

NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS

(An Autonomous Body under the Administrative Control of Ministry of Commerce & Industry, Govt. of India)
34 KM STONE, DELHI-MATHURA ROAD, NH-2, Ballabgarh-121004 (HARYANA)
Telephone: (0129-4192222, 2246174 Fax: 0129-2242100
Website: www.ncbindia.com, Email: hrsgenb@ncbindia.com

Annexure-I

GENERAL PARTICULARS

1. **Nature of Contract** – Contract for hiring of vehicles from **South Delhi** based transport agencies for NCB Office at 34 KM Stone, Delhi-Mathura Road, Ballabgarh-121 004 (Haryana) for transportation of NCB officials/ official guests as well as Lab Sample / Equipment between Delhi and Ballabgarh / Faridabad and other destinations in NCR.
2. **Due Date and Time** – Duly completed offers in a sealed cover superscribed “Quotation for Hiring Vehicles” should reach NCB Ballabgarh **by 21 February 2018 at 1500 h.**
3. **Date and Time of Opening of Quotations** – Quotations will be opened at NCB Ballabgarh **at 1530 h on 21 February 2018.**
4. **Period of Contract** – Initially for a period of one year and extendable by one more year **AND** thereafter with mutual consent.
5. **Validity of Quotation** – Quotation should remain valid for acceptance for a period of three months from the date of opening the quotations.
6. Any alteration/correction should be authenticated by authorized signatory.
7. Quotation form should be neatly typed or written in **BLOCK LETTERS.**

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Annexure-II

1. GENERAL TERMS AND CONDITIONS OF THE CONTRACT

- a. NCB means National Council for Cement and Building Materials;
- b. Agency means the contractor engaged for providing vehicles, *i.e.* **Cars/Vans on hire.**

2. SCOPE OF CONTRACT

- 2.1 Without prejudice to the other responsibilities of the agency as mentioned in this document, the agency shall provide decent petrol/diesel/CNG driven vehicles of model not older than 2012 with high quality upholstery and fitted portable Fire Extinguishers. The vehicles provided should have all valid documents as required under law and be available with the driver.
- 2.2 The distance km/time shall be from garage to garage basis.
- 2.3 Toll Tax, State Entry Fee/Tax, Parking etc. shall be payable extra.
- 2.4 Payments shall be released within 30 days after receipt of proper bill, duly supported by signed and completed duty slip-cum-log sheet.
- 2.5 Rates once finalized will be valid for a period of one year of the award of contract. Upward change in rates will not be considered due to hike in petrol/diesel /CNG prices or taxes or any other ground.
- 2.6 Revision in rates shall be considered only if the contract is extended for another year and shall be compensated at 10% of the proportionate increase/decrease in the cost of fuel, *i.e.* if there is increase/decrease of Re. 1/- per litre /kg of fuel, rate will be increased/decreased @ Rs.0.10 per km. Revised rates will be calculated on the basis of fuel price at the end of third quarter month from date of contract.
- 2.7 The drivers should be educated and having basic knowledge of Hindi and English Language, well dressed, well behaved persons of integrity and fully conversant with the routes especially in Delhi and NCR. Misbehaviour of the driver shall be viewed seriously.
- 2.8 The driver should have a valid Driving License and always carry it with him in original while on duty. In case of outstation journey, the vehicle should also invariably carry spares like fan-belt, hose pipe, accelerator-wire, spark plug etc besides tank full of fuel and driver should carry sufficient money to buy fuel or to attend to any minor repairs en-route.

- 2.9 The agency shall instruct all the Drivers that they should carry with them placard of the name of the official arriving by Air/Rail and in case of such NCB Officials/Guests, as are to be picked up at Airport/Railway Station and are not available at the Airport/Railway Station at Delhi, the concerned Driver should contact over phone the authorized Officer of NCB for further instructions, failing which no payment shall be made to the agency for such journey.
- 2.10 The vehicles hired by NCB are used for transportation of staff / official guests and for carrying **equipments / cement and related samples** for testing etc. The agency should accordingly comply with the said requirements of NCB. The weighing capacity to carry cement/other samples in various hired vehicles by the user is as detailed below :

