

No. GAD-A (C) 6-30/2023
Government of Himachal Pradesh
General Administration Department
(Section-A)

From

The Secretary (GAD) to the
Government of Himachal Pradesh

To

The Director,
Information & Public Relation,
Himachal Pradesh, Shimla-02.

Dated, Shimla-2, the

.10.2025.

Subject

**Regarding "Quotations for hiring of Taxis for the use of State
Guests/dignitaries.**

Sir,

I am directed to refer to the subject cited above and to say that this department intends to invite tender through publication (quotation/competitive rates) for hiring of taxis (Innova, Innova Crysta, Etios, Ciaz & SUV) for the visit of VIP's and State Guests for financial year :2025-2026.

You are, therefore, requested to publish the enclosed advertisement in three leading news papers including one in English & two in Hindi language immediately under intimation to this department.

Yours faithfully,

(Parveen Kumar Taak)
Joint Secretary (GAD) to the
Govt. of Himachal Pradesh.

Ends. No. As Above.

Shimla, Dated:

09.10.2025.

Copy for Information & necessary action is forwarded to:-

1. The Dy. Dir. General & SIO, NIC, HP Unit, 6th Floor, HP Sectt., Shimla-02 with the request to upload the same in GAD website.
2. The DC/SP, Shimla, for wider publicity.
3. The Secretary, HP Vidhan Sabha, Shimla for wider publicity
4. Notice Board, Gate No. 1, HP Sectt., Shimla-02.

Joint Secretary (GAD) to the
Govt. of Himachal Pradesh.

No. GAD-A(C)6-30/2023

Dated: Shimla: .10.2025

INVITATION FOR QUOTATIONS

The undersigned hereby invites quotations(s) in sealed cover for the financial year 2025-2026 for providing INNOVA, INNOVA CRYSTA, ETIOS, CIAZ and SUV vehicles only from Government approved Travel Agent/Service Provider/Taxi Union/Taxi Aggregator/ Taxi Owner to be used for VVIP/VIP/State Guests duty/ other exigency in the prescribed format in sealed cover up 31.10.2025 till 05:00 PM addressed to the Joint Secretary (GAD) to the Govt. of Himachal Pradesh, Room NO. A-229, Armsdale Building, HP Secretariat, Shimla-2, which will be opened on 01.11.2025 at 12.00 Noon before the designated committee.

The detailed Terms & Conditions and format are uploaded on the website <https://himachal.nic.in/gad>.



(Parveen Kumar Taak)
Joint Secretary (GAD) to the
Government of HP, Shimla-2

Terms and Conditions

1. The Quotations shall be made in envelope super scribed with "Quotations for hiring of Taxis for VVIPs/VIPs/State Guests duty."
2. The rates quoted shall be inclusive of all taxes, levies, fees, if any, applicable during the currency of the contract.
3. The successful Travel Agent/Service Provider/Taxi Union/Taxi Aggregator/Taxi Owner herein after referred to as –contractor shall have to enter into a rate contract agreement and shall have to deposit a performance security of Rs. 10,000/- only as DD in the name of Secretary (GAD) to the Govt. of HP, Shimla-2 within one day of finalization of the quotations/Rate Contract and in case of breach of contract or non providing satisfactory services, the performance security shall be forfeited and the contract shall be cancelled.
Note: There is no need to send DD alongwith quotation.
4. Separate supply order shall be issued by the Department after finalization of the lowest rates through the quotation. The successful contractor shall commence to provide services from the day immediately after placing of supply order by the Department.
5. No advance will be paid to the contractor. Bill shall be submitted (in duplicate) to the Department, along with photo copy of logbook duly signed by the controlling officer in the log book and payment will be processed on that basis. The payment of bills shall be made through RTGS system.
6. The vehicle should be in good working condition and the model should not be older than that of year, 2023 and total mileage covered should not exceed 75000 Kms.
7. Vehicles should have a permanent registration number of commercial vehicle, valid fitness certificate and valid comprehensive insurance.
8. Running of the vehicle would be 2000 Kms. approximately during the currency of the agreement. This is only indicative and the vehicle may be required to run more or less than this limit as per actual requirement. There shall be no guarantee of running the vehicle for a minimum number of kilometres or minimum number of days or minimum number of hours on part of the Department.
9. The payments of registration fees, route permits, all taxes, insurance, levy of toll tax, entry tax at barriers, parking fees and timely passing of vehicle, will be the sole responsibility of the successful contractor. It will be the responsibility of the successful contractor to obtain the necessary permit to ply the vehicle on restricted/sealed roads etc.
10. All costs including repairs and maintenance, running costs, fuel, lubricants, salaries of Drivers, taxes etc. necessary for the running & maintenance of vehicles shall be borne by the successful contractor.
11. The successful contractor shall deploy driver who is medically fit and having valid driving license with at least 5 years experience of driving on all types of road (as may be prescribed by the department).
12. In no case the driver or vehicle will be allowed to be replaced without prior approval of the department.
13. Driver deployed on the vehicle should have a mobile phone with a local number for coordination. The expenditure on this account shall be borne by the successful contractor.
14. The successful contractor shall ensure that the antecedents of the driver are verified by the Police to the satisfaction of the department.

