



RURAL ELETRIFICATION CORPORATION LIMITED

ZONAL OFFICE

ICMARD BUILDING, 7TH FLOOR

14/2, CIT SCHEME VIII (M), ULTADANG

KOLKATA – 700 067

Tender Document

for

Empanelment of agencies for

hiring of vehicles

Last Date of Receipt of Tender:

15th March 2011

Tender No. RECL/Admn./97/30/983

Dt. 14th February 2011

(Please sign on each page)



हिंदी में पत्र व्यवहार कर देश का गौरव बढ़ाएं

रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड

RURAL ELECTRIFICATION CORPORATION LIMITED

(भारत सरकार का उद्यम)

(A Government of India Enterprise)

Zonal Office : **KOLKATA**

ICMARD Bldg., Block-14/2, CIT Scheme-VIII(M), Ultadanga, Kolkata-700 067

Tel: 2356-6989 (D) Fax: 2356-6991, EPABX: 2356-7017/7018

E-mail : zmkolkata@recl.nic.in Website : www.recindia.com

NIT No. RECL/Admn/97/30/983

Dated: 14.02.2011

**NOTICE INVITING TENDERS (NIT) FOR EMPANELMENT OF AGENCIES
FOR HIRING OF VEHICLES**

TENDER DOCUMENT

1. Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites '**Sealed Bids**' for hiring of vehicles from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at Annexure-2. The scope of work and terms and conditions are given in Annexure-I. The format for Financial Bid is at Annexure- 3.
2. The bids are to be sent in two parts – one sealed enveloped superscribed as '**Technocommercial Bid**' giving details in the format as per Annexure-2 and the second sealed envelope superscribed as '**Financial Bid**' in the format at Annexure-3. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**BID FOR EMPANELMENT OF AGENCIES FOR HIRING OF VEHICLES**' AND '**NOT TO BE OPENED BEFORE 15.03.2011**'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be dropped in to the Tender Box placed at the REC Office Premises at ICMARD Building, 7th Floor, 14/2, CIT Scheme, VIII (M), Kolkata – 67.
3. **The sealed bids will be received by REC up to 3.00 PM on 15.03.2011.** Any bid received after the prescribed deadline shall not be considered irrespective of rates. **The Techno-Commercial bids will be opened on the same date i.e. 15.03.2011 at 4.00 PM** in the presence of the representatives of the bidders present. **Date of opening of financial bids of such firms which meet the prescribed techno-commercial criteria will be notified separately.**
4. Earnest Money (EMD) of Rs.5000/- (Rupees Five thousand only) should accompany the **Techno-commercial bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of Rural Electrification Corporation Limited payable at Kolkata. Such EMD shall not carry any interest. **Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by REC.**
5. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity.

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6. The EMD of successful bidder shall be retained as security towards Contract Performance Guarantee (CPG) and no interest thereon shall be payable. EMD of unsuccessful bidders shall be returned after the acceptance of the Purchase Order by the successful bidder/s.
7. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.
8. The Bidder should carefully read, understand and seek clarifications if any before filling in and submitting the bid. No claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.
9. **RATES AND PRICES**
 - 9.1 Bidders shall quote the rates in the format given at Annexure-3. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
 - 9.2 All statutory duties and taxes (including excise and customs) VAT, etc may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
10. **TERMS OF PAYMENT**
Payment will be released within a month after receipt of bill and certification by authorized officer of REC that the services provided during the month are satisfactory.
11. **EVALUATION OF BIDS**
 - 11.1 REC will determine the substantial responsiveness of each bid with reference to bid terms and conditions as per clause 9.1 of Annexure-1B. For this purpose a substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without material deviations. Deviations from or objections or reservations to critical provisions in respect of following will be deemed to be material deviation.
 - Earnest Money Deposit (EMD)
 - Taxes & duties
 - Payment terms
 - Security deposit
 - Penalty
 - Validity of Bid
 - 11.2 REC's determination of bidder's responsiveness will be on the basis of contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it would be liable to be rejected and may not substantially be made responsive by the bidder by correction of the non-conformity. All decisions by REC on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.
 - 11.3 The evaluation of bids shall be done package-wise, on least cost basis to REC for each item of the individual package. Those bidders who will accept the least cost/rate of each item of the respective package shall be recommended for empanelment for that particular package.

