

**CSIR- NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES  
NEAR PUSA GATE, DR. K.S. KRISHNAN MARG, NEW DELHI-110012**

**OPEN TENDER DOCUMENT**

**NAME OF THE WORK:** Empanelment of Travel Agency for hiring electric vehicles, for NISTADS, New Delhi

|                                                  |          |                                   |
|--------------------------------------------------|----------|-----------------------------------|
| <b>Estimated Cost</b>                            | <b>:</b> | <b>Rs. 1, 00,000/-</b>            |
| <b>EMD</b>                                       | <b>:</b> | <b>Rs. 2,000/-</b>                |
| <b>Date of sale of tender document</b>           | <b>:</b> | <b>07-06-2019 to 17-6-2019</b>    |
| <b>Last date and time for submission of bids</b> | <b>:</b> | <b>18-06-2019 up to 3.00 P.M.</b> |
| <b>Date of opening of bids</b>                   | <b>:</b> | <b>18-06-2019 AT 3.30 P.M.</b>    |

**COST OF TENDER: Rs. 150.00**

**TENDER ISSUED TO:**

**M/S** -----  
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**Telephone No**

**SIGNATURE OF THE OFFICIAL ISSUING THE TENDER**

### **TERMS AND CONDITIONS:**

1. The vehicles run on electricity only will be accepted for duty and the vehicle deployed on duty should not be more than 5 years old. No diesel/petrol operated vehicle will be accepted.
2. The Vehicles should be in good shape and must carry registration certificate and insurance documents all the times.
3. The agency will provide only insured vehicle complying with the provisions of Motor Vehicle Act for performance of duty.
4. The interiors of the vehicles should be neat and clean.
5. The driver of the vehicle must be holding valid commercial driving licence and wear proper neat and clean uniform.
6. The driver must be courteous to the officials travelling in the vehicle.
7. The driver must carry proper and filled up duty slip at the time of starting from the garage and obtain signatures of the officials after completion of the duty.
8. The agency will be responsible for chalan, loss, damage accident to the vehicle or to any other vehicle or injury to any person or animal during the performance of duty.
9. In case of break-down of the vehicle while on duty, the agency will immediately provide another vehicle for performance of the remaining duty, failing which no payment of the booking will be made to the agency.
10. The agency will be responsible for maintenance of the vehicles.
11. The agency will prefer pre-receipted duplicate bills for all bookings in the first week of the next calendar month for arranging payment. All the payments to the agency will be released through RTGS/NEFT for which necessary details must be provided in the enclosed proforma.
12. Income Tax (TDS) as per prescribed rates will be deducted at source from all payments admissible to the agency. GST-TDS will be applicable as per rule.
13. Toll tax / Road tax/ Parking charges incurred during the performance of official duties will be paid to the agency on production of receipts / bills.
14. **PENALTY CLAUSE** :
  - A) Non-functioning of AC - Deduction of Rs.500/- per booking
  - B) Failure to provide an alternative arrangement within one hour of breakdown and Tampering with meters of vehicles – Rs.500 (First instance); Rs.1000/- (Second instance); and Rs.2000/- (Third instance).

**SIGNATURE OF THE TNEDER**

