

PROJECT MANAGEMENT UNIT
Uttarakhand Disaster Recovery Project (UDRP)/
Uttarakhand Emergency Assistance Project (UEAP)
SIIDCUL BUILDING, 29 IIE (IT PARK) SAHASTRADHARA ROAD
DEHRADUN – Uttarakhand , PIN:248001
Tel: +91-135-2708100 Fax: +91-135-2708109

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The Terms and Conditions are applicable for providing vehicles (with commercial no.) to the PMUs/PIUs on hiring (monthly/daily) basis:

- 1- Only registered Travel Agency / Firms need to apply. They have to submit the proof of registration along with copy of their PAN card issued by Income Tax Department. And copy of service tax registration details have also to be submitted in the offer.
- 2- Travel Agency / Firm who wish to apply will have to submit the proof that the Registration Certificates (RCs) of vehicles are either on their own name or on the name of their partners/ associated group at the time of contract award..
- 3- If Travel Agency / Firms do not have adequate number of vehicles as per the present requirements of the PMUs/PIUs, the Travel Agency / Firm may associate with other vehicle owners. However, in such cases Agency / Firm has to undergo an "Agreement" with the Owner of the vehicle, and submit a copy of the same with the proposal. PMU/PIU will not be responsible for any dispute arising between the Travel Agency / Firm and the said Owners.
- 4- The offered Vehicles should have proper registration and permit to ply in Uttarakhand on commercial basis. Travel Agency / Firm has to give undertaking to get all the clearance, from time-to-time, from Transport / Tax Department on its own.
- 5- All the concerned tax liabilities within the state are to be borne by the Travel Agency / Firm.
- 6- TDS shall be deducted as per the prevalent rates from the payments made as per applicable rules.
- 7- Insurance, salary of driver and total maintenance of vehicles shall be borne by the Travel Agency / Firm / Owner.
- 8- Travel Agency / Firm have to submit No-Objection to travel outside the State. Tax etc. for such journey shall be borne by the PMU/PIU.
- 9- Minimum contract period will be one year with provision for further extension however the contract can be terminated at any time in case of un-satisfactory services.
- 10- Performance Security in the form of FDR for 18 months of Rs. 50,000/- in favour of Program Director, PMU is to be submitted with the offer. In case of withdrawal of bid or

not being able to provide the vehicles or in case of unsatisfactory services, the performance security deposit would be forfeited without assigning any reason thereof.

- 11- Journey in a month shall be as per requirement, for which PMU/PIU shall pay for the fuel used as per chart given below.
- 12- Normally vehicle will be required for all days of a month for 12 hrs. duration per day from 8.30 a.m to 8.30 p.m. However the timing may change as per duty hours as required by the official requirements of PMU/PIU.
- 13- One day off is allowed for servicing the vehicle every month with prior intimation.
- 14- Night/Extra-duty Charges (Before 8:30 a.m and after 8:30 p.m i.e beyond 12 hour duty period) shall be Rs. 100/- per day payable on its verification by the official using the vehicle, subject to the maximum for 15 working days in a month.
- 15- In case of break-down or absence of vehicle the Travel Agency Firm has to provide alternate vehicle of the same make/model failing which an amount of Rs. 1500/- per day shall be deducted from the monthly bill submitted by the Travel Agency/ Firm.
- 16- In case Travel Agency/ Firm fails to supply the demanded Vehicle for which it has given quotations or does not supply it as and when required, a penalty of Rs. 1500/- for such unfulfilled or late responded demand shall be made from the monthly bill submitted by the Travel Agency / Firm.
- 17- Models older than desired (desired are 2012 and above) will not be accepted, The vehicle will have to be provided for inspection of the concerned official before it is deployed under the contract. Necessary penalty may be imposed if breakdowns such as failure of AC or other mechanical /electrical defects during the term of engagement are not attended /rectified within a reasonable time.
- 18- Rates for all the categories of the vehicles mentioned below are to be quoted otherwise Travel Agency's/ Firm's proposal may be rejected.
- 19- The drivers are compulsorily required to carry Mobile Phones.
- 20- The starting mileage shall be counted from the office of PMU/PIU or Camp Offices as applicable in the vehicle requisition order.
- 21- Drivers should have the valid commercial driving license during the contract/ duty period.
- 22- The drivers are required to be in uniform applicable to commercial vehicle drivers while performing their duties.
- 23- Tender document should be accompanied with performance certificate from state/ central government departments/organisations, of last three years. (Yr 2010,2011,2012)
- 24- The drivers should maintain proper personal hygiene, etiquettes and manners and be presentable enough.
- 25- Travel Agency/Firm will have to fix proper boards/beacon lights/siren as may be required on the vehicles of senior officials if required at no extra charge. Similarly curtains if required will be fixed on the vehicles by the Travel Agency/Firm.

- 26- Program Director, PMU reserves all rights to reject the offer/ proposals without assigning any reason thereof.
- 27- The proposal has to be submitted by 3:00 p.m on 02/01/2014 and would be opened on the same day at 4:00 p.m.
- 28- Bid forms submitted with any cutting or overwriting in the bid form will be rejected.
- 29- Based on lowest rates, PMU reserves the right to split the requirements of monthly and daily or make wise requirements amongst various agencies/firms.
- 30- For financial evaluation a monthly usage of 1000 kms (500 kms non AC and 500 kms AC run) will be used for calculating total charges. The rate of diesel used for calculation will be as prevalent in Dehradun on the date of opening of bids.**
- 31- The indicative no. of vehicles required per PMU for PIUs and field is as under:
Innova – 06, Indigo – 06, Indica – 10, Bolero – 6
The numbers can increase or decrease.

**Sign of Representative of Travel Agency
Seal**

FINANCIAL BID

1. Vehicles Charges

S. No	Particulars of Vehicles	Monthly Rates (in Rs.) (2012 & above Model)	
		Hill	Plains
1-	Indica (Diesel) non AC		
2-	Indica (Diesel) AC		
3-	Indigo (Diesel) non AC		
4-	Indigo (Diesel) AC		
5-	Ambassador (Diesel) AC		
6-	Scorpio (Diesel) AC		
7-	Bolero 4wd (Diesel) non AC		
8-	Bolero 4wd (Diesel) AC		
9-	Bolero 2wd (Diesel) non AC		
10-	Bolero 2wd (Diesel) AC		
11-	Xylo AC		
12-	Toyota Innova (Diesel) AC		
13-	XUV 500 AC		
14-	Toyota Fortuner AC		

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2. Daily rates :

S. No	Particulars of Vehicles	Daily Rates (in Rs.) 4 hours with 40 km journey		Daily Rates (in Rs.) 8 hours with 80 km journey		Rate per extra km	Extra hour charges
		(2012 & above Model)		(2012 & above Model)			
		Hill	Plains	Hill	Plains		
1-	Indica (Diesel) non AC						
2-	Indica (Diesel) AC						
3-	Indigo (Diesel) non AC						
4-	Indigo (Diesel) AC						
5-	Ambassador (Diesel) AC						
6-	Scorpio (Diesel) AC						
7-	Bolero 4wd (Diesel) non AC						
8-	Bolero 4wd (Diesel) AC						
9-	Bolero 2wd (Diesel) non AC						
10-	Bolero 2wd (Diesel) AC						
11-	Xylo AC						
12-	Toyota Innova (Diesel) AC						
13-	XUV 500 AC						
14-	Toyota Fortuner AC						

3. Rate of Tax applicable on above :

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4. Diesel Average :

S. No.	Particulars of Vehicles	Average For Plains/ Dehradun (in Rs.)		Average For Hills (in Rs.)	
		(2012 & above Model) Non AC	AC	(2012 & above Model) Non AC	AC
1-	Indica (Diesel) non AC				
2-	Indica (Diesel) AC				
3-	Indigo (Diesel) non AC				
4-	Indigo (Diesel) AC				
5-	Ambassador (Diesel) AC				
6-	Scorpio (Diesel) AC				
7-	Bolero 4wd (Diesel) non AC				
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11-	Xylo AC				
12-	Toyota Innova (Diesel) AC				
13-	XUV 500 AC				
14-	Toyota Fortuner AC				

Servicing, repairs, Mobil Oil and other Lubricants etc. and maintenance to be borne by the Travel Agency / firm.

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On behalf of the Agency/ Firms (Name): _____ I agree to the above mentioned terms & conditions for providing vehicle initially for one year from the date of receiving the communication from the PMU.

**Sign of Representative of Travel Agency
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Place:
Date:

PRESS ADVERTISEMENT

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REQUEST FOR QUOTATION

Reference no.:UDRP/PMU/Vehicle/2013/0005 Date: 12 December 2013

Sealed bids on prescribed form as per terms and conditions indicated therein are invited from travel agencies/firms for providing vehicles of various types on monthly /daily basis as per requirements of PMU/PIUs. The detailed terms and conditions and bid form are available from the website **www.dmmc.uk.gov.in**. Performance Security in the form of FDR for 18 months of Rs. 50,000/- pledged in favour of Program Director, PMU is to be submitted with the bid. The last date of submitting bids is 02 January 2014 by 3:00 p.m. at the above address, the bids will be opened the same day at 4:00 p.m.

**AMIT SINGH NEGI, IAS
PROGRAM DIRECTOR**