



OFFICE OF THE REGISTRAR GENERAL, INDIA  
(Government of India, Ministry of Home Affairs)  
2/A, Man Singh Road, New Delhi – 110 011

Tender call Notice D-26011/06/2013-GS dated-12.08.2013

Sealed Quotations are invited for out sourcing of services of driver from interested valid license holders for driving of four wheel Ambassador car/Tata sumo/Bolero for the office. The duty point would be ORGI at 2/A, Man Singh Road New Delhi, or any other place in New Delhi intimated from time to time, which would be the following are the terms & conditions of the contract.

**TERM AND CONDITIONS OF CONTRACT**

- a) The approved rates will be applicable within NCR. The contractor should have valid permit to operate in NCR, if required.
- b) The working hours will be 10 hours in each working day (9.30 A.M. to 7.30 P.M.). There will be 6 working days (Excluding National Holidays).
- c) The driver shall report as per time schedule given to the vehicle.
- d) The driver shall be required for the whole month except National Holidays.
- e) The payment to the contractor will be made on monthly basis on submission of pre-receipted bill.
- f) The contractor should have at least two years of experience in the "tour & travel"
- g) The contractor should ensure that the driver provided must possess valid driving license with two years experience and carry with him all necessary documents.
- h) Change of drivers will be allowed only in exceptional circumstances and that too with the prior approval/intimation. Drivers shall have either a police verification certificate or two character and good Conduct certificates from two Gazetted Officers of Central/State Government.
- i) The Authority will not be responsible for any challan, damage, injury, accident etc. of the driver.
- j) The contractor must have all requisite clearance certificates from the concerned Government agencies as required under relevant rules. Any damage to the Govt. vehicle will be responsibility of the firm.
- k) The driver has to maintain proper records to show the number of hours and Mileage travelled by vehicle. For each & every trip, the time in/time out and opening and closing meter readings should be got recorded from the concerned channels/person.
- l) The drivers of the vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important routes in Delhi including places in the **National Capital Region**.
- m) The drivers must always be in clean clothes, must be courteous and well mannered and should always carry a mobile phone with them for easy contact. The driver must not have any criminal record. Name and full addresses of the drivers who will attend duties have to be furnished along with the bids.

n) The ORGI will pay parking/toll taxes charges when vehicle is on official duty.

3. **The following documents should be enclosed along with the quotations:-**

- (i). Income Tax & PAN No. (A copy thereof may be attached).
- (ii). Copy of Registration No. of the firm/company with date and validity under Shops/Establishment ACT.

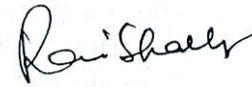
4. ORGI however, reserves the right to terminate the contract at any stage, without assigning any reason whatsoever. The contractor shall have the right to terminate the contract by giving notice of 60 days in advance.

5. Quotations received after the stipulated date and incomplete quotations will not be entertained.

6. The ORGI reserves the right to reject any quotation, in full or in part without assigning any reason.

7. DD/Pay Order for Rs.1,000/- (Rupees one thousand only) in favour of PAO (Census) New Delhi, as Earnest Money Deposit (refundable) is to be enclosed along with filled tender form.

8. Quotations supported by the prescribed documents, should be submitted in sealed envelopes duly superscripted. The Quotations be addressed to the Deputy Director (Ad-I) O/o the Registrar General, India, 2/A Man Singh Road New Delhi-110011, and should reach by 22.08.013 up to 15.00 hrs which shall be opened on same day at 15.30 hrs.



(Dr. RAVI SHANKAR)  
DEPUTY DIRECTOR