

NATIONAL INSTITUTE OF HYDROLOGY
ROORKEE

5(XIII)/2023-24/NIH/Pur-02

Dated: 23.05.2023

To,

List of firms
attached

Subject: Invitation of quotation for Annual Rate Contract for Hiring of Vehicles for NIH, Roorkee for a period of one year.

Dear Sir,

Sealed quotations are invited from registered firms for entering into Annual Rate Contract for hiring of vehicles for NIH for one year as per attached Proforma and Terms and Conditions. The quotations should be addressed to Purchase Officer NIH and may be submitted to:

Purchase Officer
National Institute of Hydrology
Roorkee

Last date for submission of quotations is 02nd June., 2023 at 3.00 pm

The quotation shall be opened in the Chamber of Dr. A. K. Lohani, Sc. 'G' on the same day i.e. on 02nd June, 2023 at 3.30 pm.

Please note that your quotation should be duly accompanied by the Bid Securing Declaration Form as stated in the Terms and Conditions without which the quotation shall be rejected. Further the quotation should be provided on the Letter head of the firm only mentioning clearly the GST No. of the firm. Required undertakings as per the Terms and Conditions should also be enclosed with the quotation.

Yours faithfully,

[Signature]
23/05/23
Purchase Officer

Annexure 'B'

PROFORMA OF QUOTATION OF RATES FOR HIRING OF TAXI

(Notes: (i) Rate should be quoted without GST. GST should be separately mentioned (ii) the rate shall be valid for one year from the date of award of contract)

Sl. No.	Particulars	Rate in Rs.	
		[(For small vehicle (recent models like Swift Dzire, Indigo Ciaz etc.)]	[(For big vehicle (recent models like Innova, Scorpio, etc.)]
1.	Rate per Km. In Rs. (for Plains)		
2.	Journey		
	(ia) Journey Four hours or free mileage up to 30 Kms. Note: Rates for extra mileage above 30 kms shall be in accordance with item at Sl.No.1		
	(ib) Journey Ten Hours or free mileage up to 100 KM Note: Rates for extra mileage above 100 kms shall be in accordance with item at Sl. No.1		
	(ic) Rate per hour for retention time after the journey mentioned in (ia) & (ib) above.		
3.	One way Roorkee to Delhi or Vice-Versa		
	(i) One way up to MOWR/ITO/ Rly. Station/CWC/CSMRS/R.K. Puram/IIT		
	(ii) One way up to Domestic/ International Airport		
	Note for Sl. No.3 (i and ii): (i) No night charges shall be paid for one way journey (Pickup/Dropping) irrespective of the time to pick up/dropping. This also means that two days charge can never be paid for one way journey, irrespective of the time of pick up/dropping. Toll also will be paid for the one way only. (ii) Waiting time for one way journey (due to delays in arrival of trains/flights) shall be considered as retention time and payment shall be made according to (ic) of Sr. 2		
4.	Roorkee to Dehradun/Jollygrant/Rishikesh (within 80 kms from Roorkee):		
	(i) One way		
	(ii) Both ways		
5.	Roorkee to Muzaffarnagar/Saharanpur/any plain destination (within 60 km from Roorkee)		
	(i) One way		
	(ii) Both ways		
6.	NIGHT CHARGES		

TERMS AND CONDITIONS

- i. Rates are to be quoted **for all the items given in the proforma** failing which the quotation shall be rejected.
- ii. Only such Agency/Firm may apply whose Vehicles have been duly authorized by the concerned RTO (i.e. the vehicles should be registered as cars) for use as public transport and who have telephone and mobile

connections available at their Premises/Garage/Stand/office/in –person from where such Taxies are to be operated and can be requisitioned by the NIH.

- iii. The firm should own at least **05 registered taxis in the name of the owner of the firm.** The list of such registered Taxis along with self attested photocopies of registration certificate should be attached with the quotation, failing which the quotation will be rejected. **No affidavit will be accepted.**
- iv. Bid Securing Declaration Form has to be submitted by the firm against EMD,
- v. Once the quotation has been submitted, the firm shall not be permitted to withdraw its offer or modify the terms and conditions thereof. In case the firm backs out after quoting the rates, the necessary action will be initiated.
- vi. Minimum chargeable kms. per day will be 250 km for small vehicle (recent models like Swift Dzire etc./Indica/Indigo or equivalent) and 300 km for big vehicle (recent model like Scorpio/Innova/Zelo or equivalent). In case of hiring of vehicle for two or more number of days, the minimum kms will determined by multiplying the number of days by minimum chargeable kms per day.
- vii. For two way journey, Night halt/late arrival charges will be charged after 11:00 PM up to 02:00 AM after which full day charge shall be charged.
- viii. **No night charges shall be paid for one way journey (Pickup/Dropping) irrespective of the time of pick up/dropping.** This also means that two days charge can never be made for one way journey, irrespective of the time of pick-up/dropping.
- ix. For one way Journey, toll tax also will be paid for the one way only.
- x. Waiting time for one way journey (due to delays in arrival of trains/flights) shall be considered as retention time which has to be duly verified by the Indenter of the vehicle, and the payment shall be made accordingly.
- xi. When taxi is engaged for one side (one way) and there is necessity for local mileage, the payment for the extra local mileage will be made separately on per km basis after due verification by the Indenter.
- xii. Road Tax at places other than Delhi shall be paid by the Travelling Agencies which will be reimbursed by the Institute. The Parking charges for all stations shall also be paid by the Travelling Agencies which shall be reimbursed by the Institute after due verification by the Indenter of the vehicle.
- xiii. Hill charges will be payable 20% extra over the normal rates. Charges for hill journey will start from Risikesh, Kathgodam, Dehradun. For other places, actual start of hill areas as decided by the Institute shall be treated as final.
- xiv. **No. payment shall be made in advance.**
- xv. The time and distance in respect of hired taxies will commence and terminate either from/to the NIH, **Jalvigyan Bhawan, Roorkee – 247 667** or the residence of the officer(s)/official(s) located in **Roorkee.**
- xvi. The journey is to be performed by the vehicle with valid taxi number, valid registration, Tourist permit, road tax, comprehensive insurance policy and fitness certificate of taxi and shall be available with the driver during journey and any liability arising out of failure will be responsibility of the Travelling Agencies.
- xvii. Travelling Agencies will be wholly responsible for any miss happening/ regular checking by RTO staff and vehicle failure.
- xviii. In the event of break-down of the hired vehicle which could not be further used, it will be the responsibility of travel agency to arrange for alternate vehicle.

