

No. 14-30/97-ICDS-Vol- I -993  
Directorate of Women & Child Development  
Himachal Pradesh Shimla-1

To

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

Dated 19<sup>th</sup> April, 2022 Shimla-1

**Subject:- Publication of Advertisement for attaching Taxi with the  
Directorate Women and Child Development.**

Sir/Madam,

It is submitted that the tender notices to hire taxies for its official use in Directorate Women and Child Development Himachal Pradesh Shimla-1 from the prospective transporters/ individuals taxi operators is enclosed herewith.

You are requested to get the enclosed tender notices published in the following two leading news papers, both in Hindi and English on DAVP rates:

1. Amar Ujala Chandigarh 21. 04. 2022
2. The Tribune Chandigarh 21. 04. 2022

Encl:-As above

Yours sincerely



Director .

Women & Child Development  
Himachal Pradesh Shimla-1

4/2022

## “SHORT TENDER NOTICE”

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

Sealed quotations are hereby invited from interested parties/firm having their own taxi duly registered in their names to be opened on - 5.5.2022 at 3:00 P.M. The taxi i.e **Ciaz/Innova/Innove-Crysta/Swift/Dezire/Etios/Bolero/Alto K10-Two in numbers (2)** shall be attached with the 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) or can be obtained from the head Office as per contact address given below:

Directorate of Women and Child Development,  
Cedar Home Brent Wood Estate  
Near Himland Hotel Shimla-171001  
Himachal Pradesh , Phone no. 0177-2622039, 0177-2623113  
Email: [wcd-hp@nic.in](mailto:wcd-hp@nic.in)

**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 Firm & Address \_\_\_\_\_  
to whom the Tender form is sold \_\_\_\_\_.
2. Name of Work **Hiring the Services of taxi on monthly/daily basis for the  
office of Directorate Women and Child Development, H.P**
3. Earnest Money Deposit **Rs.30,000/- (Refundable)**  
(in form of DD/FDR/BG)
4. Tender / Bid Cost **Rs.500/- (Non-Refundable)**  
(in form of DD)
5. Date of Issue/download of Tender/Bid form \_\_\_\_\_
6. Last Date of Submission of Bid 5.5.2022 up to 1 : 00 PM
7. Opening date & Time of Bid 5.5.2022 up to 3 : 00 PM



*Signature of Issuing Authority with Stamp*

ANNEXURE-I

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

**Term and Conditions for hiring of taxi on monthly basis for official use in the Directorate Women and Child Development**

**BIDDER'S/ ELIGIBILITY CRITERIA (BEC)**

1. The quotations should be submitted under sealed cover super scribing "**Quotation for Hiring Taxi on monthly/daily 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/-(Thirty thousand only) in the form of DD/FDR/BG in favour of **Director Women and Child Development 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 security 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 2000 & 2500 Kms respectively. The bidders may also quote rate for providing vehicle on daily basis as per financial Bid format. 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 maximum for one year subject to satisfactory performance by the tenderer.
6. In case of acceptance of rates, the owner shall have to sign an agreement with Director, Women and Child Development, H.P 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. Hiring charges for deployment of vehicle i.e. Swift Dezire/ Etios/Bolero/Alto K10 along with driver including all expenditure shall not exceed approved rates of Sub Divisional Officer (Civil) Shimla (Urban) Distt. Presently, Department requires only two vehicles and if required, more vehicles can be considered on need basis.
2. The vehicle model should not be earlier than 2019. Preference shall be given to those who shall undertake to ply vehicle of latest Model and provide details of their registration and ownership.
3. The Vehicle will be under the control of Directorate Women and Child Development, H.P 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 shall have 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 dicky 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 shall 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 Directorate, Women and Child Development.
8. The vehicle shall be treated as an official vehicle of Directorate Women and Child Development and no private journey/use as taxi shall 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 Director Women and Child Development. 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 Directorate Women and Child Development, the said driver shall have to be withdrawn by the bidder and a new driver shall be provided to the Directorate Women and Child Development at no additional cost.
10. Vehicle provided/to be provided to Directorate Women and Child Development 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. shall be the sole responsibility of the contractor/owner. It shall 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 Directorate Women and Child Development.
  16. The Driver of the vehicle provided by the owner shall observe all 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 Directorate Women and Child Development.
  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 Directorate Women and Child Development.
  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 if 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 Directorate Women and Child Development.
  25. The vehicle shall be stationed at premises of the Directorate Women and Child Development. 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 Directorate Women and Child Development for making payments and the payment for such bills shall be released after verification within fifteen days by the Directorate Women and Child Development subject to the availability of funds.



