

## **TENDER LETTER**

### **Subject: Contract for Hiring of Taxis**

Dear Sir,

A complete set of tender papers for the contract for "Hiring of Taxis" for the Petroleum and Natural Gas Regulatory Board (PNGRB) is enclosed. Please note that this set of tender documents comprising of the following contents is not transferable under any circumstances:

<b>Chapter 1</b>	<b>- Instructions for submission of tenders</b>
<b>Chapter 2</b>	<b>- Scope of work and Terms &amp; Conditions Governing the Contract</b>
<b>Annexure I</b>	<b>- Letter of submission of tender</b>
<b>Annexure II</b>	<b>- Schedule of Rates</b>

You are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. You are required to submit your offer in **two separate sealed envelopes**. The first sealed envelope should contain all the documents listed in the Chapter - 1 on "Instructions for admission of tenders". Please ensure that all the documents listed in this chapter are complete in all respects. You should also countersign them on each page, except in the case of demand drafts. This envelope should be clearly superscripted as "**Tender for Hiring of Taxis for PNGRB : Pre-Qualification Bid**".

The second sealed envelope should contain only the Schedule of Rates (Annexure – II) completely filled by you as mentioned in Para 4 of the Chapter 1 on Instructions for submission of tenders. Please ensure that you or your authorized representative signs each page of the Schedule of Rates before submitting it. This envelope should be clearly superscripted as "**Tender for Hiring of Taxis for PNGRB: Financial Bid**".

Both the sealed envelopes should again be sealed in one envelope and duly superscribed as "**Tender for Hiring of Taxis for PNGRB**". This envelope duly sealed in covers as described above, should be deposited in the office of the PNGRB, 1<sup>st</sup> Floor, World Trade Centre, Babar Road, New Delhi - 110001 on or before **1500 hrs on 24<sup>th</sup> August 2016**. It will be in your interest to ensure that the tender documents are deposited positively before the time indicated above.

Please note that **any offer received after 1500 hrs on 24<sup>th</sup> August 2016 will not be considered**.

**PNGRB** reserves the right to:-

- accept or reject any or all the Pre-Qualification Bids in part or in full without assigning any reasons,
- accept or reject any or all the Financial Bids in part or in full irrespective of their being the lowest without assigning any reasons,

**Signature of the Tenderer**

- award the contract for Hiring of Taxis to different bidders. However, it would prefer the same contractor to do all the works specified in the tender document,
- relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of PNGRB,
- re-tender or negotiate with the lowest tenderer as regards the rates, terms and conditions of the tender, and
- disqualify the tenderers blacklisted by Central/State Govts/Public Sector Undertakings or whose contracts have been terminated on account of poor performance.

You are requested to peruse the tender documents carefully so as to avoid rejection of the tender for non-compliance with the necessary instructions or with the Terms & Conditions.

You are further requested to ensure that the tender documents, including the Pre-Qualification Bid and the Financial Bid are submitted after full consideration and understanding of the work envisaged under this contract as defined subsequently.

(K. Rajeswara Rao)  
Officer on Special Duty (R)

**Signature of the Tenderer**

# Petroleum and Natural Gas Regulatory Board

## Chapter -1

### Instructions for Submission of Tender

#### 1. PREAMBLE

Petroleum and Natural Gas Regulatory Board (PNGRB), a statutory body established under the provisions of an Act of Parliament, intends to hire a reputed Agency for Hiring of Taxi for its office. The terms and conditions are described in "Scope of Work and Terms & Conditions Governing the Contract" in Chapter - 2.

#### 2. BONAFIDE OFFERS

The Tenderer should be bonafide, which shall mean an entity:

- (a) Having a registration number/service tax registration;
- (b) Having Permanent Account Number;
- (c) Having required previous experience in providing taxi service for a minimum period of two years in any Central/State Government/Public Sector Undertaking/reputed Private Company/MNC within the preceding five years;
- (d) Having a fleet of a minimum of 6 own taxis; and
- (e) Meeting all other requisites laid down in this chapter elsewhere

#### 3. TENDER DOCUMENT

The Tender Document will consist of all documents listed in page no. 1.

