

No. RC (B)-10(2)/09-2112
Government of Himachal Pradesh,
Office of the Resident Commissioner,
Himachal Bhawan, 27- Sikendra Road,
New Delhi-110001.

Dated: 15 October, 2019

TENDER NOTICE

Sealed tender on prescribed forms are invited from reputed and registered transporters of NCT of Delhi for hiring of Taxies, viz. Innova Crysta, Swift Desire, Xcent, or similarly comparable vehicles with same range of fare charges for the use by the Ministers, Officers and Guests of the State Government of Himachal Pradesh during their visit to Delhi. Contract period will be for two years. Tender should reach in the office of undersigned on or before 21/11/2019 upto 03.00 P.M. The tenders shall be opened on 22/11/2019 at 03:00 P.M. in the presence of the tenderers or their authorized representatives. Application forms along with terms and condition can be obtained from the office of the Pr. Resident Commissioner, Government of Himachal Pradesh, Himachal Bhawan, 27- Sikandra Road, New Delhi-110001 on any working day from 10.00 A.M to 05.00 P.M. from the date of its publication in newspaper till 21/11/2019 11.00 A.M. along with tender cost of Rs 500/- (Rupees five hundred only) through bank draft/pay order. The tender documents shall be accompanied with bank draft of Rs. 10000/- (Rupees Ten thousand only) as earnest money in shape of demand draft /pay order duly pledged in the name of Pr. Resident Commissioner, Govt. of Himachal Pradesh. Himachal Bhawan, 27-Sikandra Road, New Delhi. Undersigned reserves the right to accept or reject any or all tenders without assigning any reasons. The offer of tender shall be kept valid for 120 days.


Dy. Resident Commissioner,
Govt. of Himachal Pradesh.

TENDER LETTER

To

M/S _____

Subject: - Contract for Hiring of Taxis.

Dear Sir,

A complete set of tender papers for the contract for Hiring of Taxis for the office of Pr. Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi is enclosed. Please note that this set of tender documents comprising of the following contents is not transferable under any circumstances.

Chapter-I	Instructions for submission of tenders.
Chapter-2	Scope of Work and Terms and Conditions Governing the Contract.
Annexure-I	Letter of submission of tender.
Annexure-II	Schedule of Rates.

You are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. You are required to submit your offer in two separate sealed envelopes. The first sealed envelope should contain all the documents listed in Chapter-I on Instructions for admission of tender. Please ensure that all the documents listed in this chapter are complete in all respects. You should also countersign them on each page, except in the case of demand drafts. This envelop should be clearly superscripted as "Tender for Hiring of Taxies for the Office of Pr. Resident Commissioner, Govt. of Himachal Pradesh: Pre-Qualification Bid".

The second sealed envelope should contain only the Schedule of Rates (Annexure-II) completely filled by you as mentioned in Para 4 of the Chapter-I on instructions for submission of tenders. Please ensure that you or your authorized representative signs each page of the Schedule of Rates before submitting it. This envelop should be clearly superscripted as "Tender for Hiring of Taxis for the office of Pr. Resident Commissioner, Govt. of Himachal Pradesh Financial Bid".

Both the sealed envelopes should again be sealed in one envelop and duly superscripted as "Tender for Hiring of Taxies for the office of Pr. Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi. This envelop duly sealed in covers as described above, should be deposited in the office of Pr. Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi-110001 on or before 1500 hrs on 21/11/2019. It will be in your interest to ensure that tender documents are deposited positively before the time indicated above.

(2) Please note that any offer received after 1500 hrs on 21/11/2019 will not be considered. The tenders shall be opened on 22/11/2019 at 03:00 P.M. in the presence of the tenderers or their authorized representatives.

