

**No. CPCr-(G)3-3/2014-II-617**  
**Directorate of Women & Child Development**  
**Himachal Pradesh Shimla-1**

From

Director,  
Women and Child Development,  
Himachal Pradesh, Shimla-1.

To

The Director ,  
Information and Public Relation,  
Himachal Pradesh Shimla-171002.

Dated 28<sup>th</sup> August, 2020 Shimla-1

**Subject:- Publication of Advertisement for attaching Taxi with the Himachal Pradesh State Commission for Protection of Child Rights(HPSCPCR).**

Sir/Madam,

It is submitted that H.P State Commission for Protection of Child Rights(HPSCPCR) Himachal Pradesh Shimla-1, intends to hire a taxi for its official use from the prospective transporters/individuals taxi operators. The copy of advertisement is enclosed herewith.

You are requested to get the enclosed advertisement published in the two leading news papers, both in Hindi(Divya Himachal & Amar Ujala).

The expenditure incurred on the publication of above advertisement will be borne by the HPSCPCR. You are also requested to send bills in duplicate for payment to the H.P Commission for Protection of Child Rights(HPSCPCR).

Yours faithfully

Encl :- As above

Director  
Women & Child Development  
Himachal Pradesh Shimla-1

## **NOTICE INVITING BIDS/QUOTATIONS FOR HIRING OF TAXI**

Sealed quotations are hereby invited from interested parties/individuals/ transport contractors having their own taxi duly registered in their names. The taxi(**INNOVA Crysta**) shall be attached with the H.P State Commission for Protection of Child Rights(HPSCPCR), Directorate of Women and Child Development, Cedar Home Brentwood Estate, Himland, Shimla-171001. The detailed terms and conditions/ tender documents with list of requisite documents are available on the Directorate's website [www.wcd-hp.nic.in](http://www.wcd-hp.nic.in).

**Director cum Member Secretary  
HP State Commission for Protection of Child Rights (HPSCPCR)  
Himachal Pradesh Shimla-1**

**Himachal Pradesh State Commission for Protection of Child Rights (HPSCPCR)**  
**Directorate of Women & Child Development, Cedar Home Brent Wood Estate**  
**Near Himland Hotel Shimla-171001**

**Tender for hiring taxi on monthly basis**

1. Name of the Owner/Firm/Individual & Address \_\_\_\_\_  
to whom the Tender form is sold \_\_\_\_\_
2. Name of Work **Hiring the Services of taxi on monthly basis for the office of HPCPCR**
3. Earnest Money Deposit **Rs.30,000/- (Refundable)**
4. Tender / Bid Cost **Rs.500/- (Non-Refundable)**
5. Date of Issue/download of Tender/Bid form \_\_\_\_\_
6. Last Date of Submission of Bid **15<sup>th</sup> September-2020 up to 5: 00 PM**
7. Opening date & Time of Bid **16<sup>th</sup> September-2020 at 02:00 PM**

***Signature of Issuing Authority with Stamp***

**Himachal Pradesh State Commission for Protection of Child Rights (HPSCPCR)**  
**Directorate of Women & Child Development, Cedar Home Brent Wood Estate**  
**Near Himland Hotel Shimla-171001**

**Annexure-I**

**Term and Conditions for hiring of one on monthly basis for official use in the**  
**Himachal Pradesh State Commission for Protection of Child Rights (HPSCPCR)**  
**BIDDER'S/OWNER ELIGIBILITY CRITERIA (BEC)**

1. The quotations should be submitted under sealed cover superscribing "Quotation for Hiring Taxi on monthly basis". Inside the sealed cover, Financial Bid should be submitted separately. Earnest Money Deposit of Rs. 30,000/- be enclosed.
2. Earnest Money of Rs. 30,000/- in the form of Demand Draft in favour of **Director (WCD)-cum-Member Secretary, Himachal Pradesh State Commission for Protection of Child Rights (HPCPCR)**, Cedar Home, Brent Wood Estate, Near Himland, Shimla-171001 payable at Shimla may please be enclosed with the offer in a separate envelope. The offer without EMD will not be entertained. In case of acceptance of rates/award of contract, the amount will be obtained in addition to EMD which will be 5 to 10% of the total estimated cost.
3. Monthly running of the vehicle would be 2500 KMs. The speedometer of the vehicle will be jointly sealed by the owner and Officer-in-Charge. No vehicle without speedometer shall be acceptable. In specific cases of speedometer breakdown, the permission for running the vehicle shall be obtained from Officer-in-Charge.
4. The contract for hiring of any vehicle can be terminated by serving one month notice from the date of discontinuance of contract.

5. The rates offered shall be valid for 12 months from the date of signing of contract of the vehicle. The contract would be initially for a period of one year from the date of award further extendable subject to satisfactory performance by the tenderer.
6. In case of acceptance of rates, the owner shall have to sign an agreement with HPCPCR regarding terms and conditions with regard to hiring of vehicle.
7. The undersigned reserves the right to reject any or all the quotations without assigning any reason.

