



EdCIL (India) Limited

(A "MINI RATNA" PSU OF GOVT. OF INDIA)

'Ed.CIL House', Plot No. 18A, Sector – 16A NOIDA – 201301 (UP), INDIA
Tel: 0120 –4156001-02, 4154003, 2970206 & 07, Fax: 0120 – 2970209 E-mail:
edcilsupport@edcil.co.in

Tender Ref. No. 2(11)/2022-Travel/2

dated 04.08.2022

Open Tender Notice

Bids are invited in two Packet System i.e. Technical Bid and Financial Bid from Reputed, Experienced and Financially Sound Transporters/ Taxi Operators/ Companies/ Firms/ Agencies for Hiring of quality Vehicles on day to day basis on PAN India Basis , for EdCIL Corporate Office Noida and TSG project office New Delhi, as per the following schedule:-

Tender Ref. No. 2(11)/2022-Travel/2		dated 04.08.2022
1.	Name Of Work	Empanelment of Agency for Hiring of Quality Vehicles on PAN India Basis for EdCIL Corporate Office, NOIDA and TSG Project office, New Delhi.
2.	Type of Tender	Open Tender, Two Packet System
3.	Duration of Contract	Two Years and further extendable for two Years on yearly basis at the same Rates, Terms and Conditions at the discretion of EdCIL from the date as specified in the Letter of Acceptance.
4.	Estimated Cost of Work Excluding GST:	Rs. 10,00,000/- Lakh PA
5.	Earnest Money Deposit (EMD) (Tender Security)	Rs. 30,000/- (Rupee Thirty thousand only.) EMD will be converted to Security Deposit in case of successful bidder. In case of withdrawal of offer after award of Contract EMD will be forfeited. Earnest Money Deposit (EMD) should be submitted by Demand Draft/Banker's Cheque issued by any Nationalized Bank of India or any Scheduled Bank of India in favour of of EdCIL (India) Limited, payable at New Delhi. Tenders received without Earnest Money Deposit / Exemption Certificates shall be summarily rejected. EMD of successful bidder will be converted to security deposit. In case agency is registered under MSME, The agency required to submit Security deposit of equivalent amount.
6.	Availability of Tender Document	From 04.08.2022 at 12:00 hrs. on www.edcilindia.co.in .
7.	Last Date and Time of Submission of Tender	Up to 15.00 hrs of 29.08.2022 on www.edcilindia.co.in .
8.	Last Date and Time of Submission of Documents in Physical Form.	Upto 15.00 hrs of 29.08.2022.
9.	Address for Communication	GM(HR&A), EdCIL (India) Limited, Plot No. 18A, Sector – 16A, NOIDA – 201301 (UP), INDIA Tel: 0120 –4156001-02, 2970206 & 07, Fax: 0120 – 2970209
10.	Availability of Tender Documents	The Bid documents can be downloaded from www.edcilindia.co.in , addendum/ corrigendum will be notified in the EdCIL website only.

Note: The Offer shall be valid for 120 days from the date of opening of the tender, and extend further if required from time to time. The Bidder cannot withdraw their offer within the period of validity/extended validity lest liable for forfeiture of Earnest Money Deposit (Tender Security).

SCOPE OF WORK

The Bidders are required to provide commercial vehicles (cars) on hiring basis in all segments (as per details given below) fully conforming to RTA/ RTO regulations along with fuel, driver etc and carryout periodical maintenance and execute the work through their Supervisor.

Providing vehicle on Day to day hiring for Local (4 hour 40 Kilometer or 8 Hour 80 Kilometer basis) or Outstation (200 Km Per day) usages in different cities within India.

Car Segment	Car model belonging to the segment	Aprox. budget yearly hiring of Vehicle
Small (Entry level vehicle)	Maruti Swift, Wagon-R and similar hatchback vehicles.	Around 1 Lakhs
Mid Sedan (medium category)	Hyundai Accent, Toyota Etios, Mahindra Verito, Maruti Swift Dezire, and similar sedan vehicles	Approx 4 Lakh
Large sedan (including Executive cars/MUV)	Maruti Ciaz , Hyundai Verna, Honda City and similar type of vehicles. Mahindra Xylo, Mahindra Scorpio, Maruti ertiga, Renault Duster, logdy, etc and tata Safari other similar 7 seater similar vehicles	Approx. 2 Lakh
Premium Sedan / SUV including (all Luxury vehicles)	Toyota Camry, Honda Accord, Toyota Innova Crysta or Equivalent vehicles.	Approx. 3 Lakh
	Total	Aprox 10 Lakh