The Competent authority reserves the right to:-


1. Accept or reject any or all the Pre- Qualification Bids in part or in full without assigning any reasons
2. Accept or reject any or all the Financial Bids in part or in full Irrespective of their being the lowest without assigning any reasons.
3. Award the contract for Hiring of Taxies to different bidders. However, it would prefer the same contract to do all the works specified in the tender document.
4. Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of the office of Resident Commissioner, Govt. of Himachal Pradesh.

Re-tender or negotiate with the lowest tenderer as regards the rates, terms and conditions of the tender, and

Disqualify the tenderers blacklisted by Central/State Govt. /Public sector Undertaking or whose contracts have been terminated on account of poor performance.

You are requested to peruse the tender documents carefully so as to avoid rejection of the tender for non-compliance with the necessary instructions or with the Terms and Conditions.

You are further requested to ensure that the tender documents, including the Pre-Qualification Bid and the Financial Bid are submitted after full consideration and understanding of the work envisaged under this contract as defined subsequently.


Dy. Resident Commissioner,
Govt. of H.P., New Delhi.

Chapter-I

**OFFICE OF THE PR. RESIDENT COMMISSIONER OFFICE
GOVERNMENT OF HIMACHAL PRADESH, HIMACHAL BHAWAN,
27-SIKANDRA ROAD, NEW DELHI-1.**

Instructions for Submission of Tender.

1. PREAMBLE.

The Pr. Resident commissioner, Govt. of Himachal Pradesh, 27-Sikandra Road, Himachal Bhawan, New Delhi intends to hire a reputed Agency for Hiring of Taxies for its office. The terms and conditions are described in Scope of Work and Terms and Conditions Governing the Contract in Chapter-2.

2. BONAFIDE OFFERS.

- (i) The Tenderer should be bonafide which shall mean an entity:
- (ii) Having a registration number/service tax registration:
- (iii) Having Permanent Account Number;
- (iv) Having required previous experience in providing taxi service for a minimum period of two years in any Central/State Government/Public Sector Undertaking/reputed Private Company/MNC within the preceding two years.
- (v) Having a fleet of minimum of 4 own taxies of the categories which rates are being tendered not more than 4 years old.
- (vi) Meeting all other requisites laid down in this chapter elsewhere.

3. TENDER DOCUMENT.

The Tender Document will consist of all documents listed in page No. 1. These must be submitted together in the manner indicated below, failing which the tender is liable to be rejected. Incomplete or conditional tender is also liable to be rejected.

4. SUBMISSION OF TENDERS-TIME LIMIT/MODE.

The tender documents duly completed should be submitted in two separate parts. The first part should be sealed in a separate envelop and superscripted as "Tender for Hiring of Taxies for the office of Pr. Resident Commissioner, Government of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi: Pre- Qualification Bid". This should contain all the information including details of present business and financial standing which would enable this office to decide on credentials of the tenderers for performing/doing the job besides earnest money and other documents listed below in Para 4.1 and elsewhere in the chapter. The second part will consist of the "Tender for Hiring of Taxies for the office of Pr. Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan,

27-Sikandra Road, New Delhi: Financial Bid” and should be superscripted on the second envelop as such. Both the envelops should be sealed in one envelop and duly superscripted as “Tender for Hiring of Taxis for the office of Pr Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi” and addressed to the Pr. Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi-110001:-

4.1 The following documents must be submitted in the Pre- Qualification-bid.

- (i) Letter of Submission of Tender. (Annexure-I).
- (ii) Crossed demand Draft of Rs. 10000/- towards Earnest Money Deposit.
- (iii) Attested copy of Experience Certificate for prescribed number of years
- (iv) Documents indicating ongoing contract in hand, if any:
- (v) Papers indicating registration and constitution of the firms/Company and power of attorney if required.
- (vi) This tender document with all pages duly signed and clearly indicating the name & Designation of the person signing the document and embossed with official Seal. The tender document must be properly numbered and binded. Proof of GST registration.
- (vii) Proof of Service Tax Registration.
- (viii) Copy of Income Tax Pan Card.
- (ix) Photocopies of the registration certificates of the vehicles owned to establish the age of the vehicle.
- (x) Detailed list of owned vehicles along with registration Nos. in Annexure-III.
- (xi) Rupees 500/- five hundred towards cost of tender.

