

Ref.5/1(C)/2017-JERC

Date: 20/02/2017

Subject: Tender Notice for Hiring of Car

Joint Electricity Regulatory Commission (JERC), a statutory body constituted under an Act of Parliament, invites tenders from interested firms in sealed cover for hiring of one Petrol car, as detailed below:

Sl. No	Make	No. of Cars
1	Maruti Suzuki Ciaz Zxi Plus	01

The hire period will initially be for a period of 1 (One) year on the following terms and conditions subject to extension / curtailment:

Terms and Conditions:-

1. The car should be brand new.
2. Approximate running of 3000 KM in one month, from Mayur Vihar, Phase-I (Residence of the officer) to office at Gurgaon. The car shall be required for 7 days a week and shall be parked at the premises of the Officer.
3. The Company / Firm must be registered with the State Transport Department of any State.
4. The Company / Firm must have a Service Tax Number.
5. The Company / Firm must have up-to-date Road Tax, Pollution Certificate, Road permit and Insurance etc.
6. The Commission shall make monthly payment to the Company / Firm on production of bill by the Company / Firm in the following month.

- 7 All the costs relating to salary of driver, fuel, Insurance of the car, wear and tear etc or any other accidental loss and theft of the car from anywhere will be borne by the Company / Firm.
- 8 Toll tax, Parking fee, if any will be charged by the Company / Firm in the bill against the legible / identified receipt / amount for that day.
- 9 In case of non-provision of the car in time at the place desired, amount at double the rate as per the contract rate would be deducted.
- 10 In case of breakdown of the car for reasons whatsoever, replacement by a vehicle of the same or better model shall be provided by the Company / Firm.
- 11 Extra car shall be provided as and when required by the Commission.
- 12 Drivers must be in proper uniform while on duty and the vehicle must be kept in perfect running condition and clean with seat covers, perfume, tissue papers, fire extinguisher etc.
- 13 Interested Companies / Firms may submit their quotation / tender in sealed envelope as per the details given in Annexure-'A' latest by 15/03/2017 till 3:00 pm addressed to the Secretary, JERC, HSIIDC Office Complex, 2nd Floor, Vanijya Nikunj, Udyog Vihar-V, Gurgaon-122016. The quotation / tender shall be opened on the same day at 3:30 pm in the conference room of the Commission. Interested firms may, if they so desire, may attend themselves or send their representative at the time of opening the quotation / tender.
- 14 The amount quoted in the Bids shall be written in both figures and words.
- 15 A Demand Draft of Rs. 10,000/- (Rupees ten thousand only) in favour of the Secretary, Joint Electricity Regulatory Commission, Gurgaon towards Earnest Money Deposit (EMD) shall be sent along with the bid. The same shall be returned to the unsuccessful bidders after the finalization of the contract. The successful bidder shall be required to furnish the performance security @ 10 % of the tender amount in form of a DD/Bank Guarantee. The EMD of the successful bidder shall be adjusted in the performance security
- 16 This Office reserves the right to accept or reject any or all the bids without any reason whatsoever.

Sd/-
(Keerti Tewari)
Secretary

Annexure –A

Maruti Suzuki Ciaz Zxi Plus Petrol (Car running – 3000 Kms)

A	Name of Bidder
B	Complete Address of Bidder
C	Telephone Number and E-Mail Id
D	Monthly Rental for 3000 KM,11 hours per day
E	Extra Kms (Beyond 3000 KM)	Rs...../Km
F	Extra Hour (beyond 11 hrs)	Rs...../Hour

Signature of Authorized Person