

NOTICE INVITING QUOTATION

The Delhi Development Authority intends to invite notice inviting quotation (NIQ) for supply of fuel on credit basis for use of Staff Vehicles total no. 31 staff cars and 9 motorcycles respectively the Agency/Petrol Pump preferably located within the radius of 03 KM of Vikas Sadan of Delhi Development Authority as per following schedule.

<u>NOTICE INVITING QUOTATION (NIQ)</u>	
Name of Work	Notice inviting quotation (NIQ) for supply of fuel on credit basis for use of staff vehicles of Delhi Development Authority for 31 staff cars & 09 Motorcycles.
Last Date for submission of Quotation	Seven days with effect from uploading of NIQ on DDA website i.e. upto 2:00 PM of 15.09.2026
Opening of Quotation	16.09.2026 after 2:00 PM
Place for submission of Quotation	Office of the Director (GAD) B-Block Ground Floor Vikas Sadan INA, New Delhi-110023

The above proposed (NIO) shall be governed by the following terms and conditions:

Terms & Conditions:-

- 1. 0.4% reward point on every purchase to be provided by the Agency.**
- 2. Accidental insurance for drivers and co-drivers.**
3. Payment will be made to the agency within 15/30 days from the submission of bill by cross check, provided bill submitted by petrol pump agency is complete in all respect and in order.
4. No billing/credit account maintaining charges, if any shall be paid by DDA.

5. Rates of petrol/diesel shall be applicable as fixed by Govt. of India from time to time & nothing extra shall be paid. However, special discount on supply of petrol/diesel may be submitted by the agency to DDA if any. Discount on MRP for supply of engine oil, Gear oil, coolant, brake fluid & other lubricant/consumable' etc. may also be submitted by the agency to DDA.
6. Following facilities shall be provided free of cost under the Contract Period.
 - a. 10 nos. of cars wash free per month which includes body wash, engine-wash& dusting by air pressure for which nothing extra will be paid by the Deptt.
 - b. Free check-up of pollution for each car during the contract period whenever it falls due.
7. Fuel distribution agency shall be appointed initially for one year extendable up to three years on satisfactory performance of the agency.
8. Conditional offer will not be entertained.
9. The fuel slips in triplicate will be provided by the petrol pump agency to the Deptt. for delivery of fuel in the DDA vehicles which will be further issued by authorized signatory of DDA. DDA will not be liable to pay for item procured on any slip not signed by authorized signatory.
10. Signature of fuel slip issuing offer duly attested by Asstt. Director(Naz.) shall be given to agency after acceptance of offer.
11. At time of issue of petrol/fuel the agency shall take details (i.e Name, Mobile no., and signature) of the driver.
12. DDA being the consumer, shall have right to collect sample of fuel at any time for which petrol pump agency shall extend full co-operation in this regard and DDA shall also have right to check the quantity, quality & density of the fuel. In that case, your petrol pump shall have no right to raise any objection.
13. DDA reserves the right to reject any or all the offers without explaining reason.
14. This rate inviting letter is not transferable in any case. Hence only firm to whom letter is addressed via-mail may tender the offer.
15. Petrol pump agency can mention any free of charges service, incentives which will make this offer more attractive/economical for DDA.

16. Three to four nos. of petrol pumps would be approved for Vikas Sadan and one no. for Vikas Minar and one no. for Hon'ble LG office, Delhi.
17. Offer received after due date & time shall not be considered.
18. In case any breaches of contract is found, the matter shall be referred to Commr-cum-Secy., DDA payment of bill if pending, shall not be released till the matter is settled by DDA.

The current agency also gives following benefits other than those mentioned in the Terms and Conditions:

1. Discount of Rs. 2.25/ltr on petrol and Rs. 1.25/ltr on diesel
2. Flat 25% on MRP on Engine oil, Gear oil, Coolant and other lubricant
3. Free Nitrogen in all car
4. Free perfume for every car 01 in 06 months.

In view of above, the following is submitted:

Monthly bills will be submitted by the Petrol Pump/Agency by the end of every calendar month in duplicate.