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11.4 While the contract will be awarded for a period of 3 years extendable by another one year on the same terms and conditions on mutual agreement, both the parties i.e. the Bidder and the Corporation would be free to terminate the contract after giving advance notice of 2 months in writing.

12. LIQUIDATED DAMAGES

In case of any delay in execution of the order beyond stipulated date of delivery, including any extension permitted in writing, REC reserves the right to recover from the vendor a sum equivalent to 1/2% of the monthly value of the work order for each day of the delay and part thereof subject to a maximum of 5%. In case the delivery is delayed by more than two weeks, REC reserves the right to forfeit the security retained towards performance guarantee.

13. CONCILIATION/ ARBITRATION

13.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, REC.

13.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, REC.

13.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

13.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

13.5 The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

13.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

14. FORCE MAJEURE

14.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

14.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely REC and the Contractor.

14.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the

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beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, REC shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

14.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

15. **APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

16. No alternative offer shall be considered.

17. REC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of REC's action.

18. REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

19. Any clarification on the documents may be obtained from:-

Shri P Sahani Chief Manager (Technical), Rural Electrification Corporation Limited, ICMARD Building, 7 th Floor, 14/2, CIT Scheme, VIII (M), Kolkata – 700 067. Telephone No: 23567017/7018	Shri T N Sinha Ray Assistant Manager (HR) Rural Electrification Corporation Limited, ICMARD Building, 7 th Floor, 14/2, CIT Scheme, VIII (M), Kolkata – 700 067. Telephone No: 23567017/7018
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Sd/-
(P Sahani)
Chief Manager (Tech)

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EMPANELMENT OF TRANSPORT AGENCIES FOR HIRING VEHICLES

SCOPE OF WORK

1. The scope of work covers empanelment of transport agencies for hiring vehicles and finalizing rates of different category of vehicles for Zonal office, Kolkata to travel within Kolkata & suburbs (Local Journey) and outside Kolkata & suburbs as and when required under different packages to REC as per the terms & conditions of the contract specified herein and shall maintain an office with adequate staff and telephone facilities round the clock.
2. The agency shall provide AC commercial vehicles duly **registered in Kolkata of Model 2008 or later** (Petrol/Diesel/CNG) and complying to emission norm of Bharat Stage III / IV (Euro III / IV) of the following categories.:-

CATEGORY I :ON DAILY BASIS (10 hrs. / 80 kms.) (As & when required)

Package No.	Package Name	Vehicle Name
Package (A)	Economy Cars (2 box hatchback) Daily basis	Tata – Indica Vista / Swift / I10 / I20 / Punto / Skoda Fabia etc. (AC/Non-AC)
Package (B)	Medium Cars (3 box sedan) Daily basis	Maruti – Swift-Dzire VX / Ford Fiesta / Indigo / Manza VX / Logan / Cheverlet Aveo / Fiat Linea etc.
Package (C)	Deluxe Cars Daily basis	City I - VTEC (Honda), Maruti SX4 / Verna / Cheverlet Optra, etc.
Package (D)	Luxury Cars Daily basis	Toyota Corolla / Honda Accord / Civic / Sonata / Skoda Octavia etc.
Package (E)	Spacious Cars Daily basis	Tata Victa / Scorpio / Innova / Tavera / Xylo etc.

CATEGORY II :ON MONTHLY BASIS (25 days/12 hrs. daily/2500 kms.)