Type of Vehicles	Weight of Sample (Approx)
Hatch Back <i>i.e. Ritz / Swift etc.</i>	upto 50 kg
Saloon <i>i.e. Indigo / Swift Dzire etc.</i>	upto 100 kg
MUV <i>i.e. Xylo / Ertiga and Toyota Innova etc.</i>	upto 200 kg

- 2.11 In case the vehicle provided breaks down on the way, the agency shall make alternate arrangement within reasonable time at its own cost, failing which no payment shall be made for that journey.
- 2.12 LPG fitted vehicles shall not be accepted. In case vehicle used is found to be fitted with LPG, no payment for that journey shall be made.
- 2.13 It will be sole responsibility/risk of the agency if the vehicles during NCB's duty period are seized/detained/impounded by any Government agency for any reason whatsoever.
- 2.14 The agency shall ensure that the vehicle provided is covered under comprehensive insurance inclusive of passenger and NCB shall not be responsible for any damage whatsoever to the vehicle/driver or third party.
- 2.15 The contract shall be valid for a period of one year; however the same may be extendable by one more year **AND** thereafter with mutual consent. NCB reserves the right to terminate the contract at any time without assigning any reasons. However the contractor has to serve one month Notice period to NCB before terminating the contract.
- 2.16 The agency shall comply with all laws and regulations applicable in this regard and keep NCB indemnified from and against any breach or default.
- 2.17 The staff to be employed for running of the said vehicles and all the expenses in connection with the employment of the said staff including their salaries, uniforms, service benefits etc shall be paid and borne solely by the



agency, and such staff being the employees of the agency shall not for any matter whatsoever be treated as employees of NCB. The agency shall also insure the said staff against any accident whilst on NCB duty.

- 2.18 The contract shall be on principal to principal basis and shall not be transferred or assigned to other party by the agency without the written consent of NCB.
- 2.19 Any reference to NCB in this agreement shall mean the Authorised Officer of NCB.

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Annexure-III

QUOTATION FORMAT FOR HIRING OF VEHICLES ON CONTRACT BASIS

1.	Name of Proprietor	:		
	Name and full Address of the firm	:		
	Contact Information	:	Mobile Number :	
			Land Line Number :	
			Fax Number :	
			E-mail Address :	
2.	Name/s of the organizations to whom the firm have been providing such services in NCR Delhi	:		
3.	The amount of Income Tax paid for the year 2016-17 (Copies to be enclosed)	:		
4.	Number of vehicles registered in the name of firm / agency (at least 03 Nos) available with Model Number			
	TYPE OF VEHICLE		Numbers	Model
	HATCH BACK Ritz / Swift or equivalent	:		
	SALOON Dzire / Indigo or equivalent	:		
	MULTI UTILITY VEHICLE (MUV) :			
	Xylo / Ertiga or equivalent	:		
	Toyota Innova	:		
5.	PAN Number (Copy to be enclosed)	:		
6.	GST Number (copy of registration certificate to be enclosed)	:		



7. VEHICLE HIRING CHARGES (IN RUPEES) – DAILY BASIS

PARTICULARS	HATCH BACK Ritz / Swift or equivalent		SALOON Dzire / Indigo or equivalent		MULTI UTILITY VEHICLE MUV			
	Non-AC	AC	Non-AC	AC	Xylo / Ertiga or equivalent		Toyota Innova	
					Non-AC	AC	Non-AC	AC
First 80 kms, 8 hrs duty								
First 200 kms, 12 hrs or (Full Day)								
Extra km								
Overtime per hour								
Outstation charges (Min. 200 kms per day)								
Night Halt Charges after Midnight (0 hr)								
Cancellation Charges								

8. VEHICLE HIRING CHARGES (IN RUPEES) – MONTHLY BASIS

PARTICULARS	HATCH BACK Ritz / Swift or equivalent		SALOON Dzire / Indigo or equivalent	
	Non-AC	AC	Non-AC	AC
First 2500 kms, 300 hrs - Monthly Duty (All inclusive i.e. cost on fuel, manpower, repairs & maintenance etc.)				
Extra km, if applicable				
Extra hour, if applicable				
Night Charges, If applicable				

Signature.....

Name of Tenderer

Seal of Firm.....

Place.....

Date.....