificate will be issued by this office, in this regard in due course.
7. Any incomplete application will be treated as null and void.
8. Night charges will be applicable between 11.00 PM to 05.00 AM.
9. Such selection will remain valid for a period of one year from the date of issue of the work order.
10. The undersigned reserves all discretion to declare this selection process null and void at any stage hereafter, even after such selection is put in force, if the reason thereof, so arises. As per discretion.
11. All agencies intending to be empanelled as per lowest rate may have to deposit Demand draft in favour of "Resident Commissioner, Government of Bihar" as safely against any default for a period of one year from date of issue of work order. Details would be communicated after the selection process is complete in all aspects.

The performa is given below for filling up Quotation Paper.

Vehicle Type	50 KM & 05 Hours	80 KM & 08 Hours	Extra Rate Per KM	Extra Rate Per Hour	Night Charges from 11.00 PM to 05.00 AM	Monthly rate for 2500 KMs, 10 hours a day & 300 hours in a month (On Monthly Basis)	Rate for service outside the NCR per KM (Minimum Mileage of 200 KMs per day)
Indigo/Desire/Etios							
SX4/Honda City/Ciaz							
Innova/Xylo/Tavera/ Bolero/ Scorpio							

Agencies willing to accept aforesaid norms may send their quotation indicating rates, separately for different types of vehicle, (A.C) Diesel/Petrol/CNG as also for extra KM/hour. So as to reach this office by 24.07.2015 till 3.00 PM. Quotations will be opened in presence of the parties at 4 PM on the same day

22/07/15
Deputy Resident Commissioner-Cum
Chief Administrative Officer,
Bihar Bhawan, New Delhi