

**Institute of Economic Growth
University of Delhi Enclave, North Campus,
Delhi – 110 007**

File No. IEG/Admin/CO/Estab.-II/51/430

20th November, 2024

Sub: Quotation for Annual Rate Contract for Hiring of DLY Car on “As and When Required” – regarding.

Charges

Local (Full Day)

1. **Minimum 80 KM and 8 Hours**
 - Sedan (4-seaters):
 - SUV (6+1 seaters):
2. **Extra Charges per KM**
 - Sedan: per KM
 - SUV: per KM
3. **Extra Hours Charges**
 - Sedan: Hours
 - SUV: Hours

Local (Half Day)

1. **Minimum 40 KM and 4 Hours**
 - Sedan:
 - SUV:
2. **Extra Charges per KM**
 - Sedan: per KM
 - SUV: per KM
3. **Extra Hours Charges**
 - Sedan: Hours
 - SUV: Hours

Outstation

1. Minimum 250 KM Limit per Day

- Sedan:
- SUV:

2. Driver Charges per Day

- Sedan: per day
- SUV: per day

3. Extra Charges per KM

- Sedan: per KM
- SUV: per KM

4. Night Charges

- Sedan: Per Night
- SUV: Per Night

GST as applicable.

Parking, toll tax, and other relevant charges will be reimbursed by IEG upon submission of receipts.

Place:	Signature of the Vendor	:
Date:	Name of the Vendor	:
	Address	:
	Contact No	:

Terms and Conditions:

1. **Contract Duration:** The contract will be valid for one year from the date of signing, with vehicles hired as needed.
2. **Vehicle Maintenance:** All vehicles must be kept clean and well-maintained, ensuring trouble-free operation.
3. **Cost Variability:** No claims regarding fuel price increases or other statutory payments will be entertained. The travel agency bears these costs.
4. **Driver Conduct:** Drivers must be in clean uniform and punctual. Daily mileage must be recorded and authenticated by the user.
5. **Vehicle Registration:** All vehicles must be registered in Delhi and should not be older than January 2020.
6. **Driver Licensing:** Drivers must possess a valid license, which should be presented upon request by traffic personnel or IEG.
7. **Breakdown Protocol:** In the event of a breakdown, the vendor must provide a replacement vehicle within one hour. Failure to comply may result in penalty deductions from the Earnest Money Deposit (EMD).
8. **Vehicle Details Notification:** The vendor must promptly inform the car desk, Administrative Officer, and vehicle user of vehicle details, including registration number and driver information.
9. **Driver Conduct:** The vendor is responsible for driver behavior. Misconduct may result in immediate termination of the driver and a request for replacement.
10. **Driver Availability:** The driver must remain with the vehicle at the parking location.
11. **Driver Accommodation:** No accommodation or meals will be provided for the driver.
12. **Order Compliance:** Drivers must follow instructions from authorized IEG personnel and adhere to safety and security regulations.
13. **Agency Registration:** The hiring agency must be registered in accordance with applicable government regulations and possess the necessary certificates for operation, including a Service Tax Code.
14. **Bank Account Details:** The agency must provide bank account information (Type, Account No., IFSC Code) for electronic payment processing.
15. **Compliance Responsibility:** The agency is responsible for obtaining all necessary permits, road taxes, and related liabilities. The Institute will not be liable for any penalties.
16. **EMD:** The EMD is capped at ₹2,00,000 for the entire contract duration.
17. **Rate Quotes:** All rates must include tolls, parking fees, and any additional charges.
18. **Payment during Calamities:** In cases of natural or man-made calamities, payment will be based on actual vehicle usage.
19. **Carrier Requirement:** A carrier must be securely affixed to the vehicle.

Quotation Submission Instructions:

Rates should include all applicable taxes. Envelopes must be clearly marked "Quotations for Hiring of Taxi." Submissions should be addressed to the Administrative Officer and received by **20th December 2024**. Late submissions will not be considered.

The Institute reserves the right to reject any or all quotations at any stage without providing reasons.

Sd/-

(Siba Sankar Sahoo)
Administrative Officer