

**HOTEL CORPORATION OF INDIA LTD
CORPORATE PURCHASE DEPARTMENT
CENTAUR HOTEL, IGI AIRPORT-II
NEW DELHI-110037
TEL.NO. 25607613, FAX NO. 25654242**

"PURCHASE ENQUIRY"

Sub: Guest Transportation at Centaur Hotel, New Delhi.

Hotel Corporation of India Limited, a wholly owned subsidiary of "Air India" invites sealed quotations in two envelope system from reputed Transport Service Providers for providing Guest Transport Services at Centaur Hotel, IGI Airport, New Delhi offering best possible price and quality. Offers made should be best/lowest rate as applicable to Public Sector, Govt. Companies or Institutional Bulk Buyers.

Tender Enq.No.	32/2009
Last date of submission of tender	25.01.2010 by 1430 hrs.
Date of opening of technical bid	25.01.2010 at 1500 hrs.

S.No.	Particulars	Annexure
1	Certificate	I
2	Technical Bid Format	II
3	Format for Price Bid	III

ESTIMATED VALUE OF THE WORK : Rupees Ten Lakhs for one year which may increase or decrease as per actual requirements.

1. Method of submission of bids in Two Envelope System:

1.1 ENVELOPE - I (Technical Details).

To be super scribed as "**TECHNICAL DETAILS**" for **Tender Enquiry No. 32/2009** due for opening on 25.01.2010 at 1500 hrs. and must contain the following:

- i) Bidder's response as per Annexure – I & II.
- ii) Earnest Money Deposit Draft.

1.2 ENVELOPE - II (Price Details).

To be super scribed as "**PRICE DETAILS**" for **Tender Enquiry No. 32/2009** dated **03.01.2010**, must contain the following:

- a) **Rates should be quoted as per Annexure- III format only.**
- b) Mention all the types of Taxes which you have considered and their percentage.
- c) Rates shall be inclusive of all the costs and exclusive of all the Taxes.
- d) Unconditional discounts, if any, should be clearly indicated, and would be applied to the quoted rate during evaluation.
- e) Conditional discounts, if offered, will not be considered for the evaluation.

ii) **Earnest Money Deposit** (hereinafter referred to as "EMD") of INR 25,000.00 by way of bank draft / banker's cheque drawn in favour of Hotel Corporation of India Ltd., payable at Delhi to be submitted with the technical bid. The EMD can be paid in cash also and in that case the original cash receipt should be enclosed along with the technical bid.

iii) **Forfeiture of EMD:** EMD will be forfeited, if the bidder withdraws their bid, within, 120 days from the Due date of this "Purchase Enquiry".

2. THE TWO SEPARATE SEALED ENVELOPES (i.e. ONE ENVELOPE FOR THE TECHNICAL DETAILS, AND ANOTHER ENVELOPE FOR THE PRICE DETAILS) MAY BE FURTHER PUT IN A MASTER ENVELOPE SUPERSCRIBED WITH "BID FOR TENDER ENQ.NO. 32/2009.**"**

DUE FOR OPENING AT 1500 HRS. ON 25.01.2010 and should be submitted at the following address up to 1430 hrs. on or before 25.01.2010.

**EXECUTIVE MANAGER,
CORPORATE PURCHASE SECTION,
HOTEL CORPORATION OF INDIA LTD.,
CENTAUR HOTEL,
IGI AIRPORT,
NEW DELHI-110037.**

3. **CLARIFICATIONS:** For any technical clarification please contact:
Mr. S.P. Mukhopadhyay,
Executive Manager-Catering
Corporate Purchase Section,
Hotel Corporation of India Ltd.,
Centaur Hotel,
IGI Airport-II,
NEW DELHI-110037.
Telephone No.: 011-25607613, 25607606

PRE-REQUISITE/ PRE-QUALIFICATION CRITERIA :

The tenderer /service provider must fulfill the following minimum requirements & conditions to qualify for the consideration:

- i) **Turn over** - The service provider must have a minimum turn over of Rs. 4.00 lakhs per annum during the last two financial years i.e. 2006-07 and 2007-08 and the financial results must be supported by documentary proof i.e. annual accounts, income tax returns etc.
- ii) **Experience** - The tenderer/service provider must have an experience of at least one year in providing Transport Services / being in the transport business .Please attach the list of clients/institutional customers to whom the services have been provided. Also attach the credentials and service certificates, if any, in support of same.
- iii) **Fleet - A)** The tenderer/service provider must have a fleet of **at least 02 Air Conditioned Multi Utility vehicles / Vans of 08-10 Seater (Say - New Grand Sumo / Innova / Tavera/ Scorpio etc....)** Capacity as per the requirements and specifications mentioned below. – Please specify the fleet / vehicles being offered by you thereof.
- iv) **Model / Ageing** - The vehicle should not be older than three years (03 Years) as per registration with RTO, Delhi (Not any other city) and as on the date of publication of this tender Notice.
- v) **Registration** - The coaches / vehicles **commercially registered with RTO, Delhi (Not any other city)** should be in the **name of Company , partnership firm , the Owner / proprietor** as the case be of the **Transport Service Provider (Not in sister concern's name)**. The seating capacity of the vehicle will be based on Registration Certificate. If the vehicle offered is registered in the name of any of the partner in case of partnership firm, the partnership Deed must specify and authorize that partner to provide the vehicles for such services on behalf of partnership firm. Similarly, in case of service provider being a private limited/limited Company, and if the vehicle offered is registered in name of any of Director/s , The Board Resolution must specify and authorize the said Director to provide the vehicles for such services on behalf of the company.

Please provide complete documentary support in respect of above to meet and satisfy the Pre-requisite criteria. The tenderer/service provider not meeting any of the above pre-requisites/pre-qualifications criteria need not apply and if applied, will be subject to rejection.

OPERATIONAL REQUIREMENTS / OTHER SPECIFICATIONS :

- i) **One (01) AC , Multi Utility Vehicles of 08 - 10 seating capacity on round the clock basis** for deployment by HCI within Delhi as per the requirements and routes as decided by HCI from time to time. The successful party For Multi Utility Vehicles, may have to adjust at no extra cost the minor modifications in seating configuration, if felt necessary, to accommodate the Guest baggage's. Besides, the vehicles should also have the Luggage carrier fitted on top for the Multi Utility Vehicles.
- ii) **Routing & Estimated running:-**

As per the present Routing, The Guest Transportation Vehicles are deployed for transporting the Hotel Guest, and vehicles will mostly ply between Centaur Hotel / Domestic Airport / International Airport and vice versa and on round the clock basis and from Hotel to City and vice versa – but usually City Trips have specified no of trips (03/04) and timings / schedules as decided by HCI. City Coach Trip 40 kms (to and fro), International Airport Trip 7.1 kms (to and fro) and Domestic Airport Trip 15.7 kms (to and fro).

The present estimated running for Multi Utility Vehicles is 9000 Km per month. This is subject to change depending on Guest / operational rqmts etc. and actual usages from time to time thereof.

The above mentioned routes / frequency / estimated average kilometers and the coaches capacities are based on our present requirements and are subject to change / increase or decrease as per the discretion of HCI.

iii) **Condition of Vehicles and – Air-condition Usages Period** : The Multi vehicles must have comfortable / Standard seat with adequate cushioning and Guest Coaches must be Deluxe coaches maintained in good condition at all times - neat and clean and meeting all regulatory /mandatory requirements - these are subject to inspection as part of technical evaluation before acceptance of the bids and further inspections during the contract period – please specify the vehicle being offered by you.

The A/C Period will be from **1st April to 30 Sept** . However should the vehicles for any reason not operate as AC, the non AC charges will be applied. The remaining period of the year will be Non AC period and vehicles will ply in Non AC mode and rates applied accordingly

iv) **Model and Fuel** - The Vehicles should not be more than three years old (03 Years) as on date of publication of this tender notice. Vehicles (8-10 seater) in Diesel or Petrol versions, shall have permit from R.T.O. Delhi.

HCI reserves the right to accept or reject any or all the tenders - in part or in full and without assigning any reasons whatsoever and will accept only the suitable quotations. HCI, at its sole discretion, also reserves the right to bifurcate the contract between two or more parties as the case may be, and in the manner as deemed suitable by HCI and no request or complaints will be entertained in this regard.

Lead Time to commence the Operations / Services : The successful Transport service provider must be in a position to commence the services within 15 days of acceptance of their offer based on Letter of Intent from HCI./ Contract.

Validity of Rates / Contract Period:- The rates quoted must be valid for a minimum period of 120 days from the due date of this Purchase Enquiry. The contract will be for a period Two (02) Years and extendable for a further period of one year at mutually agreed terms and conditions. The accepted rates as per contract will remain firm for two years; in other words, no escalation/ variation will be considered during the period of the contract, except and limited to the basic fuel price variation as below.

Fuel Price Variation Clause / Formula:- For the Multi Utility Vehicles the actual price variation per Km will be worked on 10 Km/ Per Ltr of Diesel basis for both A/C & Non A/C offered Vehicles.

Rate change per Km = $\frac{\text{New Fuel Price} - \text{Rupees Thirty Six}}{10}$

Security Deposit : Successful Tenderers will be required to deposit with Centaur Hotel, Delhi free of interest a sum equal to five percent of the total value of the contract as Security Deposit, subject to maximum of Rs.50,000/-. This security deposit will not bear any interest. HCI reserves the right to recover from the Transport Service Provider in addition to security deposit any financial loss incurred by Centaur Hotel, Delhi because of non fulfillment of the contract by the Transport Service Provider. The amount of security deposit will be refunded after successful completion of contract or against submission of Bank Guarantee of equivalent amount or against fixed deposit receipt of a scheduled bank pledged to the Company. The period of the Bank Guarantee should be three months more than the period of the contract.

Termination / Exit Clause : HCI will have right to terminate the contract by giving 30 days of written notice but without assigning any reason and 30 days notice from the service provider. However , if the services are found to be unsatisfactory, even after reminders and feedback and no improvement is seen, or for non performance of contract / non compliance of any of terms and condition of contract, HCI will be at liberty to terminate the contract by giving 30 days notice. In such a case the Security Deposit will be forfeited.

Rejection of Bids : Your quotation shall also be rejected in case of the following:-

- a) Quotation received after due date.
- b) Only single envelope (Technical details/Commercial details) received.
- c) Quotation received by fax.
- d) Quotation received unsigned.
- e) Quotation received without earnest money.
- f) Quotation not received in separate envelope.
- g) If you mention price in first envelope/technical details.
- h) If your Organisation does not have any PAN / PF No.
- i) If the list of your existing customer is Nil.
- j) If you mention total amount in first envelope/Technical Bid (Total amount must appear in Annexure-III only).
- k) If the bidder has not quoted for all the items mentioned in the Price Bid.

Penalty Clause : Fine and penalty for violating traffic rules/breaking signals or over speeding shall be borne by the Transport Service Provider and in case Guest are delayed due to this, penalty of 25% of charges of the particular trip will be deducted from the outstanding bills. In case of failure to provide transport or delay in providing transport on any account, alternative arrangement will be made by HCI and all expenses for such arrangements will be recovered from the Transport Service Provider, in addition to non payment of the failed trip. In case it is found that the conditions of the Vehicles internally and/ or externally are deteriorated, HCI reserve the right to levy a penalty of Rs.500/- per day if the condition of the Vehicles is not set right with in 10 days even after bringing it to the notice of Transport Service Provider.

It is clarified that Transport Service Provider will not be paid for the trip not operated during the Bandh etc. or / as per the instructions given by HCI for non operation of trip for security reasons or otherwise and no penalty will be imposed for such missed /trips not operated thereof.

Invoice / Billing and Payment :- The payment will be made in 30 days from the date of receipt of the invoices with complete supporting documents for the undisputed amount. For the same, the consolidated invoices for the service provided for the calendar month, will have to be submitted on a monthly basis at the beginning of next month.

NOTE: Managing Director – Hotel Corporation of India reserves the right to accept or reject, in part or whole, any or all tenders received without assigning any reasons whatsoever. In case of any dispute arising out of this contract, decision of the Managing Director of HCI will be final and binding on both the parties.

You are requested to confirm your intention to quote or regret to quote on our Fax No. 25654242.

Sd /-

**(S.P.MUKHOPADHYAY)
EXECUTIVE MANAGER-CATERING
(CORPORATE PURCHASE)**

ANNEXURE –I

ON TENDERER'S LETTER HEAD

C E R T I F I C A T E

To,

The Executive Manager - CP
Corporate Purchase Section,
Hotel Corporation of India Ltd.,
Centaur Hotel,
IGI Airport,
NEW DELHI – 110037.

Sir,

It is certified that we have studied and understood the terms and conditions of the tender for Providing Guest Transport Services at Centaur Hotel, Delhi.

COMPANY SEAL

SIGNATURE _____

NAME _____

DESIGNATION _____

MOBILE NO. _____

ANNEXURE "II"

TECHNICAL BID FORMAT

1	Name of Contract				
2	Name of the Tenderer / Co.				
3	Address				
4	Telephone No. / Mobile No.				
5	Fax No.				
6	Email ID				
7	Name of Contact Person				
8	The tenderer must be in the business of Transport for the last one year.	Documentary proof submitted Yes / No			
9	Turnover of the Company of last one year. Please attach certified copy of the Profit and Loss Account.				
10	Indicate your Service Tax No. and Enclose copy of the Registration Certificate.				
11	Indicate your PAN / PF No. (Please attach copy)				
12	Certificate accepting all the terms and conditions unconditionally of the tender on the Tenderer's letter head in the format as given at Annexure- I.	Certificate accepting all the terms and conditions unconditionally of the tender on the Tenderer's letter head in the format as given at Annexure- I enclosed			
		YES / NO			
					YES / NO
13	Number of Employees	<u>SKILLED</u>	<u>UNSKILLED</u>		
14	Details of institutional Customers.(Please attach proof)				
15	Mention all types of taxes and their percentage, which you have considered/applicable i.e. Service Tax, insurance, etc.				

AUTHORISED SIGNATORY & COMPANY SEAL

TECHNICAL BID (ENVELOPE - I) :

(Please enclose EMD Demand Draft in this envelope only to avoid rejection)

The Technical Bid – must include the following :

- i) Location of your office/garage specifying distance between office/garage to Centaur Hotel , Delhi.
- ii) Status of Company – Proprietary / Partnership / Pvt Ltd / Public Ltd – with supporting documents
- iii) Details of Vehicles reflecting information of Commercial Fleet owned with RTO, Registration Number and Model Numbers (copy of the registration certificates should be attached).
- iv) Number of employees (Please clearly specify drivers, attendants and Office staff).
- v) Details of institutional customers with specific reference to similar contracts if any / attach industry credentials /service certificates etc. Annual Turnover of the Company for last 02 financial year , as per your certified accounts with filed Tax Returns
- vi) Vehicles offered (specify detail of vehicle i.e. Manufacturer, Make, Model year, Diesel, seating capacity, whether vehicles are modified etc. Please attach copies of RTO registration certificates).
- vii) Details of previous experience in handling similar contract.(Attach proof – in support of Total minimum experience of one year in transport service business)
- viii) Details of PAN / PF Number and copy of the latest Income Tax File Return.
- ix) Details of Earnest Money Deposit along with pay order of the EMD for Rs.25,000/- in favor of Hotel Corporation of India Ltd.
- x) Acceptance and confirmation to abide by all terms and conditions per enclosed format-
- xi) Details of Help Desk, Telephone Numbers, Mobile Numbers, whether Help Desk operators work round the clock and contact persons.

OTHER TERMS AND CONDITIONS :

1. **Tenderers are requested to** furnish details of fleet owned and operated with Model; Registration number in their quotation failing which such offers may not be considered. Please attach photocopy of the registration certificate of the fleet owned by your firm along with Technical Bid A. Vehicles offered for hiring should be commercially registered with RTO, Delhi (not any other city) and should be of Diesel or Petrol operated Models. **Non receipt of copies of registration certificate may lead to disqualification. The tenderers will promptly respond to any clarification sought by our office and produce the vehicles for inspection. If delayed / vehicles not offered for inspection – the tender offer will be liable for rejection.**
2. **No Private registered** vehicle should be used. The Successful bidder cannot sub- contract the service to any other third party.
3. The Transport Service Provider should be in a position to start the operation of transport service with in 15 Days from the date of issue of Letter of Intent/signing of contract.
4. **Positioning of the vehicle** : The transport service provider will have to check trip timing from our Front Office Department, Centaur Hotel, and position the vehicle in time for pick-up of the Guest from decided destination and drop to Centaur Hotel, Delhi or vice versa. All trips are within Delhi city limits.
5. **The Transport Service Provider should be** in a position to meet our additional requirements of vehicles at short notice. Transport Service Provider shall provide the vehicle accordingly without fail and delay. In the event of break down or non-availability of vehicle for any reason whatsoever, immediate similar substitute arrangement will have to be provided by Transport Service Provider failing which all expenses incurred by Centaur Hotel, Delhi in this connection will be borne by Transport Service Provider recovered from Transport Service Provider's bills.
6. **HELP DESK** : The Transport Service Provider should have proper office with minimum two telephone/fax manned round the clock, so that they can be contacted at any time. Tenderer should give their office and residential telephone number, cell number/contact person(s) name in their quotation.
7. **REPRESENTATIVE** : The Transport Service Provider shall depute a designated representative with mobile phone to coordinate and liaise with Administration Department for movement and facilitate transportation.
8. **The contract is for** providing transport service and not for engagement of any employee deployed for running the fleet. Such employee shall be on the duty of the Transport Service Provider/operator and under no circumstances shall be deemed to be on duty of Centaur Hotel, Delhi. Centaur Hotel, Delhi shall have no relationship or nexus of any kind whatsoever with such employee deployed by Transport Service Provider. Such employee shall not be entitled to claim any right, privilege or benefit from Centaur Hotel, Delhi and the event of any such claim, the Transport Service Provider undertakes to indemnify Centaur Hotel, Delhi for any loss or damage financial or otherwise.

The responsibility for discipline of the employees in case of any complaint from Centaur Hotel, Delhi staff shall be solely that of the Transport Service Provider. The Transport Service Provider shall comply with all the laws, rules, regulations applicable to him in respect of his employee and the vehicles and any breach thereof shall render the contract liable to cancellation.

9. **Centaur Hotel, Delhi** is neither responsible nor liable to pay any compensation for injury/death caused to Transport Service Provider's operating employee in the event of any accident while on duty. Transport Service Provider will make their own arrangements to meet such eventualities as per existing Government rules/regulations.

10. **In case of injury or loss** to Centaur Hotel, Delhi Staff member/Guest due to accident while traveling in Transport Service Provider vehicle, Transport Service Provider shall make arrangements to pay suitable compensation in accordance with law for the time being in force to each and every one of our affected staff/guest or their legal heirs depending upon the merits of each individual case. Insurance claim settlements shall be time bound and the sole responsibility of the Transport Service Provider. In case of any third party claim against Centaur Hotel for any act of the employees of the Transport Service Provider, the Transport Service Provider shall act as the guarantor and indemnify Centaur Hotel, Delhi to the extent of all claims and expenses. Similarly the Transport Service Provider should make good the loss or damage caused to the property of Centaur Hotel, Delhi during the course of providing transport services.

11. **The essence of the contract** will be qualitative/satisfactory services. Any complaint on account of unsatisfactory services, vehicles or drivers will be liable for two warnings and thereafter the penalty would be levied as defined in clause 9 of the other terms and conditions and if no improvement observed, the contract will be liable for termination on account of unsatisfactory performance.

12. **All vehicles should be as per specification** with permissible tinted glass windows, lockable doors, good quality luxury upholstery and other interior with carpet in isle, and Centaur Hotel name to be printed / displayed as per our requirement. The transport service provider will get the colour scheme approved from the General Manager/Incharge, Centaur Hotel, Delhi. At any given time, the vehicle should be kept neat and clean, both inside and outside, in serviceable and presentable condition. Cleanliness/presentability of vehicle must be properly maintained. In no case, the driver will be allowed to smoke while driving the vehicle or to bring blankets/shawls etc., which may create bad environment inside the vehicle. All essential gadgets such as Odometer/Speedometer etc. will have to be maintained in excellent condition for the day to day running of the vehicles. No other person except the driver and attendant shall be permitted in the vehicle while transporting the Staff. The employee of the Transport Service Provider should be in proper Uniform and display his name prominently on the shirt pocket.

13. **The Transport Service Provider shall be** liable for any damages or legal consequences arising from any delay caused by the Transport Service Provider in transporting the staff including those arising from delay in flight. You shall keep Centaur Hotel, Delhi indemnified against any or all damages arising out of such delay.

14. **The Transport Service Provider shall comply** with all the laws, rules and regulations applicable to him in respect of his staff and the vehicles and any breach thereof shall render the contract liable to cancellation.

15. **Centaur Hotel, Delhi placard** must be displayed on the vehicle.

16. **Tenderer should indicate their PAN / PF Number in the Technical Bid.**

17. **The driver and the attendant must** be in Transport Service Provider's company uniform with the name prominently displayed on the uniform and well conversant with the routes. He should also be provided with photo identity card by Transport Service Provider and shall show the same on demand to Centaur Hotel, Delhi Security and Administration Department. All the Drivers must have appropriate & valid Heavy Vehicle driving license for operating the vehicles

18. The Transport Service Provider must ensure proper safety of the vehicles and staff by providing a driver who is not tired/unwell/intoxicated and has not done extended duties beyond 16 hours.

19. **In the event of any dispute** arising out of this contract with the party, the decision of the Managing Director of the HCI shall be final and binding on the party and HCI.

20. **No tips for loading/unloading of baggage** should be asked from the Guest by the Staff. The coach should not be stopped at various points enroute to the destination, other than those agreed upon.

21. **Schedule of timing of the coaches** would be decided as per requirement by the Management and this schedule is subject to change.