These must be submitted together in the manner indicated below, failing which the tender is liable to be rejected. **Incomplete or conditional tender is also liable to be rejected.**

#### 4. SUBMISSION OF TENDERS - TIME LIMIT/MODE

The tender documents duly completed should be submitted in two separate parts. The first part should be sealed in a separate envelope and superscripted as "Tender for Hiring of Taxis for PNGRB : Pre-Qualification Bid". This should contain all the information including details of present business and financial standing which would enable PNGRB to decide on credentials of the tenderers for performing/doing the job besides earnest money and other documents listed below in para 4.1.1 and elsewhere in the chapter. The second part will consist of the "Tender for Hiring of Taxis for PNGRB : Financial Bid" and should be superscripted on the second envelope as such. Both the envelope should be sealed in one envelope and

**Signature of the Tenderer**

duly superscripted as "**Tender for Hiring of Taxis for PNGRB**" and addressed to the Officer on Special Duty (R), PNGRB.

**4.1.1. The following documents must be submitted in the Pre-Qualification Bid:**

- Letter of Submission of Tender;
- Crossed Demand Draft of Rs.25,000/- towards Earnest Money Deposit;
- Attested copy of Experience Certificate for prescribed number of years;
- Documents indicating ongoing contracts in hand, if any;
- Papers indicating registration and constitution of the firm/s and the requisite power of attorney, if required.
- This tender document with all pages duly signed and clearly indicating the name & designation of the person signing the document; and embossed with official seal. The tender documents must be properly numbered and binded;
- Proof of Service Tax Registration;
- Copy of Income Tax Pan Card;
- Photocopies of the Registration Certificate of the vehicles owned to establish the age of the vehicles.

**4.1.2 The Schedule of Rates given at Annexure-II, duly filled in and signed by the tenderer, shall be submitted in the Financial Bid.**

4.2 The tenders duly completed as described in para above must reach the designated address upto 1500 hrs on **24<sup>th</sup> August 2016** positively. Tenders received after 1500 hrs on **24<sup>th</sup> August 2016** will not be considered.

4.3 Any tender delivered or sent otherwise will be at the risk of tenderer.

4.4 Sealed tenders shall be submitted either by registered post with acknowledgement due or in person. Tenders by Telegram/Fax or any other mode will not be considered.

4.5 **All rates shall be quoted only on the proper form (Annexur-II) of the Schedule of Rates and each page of this Schedule shall be signed in full by the tenderer or his authorized signatory as described herein above.**

4.6 The Schedule of Rates should be filled in carefully after considering all the aspects of work as described in the Chapter-2 on "Scope of Work and Terms & Conditions Governing the Contract". No request for change or variation in rates or terms & conditions of the contract shall be entertained on the grounds that the tenderer had not understood the work envisaged by this Contract for Hiring of Taxis for PNGRB or Labour and local laws. Any overwriting in the Schedule of Rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.

4.7 The tenderer will have to submit an analysis of rates if called upon to do so by PNGRB.

**Signature of the Tenderer**

- 4.8 PNGRB reserves the right to re-tender or modify the Terms & Conditions of the tender. It also reserves the right to negotiate the rates with the lowest tenderer i.e. L-I.
- 4.9 **Tenderer shall not increase his/their quoted rates in case the PNGRB Administration negotiates for reduction of rates. Such negotiation shall not amount to cancellation or withdrawal of the original offer and the rates quoted will be binding on the tenderers.**
- 4.10 **Any variation, addition and/or omissions in the items of work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by the tenderer in the tender. The rate quoted by the tenderer shall be applicable irrespective of the volume of work.**
- 4.11 The rates for hiring of taxis must be quoted in both words and figures. *If there is variation between the rates quoted in 'figures' and in 'words', only the rates quoted in words shall be taken to be as correct and valid.* If more than one or improper rate is tendered, the tender is liable to be rejected summarily and will not be considered.
- 4.12 Each folio of Tender Documents and every supporting document attached with it shall be signed by the intending Tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- 4.13 Tenders containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these, must be made in ink and all such corrections must be attested by full signature of the tenderer and dated.