Package No.	Package Name	Vehicle Name	No. of Vehicle Required
Package (F)	Economy Cars (2 box hatchback) Monthly basis	Tata – Indica Vista, I-10/I-20 (Non-AC)	1 (one)

(Please sign on each page)

3. The vehicles under Category – I shall be hired on daily basis as & when required only and REC cannot guarantee for its requirement.
4. All the vehicles to be provided should have AC facility which may require in case of journey by higher officials, if required.
5. The agency shall provide the vehicle at the residence of Zonal Manager, REC Kolkata at Charuchandra Avenue, Tollygunj or Zonal Office at Ultadanga as per requirement or at any other place intimated to the contractor /agency for travel within or outside Kolkata & suburbs. **The maximum dead mileage** allowed towards to and fro journey from garage to place of duty **will be 10 (ten) Kms.** or actual whichever is less.
6. Journey within Kolkata/Salt Lake/Rajarhat/Dumdum/Howrah Municipal area will be treated as local journey
7. The vehicles deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per REC's requirement with proper pollution check and valid pollution certificate.
8. The vehicle shall always be provided with decent upholstery, clean seat covers, comfortable seat cushions and other basic fittings / accessories like radio cassette player etc. for maximum comfort of passengers.
9. Drivers of vehicles must be provided and maintain mobile phones. No extra charges would be paid by REC for the same.
10. The upholstery and seat cover of vehicle should be kept properly cleaned.
11. The agency shall provide well-behaved, pleasant personality, well mannered and proper Bengali/Hindi or English speaking drivers in clean and proper uniform with valid driving license of minimum 02 years old and should be able to read duty slip and signboards in English and Hindi.
12. The driver should also have some knowledge of car mechanism so that he could attend minor repairs and should be well conversant with the roads and routes in Kolkata and adjacent areas.
13. In case of break down / servicing / repair, the contractor shall provide alternate vehicle of same Make and model or higher failing which vehicle shall be hired from any other source / sources at the risk and cost of the contractor.
14. Deductions in case of vehicle not meeting the specification
 - (a) If the interior of the vehicle is not in good conditions, 5% deduction from the bills shall be done.
 - (b) In case Commercial Vehicle of model 2008 or later is not available, older Vehicle in good conditions must be sent with consent of REC. However payment at reduced rate @ 20% shall be made.

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15. In case of non reporting / refusing to provide the requisite Vehicle, the same may be hired from any other source(s) at the risk and cost of the contractor, besides any other penal action which may be even termination of contract.
16. The maintenance cost, charges of fuel (petrol/diesel/cng), road tax, permit fee, passenger Tax, Border Tax, challans, salary of the driver, the overtime and mobile phone charges of driver etc. are the responsibility of the contractor and should be paid by the Contractor.
17. Insurance: The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also.
18. The Contractor shall be fully responsible for any loss or damage to the vehicle or occupant and shall be liable to pay full compensation for any injury or any other loss to the passengers.
19. REC reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error / fault in the meter being notice, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action which may even lead to termination of Contract.
20. The Vehicle sent to our office on our requisition must have all relevant documents like registration Book / Driving license / Insurance / Road Tax Receipt / Permit fee / pollution certificates / Passenger Tax / Border Tax /mobile phone etc. The vehicle should be licensed and shall conform to all Govt. rules and regulation being in force from time to time.
21. In case of non-availability of vehicles with the bidder / contractor, vehicles other than those owned by the bidder / contractor may be provided as an ad hoc arrangement only and should be replaced by own vehicle at the earliest opportunity in any case within one month.
22. The agency must provide the photocopy of the Registration Documents of the vehicle duly attested / notarized and certified by the owner of Contractor / Agency.. However, the original registration paper shall be provided by the Agency on demand in case any further verification is required in case of any doubt.
21. The Contractor shall maintain the duty slips, for the vehicles hired on daily basis, as per Performa attached for every trip / requisition and a Log Book for the vehicle hired on monthly basis. The duty slip/Log Book should be got signed by the user which would indicate the Vehicle No, opening and the closing meter reading with time and date at the point of starting / ending the journey by the user. It should be ensured that there is no overwriting in the duty slips. In no case duty slip without signature will be accepted for payment unless specifically intimated in advance.

Special conditions of the contract and the qualification criteria are given in Annexure-1B.

