

**DELHI DEVELOPMENT AUTHORITY
(NAZARAT BRANCH)**

4th floor, B-Block, INA , Vikas Sadan

No. F.8(22)2004/Naz./DDA/118

Dated: 27/09/2023

To whomsoever it may concern

Sub: Expression of Interest for supply of POL for DDA staff vehicles.

Dear Sir,

DDA is a Govt. body having its head office at Vikas Sadan, INA, Colony, New Delhi. At present DDA have 48 staff vehicles in its fleet. Willing fuel distributing agencies of all petroleum companies who are located within radius of 3 km of Vikas Sadan, LG House and Vikas Minar are requested to submit the acceptance of **Expression of Interest**, alongwith terms and conditions duly signed and stamped for supply of fuel to DDA vehicles in a sealed cover addressed to the undersigned within 7 days (i.e. 27.9.2023) from the date of issue of this letter. It may be noted that 2 agencies near Vikas Sadan and one agency each nearer to L.G. House and Vikas Minar will be shortlisted amongst the willing agencies. The detailed terms and conditions for acceptance of offer are as under:-

1. Supply of fuel will be on credit basis.
2. Monthly bill will be submitted by the Petro Pump agency to the end of every calendar month in duplicate.
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 & 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, if any. Discount on MRP for supply of engine oil, gear oil, coolant, brake fluid & other lubricant/ consumables' etc. may also be submitted by the agency.
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 checkup 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 upto 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 the authorized signatory.
10. Signature of fuel slip issuing officer duly attested by Asstt. Director (Naz.) shall be given to the 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 Driver.
12. DDA being the consumer, shall have right to collect sample of fuel at any time for which petrol pump agency shall extended full co-operation in this regard & 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 the firm to whom letter is addressed 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 & 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.


21/9/10

Asstt. Director (Naz.)
DDA

Accepted &
Signed by the fuel Agency