## 5. PREVIOUS EXPERIENCE

The tenderer should enclose documents and certificates in proof, to the satisfaction of PNGRB, of his previous experience in the work of taxi service **for two years in any Central/State Government or Public Sector Undertaking/reputed private company MNC within the preceding five years.** The experience should be in the same name/firm/composition in which it is applying for this contract. Tenders, which are not supported by satisfactory credentials, will not be considered.

## 6. CONSTITUTION OF THE FIRM

- 6.1 The tenderer who are the constituents of a Firm, Company, and Association/or Society must enclose attested copies of the constitution of their Firm/Company/Association or Society, Power of Attorney and/or Partnership Deed. Co-operative Societies must submit an attested copy of the certificate of registration along with the documents mentioned earlier.
- 6.2 If the tender is submitted by a proprietary firm, it shall be signed by the proprietor above his full name and the name of his firm with its current address.

**Signature of the Tenderer**

- 6.3 If the tender application is submitted by a firm in partnership, it shall be signed by all partners of the firm above their full names and current address or by a partner holding the Power of Attorney for the firm for signing the application, in which case the certified copy of the Power of Attorney shall accompany the tender application/document. A certified copy of the partnership deed, current address of the firm and the full names and addresses of all partners of the firm shall also accompany the tender application/document.
- 6.4 If a Private Limited Company, Limited Company or a Limited Corporation submits the Tender Application such Private Limited Company, Limited Company or Corporation will be required to furnish satisfactory evidence such as Memorandum and Articles of Association of its existence before the contract is awarded.
- 6.5 Cancellation of any documents such as Power of Attorney, Partnership deed etc. shall forthwith be communicated to PNGRB in writing, failing which PNGRB shall have no responsibility or liability for any action taken on the strength of the said documents submitted earlier or on the basis of the amended documents.
- 6.6 PNGRB may, recognize changes in Power of Attorney and related documents mentioned in sub-para 6.1 after obtaining proper legal advice, cost of which will be chargeable to the tenderer/contractor.

## **7. STUDY OF LOCAL CONDITIONS**

**The tenderer is advised in his own interest to visit the site of the work and acquaint himself with all local conditions, means of access to the work, nature of work etc.**

## **8. VALIDITY OF OFFER**

The tenderer will be required to keep the offer open for a-period of **120 (One hundred twenty) days** from the last date of submission of tenders. It shall be understood that the tender document has been issued to the tenderer and the tenderer is permitted to tender in consideration of the stipulation that after submitting his tender, he will not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to PNGRB. If the tenderer fails to observe or comply with the said stipulation, the amount of earnest money under para 4.1.1 of Chapter - 1 shall be liable to be forfeited.

## **9. ACCEPTANCE OF TENDER**

- 9.1 The authority for acceptance of the tender documents and tendered rates will rest with the Competent Authority of PNGRB who does not bind himself to accept the lowest or any other tender, nor does he undertake to assign reasons for his decision in this matter.

**Signature of the Tenderer**

- 9.2 Acceptance of tendered rates will be communicated through a letter as soon as possible.
- 9.3 All the tender documents submitted by a tenderer shall become the property of PNGRB and PNGRB shall have no obligation to return the same to the tenderers.
- 9.4 **Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.**
- 9.5 If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, the PNGRB reserves the right to reject such tender at any stage of execution without any financial liability.

#### **10. EXECUTION OF CONTRACT DOCUMENT**

- 10.1** The tenderer whose tender is accepted shall be required to appear at the office of the PNGRB in person or if the tenderer is a Firm, Company or a Corporation, a duly authorized representative shall so appear and **execute the contract documents within Seven (07) days of the date of issue of communication from the PNGRB's office and start the work with effect from the date mentioned in such communication.** Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.
- 10.2** The tenderer shall treat the contents of the tender documents as private and confidential.

#### **11. POSTAL ADDRESS FOR COMMUNICATION**

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at his said address shall be deemed to have reached the tenderer in time.