4.2 The Schedule of Rates given at Annexure-II, duly filled in and signed by the tenderer, shall be submitted in the Financial Bid.

- i) The tenders duly completed as described in Para above must reach the designated address up to 1500 hrs of 21/11/2019 positively. Tenders received after 1500 hrs on 21/11/ 2019 will not be considered.
- ii) Any tender delivered or sent otherwise will be at the risk of tenderer.
- iii) Sealed tenders shall be submitted in person. Tenders by Telegram/Fax or any other mode will not be considered.
- iv) All rates shall be quoted only on the proper form (Annexure-II) of the Schedule of Rates and each page of this Schedule shall be signed in full by the tenderer or his authorized signatory as described herein above.
- v) The Schedule of Rates should be filled in carefully after considering all the aspects of work as described in the Chapter-2 on “Scope of Work and Terms and Conditions Governing the Contract”. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderer had not understood the work envisaged by this Contract for Hiring of Taxis for the office of Pr. Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New

Delhi or Labour and local laws. Any overwriting in the Schedule of Rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderers or his authorized signatory.

- vi) The tenderer will have to submit an analysis of rates if called upon to do so by this Office.
- vii) The Competent Authority reserves the right to re-tender or modify the Terms and Conditions of the tender. It also reserves the right to negotiate the rates with tenderer.
- viii) Tenderer shall not increase his/their quoted rates in case the Competent authority negotiates for reduction of rates. Such negotiation shall not amount to cancellation or withdrawal of the original offer and the rates quoted will be binding on the tenderers.
- ix) Any variation, addition and/or omission in the items of work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rates quoted by the tenderer shall be applicable irrespective of the volume of work.
- x) The rates for hiring of taxis must be quoted in both words and figures. If there is variation between the rates quoted in figures and in words only the rates quoted in words shall be taken to be as correct and valid. If more than one or improper rate is tendered, the tender is liable to be rejected summarily and will not be considered.
- xi) Each folio of Tender Documents and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- xii) Tenders containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the tenderer and dated.

5. PREVIOUS EXPERIENCE.

The tenderer should enclose documents and certificates in proof, to the satisfaction of competent authority of his previous experience in the work of taxi service for two years in any Central/State Government or Public Sector Undertaking/reputed private company/MNC within the preceding five years. The experience should be in the same name/firm/composition in which it is applying for this contract. Tenders, which are not supported by satisfactory credential, will not be considered.

6. CONSTITUTION OF THE FIRM.

- 6.1 The tenderer who are the constituents of a Firm, Company and Association/ Society must enclose attested copies of the constitution of their Firm/Company/Association or Society, Power of Attorney and/or

Partnership Deed. Co-operative Societies must submit an attested copy of the certificate of registration along with the documents mentioned earlier.

- 6.2 If the tender is submitted by a proprietary firm, it shall be signed by the Proprietor above his full name and the name of his firm with its current address.
- 6.3 If the tender application is submitted by a firm in partnership, it shall be signed by all partners of the firm above their full names and current address or by a partner holding the Power of Attorney for the firm for signing the application, in which case the certified copy of the Power of Attorney shall accompany the tender application/document. A certified copy of the partnership deed, current address of the firm and the full names and addresses of all partners of the firm shall also accompany the tender application/document.
- 6.4 If a Private Limited Company or a Limited Corporation submits the Tender Application such Private Limited Company, Limited Company or Corporation will be required to furnish satisfactory evidence such as Memorandum and Articles of Association of its existence before the contract is awarded.
- 6.5 Cancellation of any documents such as Power of Attorney, Partnership deed etc. shall forthwith be communicated to the Pr. Resident Commissioner, Govt. of Himachal Pradesh, in writing, failing which competent authority shall have no responsibility or liability for any action taken on the strength of the said documents submitted earlier or on the basis of the amended documents.
- 6.6 The Competent Authority may recognize changes in Power of Attorney and related documents mentioned in Sub Para 6.1 after obtaining proper legal advices, cost of which will be chargeable to the tenderer/ contractor.

