

## **Society for Promotion of IT and E-Governance (SITEG), Himachal Pradesh Shimla - 171 009**

The H.P. Society for Promotion of IT and E-Governance (SITEG) intends to hire vehicle (including driver) of either/ all of the below mentioned specification(s) for office use for one year in the first instance:

**Category I:** Tata Indica/ Maruti ALTO/ equivalent (not below Model **2011**)

**Category II:** Mahindra Bolero/Scorpio/ Toyota Innova/ equivalent (not below Model **2011**)

**Category III:** Tata Indigo/ Swift Dzire/ equivalent (not below Model 2011)

Necessary quotations are invited on the proforma prescribed below, so as to reach the office of undersigned on or before 15<sup>th</sup> May, 2013 (up to 2:00 PM). The quotations shall be opened by the Tender Evaluation 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 during bid opening.

### **Main terms & conditions for the bidders participating in the tender:**

1. The words "Quotation for hiring of vehicle" should be prescribed on the right side of the envelope.
2. The rate should be quoted for following options inclusive of fuel, all taxes/charges/service charges etc.:

#### **Category I**

- i. 1500 KMs per month
- ii. 2000 KMs per month
- iii. 2500 KMs per month

#### **Category II**

- i. 1500 KMs per month
- ii. 2000 KMs per month
- iii. 2500 KMs per month

### **Category III**

- i. 1500 KMs per month
  - ii. 2000 KMs per month
  - iii. 2500 KMs per month
3. The bidder should quote monthly rates inclusive of all charges i.e. fuel, repair, driver charges etc. The bidder shall quote separately in respect of each mileage.
4. The vehicle will be required from 9.00 AM to 8.00 PM on all working days and even in the late hours or as per requirement on tours. The vehicle should be fitted with basic accessories (including heater and A.C.).
5. All type of repair shall be carried out by the Contractor at his own cost.
6. The driver/contractor shall keep and maintain a log book with the vehicle, which should be completed every day. The SITEG staff will verify the journey in the log book.
7. The vehicle shall be treated as an official vehicle of SITEG. No private journey/use as taxi will be allowed during the contract period.
8. In case of any breakdown, the contractor will provide substitute vehicle immediately, otherwise a penalty of Rs. 600/- per day will be imposed and the recovery of the same will be made from the monthly running bill of the vehicle.
9. SITEG will not pay for lubricants/ coolants/ grease/ POL etc.
10. All the journey performed, covered on account of filling of fuel/ repair and cost incurred by the driver during his halt at out station/ at headquarter from his residence/ place of parking to place of duty shall not be paid by SITEG.
11. SITEG shall have the right to deduct taxes/TDS/Bank charges etc. at source as applicable as per rules in force from time to time.
12. The contractor of the vehicle shall be responsible for compensation payable arising out of accident payment to third party, if warranted. No compensation in case of accident/ damage to vehicle or for death/ injury to the driver will be made by SITEG.
13. In case of loss of property of SITEG is caused due to the negligence on the part of the driver of the vehicle, such losses shall be borne by the contractor.
14. Beside normal working hours on all working day, the vehicle should be made available on all

the remaining hours of the day within half an hour of call. Besides this, on nonworking days too, the vehicle shall be made available within half hour of the call for all the 24 hours of the day.

15. Driver deployed on vehicle should have a mobile phone with a local number for better coordination. The cost/ expenditure on this account shall be borne by the contractor. Switching of mobile or non-response to phone call by driver (either on Mobile or on local number) would be treated as non-availability of vehicle and penalty of Rs, 600/- per day would be imposed and recovery of the same will be made from the monthly running bill.

16. The driver with a valid driving license, for commercial vehicle, shall be provided by the owner of the vehicle and salary as well as other facilities to him shall be paid/ borne by the owner. In no case the driver will be allowed to be replaced without prior approval of the SITEG. As per office requirements the vehicle is required to ply within or outside the State. So all the paper formalities like tax deposit, insurance, pollution check, road permit, toll tax etc. should be cleared in all respects by the owner of the vehicle. The driver deployed should have appropriate character verification from the Police.

17. The vehicle shall have two sets of loose white seat covers for alternative use and shall be changed weekly. Cost of cleaning of the same will be borne by the contractor.

18. 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 along-with the quotations and in case of award of contract the same may be got renewed from time to time.

19. 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 of the year or on the termination of agreement whichever is earlier.

20. In case of failure to perform the duty satisfactory, the security deposit shall be forfeited and credited into SITEG accounts. Besides this the contract shall also be terminated straightway.

21. 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 if unsatisfactory services are provided as per sole judgment of SITEG. The agreement can be further extended to one year on same terms and conditions if mutually agreed

by both parties. The decision of SITEG in this regard shall be final and shall not be called upon questions under any circumstances.

22. The contract for hiring a vehicle can be terminated by serving one month notice from either side without assigning any reason.
23. If the mileage covered is less than 1500/ 2000/2500 Kms. (as the case may be) in a particular month, the saving will be carried over to the next month till the completion of one year after which the saving will lapse.
24. The SITEG reserves the right to reject any one of the quotations or all without assigning any reasons.
25. 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 Chairperson, SITEG (EC), Kasumpti, Shimla-9. The award of the Arbitrator shall be final and binding on both the parties.
26. The bidder/owner of the vehicle shall provide a substitute vehicle in case the contracted/hired vehicle is sent for repair failing which penalty would be imposed @ Rs. 600/- per day. The SITEG reserve the right to terminate the Agreement and forfeit the security in the case of no-availability of vehicle for two or more consecutive days.
27. In case the successful bidder is not able to deploy the vehicle/ equivalent vehicle because of major breakdown, damage of the vehicle, theft, major accident and request for deploying another vehicle of lower category (agreed to by SITEG ) then an amount of Rs. 600/- per day shall be deducted.
28. The SITEG reserves right to ask the driver to keep the keys and papers of the vehicle in the office at the end of the day.

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

## PERFORMA FOR HIRING OF VEHICLE

Category	Description	Make & Year of Model of the Vehicle	Purchase	Rates (in Rs.)
<b>Category I</b>	Monthly charges (inclusive of fuel, all taxes/ levies/ duties/ service charges etc.) for deployment of vehicle along with driver:			
	i. 1500 KMs per month			
	ii. 2000 KMs per month			
	iii. 2500 KMs per month			
<b>Category II</b>	Monthly charges (inclusive of fuel, all taxes/ levies/ duties/ service charges etc.) for deployment of vehicle along with driver:			
	i. 1500 KMs per month			
	ii. 2000 KMs per month			
	iii. 2500 KMs per month			
<b>Category III</b>	Monthly charges (inclusive of fuel, all taxes/ levies/ duties/ service charges etc.) for deployment of vehicle along with driver:			
	i. 1500 KMs per month			
	ii. 2000 KMs per month			
	iii. 2500 KMs per month			
<b>Other charges, if any</b>	Extra running charges above prescribed limit			
	Night halt charges out of headquarter/ Shimla			
	Extra charges per hour after 8:00 PM			

**Note:** The rates are inclusive of fuel, all taxes/ levies/ service charges etc.

I have also gone through all the terms and conditions and agreed with the same.

Signature with address of the owner

Date

Place \