

सब पढ़े तथ वहें

OFFICE OF THE U.E.E. MISSION I Floor, Near Estate Branch, Department of Education Distt. North Lucknow Road, Delhi – 110054 Ph.23810361, 23810647, Tele Fax:-011 23811442 Email:-spd\_delhi@rediffmail.com

# Notice Inviting Tender

Online tender is invited under two bid systems from reputed transporters for Hiring of 23 Commercial Vehicles having GPS installed (22 Non-AC & 01 AC) for use of this office. The complete tender document alongwith terms & conditions etc. are available on the website <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> and can be downloaded. The scheduled of tender are as under:-

Tender I.D.	2018_DE_162567_1
Date of release of tender	27.11.2018
Date of pre-bid meeting	06.12.2018 at 3.00 PM
Last date & time of submission of tender online	19.12.2018 at 3.00 PM
Date & time for opening of technical bid	19.12.2018 at 4.00 PM
Date & time for opening of Financial bid	To be decided in due course after evaluation of technical bid.

Willing firms are requested to visit website <u>https://govtprocurement.delhi.gov.in</u> for detail information.

(ADEEP SETHIA) SECTION OFFICER (SAMAGRA SHIKSHA)



सब पढ़ें सब बढ़ें OFFICE OF THE U.E.E. MISSION I Floor, Near Estate Branch, Department of Education Distt. North Lucknow Road, Delhi – 110054 Ph.23810361, 23810647, Tele Fax:-011 23811442 Email:-spd\_delhi@rediffmail.com

# **NOTICE INVITING TENDER**

# FOR HIRING OF COMMERCIAL VEHICLES

Tenders through e-procurement are invited on behalf of the President of India through State Project Director (SPD), UEE Mission, Department of Education, Lucknow Road, Delhi-110054 under Two-bid system i.e. Technical bid and financial bid for hiring of **23** Private Vehicles for commercial/hiring purpose having GPS Systems (22 Non-AC vehicles & 01 AC Vehicle for official duties/inspection purpose as per Proforma enclosed as Annexure 'A', 'B', 'C' and 'D' through e-tendering. The payment will be made on monthly basis and contract shall be valid upto one year from the date of the agreement, extendable for further one year with mutual consent of both parties and satisfactory services. The NIT has been uploaded and is available along with terms and conditions at <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> All tenderers should apply online before the last date and time. The estimated cost of the tender is **Rs.97.00 Lakh (Rupees Ninety Seven Lakh only)**.

The tenderer should submit the tender in the following two bids:

- a. **Technical Bid:** It should contain the documents mentioned under the heading "Requirement of Documents for Technical Bid".
- b. **Financial Bid:** It should have only rates quoted by the tenderer per unit in the prescribed format only.

The Technical Bids of the companies/firms shall be evaluated by the Departmental Committee and the Financial Bids of only those companies/firms shall be opened on-line which qualify in Technical Bid in terms of Annual Turnover, etc. as mentioned in the technical bid.

Bidders should apply on-line before the last date & time. The schedule of tender is as under:

i) Date of release of tender through e-procurement solution is **27.11.2018.** 

- ii) Last Date for submission of tender on line **is 19.12.2018 by 3.00 p.m**. through eprocurement.
- Pre-bid meeting with the prospective bidder/their representatives will be held on 06.12.2018 at 3.00 P.M. at the Chamber of DDE (Samagra Shiksha), Lucknow Road, Delhi-110054
- iv) Online Technical Bids shall be opened on **19.12.2018 at 4.00 p.m**. in the office of DDE (Samagra Shiksha ), Office of UEE Mission, Lucknow Road, Delhi-110054.
- v) Financial Bids of technically qualified bidders shall be opened online after evaluation of the Technical Bids.

Willing firms are requested to visit website <u>https://govtprocurement.delhi.gov.in</u> for detailed information or may enquire at phone numbers 011-23811442 & 23810647 for any clarification regarding on-line submission of tender.

The first requirement to participate in e-tender is to have digital signature and the registration of bidder with application service provider NIC is mandatory. For any enquiry about e-tender/digital signature please contact NIC help desk, C-Wing, 6<sup>th</sup> Floor, Vikas Bhawan-2, Near Metcalf House, Civil Lines, Delhi-110054. Telephone No. 011-23813523.

The Office of the UEEM, Department of Education reserves the right to accept or reject any or all or any part of the tender without assigning any reasons thereof.

