

LOK SABHA SECRETARIAT
(ADMINISTRATION BRANCH-II)
TENDER NOTICE

Subject: Hiring of single Maruti SX4/Dezire (AC) Car for transportation of officer from Sector-14, Sonapat to Parliament House, New Delhi.

Sealed Tenders are invited from Sonapat based experienced and resourceful tourist transport service providers for providing AC taxi (preferably Maruti SX4/Dezire car) for the transportation of officer of Lok Sabha Secretariat from Sector-14, Sonapat to Parliament House, New Delhi on biennial rate contract basis. The tender should be accompanied by a bank draft for Rs.5,000/- drawn in favour of DDO, Lok Sabha as Earnest Money. Tenders without Earnest money shall be summarily rejected. The successful bidder shall have to deposit an amount of Rs.10,000/- with Lok Sabha Secretariat in the form of Bank Draft drawn in favour of DDO, Lok Sabha on or before the date of signing of the formal contract as Security Deposit. The above amount will be refundable without interest on satisfactory completion of the contract.

2. The tenderer must be a registered tour/taxi operator having service tax, registration no. and has been providing transport services to Government, public sector undertakings or any other reputed organizations for last three years at least. The vehicle for which rates are quoted, should be in excellent working condition and it should not be more than 3 years old. The drivers should be provided with mobile phones in working condition. The driver should be courteous, uniformed, police verified and should be aware of the routes.

3. The tenderer must note that this Secretariat will not provide parking either near the Parliament House Complex or in Sonapat. The parking of vehicle will be the sole responsibility of the driver.

4. The tenderer must also note that no night charges for hiring the vehicle in the night will be given.

5. The sealed tender in the prescribed performa along with earnest money and supporting document should reach either by person or by post on or before **12.04.2013 till 1200 hrs.** to **Deputy Secretary, Administration Branch-II, Room No.421, Parliament House Annexe, New Delhi-110001**. The tenders received after the due date will not be included. The envelopes of the tender should be superscribed "TENDER FOR PROVIDING TRANSPORT SERVICES TO LOK SABHA SECRETARIAT". The tender will be opened on the same date **i.e. on 12.04.2013 at 1500 hrs.**

6. Lok Sabha Secretariat reserves the right to amend/withdraw/cancel the tender notice at any stage at its sole discretion and without assigning any reason.

Terms & Conditions of the Tender:-

1. Tenders should be sent in sealed cover written on the top of envelope as “TENDER FOR PROVIDING TRANSPORT SERVICES TO LOK SABHA SECRETARIAT”
2. The contract may be for a period of two years.
3. The vehicle should not be more than three years old and the driver should be courteous, uniformed, police verified.
4. The tenderer should be a Sonapat based registered taxi operator having service tax no., bank account, etc.
5. Copies of the following documents should be furnished with the tender:
 - a. Copies of service tax return for the last three years.
 - b. Copy of the registration of the vehicle for which rates are quoted.
 - c. Name and address of the company/person to whom earnest money should be refunded
 - d. Any other additional information, if any.
7. Rate should be quoted in the following format:-

Name/make of vehicle	Rate for first 120 kms. for 12 hrs.	Extra kilometer charges	Extra hour charges, if any	Remarks

8. Rate quoted in the above format should be inclusive of all taxes.

Sd/-

DEPUTY SECRETARY
ADMINISTRATION BRANCH-II
LOK SABHA SECRETARIAT
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