

32-8/2011-GSS  
Govt of India  
National Commission for Minorities

5th Floor Lok Nayak Bhawan  
New Delhi  
Dated 30.1.2012

To,

Sub: - **Hiring of Cars on monthly/day to day basis for the official use of National Commission for Minorities-calling for sealed Quotations –Regarding.**

National Commission for Minorities intends to form a panel of reputed Tours and Travels agencies for hiring DLY Taxis (Ambassador, Indica, Wagon R, Indigo, Desire, Innova)

Sealed quotations are therefore,invited from reputed Tours and Travels Agencies for hiring DLY Taxis (Ambassador, Indica, Wagon R, Indigo, Desire, Innova) on monthly as well as on day to day basis for the official use of the National Commission for Minorities (NCM) in the attached proforma. The contract shall be valid for a period of one year on the following terms and conditions :-

- i. The vehicle should be in good condition and maintained well during the contract period.
- ii. The firms should have experience in the tour and travel business in providing taxi in the Government Sector and should have at least seven vehicles of its own with them.
- iii. To the extent possible dedicated vehicles and drivers must be provided.
- iv. The duty points for the vehicle will be Lok Nayak Bhawan, Khan Market. preference will be given to the nearest operator so as to keep the dead mileage to the minimum.
- v. The vehicle must be made available at any given time and day as desired by the officer with whom the vehicle is to be deployed
- vi. The vehicle made available should be duly registered as DLY Cars with private numbers will not be accepted.
- vii. As this vehicles and drivers are to be used by the Sr. Officers of the NCM the firm should ensure that the licensed driver must carry all the necessary documents (RC, Insurance and PUC certificate etc) with him.
- viii. The firms should have the capacity of repairing their vehicle in a short time and during the repair time the firm should place a substitute vehicle and driver immediately so that there shall be no loss of time.
- ix. The firms should also quote their rates for 1/2 day and for outstation for different kind of vehicles.
- x. The Commission reserves the right to cancel the contract at any time without assigning any reason whatsoever.

2. Sealed envelopes containing quotations marked "Quotations for hiring of Taxi" addressed to Under Secretary (Administration) NCM 5th Floor Lok Nayak Bhawan Khan Market, New Delhi should reach the undersigned **latest by 3.00 P.M. on 15.2.2012 Quotations will be opened on the same day at 4.00 P.M.** The NCM reserve the right to reject any or all the tenders without assigning any reason thereof.

Yours faithfully,

(A.K. Nigam)  
Under Secretary to the Govt of India  
Ph 24624128  
24618349

**Application Proforma**

S.No	Name of the firm/Company/Service agency	
1	Complete Address and telephone no	
2	Location of the Garage	
3	Number of Vehicles owned by the Agency	
4	List of vehicles along with copy of R.C	
5.	Number of other Vehicles attached with the agency	
6	Number of years of experience in providing taxis in Govt Sector.	
7	PAN No	
8	Service Tax Registration No	
9	Name and Telephone No of Proprietor	