> -sd-(S. SUNIL) DDE (SAMAGRA SHIKSHA)

#### OFFICE OF THE U.E.E. MISSION I FLOOR, NEAR ESTATE BRANCH, DEPARTMENT OF EDUCATION DISTT. NORTH LUCKNOW ROAD, DELHI – 110054

On-line bids through e-procurement system are invited for Hiring of Commercial Vehicles having GPS Systems under two bids system from reputed firms/companies having valid commercial license from the transport Department of Delhi, valid license to run the business from Competent Authority and PAN & TIN/GST. The tender must be submitted online on the website <a href="http://govtprocurement.delhi.gov.in">http://govtprocurement.delhi.gov.in</a>. Last date & time of submission of bids is **19.12.2018 upto 3.00 p.m.** 

1. **Description of Work:** Hiring of 23 Commercial Vehicles (22 Non-AC & 01 AC Vehicle) for a period of one year.

# 2. Eligibility Criteria:

#### The bidders must fulfill the following essential conditions:

- i) Average Annual Financial turnover during the last three years should be Rs. 29,10,000/-, i.e. 30% of the estimated cost. The previous financial year balance sheet should duly certified by Chartered Accountant be added.
- ii) The prospective bidder should have valid GST Registration Number. Copy of the same has to be furnished by the prospective bidder along with technical bid documents.
- iii) The bidder should not have been blacklisted or debarred or banned for any default connected with the work from any Government Department / Organization/Undertaking. Every bidder shall be required to submit an affidavit on a Non Judicial stamp paper of Rs. 100/- duly attested by Public Notary/Oath commissioner.
- iv) The bidder is under obligation to pay all the dues of the workers as per law and pay all legal charges/contributions to statutory authorities.
- v) The bidder must have been following the Labour laws framed by Ministry of Labour, Govt. of India.
- vi) The Technical bid & financial bid should be furnished in Proforma as **Annexure `A' & `B'** respectively.
- vii) The terms & conditions are enclosed as **Annexure 'C'**
- 3. The bidder shall have to deposit the copies of following documents with tender:
  - a. Documents showing experience of work completed successfully in Govt. Department during last three years i.e. 2015-16,2016-17 and 2017-18.
  - b. Documents showing turnover at least of Rs. 29,10,000/-during previous three financial years certified by Chartered Accountant.
  - c. Income Tax Return for the last three financial years in the name of the firm/bidder.

- d. GST registration certificate and GST return in the name of the firm, for the year 2017-18.
- e. Service Tax Registration certificate along with Service Tax Return for the year 2015-16, 2016-17 & GST return for the year 2017-18 in the name of the firm/bidder.
- f. PAN Card of the firm/bidder and copy of the same.
- 4. Each and every document required to be submitted online must be self attested and scanned (only PDF format) by the bidder. No documents without the signature and seal will be considered while finalizing the tender. However, the original document shall be produced by the bidder before the State Project Director (Samagra Shiksha) for verification if required. Copies of all the required documents have to be furnished by the prospective bidder along with the technical bid document.
- 5. All documents like copy of Services Tax/GST Registration Number, PAN Number, copy of latest Income Tax Return & EMD etc. should be attached with technical bid only.
- 6. First the technical bid will be opened. The financial bids of only the technically qualified bidders will be opened later on.

# 7. **Final Bid Validity: 120 days**.

- 8. **Performance Security**: The successful bidder shall have to deposit the performance security of 10% of the contractual value at the time of issuance of work order, in the form of FDR/Bank Guarantee from any of the Nationalized banks/Scheduled Commercial Bank in an acceptable form (valid for tenure of the tender beyond the date of completion of all contractual obligation), in favour of **"UEE Mission, Delhi".** The performance guarantee security shall be remain valid for a period of 60 days beyond the completion of all contractual obligation including warranty obligations as per provisions of GFR. The performance security will be released only after the said period. No interest shall be paid on performance security. If the successful bidder refuses or reject to execute the contract or fails to furnish the required performance security within the time frame specified by the department the EMD shall be forfeited.
  - a) If any information furnished by the bidder is found to be incorrect or false at any stage, the contract agreement shall be liable to be terminated without any notice and the performance security of such bidder shall be forfeited.
  - b) If at any stage the successful bidder deviates from the terms and conditions of the contract agreement or his performance is found to be unsatisfactory, the contract agreement shall be liable to be terminated without any notice and his performance security shall be forfeited.
  - c) If the contractor fails to render the contractual services in the prescribed manner as per the terms and conditions within the time period specified in their contract, his performance security shall also be forfeited.