(K. Rajeswara Rao)  
Officer on Special Duty (R)

**Signature of the Tenderer**

## Petroleum and Natural Gas Regulatory Board

### Chapter- 2

#### SCOPE OF WORK AND TERMS & CONDITIONS GOVERNING THE CONTRACT

#### 1. PREAMBLE

Petroleum and Natural Gas Regulatory Board (PNGRB) is a statutory body set up under the provisions of an Act of Parliament.

#### 2. TERMS AND CONDITIONS

- 2.1 The vehicles running on Petrol, Diesel or CNG provided should not be more than 2 years old.
- 2.2 The vehicle(s) should be kept neat and clean and in perfect running condition and should be provided with neat & clean seat covers/towels. PNGRB's decision about the condition of the vehicle(s) will be final.
- 2.3 All the vehicles should have valid permit to run in the territory of NCR (including Noida, Gurgaon, Faridabad, etc).
- 2.4 **The driver and the vehicle should not be changed without prior permission.** If either the vehicle or the driver is not found to be suitable, then they shall be changed immediately on receiving a request from PNGRB to that effect. If three written complaints are received against the driver or vehicle from any officer, then PNGRB would have a right to hire a vehicle from the market for that officer and the additional cost incurred by PNGRB will be borne by the Contractor
- 2.5 The drivers employed should hold a valid driving license, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
- 2.6 The drivers must observe all the etiquette and protocol while performing the duty. The drivers must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, separate payment shall be made by PNGRB. They will carry the officer's bags from the officer's residence/office to the vehicle. The drivers must always open the doors of the vehicles for passengers travelling in it.
- 2.7 Under no case drivers are allowed to take on any passengers other than the officers/officials of PNGRB during the hours of duty.
- 2.8 The transport operator and driver shall be bound to carry out the instructions of the PNGRB as well as of the officers assigned to the vehicle.

**Signature of the Tenderer**



- 2.9 In case of any accident, all the claims arising out of it shall be met by the Contractor.
- 2.10 A daily record indicating time and mileage for each vehicle shall be maintained in a log book for vehicles hired on monthly basis.
- 2.11 Dedicated vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances.
- 2.12 In the event of the award of the tender and prior to execution of the contract, the Contractor shall be required to submit copies of the Registration Certificates and Comprehensive Insurance Policies of the vehicles being offered for hire and particulars with photograph of the drivers dedicated to each vehicle. He shall also be required to produce the vehicles in the office of the undersigned for the physical verification/inspection.
- 2.13 **The time and distance in respect of hired taxis will commence and terminate from the time & place of reporting to the time & place of release within NCR.** For this purpose, the kilometer reading as well as the time will be recorded by the officer in the duty slip at the time of reporting and releasing the vehicle. However, the dead mileage to/from garage to place of reporting/release in respect of regular hiring /office along with time taken to/from garage to duty place/release will be added separately @ 10 KM per day and 1 hour per day (i.e. both ways put together). This will be added in the monthly bill and the bill settled accordingly.

### **3. Escalation/De-escalation Clause**

- 3.1 During the validity of the Contract, if there is any increase in the cost of spare parts, tyre, lubricant, etc., no increase in the rates offered will be demanded/entertained. However, if there is increase/decrease in the rate of petrol/diesel/CNG in Delhi by Rs.2.00 per litre, Rs.3.00 per litre and Rs.4.00 per kg. respectively (one time/cumulative increase/decrease), the effective rate of escalation/de-escalation will be @1% from the ensuing month on the bill amount (as per the approved rates) for the contracted monthly kilometers or actual kilometers, whichever is more.

### **4. DEFICIENCY CHARGES**

- 4.1 In case of delay in reporting of vehicle at specified time and place by less than 30 minutes from the specified time, a penalty of Rs.200/- and for delay of more than 30 minutes, a penalty of Rs.500/- will be levied for each day.
- 4.2 In case the Contractor is not able to provide vehicle at specified time and place **an amount equivalent to one day's hiring charge will be deducted from the monthly bill for each day of non-reporting.** In addition, a penalty of Rs.500/- will be levied for each day of non-reporting,

**Signature of the Tenderer**

- 4.3 In case of break down, if the Contractor is not able to arrange back up vehicle within 30 minutes of such breakdown a penalty of Rs.500/- will be levied in addition to non-payment for that duty.

