



## REC Transmission Projects Company Limited

12-21,UGF,Antriksh Bhawan,22,K.G.Marg,New Delhi-110001

Tel :011-47964796(4 line),47964709 Fax: 011-47964747,

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### e- TENDER FOR EMPANELMENT OF AGENCIES FOR HIRING OF COMMERCIAL VEHICLES ON MONTHLY & DAILY BASIS

Tender No. RECTPCL/Admin/Vehicle/2015-16/

18.02.2016

#### Time schedule of various e-tender related events:

|  |                              |
|--|------------------------------|
| Date of Issue of bids                            | : 18.02.2016                 |
| Last Date & Time for bid Submission              | : 07.03.2016 up to 15:00 Hrs |
| Eligibility & Technical bids Opening Date & Time | : 07.03.20016 at 16:00 hrs   |
| EMD  | : <b>NIL</b>                 |

The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the website [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) or from e-tender link given in RECTPCL Website, viz, <http://www.rectpcl.com>

Note: To participate in the E-Bid submission, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself with REC through Tender wizard website given above. Please also note that the bidder has to obtain digital signature token for applying in the tender. In this connection, vendor may also obtain the same from Tender wizard. The steps to be followed for the registration process are given below:

1. Go to website <http://www.tenderwizard.com/REC>
2. Click the link ' Register Me'
3. Enter the detail about the bidder as per format.
4. Click 'Create Profile'
5. Bidder will get confirmation with Login-id and Password

Steps for application for Digital Signature from Tender Wizard are given below:

1. Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided.
2. In case of assistance please contact Mr. Shibu Yadavendra, Mobile No. +91-9555 021-323

NOTE: 1. The Bidders are advised to obtain digital signature (Level 3) and register themselves at [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) in advance. Please note that RECTPCL in no way held responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration.

2. The Bids are to be submitted online mode only. Bidders are advised to practice bidding online in advance to avoid last minute confusion and slip.

3. If required, Bidders may take the help of representatives of RECTPCL deputed for submission of e-bids in RECTPCL office on request at least two days before last date of submission of bids

## **e- TENDER FOR EMPANELMENT OF AGENCIES FOR HIRING OF COMMERCIAL VEHICLES ON MONTHLY & DAILY BASIS**

### **TENDER DOCUMENT**

REC Transmission Projects Company Limited (RECTPCL) a wholly owned subsidiary of Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites open „e-Bids“ for empanelment of agencies for hiring of Commercial Vehicles on monthly & daily basis for three years from reputed agencies fulfilling the criteria laid down in Techno- commercial bid format at Annexure-4. The contract is extendable by another one year on the same terms and conditions on mutual agreement. The scope of work is given in Annexure-1 and Special Terms & Conditions are given at Annexure-2. Financial Bid is at Annexure- 5(A) to Annexure 5(B).

#### **Submission of Bid:**

1. Bidders are hereby requested to submit their bids in the following format:-
  - a. **EARNEST MONEY NOT APPLICABLE**
  - b. **TECHNICAL BID & FINANCIAL BID are to be submitted separately through online mode only on website [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC)** No other mode of submission of bid shall be accepted under any circumstances.
2. Opening of Technical Bids would take place on the date & time of bid opening in the presence of the intending bidders or their Authorized Representatives who may wish to be present
3. The 'Technical Bids' received and opened shall then be evaluated by the Tender Committee of RECTPCL as per the Eligibility Criteria .
4. RECTPCL at an appointed place and time will open the 'Financial Bids' of all the technically qualified Bidders. The intimation of date, time and venue of the opening of 'Financial Bid' shall be informed separately through e-mail or fax to such bidders.
5. RECTPCL does not own any liability if the bids are not submitted within due date and time as per requirement.
- 6.. RECTPCL reserves the right to extend the deadline for submission of bids by issuing an amendment in which case all rights and obligation of the RECTPCL and the bidders previously subject to the original deadline will then be subject to the new deadline.
7. No withdrawal or modification of a bid between the deadline for submission of bids and the expiration of the original period of bid validity will be allowed.
8. Documents to be enclosed offline & online:
  - a. **Earnest Money** Not Applicable.
  - b. **Technical Bid (online mode only):** The following Documents scanned images (preferably in pdf format) signed by the Authorized Signatory to be uploaded with the on-line Technical Bid (these documents need not be digitally signed):
    - i. All documents required as per Qualification Criteria
    - ii. Complete bid document as a token of acceptance of Terms & Conditions & Scope of services etc (Page No. 1-15 of bid document)
  - c. **Financial Bid (online mode only):** Financial bid as per enclosed Format in Annexure – 5 (A) & 5 (B) to be submitted separately from technical bid.