9. Earnest Money Deposit (EMD): The bidders shall have to submit amount i.e. 5% of the estimated cost as earnest money in the form of FDR/ Bank Guarantee from any of the Nationalized Banks/ Scheduled Commercial Bank in favour of "UEE Mission, Delhi" in person by 19.12.2018 (2:00 p.m.) to Office of the UEE Mission, Department of Education, Govt. of NCT of Delhi, Lucknow Road, Delhi 110054. It should be valid for a period of 45 days beyond the final bid validity period). The EMD of the unsuccessful bidders shall be returned before the 30<sup>th</sup> day after the award of the tender. The EMD of the successful bidder shall be retained till the deposit of performance security and failure to deposit the performance security may lead to forfeiture of Bid Security/EMD. The tender shall be summarily rejected if EMD is not received in time. No interest shall be paid on EMD.

# 10. Selection of Firms:

The successful bidder(s) shall be selected on the basis of lowest tender rates per unit subject to fulfillment of all the conditions as mentioned in the tender document.

# 11. <u>Reservations</u>:

a) The final acceptance of the tender would entirely vest with the State Project Director, Department of Education who reserves the right to accept or reject any or all tenders without assigning any reasons therefore.

b) There is no obligation on the part of the State Project Director Department of Education to communicate, in any manner, with the unsuccessful bidders. No queries will be entertained in this regard.

c) The State Project Director, Department of Education reserves the right to terminate the contract by giving one month notice even before the expiry of the tenure of the contract if the services of the contractor are found unsatisfactory.

- 12. **Jurisdiction**: Any dispute arising between the State Project Directorate Department of Education and the contractor will be resolved by the Secretary (Education)/Chairman-EC-UEEM. Unsettled matters would be subject to the jurisdiction of the Courts of Delhi.
- 13. <u>**Penalty**</u>: The penalty will be levied in case there are deficiencies of services. The deficiency alongwith the penalty amount that would be charged are as given below:-

(a) if vendor provides less number of vehicles for the day	Penalty of Rs. 2000/- per day per vehicle will be levied
(b) If any vehicle provided by vendor breaks down while on duty	Penalty of Rs. 1000/- per day per vehicle will be levied besides non-payment in respect of defective vehicle. Vendor should provide alternate vehicle within an hour from break down.

(c) If the driver reports late for duty	Same as (b) above.
(d) If the vehicle given is sub-standard	Same as (b) above.
(e) In case of providing vehicles older than 2016 model.	Penalty of Rs.500 (Rupees five hundred only) shall be charged per day.

#### 14. Agreement Deed:

- a) The successful bidder(s) shall execute an agreement for the fulfillment of the contract on <u>Rs.100/- non-judicial stamp paper</u> within 3 days from the date of the contract.
- b) The incidental expenses of execution of Agreement Deed shall be borne by the successful bidder.
- c) The conditions stipulated in the Agreement/Contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the State Project Directorate, Department of Education and any consequential loss will be recovered from the contractor.
- 15. Any dispute is subject to jurisdiction of Delhi Courts only.

(S. SUNIL) DDE (SAMAGRA SHIKSHA)

#### REQUIREMENT OF DOCUMENTS FOR TECHNICAL BID FOR HIRING OF COMMERCIAL VEHICLES

S. No.	Documents Required		
1	Copy of experience in dealing with similar work during last three years attested by proprietor/authorized signatory.		
2	Copy of License in dealing with similar work issued by the competent authority attested by proprietor/authorized signatory.		
3	Copy of Document showing turnover during last three years, (duly verified by Chartered Accountant) attested by proprietor/authorized signatory.		
4	Affidavit of no blacklisting or debarring order of any Govt. department / organization being in operation against the bidding firm or its sister concern, at the time of submission of the bids' dully attested by Notary/Oath Commissioner. (Annexure-D)		
5	Copy of EMD as per clause of tender document in PDF format attested by proprietor/authorized signatory.		
6	Affidavit regarding incorrect / false information on non judicial stamp paper of Rs.10/- dully attested by Public Notary/Oath Commissioner.		
7	Copy of Delhi GST Registration Certificate authorized person in the PDF format.		
8	Income Tax return for the year 2015-16,2016-17 & 2017-18 in the name of firm/bidder.		
9	Services Tax Registration Certificate along with Service Tax Return for the year 2015- 16,2016-17 & GST return for 2017-18 in the name of the firm or after getting registered with Service Tax Department, whichever is later.		
10	Copy of PAN Card in PDF format attested by proprietor/authorized signatory.		
11	Undertaking regarding all vehicles should be deployed having GPS systems.		
12	EMD to be submitted in person to Finance Controller of Accounts (FCA), Office of the UEE Mission, Lucknow Road, Delhi-110054 <b>on or before 19.12.2018 (2:00 p.m.)</b>		