List of Cities :

Sr. No	Service city category	Cities
	Tier 1	Ahmedabad, Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai, Pune
	Tier 2	Agra, Ajmer, Aligarh, Allahabad, Amravati, Amritsar, Aurangabad, Bhopal, Bhubaneswar, Chandigarh, Coimbatore, Dehradun, Gorakhpur, Guwahati, Gwalior, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jodhpur, Kanpur, Kochi, Lucknow, Ludhiana, Madurai, Goa, Mangalore, Nagpur, Patna, Pondicherry, Raipur, Rajkot, Ranchi, Salem, Srinagar, Surat, Thiruvananthapuram, Vadodara, Varanasi, Vijayawada, Visakhapatnam,
	Tier 3	All other cities

Note: List is only indicative, and not exclusive. However EdCIL often requires vehicles on bulk basis also.

Quality standard

Service to be provided:

- a) Prompt, Punctual, Efficient, Safe, Courteous and Quality Service and
- b) Supply of vehicles on demand

Vehicle:

- i) Should not be more than three years old on the date of submission of bid
- ii) Should be Diesel/CNG/Petrol Cars. No Car that is running on LPG shall be accepted by EdCIL.
- iii) Neat and clean
- iv) registered as commercial vehicles,
- v) Regularly serviced and maintained.
- vi) Should be without mechanical noise
- vii) Fulfilling compulsory requirement of Transport department eg. Pollution under control certificate, fitness certificate, road tax, taxi permit etc.
- viii) All vehicle deputed to EdCIL will be inspected by EdCIL prior to deputation and only such vehicles should be deployed which are approved by EdCIL.



Sr. no	ELIGIBILITY CRITERIA	Document to Attached
1.	The agency should have presence in more than 10 cities (own offices) and should have services in 30 cities Tier 1, Tier 2 & Tier 3)	Self Certificate on letter head listing address for each city.
2.	Have a minimum fleet of 100 vehicle on PAN India Level	Self declaration requires with list of RC
3.	The fleet should not be older then Aug 2018	
4.	The turnover of the company should not be less than 50 Lakh each year, and should not be loss making during last 3 years.	Last 3 Years Balance Sheet & Profit and Loss account Duly Singed By CA be submitted
5.	The agency should be operational from more than 3 year.	Incorporation Certificate to be attached
6.	The agency should be a registered firm / proprietary / partnership firm	
7.	The agency have executed a single work of 8 lakh or two work of 5 lakh or three work of Rs. 3.5 Lakh during last three financial years.	Copy of Work order to be submitted
8.	A declaration stating that firm is not debarred / Blacklisted by any PSU / Govt. Organisation.	On letterhead be furnished
9.	The bidder should have experience of similar work with any of the Govt organization (Central Govt /State Govt / Public Sector /Autonomous bodies/ Reputed private firms/MNCs during last three years i.e. FY 2018-19, 2019-20, 2020-21,	Work Order Copy to be Enclosed.
10.	Bidder should have office in Delhi /NCR	Proof of Office at Delhi /NCR be submitted

TERMS AND CONDITIONS

1. The contract validity period is two years from the date of Letter of Acceptance by Vendor. The tender can be extended further for two year on yearly basis. EdCIL reserve the right to extend or reduce the contract validity period.
2. EdCIL reserves the right to terminate the contract without assigning any reason whatsoever by giving a notice of 30 days to the contractor.
3. EdCIL will deduct Income Tax at source as per Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
4. All vehicles supplied to EdCIL should be in excellent working condition not registered before 1st August 2018. In case of providing of vehicles registered before August 2018, penalty of Rs.1000/- (Rupees one thousand only) + GST shall be imposed on the firm on each occasion.
5. Driver should be in proper uniform and posses a working mobile phone. He should be punctual, well dressed, well mannered in behavior, sound health and having knowledge of vehicle maintenance & Local traffic routes and ready to perform duty early/ late hours.
6. The Contractor will have to provide the replacement of Driver in case of any eventuality. EdCIL has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
7. In case of breakdown of vehicle, the contractor shall replace the breakdown vehicle within an hour failing which EdCIL has the right to hire vehicle from any other sources at the cost of the contractor.
8. The contractor shall not engage any person who has less than eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under Motor vehicle Act and Pollution Control act. / Tax laws/ GST/ Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost.
9. The contractor shall be responsible for providing vehicle excellent condition.



10. The contractor shall indemnify the EdCIL against all other damages/charges for which the EdCIL may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The EdCIL shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties thereof.
11. Vehicle provided to EdCIL should have appropriate Registration Numbers and comprehensive insurance, Drivers so provided with the vehicles should have appropriate Driving License and Badges. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules with rules governed by respective state government and these shall be the responsibility of the contractor.
12. Pollution (PUC) certificate, insurance, registration under motor vehicle act and other related compulsory statutory provisions as per the law & regulation of state shall be complied by the contractor for vehicle/s provided by him to EdCIL.
13. Driver with vehicle shall remain available all the time on duty. Driver shall not leave place of duty without getting the permission of EdCIL officer/ Guest.
14. Driver should fill in the Duty Slip / Log book entries will be verified & signed on day to day basis by the authorised official of EdCIL.
15. The bills in triplicate should be prepared for every month for payment details and should be submitted along with the log book to the Administration of EdCIL on 5th day of each following month. **Payment will be released within 30 days of submission of Final corrected invoice.**
16. If the bill is in order, EdCIL shall arrange to make payment maximum period of 30 working days from the date of receipt of bill from contractor.
17. The contractor shall pay parking / toll charges and claim for reimbursement of Parking/Toll charges, if any, on producing of original Bill/Slip.
18. EdCIL shall issue a certificate on demand of contractor regarding deduction of income tax.
19. The vehicle shall be comprehensively insured along with staff travelling with the vehicle and insurance policy of the vehicle made available by the owner of the vehicle as and when asked for.
20. The rates quoted are exclusive of all the taxes. Contractor can claim for reimbursement for any statutory taxes paid by him subject to production of documented proof.
21. The contractor shall be responsible for discipline and behavior of his staff/ Supervisor/ drivers deployed by him.
22. The Contractor shall ensure everyday that the vehicle before placing on duty have sufficient fuel to avoid the delay of journey.
23. No mileage will be allowed to Drivers for lunch/ break-fast or for drawl of petrol/ diesel etc.
24. The rates quotes shall remain firm & unchanged till the currency of the contract, even any changes in price of fuel.
25. EdCIL reserves the right to increase/ decrease the rates and be considered as final and no challenge can be made by contractor.
26. The Contractor shall also be responsible for compliance of the legal provision in respect of the motor vehicle act and shall indemnify the EdCIL for any loss of this account.

27. In circumstances, when the hired vehicle is involved in any violation of traffic rules or resulting in loss or damages to property and life with respect to the vehicle, driver, passenger, or any third party the responsibility for any legal or financial implication shall rest solely with the contractor. EdCIL shall have no liability whatsoever in this regard.
28. Public Procurement Policy for Micro, Small and Medium Enterprises (MSMEs) Order, 2012 Dated 23.03.2012 issued by Ministry of MSME is followed.
- (a) Participating MSMEs shall enclose with their offers, the proof of their being MSE registered with any of the agencies mentioned in the Notification of Ministry of MSME indicated below:
- i) District Industries Centers.
 - ii) Khadi and Village Industries Commission.
 - iii) Khadi and Village Industries Board.
 - iv) Coir Board.
 - v) National Small Industries Corporation.
 - vi) Directorate of Handicraft and Handloom.
 - vii) Any other body specified by Ministry of MSME.
- (b) The MSEs must also indicate the terminal validity date of their registration.
- (c) As advised by Ministry of Finance, Government of India vide Office Memorandum No. F.5/4/2018-PPD Dated 28/02/2018 and forwarded by Ministry of Railways vide Letter No. 2016/PL/56/1 Dated 19/03/2018, the MSE Bidders must declare their Udyog Aadhar Memorandum (UAM) Number issued by Ministry of MSME on Central Public Procurement Portal (CPPP), in order to identify themselves as MSE Vendors, failing which they will not be able to enjoy the benefits as per Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 Dated 23.03.2012, issued by Ministry of MSME. The MSE Bidders shall enclose Documentary Proof for the same.

Failing Clauses 28. (a), 28 (b) and 28 (c) above, such offers will not be liable for consideration of benefits detailed in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 Dated 23.03.2012 issued by Ministry of MSME.

29. In pursuance of the Public procurement policy on MSE:
- I. Tender document will be provided free of cost to MSEs in compliance of Clause 28.0 above for the item tendered.
 - II. MSEs in compliance with Clause 28.0 above for the item tendered will be exempted from payment of Earnest Money Deposit (EMD).
 - III. MSEs owned by Scheduled Castes or Scheduled Tribes (SC/ST) Entrepreneurs may be indicated and proof of same may be enclosed.

30. **CRITERIA FOR EVALUATION OF TENDER:**

The evaluation of the tenders will be done on the basis of fulfillment of Eligibility Criteria mentioned in the bid document and other terms and conditions as mentioned in the Tender Document. The reasons for selection or rejection of a particular tender will not be disclosed. The award of contract will be further subject to any specific terms and conditions of the contract given the Tender document.

Financial Bids will be evaluated for all Eligible Bidders who are fulfilling the Eligibility Criteria (Transporter/Taxi Operator/Company/Firm/Agency) and other terms and conditions mentioned in the Tender Document. The evaluation will be done only based on the inter se merit position of the bid submitted. The Contract will be awarded to the Eligible Bidder based on the lowest quoted rate.

31. **AWARD OF CONTRACT:**

- (i) The Lowest Eligible Bidder (L-1) rates will be offered all technically qualified bidder and a panel of agencies will be created on the basis of acceptance received for L1 rates from other agencies. However the work distribution may be as per the need and requirement and totally on discretion of EdCIL. After accepting of the contract if the successful bidder fails to provide required number of vehicles, the contract is liable to be terminated along with forfeiture of Security Deposit and other consequential action such as blacklisting of the Transporter/Taxi Operator/Company/Firm/Agency or as may seem appropriate.

32. Penalty on account of not providing satisfactory services :

- a. If the vehicle goes out of order for whatsoever reason, the contractor shall provide an alternate arrangement within an hour failing which a minimum penalty of Rs. 1500 shall be imposed in addition to deduction of rental charges on proportionate basis.
- b. In case of abnormal delay in reporting of vehicle on duty, a penalty of Rs 500 per day will be imposed in addition to the reduction of charges on pro rate basis.
- c. Vehicle supplied by the firm will be regularly inspected by nominated officer for the purpose and in case at non compliances of any of the conditions brought to the notice by the user or the inspecting officer, a penalty of Rs. 500/- on each fault will be imposed.
- d. Vehicle Supplied shall be mechanically sound in condition with neat and tidy seat covers and interiors. The decision of designated officer regarding the condition of vehicle for its sound condition and neatness shall be final and binding on the contractor.
- e. On misbehavior by the Driver, penalty will be charged at the rate of Rs 1000/-each time.

GST will be charged extra as applicable over and above to penalty amount. If the contractor fails to improve upon its services as given above even after communications either verbally or in writing, the contract shall be terminated unilaterally by the EdCIL at the sole discretion without assigning any reason along with forfeiture of security deposit.

33. Force Majeure

- i) For purposes of this clause "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, earth quakes, epidemics. The preventive measures for fire breakdown must be followed otherwise will not be applicable here. The decision of EdCIL, regarding Force Majeure shall be final and binding on the Bidder.
- ii) If a Force Majeure situation arises, the Contractor shall promptly notify to the EdCIL in writing, of such conditions and the cause thereof. Unless otherwise directed by EdCIL in writing, the Contractor shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. EdCIL may, terminate this agreement by giving a written notice of a minimum 15 days to the Contractor, if as a result of Force Majeure; the Service Provider is unable to perform a material portion of the services for a period of more than 30 days.

- 34.** If at any later stage it is detected that the contractor has been paid in excess whatsoever reasons may be, the EdCIL shall have full authority to recover the excess payment /cost of the damage caused by him from the pending bill / security deposit etc. and to terminate the contract with immediate effect.

35. Mode of submission of tender :-

The tender to be submitted offline to GM (HR&A), EdCIL (India) Limited, at the given address by the given timeline in two packet system (Technical bid & Financial Bid) sealed separately to be packed in a single outer cover, tender reference number subject and last date of submission of tender be super scribed on top of the envelope and bidders name to be super scribed on bottom of the envelope.

- (i) The offer/ bid shall be submitted in two packet system (i.e.) Technical Bid and Financial Bid. The technical bid shall consist of all technical details. Financial bid shall indicate price for the various services as per the scope of work mentioned in the tender document
- (ii) Tender can be dropped in prescribed tender box placed in office of the EdCIL up to 15.00 hrs of date of opening and tender i.e. 29.08.2022 will be opened at 15.30 hrs on the same day i.e. on 29.08.2022 in presence of tenderers who wish to present at the time of opening of the tender.
- (iii) Tender can be sent to EdCIL India Ltd. EdCIL House', Plot No. 18A, Sector – 16A, NOIDA – 201301 (UP), INDIA by registered post/speed post/courier. The tender should be received by 15.00 hrs on the date of opening. EdCIL will not be responsible for delayed receipt/non-receipt of the tenders sent by post.

- (iv) If the office is closed on the stipulated date and time due to some unforeseen holiday, the tender will be received and opened on the next working day at the same time as the case may be.
- (v) Non receipt or delayed receipt of tender due to any account shall be at the tenderers risk. EdCIL will not be responsible for non receipt or delayed receipt of such tender.

36. CANCELLATION OF CONTRACT

EdCIL without prejudice can cancel the contract in any of the following cases on the part of the contractor:

- (a) The contractor or any partner in the contracting firm becoming insolvent or have a receiving order or orders for administration of estate made against him or shall take any proceeding for liquidation or compensation under any insolvency act for the time being in force or make any connivance or assignment of this effects or composition or arrangement for the benefit of insolvency act for the time being in force the sequestration of his estate or if a trust deed be granted by him on behalf of his creditor.

37. The prospective bidder shall furnish the following documents along with their bid:-

- (a) Proof of Average Annual turnover as stated in Clause no 1, supported by audited Balance Sheet and profit and Loss account of last three years duly attested by CA.
- (b) Proof of experience: Copy of LOA / work completion certificate be enclosed
- (c) An undertaking agreeing with the Terms and conditions of the contract duly accepted/ signed with the stamp by the bidder.
- (d) Self attested copy of PAN No. card under Income Tax Act
- (e) Self attested copy of GST registration Number GST registration Certificate to be enclosed.
- (f) Self attested copy of Valid Registration No./ certificate of Incorporation of the Agency Firm.
- (g) Copy of letter of Acceptance (LOA)/ completion certificate issued to contractor by Govt. Sector / PSU/ Autonomous Bodies / or any reputed firm during the last 3 years in support of their experience.
- (h) List of the offices available PAN India address of offices available on PAN India level be submitted on Letter Head.
- (i) Services available in cities: list of own office & alliance partners.
- (j) The bidder by signing tender document is agreeable to the terms and conditions mentioned in the tender document.

Singature : _____

Designation of the Authorized Officer _____

Name and Address _____

Technical bid		
Description of work: Hiring of vehicle on PAN India basis (Excluding Delhi /NCR).		
1.	Name of Contractor with address:	M/s:
2.	Firm Registration No. (if any)	
3.	TIN/VAT/ CST No.(attach Photocopy)	
4.	PAN No. (attach Photocopy)	
5.	GST Registration Number (attach Photocopy)	
6.	Phone	
7.	Fax	
8.	Email ID	
9.	The agency should have presence in more than 10 cities (own offices) and should have services in 30 cities Tier 1, Tier 2 & Tier 3)	Self Certificate on letter head listing address for each city.
10.	Have a minimum fleet of 100 vehicle on PAN India Level	Self declaration requires with list of Registration Number of the Vehicles stating year of Registration /Manufacturing
11.	The fleet should not be older then Aug 2018	
12.	The turnover of the company should not be less than 50 Lakh each year, and should not be loss making during last 3 years.	Last 3 Years Balance Sheet & Profit and Loss account Duly Signed By CA be submitted
13.	The agency should be operational from more than 3 year.	Incorporation Certificate to be attached
14.	The agency should be a registered firm / proprietary / partnership firm	Registration Certificate
15.	The agency have executed a single work of 8 lakh or two work of 5 lakh or three work of Rs. 3.5 Lakh during last three financial years.	Copy of Work order to be submitted
16.	A declaration stating that firm is not debarred / Blacklisted by any PSU / Govt. Organisation.	On letterhead be furnished
17.	The bidder should have experience of similar work with any of the Govt organization (Central Govt /State Govt / Public Sector /Autonomous bodies/ Reputed private firms/ MNCs during last three years i.e. FY 2018-19, 2019-20, 2020-21	Work Order Copy to be Enclosed.
18.	Bidder should have office in Delhi /NCR	Proof of Office at Delhi /NCR be submitted
Special Conditions of Contract:		
<ol style="list-style-type: none"> 1. Taxes as applicable would be payable extra. 2. The vehicle should be in excellent working condition and not registered before August 2018. 3. Since the vehicle will be deployed for use of Top Officials of the Company, highest level of etiquette would be expected from the driver and similar level of responsiveness from the service provider. 		
Declaration :		
I/we engage to supply the vehicle(s) to your office and comply the following:		
<ol style="list-style-type: none"> 1. Vehicle will be provided on the Terms and conditions of EdCIL. 2. Agreed to sign the contract agreement as per terms and conditions of EdCIL. 3. This offer is valid for 90 (ninety) days from the date of opening of the tender. 4. That we have not been debarred by any Government/Undertaking. 5. That rates quoted are not higher than the rates quoted for same vehicle to any Government/ Undertaking. 6. That the bid submitted by us is properly sealed. 		
Signature & Seal		Name of Authorized Signatory:
Place & Date:		Tel. No./Fax. No./Mobile No.
Address:		Email Id:

Financial Bid

Rates on Day to Day basis

Rates for Tier 1 Cities

(Please use separate sheet for separate station if the rates are different from station to station)

Name of Agency:			
Local Running /Type Of Vehicle	Rates Offered	Out Station Duty / Type Of Vehicle	Rates Offered
Small category vehicle		Small category vehicle	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges(after 23 Hours)		Driver allowance/ day	
Mid category vehicle		Mid category vehicle	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges (after 23 Hours)		Driver allowance/ day	
Large category vehicle / MUV		Large category vehicle / MUV	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges (after 23 Hours)		Driver allowance/ day	
SUV /Premium Sedan including all Luxury vehicles		SUV /Premium Sedan including all Luxury vehicles	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges (after 23 Hours)		Driver allowance/ day	

Note :

- Taxes as applicable will be paid extra.
- Vehicle utilized over 4 hour shall be considered as for payment of 8 hour 80 Km. The Rates for Vehicle utilized for 4 hour 40 Km will be half of the 8 hour 80 KM rates, however the rates applicable for extra KM will be same.

Signature of Authorized Signatory (In full and initials)
Name and title of the Signature
Name of the Service provider:
Address:



Rates on Day to Day basis

Rates for Tier 2 Cities

(Please use separate sheet for separate station if the rates are different from station to station)

Name of Agency:			
Local Running /Type Of Vehicle	Rates Offered	Out Station Duty / Type Of Vehicle	Rates Offered
Small category vehicle		Small category vehicle	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges(after 23 Hours)		Driver allowance/ day	
Mid category vehicle		Mid category vehicle	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges (after 23 Hours)		Driver allowance/ day	
Large category vehicle / MUV		Large category vehicle / MUV	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges (after 23 Hours)		Driver allowance/ day	
SUV /Premium Sedan including all Luxury vehicles		SUV /Premium Sedan including all Luxury vehicles	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges (after 23 Hours)		Driver allowance/ day	

Note :

- Taxes as applicable will be paid extra.
- Vehicle utilized over 4 hour shall be considered as for payment of 8 hour 80 Km. The Rates for Vehicle utilized for 4 hour 40 Km will be half of the 8 hour 80 KM rates, however the rates applicable for extra KM will be same.

Signature of Authorized Signatory (In full and initials)
 Name and title of the Signature
 Name of the Service provider:
 Address:



Rates on Day to Day basis

Rates for Tier 3 Cities

(Please use separate sheet for separate station if the rates are different from station to station)

Name of Agency:			
Local Running /Type Of Vehicle	Rates Offered	Out Station Duty / Type Of Vehicle	Rates Offered
Small category vehicle		Small category vehicle	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges(after 23 Hours)		Driver allowance/ day	
Mid category vehicle		Mid category vehicle	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges (after 23 Hours)		Driver allowance/ day	
Large category vehicle / MUV		Large category vehicle / MUV	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges (after 23 Hours)		Driver allowance/ day	
SUV /Premium Sedan including all Luxury vehicles		SUV /Premium Sedan including all Luxury vehicles	
8 H /80 KM		Minimum Running	
Extra Km		Rate Per Km Plain	
Extra Hour		Rate Per Km Hills	
Night Charges (after 23 Hours)		Driver allowance/ day	

Note :

- Taxes as applicable will be paid extra.
- Vehicle utilized over 4 hour shall be considered as for payment of 8 hour 80 Km. The Rates for Vehicle utilized for 4 hour 40 Km will be half of the 8 hour 80 KM rates, however the rates applicable for extra KM will be same.

Signature of Authorized Signatory (In full and initials)

Name and title of the Signature

Name of the Service provider:

Address:



