



## DELHI TRANSCO LIMITED

(A GOVT. OF NCT OF DELHI UNDERTAKING)

OFFICE OF AM(F)EB ☎ 23230174

5<sup>th</sup> Floor, Commrade Inderjeet Gupta Marg, Shakti Sadan, New Delhi-110002

No. F. DTL/109/ T/Mgr.(A)/2009/01/2009-10/HR-EB/187 Dated:- 8.6.2009

M/s Chanson Motors Pvt. Ltd.  
303-305, Garg Plaza,  
Rani Bagh, New Delhi-110034

**Subject:- Hiring of commercial vehicles for use of DTL officers against  
Tender No. T/Mgr.(A)/2009/01**

Dear Sirs,

With reference to your offer opened on 9.4.2009 (technical bids) and on 11.5.2009 (price bids) and letter dt. 18.5.2009 submitted for hiring of commercial vehicles against tender no. T/Mgr.(A)/2009/01 and further LOI no. F. DTL/109/T/Mgr.(A)/2009/01 /2009-10/HR-EB/178 dt. 29.5.2009, I have been directed to place an order on you for supply of commercial vehicles for a period of one year w.e.f. 1.6.2009 on the rates terms & conditions given below.

Sr. no.		Schedule of rates	Rate
1	a)	Rate for providing Ambassador/Indica Car 12 Hours & 120 KM on per Day Basis <b>(Without AC) DGM &amp; below</b>	Rs.915 per day
	b)	Rate for providing Ambassador/Indica Car or equivalent 12 Hours & 2500 KM on monthly Basis <b>(Without AC) DGM&amp; below</b>	Rs.16445 per month
	c)	Rate for providing Ambassador/Indica car or equivalent 12 hours & 2500 KM on monthly basis <b>(with AC) as per requirement</b>	Rs.17950 per month

Sr. no.		Schedule of rates	Rate
2	a)	Rate for providing Maruti van 12 hours & 2500 km. on monthly basis <b>(Without AC)</b>	Rs.16445 per month
	b)	Rates for providing Maruti Van 24 hours & 2500 KM on Monthly basis <b>(Without AC)</b>	Rs.24900 per month
3	a)	Rate for providing Indigo/Esteem Car 12 Hours & 120 KM on per day basis <b>(With AC) GM &amp; above</b>	Rs.1195 per day
	b)	Rate for providing Indigo/Esteem Car or equivalent 12 Hours & 2500 KM on Monthly basis <b>(With AC) GM &amp; above</b>	Rs.27400 per month
4	a)	Rate for providing TATA sumo or equivalent 12 Hours & 2500 KM on Monthly basis <b>(Without AC)</b>	Rs.26850 per month
	b)	Rate for providing TATA sumo or equivalent 24 Hours & 2500 KM on Monthly basis <b>(Without AC)</b>	Rs.32500 per month
5		Rates for providing Baleno/Indigo/Esteem car or equivalent for out station trips <b>(With AC) GM &amp; above.</b>	
	a	For one day trip	
	(i)	Limited to 300 Kms.	Rs.2300 per day
	(ii)	Charges for per Km. if vehicle runs more than 300 Kms.	Rs.8 per km.
	b)	For one or more days charges on per day basis excluding night charges.	Rs.150 per day
	c)	Night charges per night basis	Rs.100 per night

Sr. no.		Schedule of rates	Rate
6		Rates for providing Bolero or equivalent for out station trips <b>(With AC) as per requirement.</b>	
	a)	For one day trip	
	(i)	Limited to 300 Kms.	Rs.2700 per day
	(ii)	Charges for per Km. if vehicle runs more than 300 Kms.	Rs.8 per km.
	b)	For one or more days charges on per day basis excluding night charges.	Rs.150 per day
	c)	Night charges per night basis	Rs.100 per night
7		Rates for providing Indica/ Ambassador or equivalent for out station trips <b>(With AC) as per requirement.</b>	
	a)	For one day trip	
	(i)	Limited to 300 Kms.	Rs.1650 per day
	(ii)	Charges for per Km. if vehicle runs more than 300 Kms.	Rs.5.75 per km.
	b)	For one or more days charges on per day basis excluding night charges.	Rs.200 per day
	c)	Night charges per night basis	Rs.100 per night

Sr. no.		Schedule of rates	Rate
8		Rates for providing Indica/ Ambassador or equivalent for out station trips <b>(Without AC)</b> DGM & below	
	a)	For one day trip	
	(i)	Limited to 300 Kms.	Rs.1500 per day
	(ii)	Charges for per Km. if vehicle runs more than 300 Kms.	Rs.5.25 per km.
	b)	For one or more days charges on per day basis excluding night charges.	Rs.200 per day
	c)	Night charges per night basis	Rs.100 per night
9		Rate of service tax.	4.12% (or applicable)
10		Rate of VAT	Extra if applicable on actual
11		Rates for per KM if the vehicle runs beyond the stipulated limit of Kms.	Rs.5.25 per km.
12		Rates for extra hours if the vehicle runs beyond the stipulated limit of hours.	Rs.20 per hour
13		Rate of rebate per KM if the vehicle runs less than limit of Kms. (Rate of rebate should not be less than Rs.1.25 per Km.).	Rs.1.35 per km

### Terms & Conditions

1. Service tax extra @ 4.12 %. Any Statutory variation in this regard will be borne by DTL on submission of documentary evidence.
2. VAT charges extra if applicable. Any Statutory variation in this regard will be borne by DTL on submission of documentary evidence.

3. The contract shall be for one year w.e.f. 1.6.2009.
4. The tentative cost of one year contract is Rs.1,25,00000/- (Rupees One crore Twenty Five Lacs only).
5. No vehicle should be supplied having registration in the name of employee of **"DELHI TRANSCO LIMITED"** or close relative, a certificate to this effect be given on the body of the bill while submitting the claim.
6. The contractor is required to keep proper sign board **"On DELHI TRANSCO LIMITED Duty"** pasted on each vehicle on front and back wind shield.
7. The contractor should be responsible for all challans and /or accidents and damages if any.
8. The contractor has to provide the vehicles along with the driver & fuel, when the vehicle is engaged by **DELHI TRANSCO LIMITED** and the vehicle should have permit with Insurance to ply within Union Territory of Delhi and satellite towns of Faridabad, Gurgaon, Noida, Ghaziabad, Greater Noida and other areas of NCR. The daily dead mileage will not be allowed more than 10 Kms. both ways. No claim for extra dead mileage will be entertained for utilizing the vehicles by our officers who are residing in various parts of NCR of Delhi.
9. General usage of vehicles is in the area of NCT of Delhi and satellite towns of Faridabad, Gurgaon, Noida, Ghaziabad, Greater Noida, and other NCR areas.
10. Driver alongwith vehicles will have to report at the place within the jurisdiction operation of DTL. Users of vehicles shall specify actual place of reporting.
11. The bills shall be submitted on monthly basis alongwith daily duty slips and monthly statement duly verified and signed by the officer concerned latest by 20<sup>th</sup> of the next month for release of payment to the office of AM(F) EB Transco located at Shakti Sadan, Kotla Marg, New Delhi-110002 and payment shall be released by Asstt. Manager (Fin) X whose office is located pre-fabricated bldg. RPH, New Delhi through ECS for which you have to provide your bank account no., name of bank and MICR no. etc.

12. You are required to deposit an amount of Rs.625000/- as security @ 5% of the contract value in the shape of Bank Guarantee in favour of Delhi Transco Limited to Manager (A) within thirty days of receipt of contract order which should be valid up to the period of contract and no interest is payable on this amount. In the event of non submission of BG towards security within the stipulated period, penalty @ 0.05% per week up to maximum of 2% of contract price shall be levied after expiry of the period. The security amount in whole or any part thereof is liable for forfeiture in case of unsatisfactory execution, delay or bad performance. The decision of Dir (HR) in this regard shall be final and binding on you. The BG of security amount will be released after fulfillment of all the terms & conditions after the expiry of contract period.
13. Only commercial vehicles (model not before 2005) EURO-II registered in Delhi will be acceptable.
14. Penalty will be imposed as given under (The penalty means deduction of pro-rata charges for the absence period + penalty specified as under).
  - (I) In case of break down of vehicle the expenses incurred by the user as per prevailing market rate per Km. subject to maximum of Rs. 300/- shall be deducted from the bill in addition to deduction on pro-rata basis for the day from the monthly bill.
  - (II) In case of non-availability of vehicle deduction at the rate of Rs. 300/- per day shall be made in addition to deduction at pro-rata basis for the day from monthly bill.
  - (III) In case of non-availability of vehicles during extra hours deduction of Rs. 300/- per occasion shall be made.
  - (IV) In case the vehicle arrives late at the residence of the officer a penalty of Rs. 200/- will be imposed for that day.
15. For out station trip, all taxes related to trip shall be borne by the contractor.
16. The drivers of the vehicles should be well dressed & well behaved and polite to the commuters & have valid driving license in his name and equipped with working mobile phone.

17. The contractors have to undertake & guarantee for character and antecedents of the drivers in writing and ensure that drivers adhere to the security instructions issued from time to time by the office of the security officer.
18. The drivers should be conversant with the routes of Delhi. Since the vehicles are being hired on monthly basis the contractor will assign the driver and vehicle to the user and the same will remain attached to the user unless change is requested by the user. No frequent change of vehicle and driver will be allowed.
19. The vehicles should contain sufficient fuel and there should be no occasion to refuse duty by driver to the commuters due to shortage of fuel available in the vehicle.
20. Non-adhering to the terms & conditions or even any of the conditions would be sufficient reason to terminate the contract by the Director (HR) DTL. The decision of Director (HR) as to violation of terms & conditions shall be final and binding.
21. All expenses are to be borne by the contractor in case of breakdown of the vehicles supplied by him.
22. The contractor shall not unreasonably withhold, assign or sublet his contract or any substantial part thereof, without the written consent of DTL, such subletting shall in no way be interpreted as releasing the contractor from his liability and obligation under the contract.
23. The Contractor must have communication facilities where requisition of vehicles can be conveyed all 24 hrs. Telephone no. must be specified.
24. In case the officer is unable to use the vehicle on a particular day, the contractor shall send the vehicle to the office of Asstt. Manager (F)EB located of Shakti Sadan, Kotla Marg, New Delhi for further use.
25. DTL reserves the right to arrange the vehicles from any source at the sole risk and cost of the contractor. The difference between the rates shall be recovered from the contractor in case the vehicle is not provided within reasonable period.
26. You shall be directed by the office of Asstt. Manager (F)EB for requisition, if any, of the vehicles on call basis/daily basis.

27. The estimated number of vehicles to be hired is about 73 nos. which can be increased or decreased as per actual requirement. You are required to supply vehicles as and when required, even on short notice, and have the capacity to meet the fluctuations in requirement upto 20 to 40 vehicles in the day and night shifts.
28. You are requested to include all the 10 vehicles which was shown physically alongwith original documents in the fleet of vehicles to be provided to DTL.
29. The validity of the contract can be extended as per the terms & conditions to be mutually agreed.
30. In case of any dispute between the parties the same shall be referred to Director (HR) whose decision shall be final and binding on both the parties. If the dispute still persists the same shall be referred to sole arbitrator appointed by CMD DTL. The provisions of arbitration and conciliation act 1996 shall apply and place of arbitration shall be Delhi only.
31. Courts of Delhi shall have exclusive jurisdiction over the disputes relating to this contract.
32. **Risk hiring:** - The supply / services of all vehicles shall be completed satisfactorily and within the period specified in the order failing which the DTL reserves the right to arrange the vehicles from other sources at the sole risk and cost of the supplier and the difference of rates will be recovered from the suppliers.
33. **Black Listing:** - Any party making post tender canvassing directly or indirectly may be black listed for a period of up to 3 years.

Further if the supplier fails to supply the vehicle in full or in part within stipulated delivery period specified in the contract order or vehicle is found to be defective or failing to fulfill the Performance of the contract as specified in the contract order, he shall be debarred or black listed from participating in future tender of DTL for the period ranging from 3 to 5 years.

All other terms & conditions will be applicable as per NIT. Kindly acknowledge the receipt of this P.O.

Thanking you,

Yours faithfully,

Sd/-

**(K. V. Krishnakumar)**  
**Manager (HR)**

Copy to:-

- OSD to CMD/PS to Director (HR)/PS to Director (F)/PS to Director (Opr.)
- All GMs (with the request to kindly arrange to circulate this letter to all the officer concerned in favour of all the officers concerned to whom the hired vehicles have been provided)
- CMO/Company Secretary
- DM(HR)G /DM(HR)I/DM(HR)II
- Manager (IT) - with the request to upload on DTL's website immediately.
- DGM(F)I/II/III/AM(F)X /AM(A) Record/AM(F)EB
- Manager (IA)
- Budget Head (non planned).

**Manager (HR)**