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SPECIAL CONDITIONS OF CONTRACT & QUALIFYING CRITERIA

1.0 RESPONSIBILITY OF THE CONTRACTOR/AGENCY

- 1.1 The agency shall provide West Bengal registered vehicles (Petrol/Diesel/CNG) of Model 2008 or later as per our requirement with well behaved /skilled drivers in proper uniform having knowledge of routes & minor repairs of cars and valid driving licenses. All the cars shall carry first aid box, Stepney and toolbox.
- 1.2 If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of car so rejected.
- 1.3 In case of break down the contractor shall provide alternate vehicle of same category failing which the touring executive(s) will be allowed to hire any vehicle and complete the journey and the amount thus incurred shall be recovered from the bills of the contractor.
- 1.4 All kinds of repairs / maintenance cost, charges of petrol, oil, lubricant, fee towards licenses/registration taxes such as road tax, permit fee etc., challans, salary/ overtime of the driver, insurance premium etc. are the responsibility of the contractor and shall be borne by the Contractor all along. REC will reimburse toll tax, parking charge and state passenger tax wherever incurred on submission of original receipt. The driver to be provided with petty cash for the purpose

2.0 PENALTY

The agencies shall be liable for penalties on contract price in the manner indicated below:

Sl. No	Nature of default	% penalty of per day hiring charge of requisite vehicle	Mode of Deduction as Penalty
1	Failing to provide vehicle after confirm booking	50 %	Deduction from Running Bill/ CPG
2	Late reporting(Beyond 30 Minutes)	10 %	-Do-
3	Indecent behavior of driver	10 %	-Do-
4	Improper condition of vehicle interior/ exterior/<2008 regd. vehicles	15 %	-Do-
5	Driver with dirty uniform	10 %	-Do-

3.0 VEHICLE REQUISITIONING & DUTY SLIP

- 3.1 Booking made by authorized REC official(s) shall only be considered for purpose of payment.
- 3.2 The agency shall maintain the duty slips, for the vehicles hired on daily basis, as per Performa given for every trip / requisition and a Log Book for the vehicle hired on monthly basis. The duty slip/Log Book should be got signed by the user, which would indicate the opening and the closing meter reading with time and date at the point of starting/ending the journey by the user. It should ensure that there is no overwriting in the duty slips. Tempering with the contents of the duty slips would be viewed very seriously. In no case duty slip without signature will be accepted for payment unless specifically intimated in advance.

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4.0 PAYMENT & REIMBURSEMENT

- 4.1 The agency shall submit bills, in duplicate within the first week of each month for the preceding month for release of the payment within 15 days of the month to the Zonal Office complete in all respects along with duty slips and monthly statement of journey. TDS as applicable shall be deducted from the bills of agency. Bill having cutting and over writing shall not be entertained. No advance payment shall be made under any circumstances.
- 4.2 Kms. charges for hill area shall be same as that of plain area.
- 4.3 Maximum km. covered in a day shall not exceed 200 kms. for local journey and payment shall be restricted accordingly unless specified in writing by the user.
- 4.4 When the duration of the vehicle engaged for local journey is less than 5 hrs. the Maximum permissible coverage shall be 100 kms. and the payment shall be restricted accordingly.
- 4.5 The mileage from garage to the requisitioned destination and back to the garage shall be as per actual by shortest route and restricted to a maximum of 10 kms./day.
- 4.6 Parking charges, Toll Tax, and State Passenger Tax (if applicable) wherever incurred shall be reimbursed as per actual by REC on certification by the user on submission of documentary proof (original receipt).

5.0 PRICE VARIATION

- 5.1 The prices as agreed shall remain firm throughout the currency of the contract except for variation in Fuel price. REC will increase or decrease the agreed transportation rates @ 0.3% for every 1% increase or decrease in respective fuel price i.e. petrol, diesel, CNG duly supported by documentary evidence.
- 5.2 The base rate of fuel for the purpose of price variation shall be the rates prevalent in Kolkata 7 days before the date of opening of the bid.
- 5.3 The prices of fuel prevalent on 1st of every month will be valid for the whole of the month for calculation of price variation (on any change of fuel price).