## 5. PAYMENT CONDITIONS

- 5.1 The Contractor will produce monthly bills for release of payment after verification.
- 5.2 TDS and all other taxes will be deducted as per applicable rules.

## 6. DURATION OF CONTRACT

- 6.1 *At the initial stage, the contract shall be awarded for a period for one year from the date of commencement of contract. PNGRB will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of PNGRB.*
- 6.2 However, it will be obligatory on the part of contractor to continue to work at the rates prevailing on the last date of the contract even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.
- 6.3 **PNGRB reserves the right to terminate the contract any time without assigning any reason/notice.**

## 7 EARNEST MONEY

- 7.1 The tenderer will be required to deposit a sum of Rs.25,000/- (Rupees Twenty Five Thousand only) as earnest money along with completed tender documents for Pre-Qualification Bid. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to PNGRB. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited.
- 7.2 *The earnest money deposit (EMD) as referred to under para 7.1 above shall be made by **Pay Order or Demand Draft** made out in favour of **PNGRB** payable at New Delhi and valid for a minimum period of three months after the date of issue.*

## 8. SECURITY DEPOSIT

- 8.1 The successful tenderer whose rates are finally accepted must deposit as Security Deposit for successful performance under the contract, a sum of

**Signature of the Tenderer**

Rs.50,000/- (Rupees Fifty Thousand only) by Pay Order or Demand Draft or Bank Guarantee or Fixed Deposit in favour of the "Petroleum and Natural Gas Regulatory Board" within 7 (seven) days from the date of the communication of award of contract of tender and execute an agreement in the prescribed form. If he declines or fails to remit the additional amount towards Security Deposit, the entire amount of Rs.25,000/- of EMD will be forfeited.

**9. PNGRB reserves the right to terminate the contract any time without assigning any reason.**

**10. CRITERIA FOR EVALUATION OF BIDS:**

The technical bids will be opened in the first stage and will be evaluated on following criteria:-

- ❖ Registration certificate to establish the genuineness of the firm.
- ❖ Income Tax PAN card/proof of Service Tax registration.
- ❖ Experience certificate for two years with copies of documents indicating the previous/ongoing contracts.
- ❖ Earnest Money Deposit of Rs.25,000/- in form of Pay Order/Demand Draft.
- ❖ Photocopies of the Registration Certificates of at least 4 vehicles (less than 2 years old) to establish the age of vehicles.

**The Financial Bids will be opened only in respect of those firms, which meet the Technical Bid criteria mentioned above. The Financial Bids will be evaluated as under:-**

- ❖ 80% weightage will be given for Monthly Rate and 20% weightage for rate for 80 KM/10 Hours.

**Example**

If 'X' is the bid amount for Monthly Rate and 'Y' is the amount quoted for 80 KM/10 Hours, the consolidated bid amount will be:

$$\text{Bid amount} = (80\% \text{ of } X) + (20\% \text{ of } Y)$$

- ❖ If there is a tie in the parameter listed above, 30% weightage in the evaluation will be given to the rate for extra kilometres and 70% weightage will be given to the rate for extra hours beyond the 80 KMs & 10 hours duty.

**Example**

If 'A' is the amount quoted for each extra KM and 'B' is the amount quoted for each extra Hour and the consolidated amount will be:

$$\text{Amount} = (30\% \text{ of } A) + (70\% \text{ of } B)$$

**Signature of the Tenderer**

- ❖ If still there is a tie in the parameters listed above, preference will be given to the firm whose taxi stand is nearer to the PNGRB Office.

**PNGRB intends to award the complete contract to one firm. However, PNGRB reserves the right to split the contract and award the contract to two or more different bidders separately.**

## **11. GENERAL**

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on any point shall be sought from OSD(R), PNGRB, whose decision in the matter shall be final and binding to all. Any other matter relevant to but not covered in the contract shall also be decided by making reference to him and his decision shall be final and binding to all.