#### **GENERAL CONDITIONS OF SERVICE CONTRACT**

1. Hire charges for deployment of vehicle i.e. **Innova Crysta** alongwith driver including all expenditure shall not be more than approved rates of Sub Divisional Officer (Civil) Shimla (Urban) Distt. Shimla No. SDO(C) SML(Urban)/RLA/2020 dated 18<sup>th</sup> August, 2020 annexed hereto.
2. The vehicle model should not be earlier than 2019. Preference will be given to those who will undertake to ply vehicle of latest Model and provide details of their registration and ownership.
3. The Vehicle will be under the control of HPSCPCR and made available at any time as per requirement of officer using the vehicle. Vehicle may be used for the Inter State Travels, if required. The vehicle owner has to provide alternate vehicle if any hired vehicle is sent for regular maintenance or otherwise.
4. The vehicle shall be fitted with all basic accessories (including heater and A.C.).

5. The vehicle should be kept neat and clean and in perfect running condition with adequate quantity of fuel and should be provided with neat and clean seat covers/towels and there should be sufficient space in the dickey to keep the luggage.
6. All type of repair and timely servicing of the vehicle shall be carried out by the owner of vehicle at his own cost.
7. The driver/owner shall keep and maintain a log book with the vehicle, which should be completed every day and the vehicle In-charge officer using the vehicle will verify the journey in the log book. In case of incomplete log book, it shall be considered that vehicle has not been used by the HPSCPCR.
8. The vehicle shall be treated as an official vehicle of HPSCPCR and no private journey/use as taxi will be allowed during the contract period by the driver/contractor.
9. The owner shall deploy driver having valid commercial driving license. In no case driver shall be allowed to be replaced without prior approval of the HPSCPCR. The tenderer would be responsible for the conduct of the driver employed and if at any point of time any driver is found to be working against the interest of the HPCPCR, the said driver shall have to be withdrawn by the bidder and a new driver shall be provided to the HPCPCR at no additional cost.
10. Vehicle provided/to be provided to HPSCPCR shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before due date. No third party insurance will be allowed. All RTO issues and Traffic violations shall be the responsibility of the owner of the vehicle.
11. Subletting of any type of vehicle shall be taken as violation of the contract.

12. Registration fee, payment of all taxes, service tax, levy of toll tax, entry tax at barriers, timely passing of vehicle etc. will be the sole responsibility of the contactor/owner. It will be the responsibility of contractor to obtain necessary permit to ply the vehicle on restricted/sealed roads in the City of Shimla, however, charges for the same shall be borne by the contractor.
13. The Owner of vehicle shall make payment of wages to his driver as per provision of minimum wages Act, 1948 or as notified by the State Govt. from time to time and shall ensure that the deductions being made on account of EPF etc. have been duly accounted for and paid to the concerned authority.
14. The Owner of vehicle shall be responsible for proper maintenance of all registers/ records and accounts so far as these relate to the compliance of any statutory provisions/obligations. The Owner of vehicle shall also be responsible for maintaining record pertaining to payment of wages and also for depositing the PF/ESI contributions to the authorities concerned and providing evidence in support thereof to the department, if called for.
15. The owner of vehicle shall engage driver who is medically fit. The owner of vehicle shall ensure that the antecedents of the Driver are verified by the Police to the satisfaction of the HPSCPCR.
16. The Driver of the vehicle provided by the owner shall observe all the etiquette and protocol while performing his official duty. The driver of the vehicle shall be neatly dressed and must carry a mobile phone in working condition, for which no separate payment will be made by the HPSCPCR.
17. The owner of the vehicle shall meet all expenses in respect of all claims arising due to any accident and shall have no claim whatsoever for reimbursement of any such expenses on account of such accidents and any third party claims against the owner shall be the sole responsibility of the owner.

18. The journeys performed by the driver/owner on account of filling of fuel, repairs, services, halt at outstations/headquarters, journey from place of residence to place of duty/place of parking shall not be paid by the HPSCPCR.
19. Besides normal working hours on all working days, the vehicle should be made available at any time within half an hour call.
20. The vehicle may need to be plied on all kinds of roads, within and outside Himachal Pradesh including rough and kacha roads.
21. In case of delay in reporting of vehicle at specified time and place by less than 30 minutes from the specified time, a penalty of Rs. 100/- and for delay more than 30 minutes, a penalty of Rs. 500/- will be imposed for each such delay.
22. In case of owner is not able to provide vehicle at specified time and place an amount equivalent to one day's hiring charges will be deducted from the monthly bill for each day of non-reporting (if hired on monthly basis). In addition, a penalty of Rs. 5000/- will be levied for each day of non reporting.
23. In case of breakdown, if the owner is not able to arrange back up vehicle within 60 minutes of such breakdown, a penalty of Rs. 500/- will be levied in addition to non-payment for the duty.
24. The tax deduction at source and other taxes as per law applicable, will be deducted by the HPSCPCR.
25. The vehicle shall be stationed at premises of the HPSCPCR. It should be parked by the owner at his own risk and responsibility. After working hours, driver/owner will make his own arrangement to park the vehicle.
26. The owner shall present monthly bill to the HPSCPCR for making payments and the payment for such bills shall be released after verification within fifteen days by the HPSCPS subject to the availability of funds.