6.0 NON-AVAILABILITY OF VEHICLE

- 6.1 In case of non-availability of the vehicles owned by the bidder/contractor, the contractor may provide vehicles owned by others which conform to REC's requirements. Upgraded models or higher category cars (of models not older than 2008) may also be provided at the same rates, terms and conditions with prior permission of REC.

7.0 METER TEMPERING

- 7.1 Agencies would ensure proper sealing of milometer. REC reserves the right to get the meter calibrated or checked at any time at its sole discretion. Tempering of meter reading and misbehavior of driver shall be viewed seriously, leading to even cancellation/termination of contract and forfeiture of security deposit. In the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action.

8.0 STATUTORY REQUIREMENTS

- 8.1 The cars sent to our office on our requisition must have all relevant documents like registration Book/Driving license/Insurance/**Road tax Receipt/Permit for Passenger Taxi**/Pollution certificate etc. The vehicle should be licensed and shall have valid permits for

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plying in Kolkata/Salt Lake/Rajarhat/Dumdum/Howrah Municipal area in case of local journey. The vehicle should conform to all Govt. rules and regulation being in force from time to time.

8.2 The driver should abide by the rules laid down by transport Authority or any Authority relevant to the subject and should always strictly follow the Traffic rules and regulations so as to ensure safety of the passenger.

8.3 Compliance of all statutory obligations viz. Industrial Dispute Act, workmen's compensation Act, Contract labour (R&A) act, shall be ensured by the agency. The agency shall indemnify and shall always keep REC indemnified against any liability due to non-compliance of statutory obligations by the agency or any of its agents/servants/driver or for any reason whatsoever. The agency will be responsible for the conduct of their staff.

9.0 AWARD OF CONTRACT

9.1 Those bidders who will accept the least cost/rate of each item of the respective package shall be recommended for empanelment for that particular package. However preference would be given to the agency who has quoted the least price for respective package and in case of non-availability of the vehicle with them vehicles would be hired with the other empanelled parties for that particular package.

9.2 The contract will be awarded for a period of 3 (three) years extendable for another one year based on the satisfactory performance of the firm and acceptance of same terms & conditions. In case of change in the requirement of vehicles due to transfers of officers etc., the terms contained under Clause 11.4 of the tender document will be applicable.

10. QUALIFYING CRITERIA FOR BIDDERS

NO.	DESCRIPTION	DOUCMENTS TO BE ATTACHED WITH TECHNO-COMMERCIAL BID
1.	The bidder should have at least three (3) years experience in work of similar nature with large corporates of repute, with an average annual turnover of Rs. 2.70 Lakhs during the last 3 years.	(a) Copies of Certificate of Incorporation/copy of the partnership deed /instrument of Partnership, (b) Audited Balance Sheets along with Profit & Loss Account or other documentary evidence towards turnover for the previous 3 years, (c) list of clients with names, address and contact nos. of concerned officials.
2.	The bidder should have Wagon R / Swift Dzire / Indica / Ambassador / Indigo / Innova / Tavera / Honda City / Honda Civic / Maruti SX4 / Toyota Corolla of model 2008 or later registered as taxis in the name of company / firm / partner / director / long term tie up.	(a) Photocopies of Registration Books of at least 10 nos. cars registered as taxis along with the latest and valid insurance covers. Original documents would be physically verified before finalization of the empanelment of the parties.
3.	The bidder should have his office in kolkata with phone/mobile connection, and capable of providing taxis round the clock.	Details to be furnished along with the techno-commercial bid.
4.	The company should be registered for SERVICE TAX payment	Copy of registration certificate indicating Service Tax No.
5.	Income Tax Return	Copy of ITR for FY 2009-10

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VEHICLE DUTY SLIP

1. Name of the agency _____ Dated: _____
2. Vehicle No. _____ Petrol/Diesel/CNG
Driver Name: _____ Mob: _____
3. Name of requisitioning Officer _____
4. Address (where vehicle required)
5. Reporting Place: _____ Reporting Time/date : _____
Releasing Place : _____ Releasing Time/date: _____
6. K.M.READING
i) Opening reading in figures at the reporting place _____
ii) Closing reading in figures at the releasing place _____
7. Toll tax/DND & parking charges etc. paid, if any Rs. _____.

