

Dear Sir(s)

I. Sealed quotations are hereby invited from the registered firms for the providing of Taxi Service to be used as and when required by HIPA as per description given in the **Annexure-"A"** to this document. You are requested to quote your most competitive prices please.

II. Your quotation duly sealed should reach in the office the Director, Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla-171012 by **19.12.2019 latest by 03.00 PM** and the technical bid will be opened on the same day at **03.30PM** in the presence of quoters or their authorized representatives whosoever may like to be present at that time. Financial bids of only those firms which qualify in the technical bid will be opened on later date.

III. The quoters shall have to furnish the offer in two envelops:

Envelop-I

Technical bid for providing Taxi Service to HIPA due on 19.12.2019 at 03.00 PM and

Envelop-II

Financial bid for providing Taxi Services to HIPA due on **19.12.2019** both these small envelops should be put in a bigger Envelop and Words "**Quotations for providing Taxi Services to HIPA due on 19.12.2019 at 03.00 PM**" shall be superscribed on the top of the Envelop.

IV. **The Envelope-I (Technical Bid) should contain following documents:**

1. Earnest money amounting to Rs. 10,000/- in the shape of Bank draft of any scheduled bank in the name of the Director, HIPA, Fairlawns, Shimla-12 payable at Shimla
2. A copy of the PAN/TAN of the firm.
3. Authorization Letter issued by the competent authority to a person in this behalf who has signed the Quotation in case the quotation is signed by other than Proprietor/Authorised signatory.
4. A copy of experience of at least two years of providing satisfactory Taxi Services of at least 2Nos. taxis to any govt /semi govt. Organization.
5. **Original quotation form duly signed and stamped every page by the authorized signatory in token of acceptance of the terms and conditions of the quotation letter.**
6. Copies of RCs of taxi owned by the quoter firm/individual.
7. Copy of GST number.
8. Copies of valid Insurance of the taxis.
9. Cost of the tender document amounting to Rs.500/-(Rupees five hundred only) in the shape of Bank Draft of any scheduled bank in the name of the Director, HIPA, Fairlawns, Shimla-12 payable at Shimla, if downloaded from website.

V. **Envelop-II (Financial Bid) should contain the rates quoted as per Annexure-'A' of the Quotation Document.**

VI Terms & Conditions: -

1. The amount of earnest money in form other than mentioned above shall not be accepted. The earnest money of successful quoters shall be retained as security till the completion of contract. No interest shall be payable on the earnest money / security deposit.
2. Conditional quotations and quotations without earnest money shall not be entertained.
3. The demand for taxi may arise day and night, 24 x 7, at any time.
4. In case of failure to provide the taxi continuously for two occasions, the contract may be terminated and security shall be forfeited .
5. In case of deficiency such as condition of the Taxi/ Vehicle and behaviour / conduct of the driver, penalty of Rs.500 /- will be deducted from the bill.
6. The driver of the Taxi should possess valid driving licence.
7. The vehicles shall have to be neat and clean and the behaviour of the driver should be courteous.
8. The rates should be quoted strictly on the prescribed format i.e. Annexure "A" enclosed with the tender / quotation document duly signed by the supplier / tenderer. Telegraphic quotations and quotations not on the prescribed form shall not be entertained.
9. The quotations having cutting / overwriting / deficient of required documents / information will not be entertained.
10. Vehicles to be provided should not be more than two years old.
11. The undersigned reserves the right to accept or reject all or any quotation without assigning any reasons whatsoever at any stage.
12. The validity of the quotation should not be less than 60 days from the date of opening of quotation. No request for increase or rates will be entertained during the period of contract.
13. All liabilities regarding vehicles hired will be that of successful contractor / owner / firm as per provision of the Motor Vehicle Act, 1988.
14. The drivers of vehicles should possess the valid driving license as per Motor vehicle Act, 1988 and should be in proper dress,
15. In case the conduct & service of the driver is not found upto mark, the firm / individual shall have to replace the driver immediately.
16. Toll taxes/ entry fee/green fee/ parking fee should be paid by the contractor.
17. The quotation will be evaluated on consolidated basis.
18. The rates should be quoted in Indian Rupees only.
19. The firm/ individual should be owner of at least of two taxies .
20. The Institute will assign the contract to the bidder whose bid has been determined to be substantially responsive and who offered the lowest evaluated price.
21. The contract will be for a period of one year initially and can be extended further on satisfactory completion on mutual agreement.
22. All Government levies and taxes such as TDS / GST etc will be deducted from the bill of the contractor.
23. The earnest money of the successful bidder will be retained as Performance Security, which will be refunded on completion of the successful contract without interest.