27. The Member Secretary, HPCPCR Shimla reserves the right to terminate the contract any time without assigning any reason/notice.
28. Normal duty hours will be 8.00 a.m. to 8 p.m. For outstation duty either night halt charges shall be provided as per Govt. rules by the HPCPCR.
29. The owner shall have to deposit Security of Rs. 50,000/- by way of Demand Draft in favour of Director-cum-Member Secretary Himachal Pradesh State Commission for Protection of Child Rights (HPSCPCR) Shimla within 7 (seven) days from the date of communication of award and execute an agreement in the prescribed form. If he declines or fails to remit the amount towards security deposit, the earlier amount of EMD will be forfeited.

#### **Dispute Resolutions:**

In case of dispute arising out of the above conditions, the dispute will be resolved as per Indian Arbitration Act, 1996. For Un-resolved disputes, the Courts at Shimla alone shall have the jurisdiction to adjudicate upon.

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**Himachal Pradesh State Commission for Protection of Child Rights (HPSCPCR)**  
**Directorate of Women & Child Development, Cedar Home Brent Wood Estate Near Himland**  
**Hotel Shimla-171001**

**ANNEXURE-II**

**Technical Bid**

The following information/documents are given:-

1. Documents showing proof of ownership in case of own vehicle or in case of lease/hold vehicles a power of Attorney/Affidavit, authorizing the bidders to use the vehicle for hiring on stamp papers duly notarized, will have to be submitted.
2. Make, model & registration number of the car within Shimla District(Copy of the Registration Certificate of the car be enclosed).
3. Valid driving license of the driver  
(Copy be enclosed)
4. PAN/or GST Number  
(Copy be enclosed)
5. Copy of last three year Income Tax return/  
Income Tax clearance certificate  
(Copy be enclosed)
6. Minimum 3 years experience in providing taxis to Govt./Semi- Govt./Autonomous bodies alongwith a certificate from the concerned department that the contract was successfully completed
7. (a) Name of the firm  
(b) Registered Office address of firm  
(c) Name of Proprietor/Partner of firm  
(d) Telephone number of the firm  
(e) Mobile number of Proprietor/Partner of the firm
8. Name of the authorized signatory with necessary authority letter to sign the bid documents on behalf of the firm.
9. A certificate from bidder that all the term & conditions are acceptable to him.

**Signature**

**Name**

**Company Seal**

**Date**

**Himachal Pradesh State Commission for Protection of Child Rights (HPSCPCR)**  
**Directorate of Women & Child Development, Cedar Home Brent Wood Estate Near Himland**  
**Hotel Shimla-171001**

**ANNEXURE-III**

**FINANCIAL BID**

To

The Director-cum-Member Secretary,  
Directorate of Women and Child Development,  
Shimla-171001.

**Subject:- Submission of financial bid for hiring taxi on month basis to Himachal Pradesh State Commission for Protection of Child Rights (HPSCPCR).**

Madam,

With reference to your tender published in \_\_\_\_\_ and completed all relevant documents in the financial bid as on dated \_\_\_\_\_ on the above mentioned subject, the rates quoted for the above mentioned work is as under:-

1. Vehicle No.....
2. Model/Name of the Vehicle.....
3. 2500 kms per month Rs.....
4. Night halt charges Rs.....

I/We accept all the terms and conditions of your Tender Notice referred to above. Certified that the above quoted rate. The prices quoted should be inclusive of all charges and taxes. During the period of contract, the rates will not be revised with the revision of any taxes by the Govt. of H.P. The prospective bidder may quote the rates accordingly taking into consideration of these aspects. The aforesaid shall be clearly filled or typed. The Tenderer should quote the number, rates and amount tendered by him/them in figures as well as in words.

Yours faithfully,

Sign. & Stamp of Tenderer

LETTER OF AUTHORITY

**PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING THE OPENING OF  
TECHNICAL & FINANCIAL BIDS AND OTHER COMMUNICATIONS / CORRESPONDENCE  
RELATING TO BID FOR hiring taxi on month basis**

NO. \_\_\_\_\_

Dated: \_\_\_\_\_

To,

Director of Women & Child Development,  
Cedar Home Brent Wood Estate  
Near Himland Hotel Shimla-171001

Dear Sir/Madam,

I/We \_\_\_\_\_ hereby authorize the following representative(s) to attend Technical/ Financial Bid Opening and for other correspondence and communication relating to the above Bidding process.

1. Name and Designation \_\_\_\_\_ Signature \_\_\_\_\_
2. Name and Designation \_\_\_\_\_ Signature \_\_\_\_\_

Yours sincerely,

Signature

(Name & Designation)

For & on behalf of Owner/Individual

**Note: - This letter of authority should be on the letterhead of the bidder and should be signed by a competent authority of the owner/firm/individuals.**

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