9. The e-bids will be received up to 15:00 hrs on last date of receipt of bids. e- Technical bids of bidders who have submitted the valid will be opened on the same date at 16:00 hrs in the presence of the representatives of the bidders present.
10. It is to note that the technical and Financial Bids are to be submitted separately online as both will be opened in two different dates.
11. The Bidder should carefully read understand and seek clarifications if any before uploading of the bid. No claim whatsoever will be entertained for any alleged ignorance thereof.
12. The bid shall remain valid for a period of three months from the date of opening of the bids.

### **13. QUALIFICATION CRITERIA**

- a) The Bidder should have valid Pan No. & applicable Service Tax No.: Please upload the copy of PAN & Service Tax No. at <http://www.tenderwizard.com/REC> against their e-technical bids
- b) The bidder should have his office in Delhi with phone/mobile connection, and capable of providing taxis round the clock:
- c) The bidder should have a minimum of 2 LMV/SUVs of model 2015 or later registered in the name of company / firm / partner / director / long term tie up: Upload the copy of Registration Certificates (RCs) along with latest and valid insurance covers at <http://www.tenderwizard.com/REC> against their e-technical bids. Original documents will be verified before empanelment of the parties.

In case of long term tie up please submit the certificate/agreement in this regard.

- d) The bidder should have average annual turnover of Rs.20.00 Lakh in the last financial year i.e 2014-15, Upload the copy of evidence of the turnover, balance sheets along with profit & loss account or certificate from Chartered Accountant (CA) / Self certification (Verifiable later) certifying the turnover of the bidder at <http://www.tenderwizard.com/REC> against their e-technical bids.
- e) The bidder should have provided LMVs/SUVs to at least 2 (two) PSU / Government Department / Reputed Company during any of the last three years 2012-13, 2013-14, 2014-15: Upload the copy of the work order/ experience certificate in support of the claim of the bidder of having experience of similar work <http://www.tenderwizard.com/REC> against their e-technical bids i.e. providing LMVs/SUVs to at least two PSUs/ Government Department/Reputed Company during last three years.

### **14. RATES AND PRICES**

Bidders should quote the rates **online mode only** in the format given at Annexure-5(A) & Annexure-5(B). Incomplete bids will summarily be rejected.

All statutory duties and taxes other than service tax may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer will automatically rejected the offer.

### **15. BID VALIDITY**

Bid shall remain valid for a period of 90 days from the date of submission of the bids.

### **16. TERMS OF PAYMENT**

Payment will be released within a month after receipt of bill and certification by authorized officer in the Administration Division that the services provided during the month are satisfactory.

**17. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY**

In case of any delay in supply of the vehicle beyond stipulated date of delivery, including any extension permitted in writing, RECTPCL reserves the right to recover from the agency a sum equivalent to 1% of the monthly value of the work order for each day of the delay and part thereof subject to a maximum of 10%. In case the delivery is delayed by more than four weeks, RECTPCL reserves the right to cancel the contract.

**18. EVALUATION OF BIDS**

RECTPCL will determine the substantial responsiveness of each bid with reference to bid terms and conditions. For this purpose, a substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without material deviations. Deviations from or objections or reservations to critical provisions in respect of following will be deemed to be material deviation.

