

**URDU ACADEMY : DELHI**  
**(Govt. of N.C.T. of Delhi)**  
**CPO Building, Kashmere Gate,**  
**Delhi-110006**

**TERMS AND CONDITIONS**

General Conditions

1. The rates should be F.O.R. Venue of programme /function/Auditorium/Office.
2. The rates shall be valid for One year from the date of acceptance of the tender. The Academy reserves the right to extend the same for a further period of one year. Academy also reserves the right to terminate the contract at any time without assigning any reason .
3. The supply of goods/items will be made at the office of the Urdu Academy or at other place (s) or other subordinate office (s) under Urdu Academy in the jurisdiction of Union Territory of Delhi. No cartage transport charges will be paid extra.
4. The Academy shall not be responsible for any loss or damage to any item good supplied on hire due to natural calamities ie. Fire, flood, stampede, earthquake, tornado etc.
5. The work/contract/supply order is to be completed within the stipulated period failing which the work shall be got completed at the risk and cost of the contractor whose rates are approved, in the following manner:-
  - a) The risk and cost includes additional cost for the articles goods etc. and also the cartage/Transport charges etc.
  - b) The extra expenditure incurred by the Urdu Academy shall be deducted from the security deposit of the tenderer and in case the security amount falls short, the balance will be recoverable from the Contractor.
  - c) The Secretary, Urdu Academy may impose further penalty to the extent of security deposit of the tenderer for any dealy/defective work etc.
6. A Security Deposit amounting to Rs. 25000/- will have to be deposited by the firm whose tender is accepted.Their Earnest Money already deposited alongwith the tender shall be adjusted towards Security deposit.
7. VAT/Excise Duty /Work /Tax etc. shall be paid extra where applicable.
8. **The tenderer should be accompanied with samples/specimens wherever necessary.**
9. **The materials shall be of the best quality and shall be strictly in accordance with the sample / specimens supplied with the tender.** .In the event of goods stores being considered by the Secretary/ Head of the office inferior to that described in the specification/ specimen, the supplier shall remove the same at his own charge and cost . The decision of Secretary, Urdu Academy in this regard will be final, and binding upon the tenderer.
10. The tenderer will have to make/execute the job at the shortest notice.
11. The secretary, Urdu Academy reserve the right to accept or reject any tender without assigning any reason thereof, and will not be bound to accept lowest tender.
12. The Secretary, Urdu Academy reserves the right for the termination of any contract at any time even before the expire of the period covered under the contract without assigning any reason thereof.
13. Tender received after the due date and time shall not be accepted. The terderer which do not comply with above terms and conditions are likely to be rejected.

14. The tenderer/ contractor, if a partnership firm, should supply with a copy of the partnership deed, alongwith the authority letter in favour of signatory partner.
15. It will be at the discretion of the Secretary , Urdu Academy to make inquiries either himself or through any of the officers of any agency or any expertise, in order to judge the standard, suitability and the capacity of any firm/tenderer and his decision to enter into a contract would be final.
16. The security will be refunded in six months after the termination of the contract.
17. In case of any dispute, the jurisdiction will be the Court of Law in the Union Territory of Delhi, and the case shall be referred to Arbitrator at Delhi/New Delhi.
18. The bills for the work done will be submitted to the Academy after completion of the work and the Registration No., VAT No./Work Tax No., Service Tax & Income Tax No. (whichever is applicable) should be mentioned on the bill.
19. **The bills not submitted within the three months after the completion of the work will only be entertained and the tenderer will have no right to claim the payment.**
20. It will be sole responsibility of the contractor for any lost, theft, damage etc. of goods due to natural calamity, short circuits or any mishap etc. during the transit & service period.

The Secretary shall have the power to make any alternation, omission, addition or substitution for the original specification, design during course of supply of the goods, and contractor shall supply the goods accordingly under the same contract and at the same rate as specified in the tender for the main work. And if the altered /additional as substituted material includes any class of material, for which no rate is specified on this contract, the Contractor in writing shall inform the Secretary his rates for such class material, and if the Secretary does not agree to this rate, he, is at liberty to cancel the contract.
21. On the breach of violation of any terms and conditions on behalf of the contractor, the Secretary, Urdu Academy shall be empowered to forfeit the Security deposit of the contractor or penalize/compensate keeping in view the circumstances of the case.
22. The department will deduct Income Tax at Source and other Taxes as applicable from the contract as per existing rules.

SECRETARY  
URDU ACADEMY, DELHI

SIGNATURE \_\_\_\_\_  
(With Rubber Stamp)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

**URDU ACADEMY : DELHI**  
**(Govt. of NCT of Delhi)**

**RATES FOR DLY AND OTHER VEHICLES**

I/We hereby tender for Hiring of DLY/VAN/INDICA and other Vehicles within the jurisdiction of Delhi) having good condition for carrying the visitors and other participants attending its different programme at various places in Delhi from time to time. Single rate for each vehicles should be quoted which will be valid for **two years** from the date of issue of work order .

Earnest Money amounting to Rs. 1000/- deposited with the /DD No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ (name of the bank ) attached.

S.No.	Particulars	Rate
<b>DLY/VAN/INDICA ETC.</b>		
1.	8 Hours 80 Kms	
2.	After 8 Hours- per Hour	
3.	After 80 Kms.- per K.m.	
4.	After 13 Hours - Double Duties	
5.	Night Charges (Out Station)	
<b>TAVERA</b>		
1.	8 Hours 80 Kms	
2.	After 8 Hours - per Hour	
3.	After 80 Kms. - per K.m.	
4.	After 13 Hours - Double Duties	
5.	Night Charges (Out Station)	
<b>QUALIS</b>		
1.	8 Hours 80 Kms	
2.	After 8 Hours - per Hour	
3.	After 80 Kms. - per K.m.	
4.	After 13 Hours - Double Duties	
5.	Night Charges(Out Station)	

**DETAILS OF OTHER VEHICLES AVAILABLE WITH THE TRANSPORTER:**

\* SALES TAX NO./ WORK TAX NO. \_\_\_\_\_

\* SERVICES TAX NO. \_\_\_\_\_

\* I. TAX NO. \_\_\_\_\_

\* Strike-out whichever is not applicable.

**SECRETARY**  
**URDU ACADEMY, DELHI**

**SIGNATURE** \_\_\_\_\_  
**(with rubber stamp)**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Telephone No.**.....

**Mobile No.**.....