Certificate: It is certified that the details as indicated at 2 above for the vehicle no. mentioned at 1 above have been verified & are correct.

SIGNATURE OF THE EMPLOYEE USER/INDENTER

Name : _____

Designation: _____

Department: _____

Phone No. incl. Extn. _____

Any other: _____

TOTAL KMS.

- | | |
|---------------------------------|-------|
| a) As at 6(ii)-6(i) above _____ | ----- |
| b) Releasing place to garage | ----- |
| c) TOTAL | ----- |

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HIRING OF VEHICLES – TECHNO-COMMERCIAL BID

1. THE FIRM

a) Name _____

b) Regd. Address _____

c) Address of Office at Delhi/NCR _____

d) Contact Person's

i) Name & Design. _____

ii) Address _____

iii) Tel No. Landline _____ Mobile _____

iv) Email ID _____

2. Type of Firm: Private Ltd./Public Ltd./ Cooperative/ NGO/PSU

(Please tick and enclose copy of Memorandum/ Articles of Association/ Certificate of Incorporation)

_____ enclosed.
(Pl. specify)

3. Bank A/c No. : _____

(Please enclose an unsigned cancelled cheque)

4. PAN/GIR No. : _____

(Please enclose photocopy)

5. Service Tax Regn.No.: _____

(Please enclose photocopy)

6. No. of cars in the name of the firm/partner/director: _____

(Please enclose photocopy of RC & Insurance)

7. Annual Turnover for the last 3 years:

(Should be more than Rs.2.70 lakh)

2008-09 _____

2007-08 _____

2006-07 _____

(Please enclose copies of ITR or audited balance sheet and P&L A/c , etc. in support of above)

_____ enclosed (Pl. specify)

(Please sign on each page)

8. Experience of similar work in the field during the last three years

(Copies of Certificate of Incorporation / copy of the partnership deed / instrument of Partnership and list of clients with names, address and contact nos. of concerned officials.)

_____ enclosed (pl. specify)

9. Earnest money details:

DD No. _____ dated _____

Amount Rs.5000/-

Drawn On _____

Signatures of authorized signatory

Name _____

Designation _____

Seal:

(Please sign on each page)

HIRING OF VEHICLES ON LEASE – FINANCIAL BID

PRICE BID-1

PACKAGE- A: ECONOMY CARS (Tata-Indica Vista / Swift / I10 / I20 / Punto / Skoda Fabia etc.)

S.No.	DAILY BASIS	RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1	Non- AC Vehicle	
a)	Daily basis up to 80 kms, 10 hrs (full day)	
b)	Daily basis up to 40 kms, 5 hrs (half day)	
2	AC Vehicle	
a)	Daily basis up to 80 kms, 10 hrs (full day)	
b)	Daily basis up to 40 kms, 5 hrs (half day)	
3	Charges for Extra Kilometer(per Km) for 1 & 2 above	
4	Charges for extra time beyond 10 Hrs. (Per Hour)	
5	Night stay charges (Per night) Local	
	OUTSTATION JOURNEY	
6	a) Charges per Km – AC Vehicle	
	b) Charges per Km – Non AC Vehicle	
7	Night Stay Charges per night	

Applicable Taxes

1	Applicable tax on total bill amount (Specify type of tax :)	
2	Other tax, if any	

Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.

The terms and conditions contained in the Tender Document are acceptable to me/us.

Signature with Seal of Authorized Person

Dated:

Place:

(Please sign on each page)

PRICE BID-2

PACKAGE- B: MEDIUM CARS (Maruti- Swift-Dzire / Ford-Fiesta / Indigo / Manza VX / Logan /
Chevrolet Aveo / Fiat Linea etc.) – All AC Vehicle

S.No.	DAILY BASIS	RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1	Daily basis up to 80 kms, 10 hrs (full day)	
2	Daily basis up to 40 kms, 5 hrs (half day)	
3	Charges for Extra Kilometer(per Km) for 1 & 2 above	
4	Charges for extra time beyond 10 Hrs. (Per Hour)	
5	Night stay charges (Per night) Local	
	OUTSTATION JOURNEY	
6	Charges per Km	
7	Night Stay Charges per night	

Applicable Taxes

1	Applicable tax on total bill amount (Specify type of tax :)	
2	Other tax, if any	

Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.

