

F.No.16-2/2010-Admn.
Government of India
Ministry of Women and Child Development

Shastri Bhavan, New Delhi.
Dated: 28th February, 2011

To,

M/s.

Subject:- Invitation of quotations for conclusion of AMC for providing the services of Drivers on contract basis for a period of one year from the date of conclusion.

Sir,

I am directed to say that this Ministry requires the services of two Drivers on contract basis for running office vehicles for official work. The sealed quotations in the prescribed form (**Financial bid as per annexure-II**) may be addressed to Under Secretary (General), Ministry of Women and Child Development, Room No. 310, A Wing, Shastri Bhavan, New Delhi and **drop the same in the Tender Box kept in Room No. 629, A Wing, Shastri Bhawan, New Delhi.**

2. It is requested that sealed quotation mentioning detail of salary, O.T.A. other facilities expected along with other related terms and conditions as contained in the enclosed Annexure-I may be submitted on or before 14.03.2011 upto 3.00 PM and the same will be opened at 4.00PM on the same date. You may remain present, if so desire, at the time of opening the quotations. This Ministry reserves the right to reject any of the quotation or all the quotations without assigning of any reasons thereto.

Yours faithfully,



(Jai Kishore)

Under Secretary to the Government of India

✓ Copy to TD(NIC) of the Ministry with the request that the Tender Notice may please be uploaded on the website of the Ministry of Women & child Development.

TERMS AND CONDITIONS

- i) The Vendors would provide two Drivers to perform the function of Staff Car Driver. The requirement of driver may be increased/decreased depending upon the necessity.
- ii) The Driver should be minimum 10th pass and should have been experience of at least five years. In this regard a copy of the certificate should be submitted to Ministry
- iii) The Vendor is required to depute the Drivers from 8.30 A.M. onwards every day in the Ministry of WCD.
- iv) The deployment of the Driver would be done in a manner to be decided by the Competent Authority in the Ministry to perform the various tasks associated with Driver.
- v) It would be the liability of the vendor to provide necessary uniform to the Drivers.
- (vi) The Ministry of WCD would not be liable for any litigation that may arise between your organization and the Drivers and it would be the responsibility of your organization to deal with such an eventuality.
- vii) The service provider shall provide substitute immediately to any of the its driver, if he is unacceptable to the Ministry because of security risk, incompetence, conflict of interest or improper conduct upon receiving written notice from this office. The vendor would be bound to do so.
- viii) Drivers must possess valid commercial driving license. A copy of the same should be submitted. The Ministry will not be responsible to pay any penalty imposed by Govt. authorities for committing mistake by the Drivers while on duty or compensation for accidents etc. during the contract period.
- ix) The police verification in respect of the drivers to be deputed to this Ministry must have been got done by the vendors and a copy of the report be furnished to the Ministry before deployment of the drivers.
- x) The Vendor would be paid monthly duty charges per month consolidated excluding Sunday/Gazetted Holidays. The over time charges per hours would be paid extra, if any. Outstation charges per day & per night, if any, will be paid extra.
- (xi) The Vendor is required to submit a bill by the 5th of every month for the services rendered for the preceding month, the payment for which would be released by the Ministry of WCD by means of ECS.
- (xii) The Ministry shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging or equipment of the Drivers of the service providers.
- (xiii) The service provider shall provide substitute well in advance if there is any probability of the person leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- (xiv) The drivers of the cars should have adequate knowledge of routes within Delhi and NCR Region. They would be expected to be in proper uniform and well behaved. It would be desirable for the drivers to have mobile phones so that they could be contacted for duty.


28/11/11

- (xv) The service provider shall ensure proper conduct of his Drivers in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (xvi) The Drivers engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. Further the said driver of the service provider shall not claim any absorption in the Ministry.
- (xvii) In case of any theft or loss of property due to negligence or carelessness of your Drivers, your firm will be fully responsible and it will have to make good of the losses so incurred to this office otherwise the same will be deducted from the security deposit amount.
- (xviii) The successful bidder should furnish a Security Deposit equivalent to 10% of contract amount. The Security Deposit will be released after completion of the contract.
- (xix) No request for escalation in rates shall be entertained for whatever reasons, during the currency of the contract.
- (xx) In the event of the firm backing out of the contract midstream, without any explicit consent of this Ministry, the firm will be liable to the recovery of higher rates, via-a-vis those contracted, which may have to be incurred by this Ministry on engaging Driver(s) for the balance period of contract through alternative means. The bill amount of the month would also be forfeited.
- (xxi) The firm shall be responsible for the conduct and integrity of drivers deployed for duty in the Ministry and will also be responsible for any act of commission or omission on their part. The firm will vouch for their character and integrity.
- (xxii) Legal disputes, if any, arising during the course of agreement will be settled in Delhi Court only.
- (xxiii) The bidders shall be required to submit a demand draft of Rs. 10,000/- (Rupees Ten Thousand only) as earnest money to be drawn in favour of Pay & Accounts Officer, Ministry of Women and Child Development, Shastri Bhavan, New Delhi along with the quotation. A quotation not accompanied by the Demand Draft will be summarily rejected.
- (xxiv) This contract will initially remain valid for a period of one year from the date of award of the Contract. The Ministry, however, reserves the right to cancel the contract at any time without assigning any reasons thereto. No compensation will be payable to the firm on this account. The decision of the Ministry in the matter will be final.


24/1/11

Financial Bid

Sr. No.	Particulars	Extra Charges		
		Rate of OTA per hour	Outstation charges	
			Per day	Per night

Signature _____

Name _____

Designation _____

Company's Name _____

Company Seal _____

Jh
22/2/11