

OFFICE OF THE ELECTRICITY OMBUDSMAN

(A Statutory Body of Govt. of NCT of Delhi under the Electricity Act of 2003)

B-53, Paschimi Marg, Vasant Vihar, New Delhi-110057

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Ref. E.Omb./HoC/37/2025/ 960

Dated: 26.12.2025

Subject: Tender Notice for Hiring of Car

Office of the Electricity Ombudsman, a statutory body of Govt. of NCT of Delhi, constituted under the Electricity Act 2003, invites tender quotation from interested Companies / Firm / Individuals in sealed cover for hiring of three cars (with driver), as detailed description given below:


Item No.	Item / Capacity / Model of Vehicle required	No. of Vehicles required	No. of working days	Average KM per month – Average Hour per month (10 Hrs. / day)
1	New Maruti Ciaz	01	26 days	2600 km – 260 hours
2.	New Sudan Cars	02	26 days	2600 km – 260 hours

The hire period will initially be for a period of 1 (one) year further extendable for another two spells of one year each based on overall performance of the contractor and Condition of the car on the same rates and terms. This shall however be at the discretion of Electricity Ombudsman:

Terms and Conditions:

1. The car should be new. The manufacturing date of the car should not be more than 180 days on the date of placing the vehicle for use.
2. The Company / Firm must be registered with the State Transport Department of any State falling under NCR. Necessary documents shall have to be attached with the bid.
3. The Company / Firm must have a Goods & Service Tax Registration Number. Taxes as per rules shall be deducted at Source by the Office of Electricity Ombudsman. Necessary documents in this regard shall be attached with the bid.
4. The Company / Firm must have up-to-date Road Tax, Pollution under Control Certificate, Road permit, Toll Tax and Insurance (including that of four passengers, driver & third party etc.) in respect of the vehicle being provided and shall be renewed from time to time as per prescribed Schedule / Rules.
5. The Office of Electricity Ombudsman shall make monthly payment to the Company / Firm on production of bill by the Company / Firm supported with logbook details in the format prescribed by the Office of Electricity Ombudsman in the following month.
6. The Company / Firm shall carry out routine maintenance as prescribed by the manufacturer as per schedule provided by it at the authorized workshops, Dealers of the manufacturer. Documentary evidence to this effect shall be provided by Company / Firm to Office of Electricity Ombudsman from time to time. All the costs relating to salary of driver, fuel, Insurance, wear and tear etc. or any other accidental loss, the theft of the car from anywhere, penalty imposed due to breaking of rules etc. will be borne by the Company / firm.

7. The Company / Firm shall be required to carry out any special repair / maintenance on demand by the user to remove the inconvenience faced by him without any demur.
8. In case of non-provision of the car in time at the place desired, amount at double the rate as per the contract rate would be deducted. All routine maintenance works shall be normally carried out on "OFF" Days of the vehicle with prior permission of the user.
9. In case of breakdown of the car, for reasons whatsoever, replacement by a good condition vehicle of the same or better model shall be provided by the Company / Firm at the same rate for the limited period.
10. Extra car shall be provided as and when required by the Office of the Electricity Ombudsman at the same rate to short duration.
11. Drivers must be well behaved, non-alcoholic, fit and healthy, remain in proper uniform while on duty and the vehicle must be kept in perfect clean & hygienic state always, perfect running condition and with clean seat covers, perfume, tissue papers, fire extinguisher, first-aid box etc. The antecedents of the Drivers employed should be verified by the Police and report received from Police to the effect should be submitted to the Office of the Electricity Ombudsman within 45 days of placing the vehicle for use.
12. Any person who is in Government Service or an employee of this office shall not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever. Driver provided by the Company must be acceptable to the user. Company / Firm shall replace the driver without demur on being asked by the user to do so as many times as required within shortest possible time but not later than one week's time.
13. The vehicle will be required to pick up the passenger from Delhi, New Delhi and NCR will travel to Delhi / NCR Garage kilometer will not exceed 3 KM.
14. Interested Company / Firm / Individuals may submit their bids in **sealed envelope as per the details given in Annexure – 'A' latest by 27th January 2026 till 2.30 pm addressed to the Secretary, Office of the Electricity Ombudsman, B-53, Paschimi Marg, Opposite Tagore International School, Vasant Vihar, New Delhi – 110057** either in person direct to the addressee against proper receipt from the P.S. to the Ombudsman or through Registered / Speed Post of Indian Postal Department / Registered Courier Service only. The quotation / tender shall be opened on the same day at 3.00 pm in the Court Room of the Office of The Electricity Ombudsman. Interested firms may, if they so desire, attended themselves or send their representative with authority letter at the time of opening of the quotation / tender.
15. In case of non-performance of the Company / Firm to the satisfaction of the user, of Office of the Electricity Ombudsman shall be free to terminate the agreement before expire date by giving minimum 30 (Thirty) days notice.
16. This Office reserves the right to accept or reject any or all the bids without assigning any reason whatsoever. In case of any confusion in the interpretation of any of the terms & conditions of this bid document and agreement signed thereof for, the interpretation of the Office of the Electricity Ombudsman shall be considered final & binding. The vehicle shall be placed at disposal of the Office of the Electricity Ombudsman maximum within 10 (Ten) days of the acceptance of the offer, failing which offer given to the Company / Firm shall deemed to be cancelled and the Earnest Money / Performance Security shall stand forfeited.


(Dalip Kumar Verma)
Secretary