24. The Director, HIPA shall not be in any manner concerned with the internal affairs of the quoters i.e. dispute and dissolution etc. or affairs concerning any other third party that the firm may be having.
25. Failure to discharge the contractual obligations by the firm in satisfactory manner, will lead to termination of the contract any time before the completion of the contract period with forfeiture of the security deposit and debarring of the firm from any participation in any tender and quotation process of the institution for a period of 2 years.
26. Payment shall be released after the receipt of the verified bill in the office within fifteen days subject to the condition the submitted bill is in order alongwith a copy of the Log Book of the concerned period(in case of monthly hiring).
27. Any dispute is subject to the jurisdiction of Hon'ble High Court of H.P. at Shimla only.
28. All expenses of any kind such repairs; POL, Insurance premium etc will be the sole responsibilities of the contractor.
29. In case of holiday on the date of opening of the quotations, the quotations shall be received and opened on the next working day at the same scheduled time & venue.
30. The Director, HIPA and Or his Representative also reserves the right to inspect the vehicle at any time anywhere.
31. Quotation found not in the proper Quotation form or deficient of required information/documents shall be considered as non-responsive and shall rejected straightway .
32. The Director, HIPA, Fairlawns, Shimla-12 reserves the right to cancel the process at any time without assigning any reason.
33. The terms and conditions mentioned above shall be binding and operative between the firm and the Director, HIPA, Shimla-12 will construe as contract for the taxi services of this Institute.
34. The successful bidder shall have to enter into an agreement with the Director, HIPA, Fairlawns Shimla-171012 on Rs. 10/- Non judicial stamp paper for acceptance of the terms and conditions of the Contract.


Dated:


**Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-171012.**

Signature of the quoters in token of
Acceptance of terms & conditions

Himachal Pradesh Institute of Public Administration(HIPA)

Fairlawns, Shimla-171012

QUOTATION DOCUMENT

DETAILED SPECIFICATIONS & TERMS AND CONDITIONS

I. **No.HIPA(Vehicle)G-1/2009-I**

Receipt No. _____ Amount Rs.500/- Dated _____

In case of downloaded form Draft No. _____ Amounting Rs.500/- Dated: _____

II. Name of the party & Address _____

to whom the tender is sold/has _____

been duly booked. _____

III. Hiring of Taxi Services

For the HIPA, Fairlawns, Shimla-12 as per **Annexure-"A"**

IV. Earnest money deposit

Rs.10,000/= _____
(Rupees ten thousand only)

V. Tender/ Document cost.

Rs.500/-
(Rupees Five Hundred only)

VI. Date of issue/Download _____

VII. Last date of submission

19th December, 2019 by 03.00 PM

VIII. Date of opening the Quotation

19th December, 2019 by 03.30 PM


Director,
H.P. Institute of Public Administration,
Fairlawn, Shimla-171012.

**Government of Himachal Pradesh
Institute of Public Administration**

Proforma for Quoting Taxi Rates

A.	Hiring on Daily Basis for Full Day up to 150 Kms.	Quoted amount in (Rs.)	
		Daily up to 150 Kms.	In excess of 150 Kms. rate per km.
	1) Ordinary Taxi Cars(including Alto/ Indica/Maruti 800/Maruti Van etc.		
	2) Esteem/Indigo/Bolero/Tata Sumo/Etios & Equivalent		
	3) Scorpio, Innova equivalent Cars		
B.	Hiring on monthly basis	Up to 2000 Kms.	In excess of 2000 Kms. rate per km.
	1) Ordinary Taxi Cars(including Alto/ Indica/Maruti 800/Maruti Van etc.		
	2) Esteem/Indigo/Bolero/Tata Sumo/Etios & Equivalent		
	3) Scorpio, Innova equivalent Cars		
C.	Hiring for outstation touring purpose on Kilometer basis	Rate per kilometer	-
	1) Ordinary Taxi Cars(including Alto/ Indica/Maruti 800/Maruti Van etc.		-
	2) Esteem/Indigo/Bolero/Tata Sumo/Etios & Equivalent		-
	3) Scorpio, Innova equivalent Cars		-
D.	Any other charges, if any (Please specify)	-	-
	1) Ordinary Taxi Cars(including Alto/ Indica/Maruti 800/Maruti Van etc.		
	2) Esteem/Indigo/Bolero/Tata Sumo/Etios & Equivalent		
	3) Scorpio, Innova equivalent Cars		
E.	Dropping & Bringing Guest Faculty from/to HIPA to ISBT/Airport/Railway Station, Shimla, Kalka, Chandigarh		
	(i) ISBT	ISBT Shimla(Rs.)	SBT Chandigarh (Rs.)
	1) Ordinary Taxi Cars(including Alto/ Indica/Maruti 800/Maruti Van etc.		
	2) Esteem/Indigo/Bolero/Tata Sumo/Etios & Equivalent		
	3) Scorpio, Innova equivalent Cars		

	(ii) Railway Station	Shimla Railway Station (Rs.)	Chandigarh Railway Station (Rs.)	Ukha Railway Station (Rs.)
	1) Ordinary Taxi Cars(including Alto/ Indica/Maruti 800/Maruti Van etc.			
	2) Esteem/Indigo/Bolero/Tata Sumo/Etios & Equivalent			
	3) Scorpio, Innova equivalent Cars			
	(iii) Airport	Shimla (Jubbar Hatti)(Rs.)	Chandigarh (Mohali) (Rs.)	-
	1) Ordinary Taxi Cars(including Alto/ Indica/Maruti 800/Maruti Van etc.			-
	2) Esteem/Indigo/Bolero/Tata Sumo/Etios & Equivalent			-
	3) Scorpio, Innova equivalent Cars			-
Note: All Charges such as Toll Tax, Parking Fee, Entry fee etc. will be paid by the Contractor himself.				