7. STUDY OF LOCAL CONDITIONS.

The tenderer is advised in his own interest to visit the site of the work and acquaint himself with all local conditions, means of access to the work, nature of work etc.

8. VALIDITY OF OFFER.

The tenderer will be required to keep the offer open for a period of 120 days (One hundred twenty days) from the date of submission of tenders. It shall be understood that the tender documents has been issued to the tenderer and the tenderer is permitted to tender in consideration of the stipulation that after submitting his tender, he will not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to the competent authority. If the tenderer fails to observe or comply with the said stipulation, the amount of earnest money under Para 4.1.1 of Chapter-I shall be liable to be forfeited.

9. ACCEPTANCE OF TENDER

- 9.1 The authority for acceptance of the tender documents and tendered rates will rest with the Competent Authority of the Office of Resident Commissioner, Govt. of Himachal Pradesh who does not bind himself to accept the lowest or any other tender nor does he undertake to assign reasons for his decision in this matter.
- 9.2 Acceptance of tendered rates will be communicated through a letter as soon as possible.
- 9.3 All the tender documents submitted by a tenderer shall become the property of the office of Pr. Resident Commissioner, Govt. of Himachal Pradesh and competent authority shall have no obligation to return the same to the tenderers.
- 9.4 Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.
If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favorable for acceptance of his tender fraudulently, then competent reserves the right to reject such tender at any stage of execution without any financial liability.


10. EXECUTION OF CONTRACT DOCUMENT.

The tenderer whose tender is accepted shall be required to appear at the office of Pr. Resident commissioner, Govt. of Himachal Pradesh in person or if the tender is a Firm, Company or a Corporation, a duly authorized representative shall so appear and execute the contract documents within seven (07) days of the date of issue of communication from the office of Pr. Resident Commissioner and start the work with effect from the date mentioned in such communication. Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.

The tenderer shall treat the contents of the tender documents as private and Confidential.

POSTAL ADDRESS FOR COMMUNICATION.

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at his said address shall be deemed to have reached the tenderer in time.


Dy. Resident Commissioner
Government of H.P New Delhi

Chapter-2

OFFICE OF THE RESIDENT COMMISSIONER, GOVT. OF HIMACHAL PRADESH, HIMACHAL BHAWAN, 27-SIKANDRA ROAD, NEW DELHI.SCOPE OF WORK AND TERMS AND CONDITIONS GOVERNING THE CONTRACT.

1. PREAMBLE.

The Office of the Pr. Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi is a Government Institution.

2. TERMS AND CONDITIONS.

- 2.1 The vehicle(s) provided should not be more than 4 years old.
- 2.2 The vehicle(s) should be kept neat and clean and in perfect running condition and should be provided with neat and clean seat Covers/towels and there should be sufficient space in the Dickey to Keep the luggage. The decision of Pr. Resident Commissioner or the Official designated by him about the condition of the vehicle(s) will be Final for this purpose.
- 2.3 All the vehicles provided by the Transporter should have valid permit to run in the territory of NCR (including Noida, Gurgaon and Faridabad etc.)
- 2.4 The toll taxes/entry taxes/inter-state taxes for journeys/service taxes will be reimbursed along with the hiring charges bill. The bills raised by the Firm should have all tax registration numbers printed on the bills.
- 2.5 The Parking Charges of Airport/ Railway Stations ISBT will be reimbursed to the Transporter only when the vehicle is sent for receiving.
- 2.6 No night charges will be payable for running within N.C.R. night charges will be paid only for overnight stay outside NCR.
- 2.7 The driver and the vehicle should not be changed without prior permission. If either the vehicle or the driver is not found to be suitable, then they shall be changed immediately on receiving a request from the Office of Pr. Resident Commissioner to that effect. If three written complaints are received against the driver or vehicle from any officer, then competent authority would have a right to hire a vehicle from the market for that officer and the additional cost incurred by Pr. Resident commissioner Office will be borne by the Contractor.

- 2.8 The drivers employed should hold a valid driving license, well behaved, reasonably educated, and conversant with traffic rules/regulations and city roads/routes as well as security instructions.
- 2.9 The drivers must observe all the etiquette and protocol while performing the duty. The drivers must be neatly dressed, should wear Proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the Office of Pr Resident Commissioner. They will carry the Officer's bags from the Officer's residence/office to the vehicle. The driver must always open the doors of the vehicles for passengers traveling in it.
- 2.10 Under no case drivers are allowed to take on any passengers other than the Officers/officials of Office of Pr. Resident Commissioner.
- 2.11 The transport operator and driver shall be bound to carry out the instructions of the office of Pr. Resident Commissioner as well as of the Officers assigned to the Vehicle.
- 2.12 In case of any accident, all the claims arising out of it shall be met by the Contractor.
- 2.13 Only Dedicated vehicles and drivers must be provided and Changes will be Allowed only in exceptional circumstances.
- 2.14 In the event of the award of the tender and prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificates and Comprehensive Insurance Policies of the vehicles being offered for hire and particulars with photograph of the drivers dedicated to each vehicle.
- 2.15 He shall also be required to produce the vehicles in the office of the undersigned for the physical verification/inspection
- 2.16 The duty slip will be issued by Pr R.C. Office and will be put at the reception of Himachal Bhawan and Himachal Sadan. The driver concerned put on duty by the Contractor will take duty slip from the reception and will enter the Vehicle No. Time & date and Kilometer at the time of reporting. The time and distance in respect of hired taxi will commence from Himachal Bhawan & Himachal Sadan and terminate from the time and place of release within NCR. For this purpose the kilometer reading as well as the time will be recorded by the officer in the duty slip at the time of reporting at Himachal bhawan, 27-Sikendra Road, N.Delhi or Himachal Sadan, 29, Sardar Patel Marg, New Delhi and time of releasing within NCR.

3. Escalation/De-escalation Clause

During the validity of the contract, if there is any increase in the cost of spare Parts, tire, lubricant, etc. no increase in the rates offered will be Demanded/entertained. However, in case of increase in the rates of diesel during the period of the contract if operator applies for increase with detailed justification along with cost breakup the Pr R.C. Office may at its sole discretion increase the rates or reject the claim. The Operator will not default on Service just because the price of diesel is increased and rates have not been increased by Pr R.C.Office.

4. DEFICIENCY CHARGES:

- 4.1 In case of delay in reporting of vehicle at specified time and place by less 30 minutes from the specified time, a penalty of Rs.100/- and for delay of more than 30 minutes than a penalty of Rs. 200/- will be levied for each delay. In case of delay of more than an hour alternate arrangement will be made and a penalty of Rs. 500/- will be imposed.
- 4.2 In case of break down, if the Contractor is not able to arrange back up vehicle within 30 minutes of such breakdown a penalty of Rs.200/- will be levied in addition to non-payment for that duty and the Pr RC Office will be free to make alternate arrangement.

5. PAYMENT CONDITIONS

- 5.1 The Contractor will produce monthly bill for release of payment after verification,
- 5.2 TDS and all other taxes will be deducted as per applicable rules.

6. DURIATION OF CONTRACT.

At the initial stage, the contract shall be awarded for a period of Two years from the date of commencement of contract. The competent authority have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of the office of Pr. Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan, 27- Sikandra Road, New Delhi. However, it will be obligatory on the part of contractor to continue to work at the rates prevailing on the last date of the contract even beyond contract period for at least 3 (Three) months or till the new contract is finalized, whichever is earlier. The competent authority reserves the right to terminate the contract at any time without assigning any reason/notice.

7. EARNEST MONEY.

- 7.1 The tenderer will be required to deposit a sum of Rs. 10000/- (Rupees Fifty thousand only) as earnest money along with complete tender documents for Pre-Qualification Bid. The earnest money is towards an undertaking by the tenderer that the tenderer will not back – out from his offer or modify the terms and conditions thereof in a manner not acceptable to the competent authority. Should the tenderer fail to observe or comply with the said stipulation; the entire amount shall be liable to be forfeited.
- 7.2 The earnest money deposit (EMD) as referred to under Para 7.1 above shall be made by Pay Order or Demand Draft made out in favour of Pr. Resident Commissioner, Govt. of Himachal Pradesh payable at New Delhi and valid for a minimum period of one month after the date of opening of tender.

8. SECURITY DEPOSIT.

The successful tenderer whose rates are finally accepted must deposit as Security Deposit for successful performance under the contract, a sum of Rs. 50000/- (Rupees fifty thousand only) by Pay Order or Demand Draft or Bank 'Guarantee or Fixed Deposit in favour of Pr Resident Commissioner, Govt. of Himachal Pradesh, within 7 (Seven days) from the date of communication of award of contract of tender and execute an agreement in the prescribed form. If he decline or fails to remit the additional amount towards Security deposit, the entire amount of Rs. 10000/- of Earnest Money deposit, adjusted towards Security Deposit will be forfeited.

9. CRITERIA FOR EVALUATION OF BIDS.

The technical bids will be opened in the first stage and will be Evaluated on following criteria.

- A. Registration Certificate to establish the genuineness of the firm.
- B. Income Tax Pan Card/ Proof of Service Tax registration.
- C. Experience certificate for two years with copies of document Indicating the previous/ ongoing contracts.
- D. Earnest Money deposit of Rs. 10000/- in form of Pay Order/ Demand Draft.
- E. Photocopies of the Registration Certificates of at least 4 Vehicles of each categories (less than 4 years old) to establish the age of vehicles.
- F. Rs 500/- towards cost of tenders.

The Financial Bids will be opened only in respect of those firms, which meet the Technical Bid criteria mentioned above. The Financial Bids will be evaluated with weightage to different quoted rates as under.


Parameter.	Weightage.
1. UP to 8 hours and 80 Kms. (Full day)	55%
2. Transfer to Airport (T1, T2, T3)	09%
3. Transfer to Railway Stations	06%
4. Additional Kilometer.	20%
5. Additional Hours.	10%

If there is a tie in the parameters listed above, preference will be given to the firm whose Taxi Stand is nearer to Himachal Bhawan, 27-Sikandra Road, New Delhi.

The rates for half day operation will be half of the full day operation hence may not be quoted separately. The office of the Pr. Resident Commissioner intends to award the complete contract to one firm. However, the competent authority reserves the right to split the contract and award the contract to two or more different bidders separately.

10. GENERAL.

Any clarification in 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 competent authority of Office of the Pr. Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi whose decision in the matter shall be final and binding to 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 final and binding to all.


Dy. Resident Commissioner.
Govt. of H.P., New Delhi.

The scope of work and all terms and conditions given above along with their Sub Paras have been read carefully, understood and accepted.

Signature of Tenderer

ANNEXURE-1.

OFFICE OF THE RESIDENT COMMISSIONER, GOVT. OF HIMACHAL PRADESH, HIMACHAL BHAWAN, 27-SIKANDRA ROAD, NEW DELHI.

LETTER FOR SUBMISSION OF TENDER.

To

The Pr. Resident Commissioner,
Govt. of Himachal Pradesh,
Himachal Bhawan, 27-Sikandra Road,
New Delhi 110001.

Subject:- TENDER FOR CONTRACT FOR HIRING OF TAXIS FOR A PERIOD OF ONE YEAR FROM THE DATE OF AWARD OF CONTRACT.

Sir,

Subject to the conditions given in the tender documents for the above mentioned contract, I/We hereby tender for the contract for working as contractor for the office of Pr. Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi at the rates specified in the Schedule of Rates (Annexure-II) annexed with the documents. I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.

The following certificates/documents are enclosed herewith.

Experience certificate showing the experience in the work tendered for/trade for a minimum period of two years in any Central/State Govt. or Public Sector Undertaking/reputed private company/MNC within the preceding five years.

Documents showing the constitution of the firm/company (copy of partnership deed with copy of registration certificate in case of partnership firm and copy of Association in case of company).

Copy of Service Tax Registration.
Copy of Income Tax PAN Card.

Photocopy of the Registration Certificate of the Vehicles to be provided to establish the age of the Vehicles along with information in Annexure –III.

A sum of Rs. 10000/- (Rupees Ten thousand only) towards earnest Money in the form of pay order/Demand Draft No-----dated-----drawn on the bank/branch-----in favour of Resident Commissioner, Govt. of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi, payable at New Delhi along with DD/Pay order No_____ dated_____ for Rs 500/-(Rupees five hundred only) towards cost of tender documents.

The detail of other contract held by me/us with other Central/State Govt./Public Sector Undertakings/Autonomous bodies/reputed private companies/MNCs doing similar work are given below:-

The Schedule of rates duly filled and signed is enclosed in a separate sealed envelope. I/We clearly understand that this will be opened only if my/our Pre-Qualification Bid is accepted by the Pr. Resident Commissioner, Govt. Of Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi.

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully

Signature of Tenderers(s)
Tenderer's Address.

Date.

CHECK LIST OF MANDATORY ENCLOSURES ATTACHED.

1.	Proof of Registration as proprietary firm/company /other organization	Yea/No
2	Proof of providing services to Govt./PSU/Other Reputed Organization for 2 years.	Yes/No
3	Proof of being in business of fleet operations for minimum 2 years as on 31/10/2017	Yes/No
4.	Registration Certificate of Minimum 4 Vehicles of each categories in the fleet of make not earlier than 2016	Yes/No
5	Income Tax Return of AY 2017-18 and 2018-19	Yes/No

Name of the Transporter/Organization/Firm/Company

Date:

Place:

Signature & Seal of the
Authorized person

Annexure-II

Schedule of Rates

1. Name of the Party :
2. Whether Proprietary/Firm/Company/
other organization (Attached Proof) :
3. Office Address :
4. Telephone No(s) :
 - (a) Office :
 - (b) Residence :
 - (c) Mobile :
5. Rate offered (in Rupees) :

Sl. No.	Description	Big Cars such as Innova Crysta & equivalent type	Small Cars such as Swift Desire, Xcent, & equivalent type.
1.	Local Running full day upto 80 Kms. & 8 hours.		
2.	Airport (All Terminals)		
3.	Transfer Old Delhi/New Delhi/ Anand Vihar/ Nizamuddin Railway Station.		
4.	Local Running extra per Km. beyond prescribed period		
5.	Local Running extra per hour beyond prescribed period.		

Note: Half day rates will be paid as half of the full day rates hence only full day rates may be quoted.

Name of the Transporter/Organization/Firm/Company:

Date:

Place:

Signature and Seal of the
Authorized person

Annexure-III

Details of vehicles in the name of the transport/agency in the following format (Fleet size of at least of 4 vehicles and the make of each vehicle should not be earlier than the year 2016.

Sl. No.	Vehicle No.	Registered in the name of	Type	Year of Purchase	Total Mileage.

(Attached clear attested copies of registration of vehicles without which the tender shall be summarily rejected).

Attach Income Tax Income Return for the last two years.

Name of the Transporter :

Date :

Place :

Signature & Seal of the
Authorized person.