



# CENTRAL ADOPTION RESOURCE AUTHORITY

(A Statutory Body of Ministry of Women and Child Development, Government of India)

West Block-VIII, Wing-II, 2<sup>nd</sup> Floor, R.K. Puram, New Delhi-110066,

Tel: 91-011-26760320, Fax: 91-011-26180198,

Website: [www.cara.nic.in](http://www.cara.nic.in), E-mail: [carahdesk.wcd@nic.in](mailto:carahdesk.wcd@nic.in)

No. D-26015/01/2019/Admn-CARA

Dated : 23/08/2019

To

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**Subject : Tender notice for hiring of Vehicles/Cars – reg.**

Central Adoption Resource Authority (CARA) invites sealed Tenders/quotations from registered agencies with the National Capital Territory of Delhi (except those who have been specially blacklisted by the Ministries/Departments for non- performance) for hiring of AC/ non-AC vehicles for official use of the office of CARA, Office as per the terms and conditions enclosed as Annexure-I. The approximate number of vehicles required by CARA on regular basis is **03 (Three)**. The number of vehicles may be increased / decreased depending upon the requirement of CARA.

2. The bid should be submitted in a sealed cover in two parts as under:-

**a. Technical Bid:** Envelop should be super-scribed "Technical Bid for Hiring of Vehicles/Cars" and it should contain all technical details as per **Annexure- II** along with EMD.

**b. Financial Bid:** The second cover should contain the rates, etc. as per **Annexure- III**, and it should be super-scribed "Financial Bid for Hiring of vehicles/Cars".

Both of these sealed covers are to be put in a bigger cover, duly super-scribed as "Bid for Hiring of Vehicles/Cars".

3. The last date for receipt of tender is **13/09/2019 at 01.00 p.m.** The technical bids shall be opened at **2.00 p.m. on 13/09/2019 at CARA, West Block-8, Wing-2, 2<sup>nd</sup> Floor, R.K. Puram, New Delhi** in the presence of such of the bidders or their representatives, who may wish to remain present. Financial Bid(s) of only those bidder(s) will be opened on a date decided by the committee whose bids are considered technically acceptable after evaluation. Hypothetical conditions/incomplete bid will not be entertained. Bids received after the specified date and time shall not be considered.

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4. The bidders shall be required to submit demand draft of **Rs.25,000/- (Rupees Twenty Five Thousand Only)** as **earnest money to be drawn in favour of 'Central Adoption Resource Authority'** along with the quotation in technical bid cover. A quotation not accompanied by the demand draft along with Technical bid will be summarily rejected. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract. No interest will be payable by the CARA on the Earnest Money. The successful tenderer will have to deposit **performance security at the rate of Rs.80,000/- (Rupees Eighty Thousand Only) in the name of Central Adoption Resource Authority (CARA) within 10 days of award of contract.** The performance security will be forfeited for breach of any of the terms / conditions of the tender enquiry, besides it may be blacklisted. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

5. The tender document can be downloaded from the CARA's website [www.cara.nic.in](http://www.cara.nic.in). For any clarification as to the tender documents, **The Assistant Director (Admn.), CARA may be contacted on telephone no.26760320** or in person after prior appointment.

6. The sealed quotations in the prescribed form (technical bid and financial bid) may be addressed to **The Assistant Director (Admn.), Central Adoption Resource Authority (CARA), West Block-8, Wing-2, 2<sup>nd</sup> Floor, R.K. Puram, New Delhi** and dropped in the Tender Box of this CARA.

7. The competent authority in CARA reserves the right to amend/ withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.



(B.M. Tiwari)

Assistant Director (Admn.)

Tel.No.26760320

बी. एम. तिवारी / B. M. TIWARI  
सहायक निदेशक, कारा / Assistant Director, CARA  
महिला एवं बाल विकास मंत्रालय  
Ministry of Women & Child Development  
भारत सरकार / Government of India  
पश्चिमी खण्ड-8, विंग-2, द्वितीय तल, आर.के. पुरम  
West Block-8, Wing-2, 2nd Floor, R.K. Puram  
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