



प्रसार भारती

प्रसार भारती/ PRASAR BHARATI

भारत का लोक सेवा प्रसारक/ (INDIA'S PUBLIC SERVICE BROADCASTER)

दूरदर्शन केंद्र / DOORDARSHAN KENDRA जालंधर/ JALANDHAR -144001

S. / 08T

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विषय Subject: आवश्यकता पड़ने पर अल्पकालिक कैब एवं टैक्सी सेवाओं की निविदा. **Quotations for Short Term hiring of Cab and Taxi Services as and when required basis.**

मान्यवर, Dear Sir,

कृपया निम्नलिखित नियम एवं शर्तों के अनुसार अल्पकालिक कैब एवं टैक्सी किराये पर उपलब्ध कराने हेतु अपनी निविदा प्रस्तुत करें। **Please furnish your quotation for short term cab and taxi hiring services as per following terms & Conditions:-**

1. The Quotations should be sent by Registered/speed post in sealed envelope to the office of **Dy. Director General Doordarshan Kendra, Bhagwan Mahavir Marg, Jalandhar 144001 on or before 24.09.2025 at 1300 Hrs as per format Annexure-A.** The covers should be superscribed with the following details:
 - a. Material for which quotation is invited.
 - b. Reference to letter of enquiry.
 - c. Due Date of Opening of Quotations
2. The tender must go through scope of work & prevailing market condition before offering its services.
3. The department will not be responsible for postal delays .Quotation received after the due date and time will be summarily rejected.
4. Please quote only, if the required services can be made available as and when required basis from the date of accepting your quotation.
5. **The quotations will be opened in the o/o the undersigned on 24.09.2025 at 1530 Hrs.** (If holiday, on the next working day) in the presence of such tenderer or their representative as may choose to attend.
6. The quotation submitted will remain valid for the period of one year from the date of awarding work and extendable by the competent authority subject to satisfactory work.
7. An office of the Tenderer must be located in the (Punjab) . **DOCUMENTARY EVIDENCE** required to be attached with the tender document.
8. In case of unsatisfactory performance / undesirable activities by the Successful contractor, the contract is liable for cancelation without any prior notice.
9. In case of partnership firms, a copy of the partnership agreement or General Power of

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- Attorney duly attested by Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or General Power of Attorney. The attested copy of the certificate of registration of firms should be enclosed with the tender
10. The agency must have a minimum of **FIVE** years' experience in supplying taxies to the Central/State Govt./Public sector Undertakings with documentary evidence of having supplied the taxies to the said offices.
 11. The agency should have minimum annual turnover of Rs.1000000/- during the last three financial years. A copy of the turnover statement duly certified by the CA along with ITR must be enclosed.
 12. Certified copy of the PAN card should be attached with the bid document.
 13. The agency should be registered with GST registered certified copy of the registration must be attached with the bid document.
 14. Self certification that the firm has not been blacklisted by any central /stateGovt. Public sector undertaking should be enclosed
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15. The date of purchase of vehicle should not be earlier than 2023
 16. The vehicle should not run more than 50000Kms ,otherwise vehicle will be rejected
 17. The vehicle provided by the contractor should be in perfectly good & sound condition. The vehicle should be insured comprehensively.
 18. The agency should ensure that the Driver has a cell phone duly activated.
 19. The agency should submit a declaration on their letter head stating that the Drivers provided are of good character, have police verification and have valid driving license
 20. The drivers provided by the agency should fulfill the following conditions: -
 - a. Should be in possession of valid driving license issued by RTO.
 - b. Should not smoke, chew pan/pan masala/ tobacco/ALCHOLIC.
 - c. Should not indulge in any activity inimical to the security of the installation & staff working at the station
 21. The agency should ensure that all the necessary documents i.e. Registration Certificate, Insurance papers, Pollution under control etc. are available with the Driver deployed for duty
 22. A vehicle will be allowed for booking only in condition when the Milometer is sealed. If during running of the vehicle it is found that the Milo meter is unsealed then for feiture of hiring charges a penalty as fixed by DDG(Engg.)/Cluster Head, DDK JALANDHAR will be imposed.
 23. Vehicle Should be Yellow number plated(commercial vehicles will be only entertained after checking of its validity of permit.
 24. The contractor has to submit an acceptance letter indicating type of vehicle and rates & acceptance of all terms & conditions levied therein. He is required to enter into Annexure before the service is started.
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25. **Security Deposit**
 - (a) The successful bidder shall be required to deposit performance Security Deposit @ 03% of contract value with Doordarshan Kendra JALANDHAR before entering into the contract with the office as a successful bidder. The performance Security Deposit will be

deposited by FDR/ Bank Guarantee drawn in favour of Drawing & Disbursing Officer, DDK JALANDHAR. The performance security deposit/Bank Guarantee should be valid for a period of 16 months from the date of award of contract. If the contractor, on being called upon to deposit the security fails to provide the same within the specified period, such failure shall constitute breach of contract and the DDG(Engg.)/Cluster Head, Doordarshan Kendra JALANDHAR shall be entitled to make arrangements at risk/cost of contractor.

(b) On due performance & completion of contract in all respects, the performance Security Deposit shall be returned to the contractor on expiry of contract without any interest on furnishing the usual clearance /No Demand Certificate.

(c) The security deposit shall stand forfeited in favour of Prasar Bharati, BCI, DDK JALANDHAR without any further notice to the contractor in the following circumstances:

(d) In case of any failure what so ever on the part of the contractor at any time in the performance of his part of the contract including that during the extended period of contract where notice is given and time for rectification allowed.

(e) If the contractor indulges at any time in any subletting /sub-contracting of any portion of the work without any notice and approval of DDG(Engg.)

(f) In case the service provider leaves the job before completion of the period of contract, DDG(Engg.)/Cluster Head, Doordarshan Kendra JALANDHAR is entitled to forfeit the performance security money deposited by the contractor.

26. In case of breakdown of any vehicle during duty, it shall be the responsibility of the agency /firm to provide substitute vehicle which is of similar make as replacement immediately. The agency will be responsible for compliance of all statutory provision related to minimum wages etc. in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes, applicable to the drivers deployed in the department.

27. Terms of payment

a) No payment shall be made in advance nor any loan from any bank financial institution recommended on the basis of award of contract.

b) All payments shall be made on monthly basis as the case may be against the bill duly supported with car requisitions signed by users or authorized by the officer I/C transport.

c) Payment shall be subject to the deduction of tax at source at the appropriate rates.

d) Duly signed bill, in duplicate, shall be submitted along with log sheet k/ car Requisitions to the officer I/c Transport in first week following the month for which The payment relates. The car requisitions should invariably be numbered.

All the bidders who fulfill all the above terms & conditions may submit their quotations as per the prescribed format.



(आर के. जरंगल)

(उप महानिदेशक (अभियांत्रिकी)/ कार्यालय प्रमुख