- 27. The Director Women and Child Development 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 night halt charges shall be provided by the Directorate Women and Child Development.
- 29. The owner shall have to deposit Security amount i.e. 5 to 10 % of the estimated cost by way of DD/ FDR/BG in favour of Director Women and Child Development 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.
- 30. 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 at the time of signing the contract.

**Criteria for Evaluation of Bids:**

- 1. The technical/Pre-qualification bids will be opened in the first stage and will be evaluated on the criteria to be defined **(Departments to define the criteria depending upon the requirements and local conditions)**.
- 2. The Financial Bids will be opened only in respect of those firms, which meet the Technical Bid criteria mentioned above. The Evaluation Committee of the Department will assess the financial bids of the bidders who have been declared eligible after technical evaluation.
- 3. Work will be assigned to lowest bidder in each category/type of vehicle. In case lowest bidder fails to adhere any terms and conditions of the bid clauses/contract agreement in delivery of services to best satisfaction of the Directorate in that case the Directorate will award the contract to next rent tenderer and so on lowest approved rates.

**General:**

Any clarification with regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on any point shall be sought from the Directorate, Women and Child Development (as the case may be) whose decision in the matter shall be final and binding on all . Any other matter relevant to but not covered in the contract shall also be decided by making reference to him and his decision shall be binding on all.

**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.

\*\*\*\*\*

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. Make, model & registration number of the car within Shimla District (Copy of the Registration Certificate of the car be enclosed).
2. Registration Certificate of the firm. (Copy be enclosed)
3. GST Number (Copy be enclosed)
4. Copy of last three year Income Tax return.
5. Minimum 3 years experience in providing taxis to Govt./Semi- Govt./Autonomous bodies along with a certificate from the concerned department that the contract was successfully completed
6. Tender fee in the form of DD.
7. Earnest money deposit (EMD) in the form of DD/FDR/BG
8. Name of the firm
  - a) Registered Office address of firm
  - b) Name of Proprietor/Partner of firm
  - c) Telephone number of the firm
  - d) Mobile number of Proprietor/Partner of the firm
9. Name of the authorized signatory with necessary authority letter to sign the bid documents on behalf of the firm.
10. A certificate from bidder that all the term & conditions are acceptable to him.

**Signature**

**Name**

**Company Seal**

**Date**



## ANNEXURE-III

Financial Bid/BOQ :-

Sr. No	Description of Vehicle	Fixed charges per month (2000Kms)	Fixed charges per month (2500Kms)	Rate of hiring of Vehicle on daily basis(8Hours 150 Kms)	Fixed Charges per Km beyond prescribed unit.	Night Halt Charges
1.	Ciaz					
2.	Innova					
3.	Innova Crysta					
4.	Swift Dezire					
5.	Etios					
6.	Bolero					
7.	Alto/ Alto K10					

Note:

1. The rates will be exclusive of GST.
2. GST will be paid extra as applicable.
3. TDS and TDS under GST will be deducted as per rule.
4. The rates for extra per KM if plied for more than extra Kms. for a month shall be calculated as under:  
Rates approved/2500 or 2000 x No. of extra Kms.

Signature and stamp of Tenderer

Handwritten signature and stamp of the tenderer, including a circular official stamp.