

# Institute for Defence Studies and Analyses (IDSA)

1, Development Enclave, Rao Tula Ram Marg  
Delhi Cantonment, New Delhi -110010

Advertisement No. IDSA/044/2011

Sub: Hiring of Vehicles for Officials/Scholars/Guests

1. Sealed Tenders are invited from experienced and resourceful Tourist Transport services for providing AC/Non-AC cars/taxis/SUV's for transportation of officials/consultants/scholars/guests of IDSA, as and when required. It will be a rate contract for a year from the date of award of contract.
2. The tender should be accompanied with a bank draft of Rs.5000/-(Five thousand only) drawn in favor of IDSA, New Delhi, as earnest money. The earnest money will be treated as security deposit in case of successful bidder which will be refundable on satisfactory completion of the contract.
3. The tenderer should be registered Tour/Taxi operator and should have been providing transport services to govt/PSU's/ reputed organizations for minimum last 3 years.
4. The tender should own a minimum fleet of the following vehicles which are not more than 3 yrs old and are in a well maintained condition.
  - Indica -05
  - Indigo/Esteem-10
  - Tavera/Innova-05
5. The tender should clearly mention the charges for 8 hrs and 80km and the cost should be evaluated from garage to garage. Please also mention charges for extra kilometers and extra hours.
6. The drivers provided with the tour operator must full fill the following requirements:
  - A police verification
  - Valid Driving license
  - Working Mobile phones at all times
  - Well dressed and in proper uniforms at all times
  - Well trained to hold a courteous behavior at all times with the passengers
  - Well versed in English
  - They must also be issued with a photo ID by the firm

7. The following information needs to be given by the tenderers :
- Balance sheets for the last 3 yrs
  - Income Tax Return for the last 3 yrs
  - Manpower on roll
  - Client satisfaction certification
  - No records of past or current criminal offences
8. Complete tender along with the earnest money should reach the Assistant Director (AD) by post within 15 days from the date of publication of the advertisement to the following address:

**Institute of Defence Studies and Analyses  
No.1, Development Enclave,  
Rao Tula Marg,  
New Delhi-110 010, India**

9. IDSA reserves the right to amend /withdraw/cancel the final bid without any prior notifications.

Wg Cdr (Retd) Hemlata Lohani  
Assistant Director