



TELEPHONE: 2576606
FAX: 0191-2520073

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

DIRECTORATE OF CENSUS OPERATIONS, J&K,
SUB-OFFICE, 285-A, KRISHNA NAGAR, JAMMU-180016

<http://censusindia.gov.in> E-MAIL: dcojammu.rgi@nic.in



No. Cen J-833/2019/1834

Dated: 03/03/2020

**Notice for hiring of 02 Vehicles((SUV) Innova/Innova Crysta/Xylo/
Scorpio/Hyundai Santa) for Directorate of Census Operations, J&K**

Sealed proposals are invited from the registered travel agencies for hiring of two vehicles for the office of Directorate of Census Operations J&K, Jammu. Interested travel Agencies can submit the quotations in the office of Director Census Operations J&K Jammu on or before 11/03/2020 upto 5:30 PM. The Agency should quote the rates less than the approved rates of Transport Commissioner, U.T of J&K.

Detailed terms and conditions can be obtained from Directorate of Census operations J&K or can be downloaded from www.censusindia.gov.in

Sd/-
Director



TELEPHONE: 2576606
FAX: 0191-2520073
E-MAIL: dcojammu.egi@nic.in

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DIRECTORATE OF CENSUS OPERATIONS, J&K,
SUB-OFFICE, 285-A, KRISHNA NAGAR, JAMMU-180016
<http://censusindia.gov.in>



No.Cen.J-833/2019
Dated-03.03.2020

QUOTATION

Sealed Quotations affixed with Rs.2/- revenue stamp addressed to Director Census Operations, J&K, Jammu are invited from registered travel agencies for hiring of two vehicles (SUV) Innova/InnovaCrysta/Xylo/Scorpio/Hyundai Santa(Local Journey/Outside Jammu within the UT of J&K and UT administration of Ladakh on monthly basis with the following terms and conditions:-

1. The rate should be inclusive of all taxes/duties/Govt. levies, POL(fuel) and driver charges.
2. The Contractor/Agency shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition and driven by properly trained drivers.
3. The driver of the vehicle must possess a valid driving License. This office will in no way be responsible directly or indirectly for any failure on the part of the driver to observe the traffic rules or otherwise. In case of any mishap/accident all claims and responsibilities shall be met by the Contractor /Agency. In case of breakdown of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute vehicle, which is of similar make as replacement immediately.
4. On approval the agency shall have to enter into an agreement with the Department on a Non Judicial Stamp paper, which will be valid for an initial period of 12 months and the vehicle(s) must be supplied within 03 days. The Department reserves the right to curtail or to extend the validity of contract on the same rate and terms & conditions at the discretion of the Department. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.
5. The rate quoted shall be on monthly basis including the holidays.
6. No advance payment would be made in any case.
7. Vehicle deployed should be in the name of Agency/Vendor/firm/Company. Relevant registration documents of vehicles should be submitted along with the Quotations. No Contract would be awarded to the Contractor/Agency who does not own the vehicle.
8. The Vehicle and Driver shall remain available at all the time as per Duty Roster and shall not leave place of duty without prior permission.
9. In case of requirement of office, the agency should be ready to deploy the vehicle outside the UT of, J&K.
10. The vehicle should not be older than 02 years i.e registered in the year 2018 onwards.

11. The milometer reading will be opened and closed from office.
12. The distance allowed per month per vehicle will be maximum of 4000Km. The excess kilometers/balance unutilized kilometers and extra hours vis-à-vis contracted limits per month will be carried forward for setting off in subsequent months during the year and the payment per KM for the net excess kilometers after setting off of unutilized Kms and adjusting the penal kilometers, if any, over the entire year of the contract will be made in the last month of the contract period.
13. The Agency should preferably have past experience of providing vehicles on hire to Government organization/PSU. The Contractor/agency should not have been blacklisted/debarred/suspended from business by any Govt. Organization/PSU.
14. The Director, Census Operations, J&K reserves the right to accept or reject any quotation without assigning any reason.
15. In case of breach of any of terms and conditions, Director Census will have the right to cancel the contract without assigning any reason and nothing will be payable by this office in that event.
16. Quotations must be submitted in office in person or sent by speed post/courier along with filled in Annexure-I & Annexure II (enclosed) within 7 days.
17. The Agency may send their response by email but it may be noted that the Quotations should not be sent by email.
18. The Agency should quote the rates less than the approved rates of Transport Commissioner, U.T of J&K.



(Rajesh N Malvia)
Joint Director

Annexure-I

Details/Profile of Agency

Sl.No	Particulars	Details
1	Name of the Proprietor/Registered Firm/Company/Concern (with documentary proof)	
2	Address of the concern(With Tel No. Fax and E-mail) (With documentary proof)	
3	Name and Address of the partners/Directors(With Mobile No.)(In case of firm/company) (with documentary proof)	
4	Permanent Account Number(PAN)(Attested copy)	
5	GST No.	
6	Ownership details of the vehicles(Copy of proof to be attached).Are you owner of the vehicle(Y/N).	
7	No. of vehicles to be supplied/offering	
8	Which make/model of vehicle (S) are you offering .	
9	Registration. No . And Year of Registration.	
10	Have you submitted a copy of RC book/Blue book/Smart Card/Booking receipt (Y/N).	
11	Are the offered vehicles covered under valid third party insurance (Y/N).	
12	Whether any court case/litigation pending against the vehicle(s) offered (Y/N).	

Declaration:-

- 1.) I/we have read and understood all the terms and conditions of the advertisement I/we undertake to fully abide by all the terms and conditions.
- 2.) I/we hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge.I/we understand that in case any deviation is found in the above statement at any stage the Agency/company will be blacklisted and will not have any dealing with DCO J&K Jammu/Srinagar in future.

Place.....

Name.....

Date.....

Signature.....

Mobile No.....

Annexure-II

QUOTAION FOR HIRING OF VEHICLE (PROFORMA FOR QUOTING RATES)

To be submitted in a sealed envelope.

1.Name & Address of the Contractor/firm/company/ Agency.

2.Name of Proprietor/Partners/Directors.

3.Rate per vehicle per month.

S.No.	Name of Vehicle/Model & Make offered/registration year	Condition	Number of vehicle offered	Rates quoated per month(inclusive of all charges/levies including GST/including Air Conditioner charges)
1				
2				

Signature of Authorised Person with date.....

Name& Full address.....

Telephone No./Mobile No.....