(K. Rajeswara Rao)  
Officer on Special Duty (R)

**The scope of work and all terms and conditions listed from paras 1 to 9 along with their sub-paras have been read carefully, understood and accepted.**

**Signature of the Tenderer**

**ANNEXURE-I**

**PETROLEUM AND NATURAL GAS REGULATORY BOARD**

**LETTER OF SUBMISSION OF TENDER**

**To**

The Officer on Special Duty (R),  
Petroleum and Natural Gas Regulatory Board,  
1<sup>st</sup> Floor, World Trade Centre,  
Babar Road,  
New Delhi - 110 001

**SUBJECT: TENDER FOR CONTRACT FOR HIRING OF TAXIS FOR A PERIOD OF ONE YEAR FROM THE DATE OF AWARD OF CONTRACT**

Dear Sir,

Subject to the conditions given in the tender documents for the above mentioned contract, I/We hereby tender for the contract for working as Contractor for PNGRB for its office at the rates specified in the Schedule of Rates (Annexure - II) annexed with the documents. I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all these terms and conditions laid there in.

2. The following certificates/documents are enclosed herewith:-

- 2.1 Experience certificate showing the experience in the work tendered for/trade for a minimum period of **two years in any Central/State Government or Public Sector Undertaking/reputed private company/ MNC within the preceding five years.**
- 2.2 Documents showing constitution of the firm/company (copy of partnership deed with copy of registration certificate in case of partnership firm and copy of incorporation certificate, certificate of Memorandum and Articles of Association in case of a company)
- 2.3 Copy of Service Tax Registration.
- 2.4 Copy of Income Tax PAN card.
- 2.5 Photocopy of the Registration Certificate of the vehicles to be provided to establish the age of the vehicles.

**Signature of the Tenderer**

2.6 A sum of Rs 25,000/- (Rupees Twenty Five Thousand only) towards earnest money in the form of pay order/demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on the bank/branch \_\_\_\_\_ in favour of PNGRB, payable at New Delhi.

2.7 The details of other contracts held by me/us with other Central/State Govt/Public Sector Undertakings/Autonomous bodies/reputed private companies/MNCs doing similar work are given below:-

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

2.8 The Schedule of Rates duly filled and signed is enclosed in a separate sealed envelope. I/We clearly understand that this will be opened on a subsequent date only if my/our Pre-Qualification Bid is accepted by PNGRB.

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

Signature of Tenderer/(s)

**Tenderer's Address**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

**Signature of the Tenderer**

**SCHEDULE OF RATES TO BE QUOTED FOR HIRING OF TAXIS**

You are requested to send us the rate tender of your company in the format given below :-

			<b><u>Full Day</u></b> (80KM/10Hrs)	<b><u>Half Day</u></b> (40 Km/5hrs)	<b><u>Monthly/Rates</u></b> (2200 KM/300Hrs)	<b><u>Out Station Charges</u></b>
1.	<b><u>AC-Esteem/ Indigo or equivalent</u></b>	Normal <b><u>Extra</u></b> Per KM Per Hr				Per KM : Rs _____ Night Charge: RS. _____
2.	<b><u>AC Indica or equivalent</u></b>	Normal <b><u>Extra</u></b> Per KM Per Hr				Per KM : Rs _____ Night Charge: RS. _____
3.	<b><u>Non-AC Indica or equivalent</u></b>	Normal <b><u>Extra</u></b> Per KM Per Hr				Per KM : Rs _____ Night Charge: RS. _____

Taxes such as Service Tax, etc. which will be payable by PNGRB should be clearly spelt out by the tenderers

**Note:** The mileage and hours for the day will be indicated in the duty slip at the time & place of reporting to the officer till the time & place of release within NCR. The dead mileage to/from garage to place of reporting/release in respect of regular hiring/office along with time taken to/from garage to duty place/release will be added separately @ 10 KM per day and 1 hour per day at the time of preparing the monthly bill and settled accordingly.

You are advised to send the rate tender (Financial Bid) in a separate sealed envelope along with the Pre- Qualification Bid and EMD of Rs.25,000/- as per the tender letter/instructions for submission of tender.

**Signature of the Tenderer**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

**Signature of the Tenderer**