- xix. The supplier must provide the vehicle (s) once a work order/request is placed to him, failing which a penalty shall be imposed. On committing the mistake on second time, the contract shall be cancelled and that the supplier shall be black-listed.
- xx. The supplier is required to provide an undertaking that he shall provide only the registered taxi vehicles failing which he is liable to be punished/black-listed and the contract may be cancelled.
- xxi. The firm should abide by all labour laws as applicable from time to time. The supplier should give an undertaking related to abiding of labour laws and undertaking related to valid driving license & uniform of drivers and other general conditions related to drivers. The undertaking should also clearly state that none of the drivers has any criminal/legal case pending against him in any police station or court of law.
- xxii. **Vehicles to be provided by the service provider should generally not be more than six years old. Air Conditioner and heating system of the vehicle should be in working condition and it should work efficiently during the journey. The service provider and the drivers should ensure that each vehicle is neat and clean, as well as operationally fit and perfectly in sound running condition (i.e. with no known fault) and has sufficient fuel and should have enough money with him to purchase additional fuel if required during the journey, when on duty.**
- xxiii. The service provider should ensure that each driver employed by the firm must have a cell-phone duly activated and shall wear uniform while on duty.
- xxiv. The Driver should be polite & well mannered and have the basic etiquettes of dealing with officials.
- xxv. It should be the duty of the Service Provider/Driver to fill the correct entry in the duty slip (provided by the office) & get the duty slip duly signed by the official immediately on completion of journey.
- xxvi. The Driver deploy by the Service Provider should exhibit high level of honesty & integrity and should not indulge in manipulating the records such as kilometers reading and timing while providing the Bill in the office.
- xxvii. No mileage will be allowed for lunch/tea etc. to the driver. The drivers are not allowed to take hired vehicles for their personal lunch and/or tea during duty hours.
- xxviii. Each driver must be able to speak Hindi and, as far as possible should be able to understand English.
- xxix. **A Deposit of Rs. 20,000/- (Rs. Twenty Thousand only) must be deposited by the firm who is awarded the contract. The deposit must be submitted in the form of Demand Draft of any nationalized bank in the name of National Institute of Hydrology, payable at Roorkee.**
- xxx. The decision of the Competent Authority of NIH in regard of acceptance of quotations as well as award of Annual Rate Contract shall be final and binding on all firms.
- xxxi. In case of breach of any of the terms and conditions mentioned above, the Director, NIH will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Institute in that event and the security deposit will be forfeited.
- xxxii. Revision in the rates will be considered in view of increase or reduction in prices of petrol/diesel. However, this revision shall not be considered before 6 months from the date of issue of award letter.
- xxxiii. All the vehicles should be provided with valid fast tag with sufficient balance.
- xxxiv. The Director, NIH reserves all the rights to modify, change add or delete the tender condition at any point of time pre, post and during the tendering process.

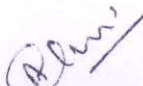
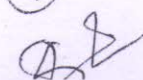
Purchase Officer

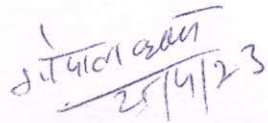
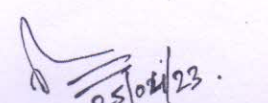
Annexure 'A'

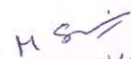
LIST OF FIRMS

1. M/s Raj Travels
New Adarsh Nagar, Roorkee-247667
Mob. No.9837241590
2. M/s Rompy Travels
Solanipuram, Roorkee
Mob. 941151102
3. M/s Gautam Travels
Solanipuram, Roorkee
Mob. No.9837139329
4. M/s Sharma Taxi
Solanipuram, Roorkee
Mob. No.9837388032, 6396330514
5. M/s Saini Travellers
Malviya Chow, Roorkee
Mob.9887390131
6. M/s Ashish Travels
29/15-3, New Adarsh Nagar
New Little Schollar School
Roorkee.
7. M/s Maruti Travels
165, Solani Puram,
Roorkee.
8. M/s Chaudhary Travels
Mission Market
New Haridwar Road
Roorkee.
9. M/s Saini Travels
Nand Vihar Colony
Sunehra Road,
Roorkee.
10. M/s Sai Travels, 23 Near. Sharma Atla Chakk
Adarsh Nagar, Roorkee-247667
Mob -9456381306
8279522993


25/4/2023



25/4/23


25/4/23

25/04/23


25/4/2023