22. **Vehicles provided should have enough room/arrangement** to store the luggage/baggage of the guests. Luggage should not be cramped inside the vehicles causing inconvenience to the hotel guests. Luggage should also be loaded and unloaded by the transport service providers own staff, free of charges.
23. **No fuelling of the vehicles would be allowed when the guests are in the coach.** No deviation will be allowed from the approved route unless and until okayed by the Management. Transport service provider shall ensure availability of fuel in all vehicles at all times.
24. **The Hotel will provide parking space** for the vehicles regularly required by the Hotel, on round the clock basis.
25. **The Company employees would be allowed to travel** on the coaches, as and when required.
26. **The transport Supervisor/Drivers/Conductors posted at the Hotel** will be instructed to be courteous at all time with the guests of the Hotel. The counter supervisors/drivers/conductors should also be courteous to the staff of the Hotel and take instructions from the Front Office Manager/Lobby Manager/Airport Representatives.
27. **Transport service provider will not be allowed to wash the vehicles in the premises of the Hotel** without the permission of the Management.
28. The coaches with Centaur Hotel name printed should not be used by the transport service provider for hiring to outside parties. In case of default in this respect the contract is liable to be terminated.
29. **No unauthorized person should be allowed in the coach/vehicle.** A complaint book must be kept with the Driver of the coach/vehicle to be given to the guests to make their complaints, if they so desire. This book should be sent to the Unit Head daily by Transport service provider.
30. **Duty Slips to be made in triplicate** and counter signed by the Company's authorized official and must be submitted along with the monthly bills to the Front Office. There should be no overwriting/cutting on the duty slips. All the coaches /vehicles going to the Airport will report to the Lobby Manager of Hotel and get the log book signed from Lobby Manager/ on duty staff for every trip. This would be checked at the time of certifying the bills.
31. **The Travel Desk / Counter** should be manned with well educated staff who can converse in English and should in proper uniform. The staff including Drivers should be able to display placard and should be able to receive/see off the guests at the Airports and Railway Stations. The décor of the Travel Counter should match the décor of the Hotel. The rates of the services like car hire charges should be displayed at the counter prominently and if required, can be kept in rooms with the matching House Directory etc.
32. **In the event of any of the vehicles being out of order,** it will be the Contractor's responsibility to provide replacement of the vehicles. If a replacement is not provided by the Contractor, the Company will be at liberty to hire taxis or other transport and recover the charges from them for hiring of taxis or other transport on actual basis.
33. **Any parking charges payable** at both (Domestic/International) the Airports and other area for all the vehicles will be the responsibility of the Transport service provider.
34. The Contractor will also be subject to the printed general terms & conditions enclosed herewith wherever applicable.
35. All tenders should be duly signed and stamped and rates should be clearly shown in figures as well as in words. In case of any correction, it should be signed and stamped. Rates given should be complete and in full in all respects and no changes will be entertained once bids are submitted. The rate quoted must include all charges for maintenance of vehicle, fuel & oil, driver / staff salary and expenses, parking charges etc

ANNEXURE-III

Price Bid Format- HCI
(Envelope – II)

Tender No. 32/2009

Guest Transportation as per our Tender Specifications and requirement

Sr.No.	Requirement	Fuel	Rate per Km. (In Rs.)	Service Charge / Tax , if any
Part – A	One A/C Multi Utility Vehicle /Van – 08 -10 Seater Capacity, round the clock basis, 01 No. (Please mention the vehicle offered) a) A/C Vehicles (1 st April -30 th Sept) b) Non-A/C Vehicles	Diesel or Petrol Specify the offered -		

NOTE:

1. No charges will be paid for Garage to our Office and back or for the empty trip. Payment will be only for actual usage of vehicle when on HCI duty. Rate to be quoted taking this into consideration and should be inclusive of all charges for maintenance of Vehicle, oil & fuel, Drivers / staff salary and parking charges etc.
2. Excise duty, Sales Tax, VAT, Octroi, transportation costs, transit insurance, etc. must be clearly indicated with the percentage thereof (as and where applicable).
3. THE BIDDERS ARE ADVISED TO ENSURE THAT THE PRICES AND OTHER DETAILS ARE FILLED IN CORRECTLY AND COMPLETELY IN THE ABOVE FORMAT. SUBMISSION OF INCORRECT OR INCOMPLETE INFORMATION, AND / OR SUBMISSION OF THE ABOVE FORMAT WITH ARITHMETICAL ERRORS IN COMPLIATION OF THE DATA WOULD BE AT THE TENDERER'S SOLE RISK AND THE DECISION OF HCI IN SUCH CASES WOULD BE FINAL AND BINDING.
4. BIDDERS SHOULD NOT ATTACH THEIR ANY LETTER TO THIS SHEET / ANNEXURE.

COMPANY SEAL

SIGNATURE _____

NAME _____

DESIGNATION _____

MOBILE NO. _____