The terms and conditions contained in the Tender Document are acceptable to me/us.

Signature with Seal of Authorized Person

Dated :

Place :

(Please sign on each page)

PRICE BID-3

PACKAGE-C: DELUXE CARS (City 1 – VTEC (Honda)/Maruti SX4/Verna/Chevrolet Optra, etc)

S.No.	DAILY BASIS	RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1	Daily basis up to 80 kms, 10 hrs (full day)	
2	Daily basis up to 40 kms, 5 hrs (half day)	
3	Charges for Extra Kilometer(per Km) for 1 & 2 above	
4	Charges for extra time beyond 10 Hrs. (Per Hour)	
5	Night stay charges (Per night) Local	
	OUTSTATION JOURNEY	
6	Charges per Km	
7	Night Stay Charges per night	

Applicable Taxes

1	Applicable tax on total bill amount (Specify type of tax :)	
2	Other tax, if any	

Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.

The terms and conditions contained in the Tender Document are acceptable to me/us.

Signature with Seal of Authorized Person

Dated :

Place :

(Please sign on each page)

PRICE BID-4

PACKAGE- D: LUXURY CAR (Toyota Corolla/Honda Accord/Civic/ Sonata/Skoda Octavia etc.)

S.No.	DAILY BASIS	RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1	Daily basis up to 80 kms, 10 hrs (full day)	
2	Daily basis up to 40 kms, 5 hrs (half day)	
3	Charges for Extra Kilometer(per Km) for 1 & 2 above	
4	Charges for extra time beyond 10 Hrs. (Per Hour)	
5	Night stay charges (Per night) Local	
	OUTSTATION JOURNEY	
6	Charges per Km	
7	Night Stay Charges per night	

Applicable Taxes

1	Applicable tax on total bill amount (Specify type of tax :)	
2	Other tax, if any	

Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.

The terms and conditions contained in the Tender Document are acceptable to me/us.

Signature with Seal of Authorized Person

Dated :

Place :

PRICE BID-5

PACKAGE-E: SPACIOUS CAR (Tata Victa / Scorpio /Innova / Tavera / Xylo etc..)

S.No.	DAILY BASIS	RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1	Daily basis up to 80 kms, 10 hrs (full day)	
2	Daily basis up to 40 kms, 5 hrs (half day)	
3	Charges for Extra Kilometer(per Km) for 1 & 2 above	
4	Charges for extra time beyond 10 Hrs. (Per Hour)	
5	Night stay charges (Per night) Local	
	OUTSTATION JOURNEY	
6	Charges per Km	
7	Night Stay Charges per night	

Applicable Taxes

1	Applicable tax on total bill amount (Specify type of tax :)	
2	Other tax, if any	

Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.

The terms and conditions contained in the Tender Document are acceptable to me/us.

Signature with Seal of Authorised Person

Dated :

Place :

(Please sign on each page)

PRICE BID-6

PACKAGE-F: ECONOMY CARS MONTHLY BASIS (Tata – Indica Vista / Swift / I20 / Punto / Skoda Fabia) – AC/Non-AC Cars

S.No.	MONTHLY BASIS	RATES (in Rs.)
1	Charges for - 2500 Kms /25 days & 12 Hrs. daily (8.30 AM to 8.30 PM)	
2	Charges for extra Kilometer (Per km beyond 2500 Km)	
3	Charges for extra time beyond 12 Hrs. (Per hour – Per day)	
4	Out station journey per Km-	
5	Night stay charges (Per night) outstation journey	

Applicable Taxes

1	Applicable tax on total bill amount (Specify type of tax :)	
2	Other tax, if any	

Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.

The terms and conditions contained in the Tender Document are acceptable to me/us.

Signature with Seal of Authorized Person

Dated :

Place :