NOTE - i) The EMD and Affidavits must be submitted in person to Finance Controller of Accounts (FCA), Office of the UEE Mission, Lucknow Road, Delhi-110054 on or before 19.12.2018 (2:00 p.m.) failing which the bidder will not be considered eligible for opening of Technical Bid and shall be summarily rejected.

Format to Give Show Cause Notice to the Contractor

Subject: Show Cause Notice due to unsatisfactory services being provided by the Vehicle no.....placed at the disposal of .....

Whereas, you have placed hired vehicle no...... at the disposal of .....for performing the required services, but the said vehicle could not provide the satisfactory services due to the reasons mentioned below:

1.....

2.....

3.....

Now, therefore, you are directed to show cause within ten days from the issue of this letter why the penalty be not imposed on you as per the terms & conditions of the tender no...... dated...... and your services be stopped to provide any vehicle to ....... If you don't furnish any reply within the period of ten days from the date of issue of this letter, it will be presumed that you have nothing to say in this matter and necessary action will be taken accordingly.

Signature of the Officer
Name of the Officer
Designation

To,

# TECHNICAL BID

1	Name of the firm/Co.	Documents/details etc. (self
1		
		attested copy enclosed in PDF
		format)
2	Address of the firm/Co. with telephone Nos.	
3	Name of the proprietor/partner/Director (as the	
5	Name of the proprietor/partner/Director (as the	
	case may be)	
4	Cell No. of the Proprietor	
5	Proof of qualifying criteria (to be enclosed)	
6	PAN Card of the firm/bidder (Enclosed self attested	
	copy)	
	Evelope Celf etterted erwy of latest IT wetwee	
7	Enclose Self attested copy of latest IT return	
8	Service Tax Return for year 2015-16, 2016-17 &	
Ŭ	GST return for 2017-18 to be attached	
	don retain for 2017 10 to be attached	
9	GST registration Number.	
	-	
10	DVAT return for the year 2015-16, 2016-17 & GST	
	for 2017-18 to be attached.	
11	The agency should have minimum 10 commercial	
	vehicles having prescribed criteria of model 2016 or	
	above registered in the name of the firm or its	
	<b>proprietor</b> . Copy of the Registration of vehicles to	
	be attached.	
12		
12	Affidavit on Non-judicial stamp paper of Rs. 100/-	
	duly attested by Public Notary/Oath commissioner	
	(as Annexure `D')	
13	Undertaking regarding all vehicles should be	
12		
	deployed having GPS systems.	
<u> </u>		

14. Turnover for the last three financial year (proof authenticated by C.A. to be attached.)

Financial Year	Amount of Turnover in Rs.	Page No.
3 <sup>rd</sup> financial year		
2 <sup>nd</sup> financial year		
1 <sup>st</sup> financial year		

15. Details of EMD attached with the Tender documents \_\_\_\_\_

Signature of bidder with Seal

Date :

 $\underline{\text{Note}}$  : All the documents should be submitted duly page numbered and as per serial order of technical bid in e-filing.

# ANNEXURE 'B'

# FINANCIAL BID

Name and address of the bidder.

#### 1. Type of the Vehicle and rates offered therein:

S. No.	Particulars	Mode of fuel i.e (Petrol, Diesel, CNG)	Rate for local journey upto 10 hour/100KMs per duty/per day.	Rate for extra Km beyond 100km per day.	Rate for extra hrs. Beyond 10 hrs per day.
1.	Make/Model of AC Vehicle i.e. Indigo/Ford/ Innova/ Verna or likewise.				
2.	Make/Model of Non AC Vehicle i.e. Wagon-R, Swift, Dzire/ or likewise.				

(Rates quoted should be inclusive of all taxes).