- Taxes & duties
- Payment terms
- Security deposit
- Penalty
- Validity of Bid

RECTPCL's determination of bidder's responsiveness will be on the basis of contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it would be liable to be rejected and may not substantially be made responsive by the bidder by correction of the non-conformity. All decisions by RECTPCL on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.

**While the contract will be awarded for a period of 3 years extendable by another one year on the same terms and conditions on mutual agreement. Both the parties i.e. the Bidder and the company would be free to terminate the contract after giving advance notice of 2 months in writing.**

**19. CONCILIATION/ ARBITRATION**

If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Chairman, RECTPCL.

In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by Chairman, RECTPCL.

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

**20. FORCE MAJEURE**

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely RECTPCL and the Contractor.

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, RECTPCL shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

**21. APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

22. No alternative offer shall be considered.
23. RECTPCL reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of RECTPCL's action.
24. RECTPCL reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
25. In case there is difference between the clauses of bid documents, scope of works and special conditions of the contract, the clause in Special Condition of contract shall prevail over other clauses.
26. Any clarification on the documents may be obtained from:-

Shri Raj Kumar  
Dy. Manager (F&A)  
REC Transmission Projects Company Limited  
12-21 UGF, Antriksh Bhawan,  
22, KG Marg, New Delhi- 110001  
Phone no.:011-4796 4709  
Fax: 011-4796 4747

**SCOPE OF WORK**

1. The scope of work covers empanelment of transport agencies for hiring of Commercial Vehicles on monthly basis and daily basis of different category of vehicles for its office at New Delhi to travel within Delhi & NCR (Local Journey) and outside Delhi & NCR as and when required under different packages to RECTPCL as per the terms & conditions of the contract specified herein and shall maintain an office with adequate staff and telephone facilities round the clock in Delhi.
2. **The agency shall provide Ex-show room vehicles or maximum six month old vehicles from the date of issue of letter of Award for Vehicles on Monthly Hiring Basis and Model 2015 or later (Petrol/Diesel) Commercial Vehicles for vehicles on daily hiring basis.**

**CATEGORY-1: VEHICLE ON MONTHLY Hiring BASIS (25 days/12 hrs. Daily/2500 kms. )**

| Package No. | Package Name | Vehicle Name                 |
|-------------|--------------|------------------------------|
| 1.          | Medium Cars  | Toyota ETIOS (Petrol/Diesel) |

Present Tentative requirement of hiring of vehicles on monthly basis is Two. However the actual number of vehicles may increase or decrease later.

**CATEGORY-2: VEHICLE ON DAILY BASIS (9 hrs./80 kms. Or 5hours / 40 KMs)**

| Package No. | Package Name | Vehicle Name                 |
|-------------|--------------|------------------------------|
| 1.          | Medium Cars  | Toyota ETIOS (Petrol/Diesel) |

3. The agency shall provide the vehicles at RECTPCL offices at 12-21 UGF, Antriksh Bhawan, 22, KG Marg, New Delhi- 110001 or at any other place intimated to the contractor /agency for travel within or outside Delhi/NCR.
4. Journey within NCR region will be treated as local journey.
5. The vehicles deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per RECTPCL's requirement with proper pollution check and valid pollution certificate.
6. The vehicle shall always be provided with decent upholstery, clean seat covers, comfortable seat cushions and other basic fittings / accessories like radio cassette player etc. for maximum comfort of passengers.
7. Drivers of vehicles must be provided and maintain mobile phones. No extra charges would be paid by RECTPCL for the same.
8. The upholstery and seat cover of vehicle should be properly dry cleaned on monthly basis.
9. The agency shall provide well-behaved, pleasant personality, well-mannered and proper Hindi or English speaking drivers in clean and proper uniform with valid driving license and should be able to read duty slip and signboards in English and Hindi. All drivers should be duly verified by the travel agency including substitute driver.

