



राष्ट्रीय राजधानी क्षेत्र परिवहन निगम

(भारत सरकार एवं प्रतिभागी राज्य सरकारों का एक संयुक्त उपक्रम)

National Capital Region Transport Corporation

(A Joint venture of Government of India and participating State Governments)

LOA No: NCRTC/TPT/2018

Dated: 04.10.2018

To,

M/s Vivek Travels (P) Ltd.
Shop No.-22, DDA Market
SD Block, Pitampura,
Delhi- 110088.

(Kind Attn: - Sh. Vivek Bhatia, Director)

Letter of Acceptance for Segment -3

Sub: Contract NCRTC/TPT/2018: Provision of Various types of Vehicles on Monthly/Daily Basis for NCRTC.

Ref:

- (i) Tender No : NCRTC/TPT/2018 dated 25.07.2018
- (ii) Addendum issued on 17.08.2018
- (iii) Your offer No Nil dated Nil received on 28.08.2018.
- (iv) NCRTC letter for Post bid Clarification, NCRTC/TPT/2018 dated 11.09.2018
- (v) Your reply on post bid clarification received on 17.09.2018
- (vi) NCRTC letter for Opening of Financial bid, NCRTC/TPT/2018 dated 18.09.2018
- (vii) Financial Bid opened on 19.09.2018.

Dear Sir,

With reference to the above, this is to inform you that your submitted offer for the Segment-3 of the subjected work of Provision of Various types of Vehicles on Monthly/Daily Basis for NCRTC-NCRTC/TPT/2018, has been accepted by the National Capital Region Transport Corporation Ltd(herein after termed as "Employer") as per Annexure-1 enclosed at the total value of **Rs. 1,22,30,596/- (Rupees One Crore Twenty Two Lakh Thirty Thousand Five Hundred Ninety Six Only) for the period of one year from the date of issuance of LOA.**

The contract prices are all inclusive and include the remuneration of the driver, repair & maintenance of vehicle, comprehensive insurance, cost of fuel, oil and other consumables, and all other charges, taxes and levies etc. except applicable **Goods and Services Tax(GST) which shall be paid as per prevailing rates upon submission of GST invoice.**

The scope of work , accepted rates and terms and conditions of this LOA are defined as under:

1. Scope of Work

(i) The contractor shall provide commercially registered vehicles to NCRTC with drivers in different segments strictly as per the description, make, fuel stated for

Registered & Corporate Office:

7/6, सिरी फोर्ट इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, नई दिल्ली 110049

7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi 110049

CIN: U60200DL2013G01256716

P: +91 11 41066943 F: +91 11 41066953

M: contactus@ncrtc.in

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Segment-3 for monthly hiring and daily hiring basis as per the requirement and approval of the employer.

- (ii) The contractor shall provide Commercially Registered Vehicles on monthly and daily hiring basis only. The vehicles shall be provided at our office premises at Delhi/NCR or at any other place intimated to the contractor for travel within & outside NCR area as and when required on a monthly/daily hiring basis.
- (iii) In case of vehicles hired on monthly basis for NCRTC Officers, the residence of officer concerned shall be reporting place and relieving place taken as the starting and closing point respectively for the purpose of counting time and mileage. NCRTC will pay only for actual use from point to point in case of vehicles hired on monthly basis and not for the dead mileage i.e. from/to garage running shall not be paid. No mileage will be claimed for drivers' lunch / breakfast or drawl of petrol / diesel /CNG and mobile phone charges etc.
- (iv) In case of vehicles hired on daily need basis for NCRTC for Officers/project work, reporting place and the relieving place shall be taken as **Corporate office of NCRTC or Field office(CPM Office) of NCRTC, as the case may be**. Reliving point may not be same as reporting place. NCRTC will pay only for actual use, **counting start and closing at NCRTC's Corporate office or Field Office(CPM Office)** in case of vehicles hired on daily basis and not for any dead mileage i.e. from/to garage to **NCRTC's Corporate office or Field office(CPM Office) etc.** shall not be paid. No mileage will be claimed for drivers' lunch / breakfast or drawl of petrol / diesel /CNG, Mobile Phone charges etc. CPM office at present are situated at Delhi, Ghaziabad, Meerut and few more may be added in due course of time.
The place of reporting of Vehicles and tentative duration for which the vehicle is required would be intimated time to time in advance by the NCRTC representative.
- (v) The above scope of work mentioned in this LOA is only a abstract shall be read in conjunction as stipulated in the tender document issued by NCRTC, submitted and acknowledged by you.
- (vi) The Contractor shall not provide Radio Taxi throughout the execution of the contract to NCRTC.

2. Accepted Rates/Cost and Payment Schedule

The accepted rates for various items in this LOA are stipulated in Annexure-1 enclosed to this LOA.

The quantities shown against each items of subsegment viz, quantity of monthly vehicles of segment and number of days of daily vehicles of the segment and extra mileage are tentative and can increase/decrease as per the requirement of NCRTC. **No claim/compensation for non- operation or any increase/decrease of vehicles of any segment shall be entertained by NCRTC.**

Accepted
Unconditionally
For VIVEK TRAVELS (P) LTD.
Authorised Signatory

[Signature]
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2.1 As per SCC Clause 1:

- (i) Bills for the supply of vehicles (monthly and daily basis) during a month complete in all respect shall be submitted by first week of the following month to NCRTC. Payment shall be made only on presentation of the bill of all the vehicles along with log-sheets/duty slips.in original duly signed by the concerned officer.
- (ii) Parking charges, Toll Tax which are specifically related to and incurred in connection with a particular journey performed at the behalf of the user shall be reimbursed as per actual by NCRTC on submission of original receipts duly signed/verified by concerned officer. State Entry Tax for journey to NCR outside Delhi will also be reimbursed by NCRTC on production of actual receipt duly signed by the concerned officer.
- (iii) NCRTC shall pay Goods and Services Tax (GST) at prevailing rates upon submission of GST invoice.
- (iv) Deductions shall be made in terms of penalty clause against the bills pertaining to the days of unsatisfactory service and non-fulfillment of contract conditions, as reported by the user. The decision of NCRTC shall be final in this regard.
- (v) Deduction towards income tax as applicable under Income Tax Act 1961 or other taxes etc. shall be made from all payments made to the contractor.
- (vi) The contractor shall give consent in a mandate form for receipt of payment through ECS/EFT/RTGS, charges if any will be on account of the contractor. The contractor shall provide the details of Bank Account in line with RBI guidelines for the same. These details would include Bank Name, Branch name and address, Account type, Bank A/c No. and Bank and Branch Code as appearing on MICR cheque issued by the Bank.
- (vii) It may be noted by the contractor that bills having cutting and over-writing in duty slips/log sheets shall not be entertained unless authenticated by the user.

3. Price Variation and Quantity Variation in Terms of SCC Clause 3:

- (i) No guarantee can be given of any definite volume of work which will be entrusted to the contractor at the beginning or throughout the period of the contract. Quantities shown are tentative and may vary as per requirement of NCRTC. Payment shall be made by NCRTC as per the actual utilization of vehicles only.
- (ii) **NCRTC shall be at the liberty to any increase/decrease the number of vehicles required and the same shall be acceptable to the contractor.**
- (iii) **No Revision of the rates due to increase/decrease in the Petrol/Diesel/CNG prices etc. shall be considered by NCRTC.**
- (iv) The additional charges payable to the contractor per hour for usage of vehicle beyond

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2200 kms/ 312 hrs for monthly vehicle subject to 12 hrs per day would be Rs.28/- per hr. of the vehicles. Similarly, the additional charges payable to the contractor per hour for usage of daily basis vehicle beyond Specified minimum hours for duty would be Rs.28/- per hr. of the vehicles. In case of outstation journey beyond NCR, additional Rs. 300/- will be paid per outstation duty for 12 hrs. The additional night charges for vehicles hired on monthly or day-to-day basis will be Rs.150/- per night. (night hours will count from 2300 hrs to 0600 hrs).

4. In terms of SCC Clause 5 following shall be noted:

- a) In case of vehicles hired on a monthly basis are used for a part of the month (i.e. less than six days a week), the prescribed monthly limit of 2200 kms/312 hrs shall be proportionately reduced for the purpose of payment to the contractor.
- b) Similarly if the vehicle hired on monthly basis is used for more than six days a week (calculated in a month) then the amount shall be proportionately increased.
- c) Month shall be considered as a calendar month, no extra payment shall be done for a month of 31 days or deduction for February.

5. If vehicle is not required by the officer due to out of station visit or any other reason, then the vehicle shall report to NCRTC Corporate office or NCRTC Field office as the case may be.

6. It may please be noted, that if the Monthly limit of 2200KM/312 hrs meets in lesser days of a month then the said proportional reduction shall not be applicable.

7. Duration of the Contract

In terms of Instructions to Bidders (ITB) Clause 20 of the tender documents, the duration of the contract for work to be undertaken by the contractor is 01 (one) year from the date of issue of letter of award by NCRTC. Period of contract may be extended for a maximum period of one year beyond contract period of one year at the sole discretion of NCRTC.

8. Submission of Performance Security

In terms of Clause 2 of GCC, you have to submit performance security within 30 days of receipt of Letter of Acceptance, amounting to 5% of the contract value in the form Bank Guarantee as per prescribed format from any Nationalized/Indian scheduled commercial bank. The performance security will be furnished before signing of agreement and should be valid up to fourteen months from the date of this letter. In case, the time for completion of work gets extended, the contractor shall get the validity of performance security extended to cover such extended time for completion of work plus two months.

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For VIVEK TRAVELS (P) LTD.
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9. Retention Money

In terms of Clause 1 of GCC, a retention amount equal to 10% of each bill shall be retained till the total security available is 5% of the contract value. The Retention money, unless forfeited in whole or in part according to the terms & conditions, shall be returned to the contractor after 60 days of the completion of the contract. No interest shall be paid on Retention money.

10. Signing of Agreement

In terms of the format for submission of offer of the tender documents, the contractor shall entered into the contract agreement within **60 (Sixty) days** of the date of issue of Letter of Acceptance or on receipt of notice by the NCRTC administration that such documents are ready.

The contractor shall be informed by the employer about signing of the agreement on receipt of acceptance of this LOA and performance security .

The execution of this contract shall be govern by the various stipulations in the tender documents and its amendments referred above.

11. The letter of acceptance

This letter of Acceptance is being issued in duplicate. The copy marked as duplicate is required to be returned by the Contractor, duly signed and stamped by the authorized representative of the contractor, as a token of contractors unconditional acceptance of the same as to reach the office of undersigned within 7 days of issue of this letter. Until a formal agreement is prepared and executed between the employer and the contractor till such as time formal agreement is signed between the employer and the contractor.

Thanking You,

Enclosure: Annexure-1(03 Pages)

For on behalf of
National Capital Region Transport Corporation Ltd,


(R.D Gupta) 04/10/18

General Manager Electrical

Accepted
unconditionally
For VIVEK TRAVELS (P) LTD.

Authorised Signatory
4/10/2018

NCRTC/TPT/2018: Provision of various types of vehicles on Monthly/Daily Basis for NCRTC

LOA NO: NCRTC/TPT/2018 DATED 04.10.2018

Segment - 3

Annexure - 1

Part - A Daily Hiring

Description		Lowest Accepted Rates					Total in INR for hiring of vehicle on daily basis for one year excluding GST		
S. No.	Description of Category	Description of Vehicle	Make	Fuel Type	Rate per day/vehicle (100 Km/12 hrs	Rate/km/vehicle additional kms beyond 100 kms		No. of Days considered in an year	Extra mileage considered per trip
Segment - 3									
1	Economy AC	Etios Liva, Swift, Zest, Indica, Wagon-R, Grand i10 or equivalent model in prices	Not earlier than jul' 2016 AC	Petrol/Diesel /CNG	1,410.77	11.47	30	150	93,952.98
2	Economy Non AC	Etios Liva, Swift, Zest, Indica, Wagon-R, Grand i10 or equivalent model in prices	Not earlier than jul' 2016 Non-AC	Petrol/Diesel /CNG	1,089.56	10.42	16	150	42,445.51
Total (in INR)									1,36,398.49

Note:

1. For usage beyond 12 hrs in a day, Rs. 28 per hour would be paid extra. Less than Half an Hour of extra time will be ignored. Half and hour and more shall be rounded off to the next hour.
2. For outstation journey beyond NCR, Rs. 300 shall be payable extra.
3. In case vehicle is used between 2300 hrs to 0600 hrs of the following day, Rs. 150 shall be paid extra as night charges.

Accepted
 For VIVEK TRAVELS (P) LTD.
 Authorised Signatory

04/10/18

NCRTC/TPT/2018: Provision of various types of vehicles on Monthly/Daily Basis for NCRTC

LOA NO: NCRTC/TPT/2018 DATED 04.10.2018

Segment - 3

Annexure - 1

Part - B Monthly Hiring

Description		Lowest Accepted Rates					Total in INR for hiring of vehicle on monthly basis for one Year excluding GST			
S. No.	Description of Category	Description of Vehicle	Make	Fuel Type	Qty/ Month	Rate per month/vehicle with one weekly rest for usage of 2200 KM/312 hrs in a month		Rate/Km/vehicle for additional kms beyond 2200 kms	Extra Monthly/Vehic le mileage considered	
Segment - 3										
1	Economy AC	Etios Liva, Swift, Zest, Indica, Wagon-R, Grand i10 or equivalent model in prices	Not earlier than jul' 2016 AC	Petrol/Diesel /CNG	12	32,312.48	11.47	150	49,00,820.23	
2	Economy Non AC	Etios Liva, Swift, Zest, Indica, Wagon-R, Grand i10 or equivalent model in prices	Not earlier than jul' 2016 Non-AC	Petrol/Diesel /CNG	18	31,739.39	10.42	150	71,93,376.86	
Total (INR)							1,20,94,197.09			

Note:

1. For usage beyond 312 hrs in a month or beyond 12 hrs in a day, Rs. 28 per hour would be paid extra. Less than Half an Hour of extra time will be ignored. Half and hour and more shall be rounded off to the next hour.
2. For outstation journey beyond NCR, Rs. 300 shall be payable extra.
3. In case vehicle is used between 2300 hrs to 0600 hrs of the following day, Rs. 150 shall be paid extra as night charges.



 For VIVEK TRAVELS (P) LTD.



 Authorised Signatory



 04/10/18

NCRTC/TPT/2018: Provision of various types of vehicles on Monthly/Daily Basis for NCRTC		
LOA NO: NCRTC/TPT/2018 DATED 04.10.2018		
Segment -3 Annexure-1 Part-C Summary LOA		
S.No.	Description	Amount (in Rs.)
1	Part-A Daily	1,36,398
2	Part-B Monthly	1,20,94,197
3	Total for Segment-3	1,22,30,596
Rupees One Crore Twenty Two Lakh Thirty Thousand Five Hundred Ninety Six Only		

Accepted unconditionally

Rel. to Min
04/10/18

For VIVEK TRAVELS (P) LTD.

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A/10/2018