15. The journey performed by the driver/owner an account of filling of fuel, repairs, services, halt at outstation/headquarter, journey from place of residence to place of duty/place of parking shall not be paid by department.
16. If desired the driver (s) should be made available 24x7(timing may be altered by the department).
17. Besides normal working hours on all working and holidays the vehicle should be made available 24 hours on all the days within half an hour call time.
18. Driver(s) should always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should be kept in the vehicle, as per applicable rules and regulations of applicable laws.
19. Lodging, boarding, transportation of Drivers shall be solely the successful contractor's responsibility.
20. All petty/major repairs of the vehicle shall be carried out by the successful contractor at their own cost.
21. The Driver shall keep and maintain a log book with the vehicle, which, should be daily updated. The staff of department using the vehicle shall verify the journey in log book. In case of incomplete log book, it shall be considered that the vehicle has not been used by the department.
22. In case of any breakdown of the vehicle the successful contractor will provide a substitute preferably of the same kind on immediate basis, otherwise the Department shall be entitled to deduct Rs. 1000/- per day from the monthly running bill. In case the successful contractor fails to provide the vehicle within the scheduled time, due to reason beyond his control, no major penalty shall be imposed. However, the payment for these days shall not be made by the department.
23. The successful contractor of the vehicle shall be responsible for compensation payable arising out of accident/payment to third party, if warranted. No compensation in case of accident/damage to vehicle or for death/injury to the Driver will be made by the department.
24. The losses caused to vehicle due to the negligence on part of the driver to the vehicle will be borne by the successful contractor.
25. **Night halt charges will not be applicable in any case.**
26. The tampering of meter reading, vehicle usage timings, overwriting of Summary/log sheet and the misbehaviour of Driver while on duty shall be viewed seriously and attract levy of penalty or leading to even cancellation of contract.
27. The total number of vehicles required may be 50. However, the figure is tentative and liable to be changed according to actual requirement.
28. No illegal material should be kept in vehicle.
29. The department reserves the right to accept or reject any/all quotations(s) and to annul the Invitation For Quotation (IFQ) process, at any time prior to the award of contract, without thereby incurring any liability to the affected contractor or any obligation to inform the affected Travel Agents/Service Providers/Taxi Unions/Taxi Aggregators/ Taxi Owners on the ground of department's action.
30. All the litigation/disputes, if any, shall be subject to Shimla, HP jurisdiction.

Proforma

Sr. No.	Type of Vehicle(s)/Rate offered (in Rs.)					Station for pickup and dropping (FROM ---TO)	
	Innova	Innova	Crysta	Etios	Ciaz	SUV	
1.							Pickup from Chandigarh & Kalka to Shimla.
2.							Dropping from Shimla to Chandigarh & Kalka.
							Local Shimla
							Other stations in HP upto Pathankot on Kilometre basis.