

**DELTAIC REGIONAL CENTRE,
NATIONAL INSTITUTE OF HYDROLOGY
KAKINADA-533 003, ANDHRAPRADESH.**

TENDER DCOUMENT

FOR

**ANNUAL RATE CONTRACT FOR
HIRING VEHICLES**

**DELTAIC REGIONAL CENTRE,
NATIONAL INSTITUTE OF HYDROLOGY,
KAKINADA-533 003, ANDHRAPRADESH.**

Dated:19.12.2022

Sub: Quotation for hiring of Taxies.

Sir,

Sealed quotations are invited for hiring registered taxies from the Agency/Firm whose vehicles have been duly authorized by the concerned RTO (i.e. the vehicles should be registered as cars). The agencies may apply for renting taxies such as Etios/Swift/Tata Indigo, etc (Three seat Vehicle) and Xylo/Bollaro/Scorpio/Innova (Five seat Vehicle) for Deltaic Regional Centre, National Institute of Hydrology, Siddartha Nagar, Kakinada-533003, Andhrapradesh for one year from the date of coming in to effect, as and when requirement basis.

The sealed tenders should be addressed and reach the Head, Deltaic Regional Centre, National Institute of Hydrology, Siddartha Nagar, Kakinada-533 003, Andhra Pradesh on or before 05.01.2023, 5.00 P.M.

Tender document fee Rs.590/- (Rupees Five Hundred and Ninety Only) in the form of Demand Draft drawn in favour of “National Institute of Hydrology” payable at Roorkee, Uttrakhand (PIN – 247 667) should be attached while submitting the Tender if the Tender is downloaded from the website.

“Quotations for Hiring of Vehicles” should invariable be written on top of the envelope containing quotation.

1. Only those Travel Agencies whose vehicles have been duly authorized by the concern RTO (i.e. the vehicles should be registered as cars) will be considered. A proof for the same should be attached with the tender document.
2. A copy of Service tax registration should also be attached with the quotation.
3. The last date for submitting the quotation is on or before **05.01.2023** up to 05:00 PM.
4. Non-compliance of these terms and conditions may render your quotations unacceptable.
5. The quotations will be opened on **06.01.2023** at 11:00 AM, in the presence of the tenderers or their representatives, who-so-ever is willing to attend the opening of quotations.
6. Travelling Agencies will be entirely responsible for liabilities arising due to any miss-happening/ non-compliance of RTO norms & vehicle failure.
7. In the event of break-down of the hired vehicle which cannot be further used, the travelling agencies would either arrange another vehicle or born the difference for arranging other vehicle. The difference will be deducted from pending bills/security deposited.
8. Director, NIH reserve the right to reject all or any part of the tender.
9. The Institute reserves the right to terminate the contract at any time, if the performance of the firm is not found satisfactory.
10. In the case of any dispute, the decision of the Director, NIH will be final.

(Dr.Y.R.Satyaji Rao)
Scientist-G & Head.

**Rates to be quoted as per the details given below.
As and when required basis for Deltaic Regional Centre, National Institute of Hydrology,
Kakinada-533003, East Godavari Dist., Andhrapradesh.**

Name of the Firm: _____

GST No. (Attach Proof): _____

Address with contact Details: _____

Sl. No	Particulars	Rates in Rupees for Three seat vehicle (Etios/Swift/Zest or Equivalent)	Rates in Rupees for Five seat vehicle (Xylo/ Bollaro/ Scorpio/ Innova or Equivalent)
1	i) Local journey at Kakinada (Includes free mileage up to 40 kms and retention for 4 hours)		
	(ii) Retention charges per hour beyond 4 hours		
	(iii) Rates for extra mileage i.e., beyond 40 kms		
2	Local and nearby Kakinada places for 12 hours trip		
3	Pick up from Kakinada and drop to Samalkot railway station or Vice versa		
4	Pick up from Kakinada and drop to Visakhapatnam airport or Vice versa		
5	Pick up from Kakinada and drop to Visakhapatnam railway station or Vice versa		
6	Pick up from Kakinada and drop to Vijayawada airport or Vice versa		
7	Pick up from Kakinada and drop to Vijayawada Railway Station or Vice versa		
8	Pick up from Kakinada and drop to Rajahmundry Railway Station or Vice versa		
9.	Pick up from Kakinada and drop to Rajahmundry Airport or Vice versa		
10	Any other place without night stay rate per Km		
11	Night charges (including Vehicle, Driver, etc)		
GST, Toll Gate charges and Interstate Taxes as applicable are extra, proofs should be attached for reimbursement.			

Signature of the Proprietor

GENERAL TERMS AND CONDITIONS

1. Agency/Firm may apply whose vehicles have been duly authorized by the concern RTO (i.e. the vehicles should be registered as cars)
2. Night halt/late arrival charges will be charged after 11:00 PM
3. When taxi is engaged for one side 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.
4. 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 Travel Agency.
5. The toll tax shall be paid by the Travel Agency, which will be reimbursed by the Institute. The Parking charges shall also be paid by the Travel Agency which will be reimbursed by the Institute after due verification by the Indenter of the vehicle.
6. The Travelling Agency has to ensure that an entry of vehicle with all details, timing etc. is to be made in the register at DRC, NIH gate before leaving and entering DRC, NIH.
7. Travelling Agencies will be entirely responsible for any miss happening/regular checking by RTO staff and vehicle failure.
8. 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.
9. 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.
10. In the event of breakdown of the hired vehicle which could not be further used, the Institute would make the payment on km basis after due verification by the indenter of the vehicle. Revision in the rates of the successful bidder as accepted by the office will be revised in view of increase or reduction in prices of Petrol/Diesel.
11. The revision of rates will be considered after every 3 months from the date of issue of award letter as per actual price of Petrol/Diesel on that day.
12. No. payment shall be made in advance.
13. 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.
14. The Institute reserves the right to reject the orders, if the performance of the firm in detailing the taxies is not found satisfactorily.
15. In the case of any dispute, the decision of the Director, NIH will be final and binding both the parties.
16. The said contract can be extended for another period of one year with the consent of the contractor on same rate, terms and conditions.
17. The successful bidder shall execute an agreement with the Institute within 7 days from the date of receipt of acceptance of tender failing which the contract

shall be terminated and the Institute shall be at the liberty to make other arrangement at the risk of the bidder or to forfeit the performance security of the contract.

18. No advance payment shall be made to the contractor and the payment will be made by the Institute on monthly bill basis.

19. The contractor will be liable for the deduction of income tax as applicable from time to time for which Institute will issue Tax Deduction Certificate after closing of financial year.