10. The driver should also have some knowledge of car mechanism so that he could attend minor repairs and should be well conversant with the roads and routes in Delhi and adjacent areas.
11. In case of break down / servicing / repair, the contractor shall provide alternate vehicle of same Make and model failing which vehicle shall be hired from any other source / sources at the risk and cost of the contractor.
12. In case of non-reporting / refusing to provide the requisite Vehicle, the same may be hired by RECTPCL from any other source(s) at the risk and cost of the contractor, besides any other penal action which may be even termination of contract.
13. The maintenance cost, charges of fuel, road tax, permit fee, passenger Tax, insurance, challans, salary of the driver, the overtime and mobile phone charges of driver etc. are the responsibility of the contractor and should be paid by the Contractor.
14. Insurance: The provided vehicle must be fully and comprehensively insured as applicable covering the risk to the driver and all passengers also.
15. The Agency shall be fully responsible for any loss or damage to the vehicle or occupant and shall be liable to pay full compensation for any injury or any other loss to the passengers.
16. RECTPCL reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error / fault in the meter being notice, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action which may even lead to termination of Contract.
17. The Vehicle sent to RECTPCL office on our requisition must have all relevant documents like registration Book / Driving license / Insurance / Road Tax Receipt / Permit fee / pollution certificates / Passenger Tax / State Entry Tax / mobile phone etc. The vehicle should be licensed and shall conform to all Govt. rules and regulation being in force from time to time.
18. **Agency shall take the monthly coupons in advance for all type of tolls/Taxes i.e. MCD toll, DND toll, Delhi-Faridabad flyover toll etc as applicable and applicable state passenger/entry tax. This shall be reimbursed along with the monthly bill.**
19. In case of non-availability of vehicles with the Agency, vehicles other than those owned by the Agency may be provided as an ad hoc arrangement only and should be replaced by own vehicle at the earliest opportunity in any case within one month.
20. The agency must provide the list of Vehicles along with photocopy of the Registration Certificate of all the vehicles duly certified by the Contractor / Agency. In case of supply of vehicle beyond the list, the photocopy of the Registration Certificate duly certified by the Contractor / Agency shall be submitted along with the bills. However, the original registration paper shall be provided by the Agency on demand in case any further verification is required in case of any doubt.
21. The agency shall maintain the duty slip as per Performa attached for every trip / requisition. The duty slip should be got signed by the user which would indicate the Vehicle No, opening and the closing meter reading with time and date at the point of starting / ending the journey by the user. It should be ensured that there is no overwriting in the duty slips and all the column in the duty slip is filled completely. In no case duty slip without signature by the user will be accepted for payment unless specifically intimated in advance.
22. Special conditions of the contract are given in Annexure-2 .

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**SPECIAL CONDITIONS OF CONTRACT**

**1.0 RESPONSIBILITY OF THE CONTRACTOR/AGENCY**

The agency shall provide DELHI/ NCR registered vehicles of 2015 Model or later, as per our requirement with well-behaved /skilled drivers in proper uniform having knowledge of routes & minor repairs of cars and valid driving licenses. All the cars shall carry first aid box, stepney and toolbox.

If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, the vehicle can be rejected and sent back. No payment shall be made on account of car so rejected.

In case of break down the contractor shall provide alternate vehicle of same category failing which the touring executive(s) will be allowed to hire any vehicle and complete the journey and the amount thus incurred shall be recovered from the bills of the contractor.

