


**H.P. Society for Promotion of IT  
and E-Governance (SITEG), Shimla-9  
Himachal Pradesh**

The H.P. Society for Promotion of IT and E-Governance (SITEG) intends to hire a 5 seater vehicle-Car (including driver) i.e. Tata Indica/ALTO ( of Model 2010) or equivalent for the office use. Necessary quotations are invited on the proforma prescribed below, so as to reach the office of undersigned on or before 21 April 2011 (up to 2:00 PM). The quotations shall be opened by the Committee constituted for this purpose on the same day at 3:00 PM in the presence of vehicle owners/ representatives who wish to be present.

**Terms & conditions:**

1. The words "Quotation for hiring of vehicle" should be prescribed on the right side of the envelope.
2. The rate should be quoted inclusive of all taxes/charges/service charges for up to 2000 KMs & up to 3000 KMs per month separately. The vehicle will be required from 9.00 AM to 8.00 PM at Shimla and as per requirement on tours.
3. The driver with a valid driving license shall be provided by the owner of the vehicle and salary as well as other facilities to him. Shall be paid/born by the owner. All the POL (petrol) and repair expenses shall be borne by the owner/contractor.
4. As per officials requirements the vehicle is required to ply within or outside the State. So all the paper formalities like tax deposit, insurance, pollution check etc. should be cleared in all respects for the vehicle.
5. Photocopies of the documents i.e. Registration Certificate, valid insurance; tax clearance certificate and valid taxi number issued by the competent authority should be submitted with the quotations and in case of award of contract the same may be got renewed from time to time.
6. The lowest bidder/owner of the vehicle will have to deposit a sum of Rs. 10,000/-only as security in the shape of bank draft duly pledged in the name of undersigned, which shall be released after the expiry of contract period or the termination of agreement which ever is earlier.
7. In case of failure to perform the duty satisfactory, the security deposit shall be forfeited and credited into society's accounts besides this the contract shall also be terminated straightway.
8. The agreement shall be valid for a period of one year from the date of signing of the agreement. However, the same may be terminated at any time as and when new vehicle is purchased by the department or even unsatisfactory services are provided in the sole judgment of SITEG.
9. If the mileage covered is less than 2000/3000 Kms. (as decided by the committee) in a particular month the saving will be carried over to the next months till the completion of one year after which the saving will lapse.
10. The undersigned reserves the right to reject any one of the quotations or all without assigning any reasons.
11. Any dispute arising thereon shall be subject to the jurisdiction of Shimla only. In the event of dispute the same shall be referred for arbitration to the member secretary (EC) SITEG, Kasumpti, Shimla-9 or any other person appointed by the undersigned. The award of the Arbitrator shall be final and binding on both the parties.
12. The bidder/owner shall provide a substitute vehicle in case the contracted/hired vehicle is sent for repair.

  
**Director (IT)-cum-member Secretary (EC), SITEG,**  
Block 24, STPI Building, SDA Complex,  
Shimla-171009(HP).



**PROFORMA FOR HIRING OF VEHICLE**

<b>Sr.No.</b>	<b>Description</b>	<b>Rates (Rs.)</b>
1.	a) Hiring charges for one no. Tata Indica or equivalent with driver per month by SITEG : I) upto 2000 kms per month of running. II) upto 3000 kms per month of running.	
	b) Extra running charges above 2000 kms/3000 kms @ Rs. /km.)	
	c) Night halt charges out of headquarter/Shimla	

Note:- The rates are inclusive of all taxes/charges/service charges.  
I have also gone through all the terms and conditions and agree with the same.

Date & Place

Signature with address of the owner