

**Vehicle Hiring Services**  
**State Institute of health & Family**  
**Welfare, Jaipur**

**Tender Form**



**Bid reference No. F-80(17)/SIHFJ/Tender/Vehicle Hiring  
service/15-16/2039, Dated : 16.05.15**

**State Institute of Health and Family Welfare**  
Jhalana Institutional Area, South of Doordarshan kendra , Jaipur  
Ph.2706496, 2701938, Fax- 2706534

**Tender Form for Vehicle hiring Services**

- 1 Name of the firm .....
- 2 Address of the firm .....
- 3 Telephone/mobile Number .....
- 4 PAN number issued by Income Tax Department .....
- 5 State/Central Sales Tax number (TIN) (if applicable).....
- 6 No of vehicles/Make/ Years of Manufacturing (Attached separate sheet)  
.....
- 7 Details of Tender Fee – Amount Rs.1000/- receipt no and date -----  
/DD no-----Name of the Bank -----date-----
- 8 Details of earnest money – Amount Rs. 60000/- ----- DD  
no-----Name of the Bank -----date-----
- 9 Format for quoting rate at annexure-I
- 10 The attached terms and conditions of the contract as per Annexure- IV and for one year is acceptable to me/us

Signature of tenderer with Seal/rubber stamp

Date:

Place:

Director SIHFW  
Jaipur

Subject: Hiring of vehicles for the official use of SIHFW – Calling for sealed quotations.

Sir,

With reference to advertisement No..... Dated..... on the above subject,  
we quote our rates towards supply of cars/taxis on hire basis as under:

**1. Local and Outstation Charges**

Particulars	Indica		Indigo/Dezire/ Etios		Tavera		Innova/ Xylo		Tata Winger/ Tempo Traveler	
	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC
Full day outside Jaipur- Rates @ per KM with Minimum .....KMs										
Halting charges										
Local Jaipur										
8Hrs and 80 kms										
4 Hrs and 40 kms.										
Extra kms.										
Extra charges per hours										
Pick & drop facility Up to 20 kms and 2 Hrs.										

2. The above costs are inclusive of all taxes

3. I/We accept and abide by the terms and conditions stipulated in your above letter.

Signature of tenderer with Seal/rubber stamp

Date:

Place:

S.No.	Description of requirement	Page/Anne no of Enclosed Tender
1-	Whether the firm is register with regional Transport authority (enclosed copy)	
2-	Copies of Balance Sheet and Income Tax Return for last 3 years duly certified by CA-Whether enclosed?	
3-	Copy of Registration/Allotment Letter of Service Tax Document relating Service Tax Number (enclosed copy)	
4-	Partnership Deed, (if Applicable enclosed copy of deed)	
5-	Details of other organizations where such contracts are undertaken (attach supportive documents)	
6-	DD of Rs. 60000/- as EMD enclosed	
7-	Pan Card (enclosed copy)	
8-	Photocopy of Registration Certificate of Vehicles owned by firm/company ( enclosed copy)	
9-	Details of other organizations where such contracts are undertaken (attach supportive documents)	
10-	Acceptance of Terms and Conditions attached. Each pages of Terms and conditions to be duly signed as token of acceptance and submitted	

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of Tenderer with Seal/rubber stamp

Date:

Place:

### Work Experience Details

S.No.	Name of Organization where such contracts are undertaken	Tenure	Financial Year	Cost	Attach supportive documents

Signature of tenderer with Seal/rubber stamp

Date:

Place:

**Terms and Conditions**

- i. The vehicles to be deployed should be of taxi permit and in a good condition and should not be older than (2012). The Drivers should be holding valid driving license and other documents. He/She should be well aware of the routes within State and outside State. He/she should wear uniform and should be punctual and well behaved.
- ii. All the charges towards repairs/servicing/salary of Driver/ fuel expenses (such as petrol/diesel), any other incidental expenses on operation and maintenance, etc. on the vehicle will be borne by the firm.
- iii. The vehicle will be insured (Including insurance for passengers) by the firm. In case of any accident, all the claims arising out of it will be met by the firm. The SIHFW will not be liable in any manner whatsoever.
- iv. The vehicle with the Driver will be placed at the disposal of the Director, SIHFW or his representative as and when required. The SIHFW will be free to use it in any manner for carrying officials/officers and Luggage/articles as per its requirement and the firm will not have any objection to it.
- v. In case of full day hiring, the vehicle may be used by the SIHFW for a minimum period of 12 hours on each working day including Saturday/Sunday/holidays and may be retained beyond 12 hours, if required. In case the vehicle provided to the SIHFW breaks down, the firm will immediately provide another vehicle. In case it is not replaced, no payment for the vehicle hired which breaks down will be made for the day of break down and penalty for this will be imposed as minimum of Rs. 1500.00 per event.
- vi. Income Tax and other taxes, as applicable from time to time, will be deducted from the bills of the firm.
- vii. An Earnest Money of Rs. 60,000/-(Rupees Sixty thousand only) should be submitted by the firm by way of D/D or Pay Order drawn in favor of DIRECTOR, State Institute of Health & Family Welfare, along with the tender document, which will be treated as a security deposit. The security deposit will be released to the firm after completion of the contract. The quotation without Earnest Money will be rejected out rightly from the consideration zone.
- viii. If the rates quoted by different vendors in different column are differentially low from each other then panel of vendors may be prepared for the lowest rates in different categories.
- ix. Successful bidders, whose offers are accepted, will have to deposit performance security @ 5 % (Rs. 150000.00 (in words. one Lac fifty thousand only) of Total Estimated cost (Rs. 30 lacs only) of Tender by a Demand Draft or Banker's Cheque in favor of Director, State Institute of Health & Family Welfare payable at Jaipur at the time of agreement.
- x. The bid security of successful Bidder may be adjusted towards Performance Security.

Signature of tenderer with Seal/rubber stamp

Date:

Place:

- xi. SIHFW has the right to forfeit the security deposit in full or in part in the event of failure on the part of the contracting firm to fulfill the terms and conditions of the contract.
- xii. The owner/firm should be in a position to supply vehicles at short notice as and when required. The owner/firm should be in a position to provide standby vehicles in case of any break down. The vehicle charges from the point of break down to destination point are to be borne by the firm to complete the trip, in case immediate replacement of the vehicle is not provided.
- xiii. The successful firm must submit a list of vehicles registered in the name of the firm/owner/partner with photocopies of their registration papers, insurance papers, permits, etc. of the vehicle proposed to be given to this Institute.
- xiv. Vehicles sent for tour should possess valid registration in original & insurance certificate within.
- xv. The Air Conditioner of Vehicle should have good cooling capacity in summer and heater for winters.
- xvi. The rates quoted should be valid for a period of 12 months or such extended period as may be mutually agreed upon.
- xvii. The firm will keep the vehicles in neat and perfect working condition. With clean seat covers and curtains & air freshener should be keep in every vehicle. They will not sublet the vehicle to any other person or agency during the period of hire by this Institute.
- xviii. Driver with vehicle provided by firm should be physically & mentally able.
- xix. In case the firm is unable to provide the vehicles on any other day, a penalty of Rs. 2000.00 per day per vehicle, hired by the Institute from other vendors, will be imposed on the firm.
- xx. Director SIHFW reserves the right to accept or reject any of the tenders without assigning any reason thereof.
- xxi. Toll tax/State Tax/Other tax as applicable will be paid by SIHFW in addition to the payment of per KM but proper log book will be maintained by the concerned driver of the vehicle and to be submitted along with the bill dully signed by incharge officer.
- xxii. In case of failures to comply with the terms and conditions of the contract, Director of the Institute will be free to cancel the contract as well as forfeit the Earnest Money
- xxiii. The firm must indicate the number of vehicles/make/year of manufacturing, as available with them for giving on rate contract basis. They are also free to quote for any one or more types of vehicles.
- xxiv. In case Tendrer fails to complete the tenure and not supply of vehicles on time, Performance security will be forfeited.
- xxv. Director SIHFW will have the exclusive right to cancel the agreement at any time without assigning any reason whatsoever and without any compensation to the firm. Jurisdiction for legal disputes, if any, arising during the period of the agreement, will be settled in Jaipur.

Signature of Tenderer with Seal/rubber stamp

Date:

Place: