



No.D-26017/1/2018-GA
Government of India
Ministry of Science & Technology
Department of Scientific & Industrial Research
[AN ISO 9001:2008 CERTIFIED DEPARTMENT]



Technology Bhawan,
New Mehrauli Road,
New Delhi-110016.

Dated: 2nd July, 2018.

Sub:- Tender for inviting quotations for hiring Auto-rickshaw (TSR) on monthly package basis for the official use in the Department of Scientific and Industrial Research (DSIR).

On behalf of the President of India, Department of Scientific and Industrial Research (DSIR), Government of India, New Delhi, invites quotations for hiring Auto-rickshaw (TSR) with driver (Dispatch Rider) on monthly package contract basis for the official use in the Department of Scientific and Industrial Research (DSIR), for delivery/collection of dak/ packets/reports etc. Initially this will be for a period of **TWO** year but can be extended further on annual basis up to maximum 2 more years on the same rates, terms & conditions, subject to mutually agreed to the Deptt. and the service provider. The rates of package(s) is/ are to be filled up in the enclosed prescribed proforma. The terms and conditions of hiring of TSR are mentioned below:

1. The services of the Auto-rickshaw (TSR) is required for delivery and collection of Dak, Files, Reports etc. for official use of the Department of Scientific and Industrial Research. The main secretariat of the Department is at Technology Bhawan, New Mehrauli Road, New Delhi.
2. The driver should be fully aware of the traffic regulations as well as the road routes of Delhi city and location of various offices in Delhi as he has to deliver/collect dak/packets/files etc. of the Department.
3. Only such person can submit his quotation who has 'Auto-rickshaw' in his/her own name and having valid driving license. The owner/driver must have all the necessary documents (Registration, Insurance Papers, PUC Certificate etc.) The driver will have to carry mobile phone of his own while on duty.
4. The TSR should be in excellent working condition.
5. The TSR owner shall have to comply with the relevant laws and rules issued in respect of TSR from time to time. The Department will not be responsible for any lapse on the part of the TSR owner during or after the expiry of the contract.
6. The TSR owner will report for duty at Technology Bhawan at 9.00 A.M. in the morning. The normal working hours are from 9.00 AM to 6.00 PM on Monday to Friday, but he has to perform duty on odd hours as and when required by the Department. Dak will be distributed/collected twice a day i.e. at 10.30 AM and 2.30 PM invariably, and if required he may be asked for third or more rounds. During duty hours he will be solely responsible for the Dak, documents, files, packets etc. in his possession and will deliver the documents/letters/packets to the addressees and get acknowledgement thereof. Mileage and time in a day would be counted from first duty point to last duty point only. No night charges will be paid.
7. The TSR driver will be provided a log-book. The driver shall make the entries for the journeys performed by him date-wise and the same are to be signed by the concerned officer after

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completion of day's duty. The log-book will be presented on the first day of the week to Section Officer (General Admin.) for verification.

8. The bills for hiring of auto-rickshaw should be submitted after the completion of the month. The payment shall be made on monthly basis.
9. No advance payment, in any case, would be made.
10. The Auto rickshaw Driver shall make alternate arrangement in case of his absence/leave. In case the vehicle is not made available on any particular day without taking prior permission and making alternate arrangement, DSIR shall make alternative arrangement by hiring Taxi/TSR for such period and the amount so spent will be recovered from the monthly bill of TSR.
11. Department of Scientific and Industrial Research shall not be responsible for damages of any kind for any mishap/accident/injury caused to the vehicle (s)/driver(s) while performing duty for the Ministry. All liabilities, legal or monetary will have to be borne by the owner.
12. The approved rates will not be changed during the period of the contract.
13. The quotation should accompany an Earnest Money Deposit (EMD) of ₹1,000/- (Rupees One Thousand only) in the form of Demand Draft drawn in favour of the DDO, DSIR, New Delhi. The EMD will be refunded after completion of the selection process of the successful bidder/s.
14. The successful bidder will have to deposit an amount ₹15,000/- (Rupees Fifteen Thousand only) as '**Performance Security Deposit**' in the form of Demand Draft or Fixed Deposit drawn in favour of the DDO, DSIR, New Delhi. The Performance Security Deposit will be refunded within 60 days after successful completion of the contract period.
15. DSIR reserves the right to terminate the contract at any time if the service of the Auto-rickshaw Driver is not found satisfactory. The decision of the Department in this regard will be final.
16. The quotation/s may be sent in the enclosed 'Proforma' (along with its Annexure) in a sealed envelope containing quotations marked "QUOTATION FOR HIRING AUTO" addressed to the Under Secretary (Admin.), Deptt. of Scientific and Industrial Research, Govt. of India, Technology Bhawan, New Mehrauli Road, New Delhi-110016. Sealed quotations may be dropped in the Tender Box of DSIR kept near the Reception of Technology Bhawan, New Delhi, or sent by Post / courier so as to reach the undersigned by the due date and time by **5.00 PM on 19.7.2018**. Tenders sent by FAX/e-mail will not be considered. The quotations received after stipulated date & time will not be considered. The quotations will be opened on next day at 10.00 A.M. in the Technology Bhawan. DSIR reserves the right to reject any or all the quotations without assigning any reason thereof.

Encls: Annexure -I.

Yours faithfully,


(Kuldip Kumar)

Under Secretary to the Govt. of India
☎ 26528472

To

All Ministries/Departments of Govt. of India.

Copy to Shri V.K. Varun, Scientist 'F' & Head, ITeG, DSIR for uploading this tender on the official website of the Department at the earliest.

(Kuldip Kumar)
Under Secretary to the Govt. of India

Annexure-I

PROFORMA FOR QUOTING RATES FOR HIRING OF THREE WHEELER

Name of the Owner	
Complete Address & Telephone/ Mobile Number	
Permanent Account Number (PAN)	
R.C. of Vehicle	
Validity of Insurance	
Validity of permit	
Experience certificate, if any	

RATES OF PER MONTH PACKAGE

Breakup of Service	Amount in Rupees
Rates for package of 1650 Kms & 270 Hrs. in a month.	
Rates for additional Km. and additional hour beyond 1650 kms & 270 hours	