The prices quoted should be inclusive of all charges and taxes. During the period of contract, the rates will not be revised with the revision of any taxes by the government of NCT of Delhi or by the Government of India. The prospective bidder may quote the rates accordingly taking into the consideration of these aspects. The bidder should quote the number, rate and amount tendered by him/then in figure as well as in words.

Date :

Signature of Bidder with seal

# TERMS & CONDITIONS

- 1. The vehicle shall be deemed to be at the disposal of the UEE Mission, Department of Education, GNCT of Delhi, Lucknow Road, Delhi.
- 2. The drivers engaged should be well trained, and holder of valid commercial driving license.
- 3. Start duty point in case of mileage will be the first and last duty point, no dead mileage will be allowed.
- 4. The vehicles should not be older than 2016 model on the date of award of contract and the contractor/firm will be solely responsible to provide the vehicles approved by the Transport Department, GNCT of Delhi, for commercial/hiring purpose and having GPS Systems installed in all vehicles.
- 5. The vendor should have backend system (hardware, Map Engine, Tracking/ MIS Software including customization for log book generation and share data & Log book generation with Department only.
- 6. That the time and kilometer of the hired vehicle will commence and terminate from duty point.
- 7. The vendor should be able to supply minimum **23** Commercial Vehicles (Including One AC Vehicle) every day for UEEM (HQ) and District Project Offices.
- 8. The bidder should have the experience of completion of similar works during last three years.
- 9. The vendor will be fully responsible for pollution norms/insurance cover/traffic challans/fitness certificate from Transport Department and for abiding with other statutory laws governing commercial vehicles.
- 10. The rate should be quoted keeping in view of the increase/decrease in fare/charge/price of CNG/petrol/diesel and other incidental/unforeseen charges. No further changes in rates shall be allowed during the period of contract. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The bidder should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the bidder shall disqualify the tender. The bidder shall take care that the rate and amount may be written in such a way that interpolation is not possible. The prices quoted should be inclusive of all charges and taxes. During the period of contract, the rates will not be revised with the revision of any taxes by the government of NCT of Delhi or by the Government of India. The prospective bidder may quote the rates accordingly taking into the consideration of these aspects. The bidder should quote the number, rate and amount tendered by him/then in figure as well as in words.
- 11. The rates will be valid for the period of One year from the date of award of contract. The department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department.
- 12. The right to extend/curtail the period rests with SSA Department of Education, GNCT of Delhi.
- 13. The number of vehicles required on each working day will be intimated to the vendor one day in advance. The requirement may vary from time to time depending on the actual circumstances.
- 14. The contract charge includes monthly charges of driver, repairs and maintenance of vehicle, petrol/diesel/CNG/ Various taxes and any other incidental expenses.
- 15. The log Books/duty slips shall be maintained for each vehicle.

- 16. That in case of any accident all the claims arising out of it shall be met by the Transport Operator.
- 17. That if a vehicle is out of order, a proper substitute vehicle shall be provided by the contractor immediately. In case vehicle doesn't report on time/does not report at all the Department would have a right to hire a vehicle from the market & the additional cost incurred by the Department will be borne by the contractor.
- 18. The penalty will be levied without further hearing and issuing Show Cause Notice (SCN), if terms and conditions are violated. In case of recurrence of violation of terms and conditions, the firm shall be blacklisted and debarred to participate in the tender in this department for a period of three years.
- 19 The contractor will have to provide additional vehicle in case of emergency such as mass scale inspection, for examination purpose etc.
- 20. The firm/bidder should submit:-
  - (a) Income Tax return for the last three years 2015-16, 2016-17 & 2017-18, in the name of firm.
  - (b) The firm/bidder must be registered with GST registration number and furnished GST return for the year 2015-16, 2016-17 & 2017-18.
  - (c) Service Tax Registration certificate alongwith Service Tax Return(s) for the year 2015-16, 2016-17 & GST return for 2017-18 in the name of firm or after getting registered with Service Tax Deptt., which even is later.
  - (d) PAN Card of the firm and copy of the same. All the documents attached should be signed by the proprietor/authorized signatory. No documents without the signature and seal will be considered while finalizing the tender.
- 21. The penalty will be levied in case there is a deficiency of services. The deficiencies alongwith the penalty amount that would be charged is given below:-

(a) if vendor provides less number of vehicles for the day	Penalty of Rs. 2000/- per day per vehicle will be levied		
(b) If any vehicle provided by vendor breaks down while on duty	Penalty of Rs. 1000/- per day per vehicle will be levied besides non-payment in respect of defective vehicle. Vendor should provide alternate vehicle within an hour from break down.		
(c) If the driver reports late for duty	Same as (b) above.		
(d) If the vehicle given is sub-standard	Same as (b) above.		
(e) In case of providing vehicles older than 2015 model.	Penalty of Rs.500 (Rupees five hundred only) shall be charged per day.		