All kinds of repairs / maintenance cost, charges of petrol, oil, lubricant, fee towards licenses/registration taxes such as road tax, permit fee etc., challans, salary/overtime of the driver, insurance premium etc. are the responsibility of the contractor and shall be borne by the Contractor all along. RECTPCL will reimburse toll taxes, DND tax, parking charge and State Entry Tax wherever incurred on submission of original receipt. The driver to be provided with petty cash for the purpose

**2.0 PENALTY**

The agencies shall be liable for penalties on contract price in the manner indicated below:

| <b>Sl. No</b> | <b>Nature of default</b>  | <b>% penalty of per day hiring charge of requisite vehicle</b> | <b>Mode of Deduction as penalty</b>               |
|---------------|---|--|---|
| 1             | Failing to provide vehicle after confirm booking                          | 20% of one day fare  | Deduction from Running Bill/ from the other bills |
| 2             | Late reporting( Beyond 30 minute)   | 10%  | -Do-  |
| 3             | Indecent behavior of driver   | 10 %   | -Do-  |
| 4             | Improper condition of vehicle interior/exterior/model older than approved | 15 %   | -Do-  |
| 5             | Driver with dirty/without uniform   | 10 %   | -Do-  |

The above occurrence will be reported within 48 hrs to the concerned agency for necessary action. The complaint will be examined by Administration Division and its decision will be final and binding on the agency.



### **3.0 VEHICLE REQUISITIONING & DUTY SLIP**

Booking made by authorized RECTPCL official(s) shall only be considered for purpose of payment.

The agency shall maintain the duty slip for monthly hired vehicles as per **proforma as per annexure-3**. For daily hiring the agency shall maintain and submit the duty slip of the agency for every trip along with monthly bill. The duty slip should be got signed by the user, which would indicate the opening and the closing meter reading with time and date at the point of starting/ending the journey by the user. It should ensure that there is no overwriting in the duty slips. Tempering with the contents of the duty slips would be viewed very seriously. In no case duty slip without signature of user will be accepted for payment unless specifically intimated in advance.

### **4.0 PAYMENT & REIMBURSEMENT**

The agency shall submit bills, in duplicate within the first week of each month for the preceding month for release of the payment within 15 days of the month to the Admin Division complete in all respects along with duty slips and monthly statement of journey. TDS as applicable shall be deducted from the bills of agency. Bill having cutting and over writing shall not be entertained. No advance payment shall be made under any circumstances.

Kms. charges for hill area shall be same as that of plain area.

For monthly hired vehicles, the **maximum dead mileage** allowed towards to and fro journey from garage to place of duty **will be 10 (ten) Kms or actual whichever is less.**

For daily hired Vehicles **km** shall be counted from **Office of the Corporation at 12-21 UGF, Antriksh Bhawan, 22, KG Marg New Delhi- 110001/ Garage whichever is nearer.**

Parking charges, Toll Tax, DND charges and State Entry Tax wherever incurred shall be reimbursed along with the monthly bills as per actual by RECTPCL on certification by the user on submission of documentary proof (original receipts).

**Service tax as applicable shall be extra and deposited by RECTPCL directly with the concerned authority against the service tax number of the agency providing the services.**

### **5.0 PRICE VARIATION**

The prices as agreed shall remain firm throughout the currency of the contract except for variation in Fuel price. RECTPCL will increase or decrease the agreed transportation rates @ 0.3% for every 1% increase or decrease in respective fuel price i.e. petrol & diesel duly supported by documentary evidence. Less than 1% increase/ decrease in fuel price will not be reckoned till it increases/ decreases by 1%, including the previous such fraction increase/decrease.

The base rate of fuel for the purpose of price variation shall be the rates prevalent in Delhi 7 days before the date of opening of the bid.

The prices of fuel prevalent on 1st of every month will be valid for the whole of the month for calculation of price variation (on any change of fuel price).

In case increase or decrease in rate of fuel is less than 1%, the price variation shall become payable after the increase or decrease in rate of fuel become more than 1% (including previous increase).

**6.0 NON-AVAILABILITY OF VEHICLE**

In case of non-availability of the vehicles owned by Agency, the Agency may provide vehicles owned by others which conform to RECTPCL's requirements. Upgraded models or higher category cars may also be provided at the same rates, terms and conditions with prior permission of RECTPCL.

**7.0 METER TEMPERING**

Agencies would ensure proper sealing of milometer. RECTPCL reserves the right to get the meter calibrated or checked at any time at its sole discretion. Tempering of meter reading and misbehavior of driver shall be viewed seriously, leading to even cancellation/termination of contract. In the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action.

**8.0 STATUTORY REQUIREMENTS**

The cars sent to our office on our requisition must have all relevant documents like registration Book/Driving license/Insurance/Road tax Receipt/ Permit for Passenger Taxi/Pollution certificate etc. The vehicle should be licensed and shall have valid permits for plying in NCR area such as Gurgaon, Faridabad, Noida, Ghaziabad in addition to Delhi in case of local journey. The vehicle should conform to all Govt. rules and regulation being in force from time to time.

The driver should abide by the rules laid down by transport Authority or any Authority relevant to the subject and should always strictly follow the Traffic rules and regulations so as to ensure safety of the passenger.

Compliance of all statutory obligations viz. Industrial Dispute Act, workmen compensation Act, Contract labour (R&A) act, shall be ensured by the agency. The agency shall indemnify and shall always keep RECTPCL indemnified against any liability due to non-compliance of statutory obligations by the agency or any of its agents/servants/driver or for any reason whatsoever. The agency will be responsible for the conduct of their staff.

**9.0 AWARD OF CONTRACT**

Those bidders whose price is least in both the packages will be awarded the contract considering the recommendation of the Bid Evaluation Committee, constituted for the purpose. In case two separate bidders stand lowest in the two packages, the company shall have the final authority to decide the mode of award of the contract.

For arranging vehicles in case of Category-I i.e. monthly Basis, a mobilization period of 15 days will be given to the bidder after award of work contract. Any request for extension of period, in writing explaining the reasons may be considered by RECTPCL on merits of the case.

The contract will be awarded for a period of 3 (three) years extendable for another one year based on the satisfactory performance of the firm and acceptance of same terms & conditions. In case of change in the requirement of vehicles due to transfers of officers/non satisfactory performance etc., the requirement of the vehicle can be discontinued by giving Seven days' notice or less.

**10.0 As the vehicles are proposed to be hired on monthly rental basis, the vehicle should be for exclusive use of RECTPCL. The vehicles will not be used for duties other than RECTPCL. even during holidays and officers on leave. "On Govt. Duty" shall be written with red letters on front & back of the vehicles as per Motor Vehicle Act. 1988.**

**XXXXX**



**HIRING OF VEHICLES**  
**TECHNO-COMMERCIAL BID**  
**(To be submitted separately online)**

|    |   |   |
|----|---|---|
| 1. | <b><u>Details of Bidder</u></b>   |   |
|    | Name  |   |
|    | Address   |   |
|    | Address of Office at Delhi/NCR  |   |
|    | Contact Person's  |   |
|    | i. Name & Design.<br>ii. Address<br>iii. Tel No.<br>iv. Email ID  | Landline -----<br>Mobile -----                                      |
| 2  | Type of Firm<br>Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd./ Cooperative/ NGO/ PSU<br>(Please upload copy of documentary evidence if applicable)   |   |
| 3  | PAN No.<br>(Please upload photocopy)  |   |
| 4  | Service Tax No.<br>(Please upload photocopy)  |   |
| 5  | Bank A/c Details  | A/c No.<br>Bank<br>(Please upload one cancelled cheque)             |
| 6  | No. of Cars in the name of the firm/partner/director<br><br>(The bidder should have a minimum of 2 LMV/SUVs of model 2015 or later registered as taxis in the name of company / firm / partner / director / long term tie up) | (Please upload copy of Registration Certificate (RC) and Insurance) |

|   |  |   |
|---|--|---|
| 7 | Average Annual Turnover for the last Year Should be more than Rs. 20.00 Lakh   | (Please upload copies of documentary evidence i.e. audited balance sheets or statement of Profit & Loss or certificate from CA certifying the turnover or Self certificate which is verifiable) |
| 8 | <p>Details of similar works: The bidder should have proved LMVs/SUVs to at least 2 (two) PSU / Government Department / Reputed Company during the last year .</p> <p>Name of the PSU / Government Department / Reputed Company</p> | <p>1.</p> <p>2.</p> <p>Please upload online the copy of the work order/ experience certificate in support of the claim of the bidder of having experience of similar work.</p>                  |
| 9 | Upload the copy of tender document (Blank/un (filled) duly signed by the bidder on each page. (Mandatory requirement)  | (Please upload as a token of acceptance of the bid conditions)  |

(Signatures of authorized signatory)

Name \_\_\_\_\_

**FINANCIAL BID-1**  
**(to be submitted separately online)**

**COMMERCIAL VEHICLE ON MONTHLY BASIS (25 days/12 hrs. daily/2500 kms per month)**  
**(Model of 2015 or later)**

**CATEGORY – 1, PACKAGE-1**

**Make: (Toyota ETIOS)**

| <b>Sr. No.</b> | <b>MONTHLY BASIS</b>  | <b>RATES (IN RS.)<br/>(Petrol/Diesel)</b> |
|----------------|---|---|
| <b>1</b>       | Charges for - 2500 Kms /25 days & 12 Hrs. daily(8.00 AM to 8.00 PM) |   |
| <b>2</b>       | Charges for extra Kilometer (Per km beyond 2500 KMs)                |   |
| <b>3</b>       | Charges for extra time beyond 12 Hrs. (Per hour – Per day)          |   |
| <b>4.</b>      | Out station Journey per Km-   |   |
| <b>5.</b>      | Night stay charges (Per night) outstation/Local Journey             |   |

**Note:**

1. Quoted rates should be inclusive of all taxes except service tax.
2. Service tax (as applicable) extra and shall be paid by RECTPCL directly to concerned authority as per rule.
3. Night stay charges for outstation journey shall be paid only if the vehicle is kept beyond 12.00 midnight, after performing a duty of minimum 8 hours.
4. Only parking charges, toll charges and state entry tax shall be reimbursed along with the bill on submission of the proof.

**The terms and conditions contained in the Tender Document are acceptable to me/us.**

(Signature with Seal of Authorized Person)

Date :  
Place :

**FINANCIAL BID-2****Annexure-5(B)****COMMERCIAL VEHICLE ON DAILY BASIS ( Model of 2015 or Later)****CATEGORY – 2, PACKAGE-1****Make : ( Toyota ETIOS)**

| <b>Sr. No.</b>  | <b>DAILY BASIS</b>                                   | <b>RATES (IN RS.)<br/>(Petrol/Diesel)</b> |
|-----------------|--|---|
| <b><u>A</u></b> | <b><u>Local Journey</u></b>                          |   |
| <b>1</b>        | Charges for – 9 hrs/80km                             |   |
| <b>2</b>        | Charges for -5 hrs/40km                              |   |
| <b>3</b>        | Charges for extra Kilometer (per Km) for 1 & 2 above |   |
| <b>5.</b>       | Night stay charges (Per night)                       |   |
| <b><u>B</u></b> | <b><u>Outstation Journey</u></b>                     |   |
| <b>1</b>        | Charges per km                                       |   |
| <b>2</b>        | Night stay charges (per night)                       |   |

**Note:**

1. Quoted rates should be inclusive of all taxes except service tax.
2. Service tax (as applicable) extra and shall be paid by RECTPCL directly to concerned authority as per rule.
3. Night stay charges for outstation journey shall be paid only if the vehicle is kept beyond 12.00 midnight , after performing a duty of minimum 8 hours.
4. Outstation journey: Minimum km chargeable per day is 200km.
5. Only parking charges, toll charges and state entry tax shall be reimbursed along with the bill on submission of the proof.

**The terms and conditions contained in the Tender Document are acceptable to me/us.**

(Signature with Seal of Authorized Person)

Date :  
Place :