- 22. In case of any dispute regarding service/equipments, the decision of State Project Director (Samagra Shiksha), Department of Education, GNCT of Delhi shall be final.
- 23. The bid security will be forfeited in the following conditions:-
  - If at any stage, any of the information/declaration given by the bidder is found false.
  - If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of the tender.
  - In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.

- In case of final selection of bidder, if he fails to enter into the contract or fails to furnish performance security in accordance with the terms and conditions of the tender.
- 24. The firm whose tender is accepted shall deposit Performance Security for an amount equal to **10 %** in any of the following forms within 10days from the date of issue of offer of work order by the department. Performance security may be furnished in the form of an account payee DD, Fixed Deposit receipt from a commercial bank or Bank Guarantee from a commercial bank in an acceptable form in favour of **"UEE Mission, Delhi"**. No interest will be payable on this amount. The contract will be signed only after furnishing the performance security. In case of breach of contract by the contractor, the performance security shall be forfeited by the government and the firm shall be blacklisted in addition to the termination of the contract.
- 25. The contractor will have to provide the replacement of driver in case of any eventuality. The department has the right to ask the contractor for the removal of any driver who is not found competent or disciplined.
- 26. The contractor shall provide names, address of the drivers along with their driving license number and copies within one week of the award of the contract.
- 27. The contractor shall indemnify the department against all other damages/ charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The department shall not be responsible financially or otherwise for any injury to driver or person(s) deployed by the contractor during the course of performing the duties.
- 28. The payment shall be made on receipt of bills along with copy of log books, GPS tracking report and satisfactory certificate from the user officers/officials.
- 29. That the drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Government from time to time.
- 30. The drivers shall be in proper uniform with badges indicating their name.
- 31. That the contract between the Department and the Transport operator can be cancelled with a notice period of 30 days.
- 32. That as far as possible, the same vehicle and driver should be deployed with the user officer.
- 33. That the drivers must observe all the etiquettes and protocol while performing the duty and uniform with name badge and commercial driving license is mandatory during duty hours.
- 34. That the transport operator and driver shall be bound to carry out the instructions of the Department from time to time.

- 35. The vendor will be fully responsible for pollution norms/insurance cover/traffic challans/registration certificate from Transport department and for abiding with other statutory laws governing the vehicles deployed with the UEE Mission, Department of Education.
- 36. That the vehicle will be used within boundaries of NCT of Delhi.
- 37. The vehicle and the driver shall remain available all the time as per duty roster and shall not leave place of duty without prior permission.
- 38. Duty slips /movement slips will be signed by the officer with whom the vehicles are attached for duty on day to day basis. No duty slip shall be entertained unless and until the same is certified/verified by the concerned officer.
- 39. The department will deduct the income tax at source under section 194-C of income tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised there in.
- 40. That the court of the Delhi alone shall have jurisdiction to decide any dispute arising out of or in respect of the contract.
- 41. If the services of the contractor/hired vehicles are not found satisfactory, the user officer or Caretaking Branch of the Education department will be at liberty to hire the vehicle from open market at his own on the approved rates, after issuing a memo/show cause notice to the contractor in the prescribed format under intimation to the Caretaking branch.

Date:

Signature of bidder with seal

\_\_\_\_\_ certify that

# SAMPLE OF AFFIDAVIT TO BE SUBMITTED ON NON JUDICIAL PAPER OF RS.100/-DULY ATTESTED BY PUBLIC NOTARY/OATH COMMISSIONER

 That
 I/We\_\_\_\_\_
 M/S\_\_\_\_\_

 Address\_\_\_\_\_
 \_\_\_\_\_\_
 \_\_\_\_\_\_\_

our firm is neither debarred nor blacklisted by any Govt. department/PSU/Autonomous Body as on date.

I also undertaken that the work will be carried out by my/our firm and the work will not be carried out through any other agency.

Place

Date : Name & signature of the authorized signatory of the firm/

Partner of the firm/Director/Proprietor with rubber stamp