

TENDER LETTER

Subject: Tender for hiring of Taxis for PNGRB

Dear Sir,

Petroleum and Natural Gas Regulatory Board herein after referred as PNGRB is a statutory body established under an Act of Parliament, intends to hire Taxis from a reputed Agency, following are the details of tender:

1. A complete set of tender papers for the contract for "Hiring of Taxis" for the PNGRB is enclosed herewith. Please note that this set of tender documents comprising of the following contents is not transferable under any circumstances:

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

2. You are requested 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**.

- a) **Pre-Qualification Bid** : 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. Bidders should countersign each page of the tender document. This envelope should be clearly superscripted as "**Tender for hiring of Taxis for PNGRB : Pre-Qualification Bid**".
- b) **Price Bid** : The second sealed envelope should contain only the Schedule of Rates (Annexure – II) completely filled as mentioned in Para 4 of the Chapter 1 on Instructions for submission of tenders. Bidder to 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 : Price Bid**".

Both the sealed envelopes should again be sealed in one envelope and duly super scribed as "**Tender for hiring of Taxis for PNGRB**". This envelope duly sealed in covers as described above, should be delivered in the office of the PNGRB, 1st Floor, World Trade Centre, Babar Road, New Delhi - 110001 on or before **1500 hrs on 2nd January 2019**. Please note that **any offer received after 1500 hrs on 2nd January 2019 will not be considered**.

Signature of the Tenderer

3. **PNGRB** reserves the right to:-
- a) accept or reject any or all the Pre-Qualification Bid(s) in part or in full without assigning any reason,
 - b) accept or reject any or all the Price bid(s) in part or in full irrespective of their being the lowest without assigning any reasons,
 - c) split the award of contract for Hiring of Taxis among more than one bidders. However, it would prefer the same contractor to do all the works specified in the tender document,
 - d) re-tender or negotiate with the lowest tenderer as regards the rates, terms and conditions of the tender, and
 - e) disqualify the bidder blacklisted by Central/State Govts/Public Sector Undertakings or whose contracts have been terminated on account of poor performance.
4. 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.
5. 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.
6. Any variation in the number of vehicles required by the user 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.
7. If more than one or improper rate is tendered, the tender is liable to be rejected summarily.
8. Each folio of tender document 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
9. 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.

Joint Adviser(AKG)
PNGRB

Signature of the Tenderer

Petroleum and Natural Gas Regulatory Board

Chapter -1

Instructions for Submission of Tender

1. Tender Document will consist of the entire document listed in para 1 of page of the Tender letter.
2. Bidder can be propriety firm, partnership firm, company and Association/or Society etc, Bidder to submit following document in this regard:
 - (a) In case of propriety firm submits the bid, the bidder to furnish appropriate/supporting document/declaration etc in support.
 - (b) In case of a partnership firm submits the bid, the bidder to submit a self certified copy of the partnership deed.
 - (c) In case of Private Limited / Limited Company submits the bid, the bidder to furnish self certified copy of certificate of incorporation and Memorandum and Articles of Association.
 - (d) If Co-operative Societies submit the bid, the bidder to furnish self certified copy of the certificate of registration.

Further bidder should submit the following:

- (a) Copy of GST Registration,
- (b) Copy of Permanent Account Number card issued by Income tax department,

3. CONSTITUTION OF FIRM:

- (a) If the tender is submitted by a propriety firm, it shall be signed by the proprietor mentioning his full name and name of the firm with address. In case tender is submitted by a partnership firm, it shall be signed by all the partners of the firm or by a partner holding the power of attorney on behalf of firm for signing the tender, in which case the self certified copy of power of attorney shall accompany the tender application/document. In case of submission of tender by company/co-operative society person, power of attorney/authority for signing on behalf of by company/co-operative society shall accompany the tender application/document.
- (b) 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.

Signature of the Tenderer

- (c) PNGRB may, recognize changes in Power of Attorney and related documents mentioned in sub-para 3(a) after obtaining proper legal advice, cost of which will be chargeable to the tenderer/contractor.
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 and documents in support of qualification /experience criteria of the bidder 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 and elsewhere in the chapter. The **second part** will consist of the "**Tender for hiring of Taxis for PNGRB : Price Bid**" and should be superscripted on the second envelope as such. Both the envelope should be sealed in one envelope and duly superscripted as "**Tender for hiring of Taxis for PNGRB**" and addressed to the **Joint Adviser (AKG), PNGRB**.
5. The following document must be submitted in the pre-Qualification bid:
- (a) Letter of Submission of Tender;
 - (b) Crossed Demand Draft of Rs.50,000/- in favour of 'Petroleum and Natural Gas Regulatory Board' towards Earnest Money Deposit;
 - (c) Self attested copy of documents in support of experience/qualification certificate as mentioned in para below;
 - (d) Blank Scheduled of Rates (SoR) duly signed as a confirmation that price has been quoted in terms of format and no condition(s) is attached in the price bid.
 - (e) Documents indicating ongoing contracts in hand, if any;
 - (f) Papers indicating registration and constitution of the firm/s and the requisite power of attorney, if required.'
 - (g) 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:
 - (h) Proof of GST Registration;
 - (i) Copy of Income Tax PAN Card;
 - (j) Self-attested Photocopies of the Registration Certificate of the vehicles owned to establish the age of the vehicles.
 - (k) Income Tax Return for the year 2017-18 or latest available.
6. The tenders duly completed as described in para above must reach the designated address **upto 1500 hrs 2nd January 2019** positively. Sealed tenders may be submitted either by registered post with acknowledgement due or in person. Tenders by Telegram/Fax or any other mode will not be considered. Tenders received after **1500 hrs on 2nd January 2019** will not be considered.

Signature of the Tenderer

7. SCHEDULED OF RATES (SoR):

All rates shall be quoted only on proper form (**Annexure-II**) of the SoR and each page this schedule shall be signed in full by the tenderer or his authorized signatory as described herein above. No conditions should be made in SoR. In case of any condition put in SoR that may lead to rejection of bid.

- (a) The SoR 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 SoR 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.
- (b) The tenderer will have to submit an analysis of rates if called upon to do so by Petroleum and Natural Gas Regulatory Board (PNGRB).
- (c) 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.
- (d) Tenderer shall not increase his/their quoted rates in case the PNGRB 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.
- (e) 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.
- (f) 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.
- (g) 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.
- (h) 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.

Signature of the Tenderer

8. **EXPERIENCE/QUALIFICATION:** In order to qualify for the bid, bidder should submit following:

- (a) Experience of providing taxi service for a minimum period of one year within the preceding three years as on the date of bid submissions in any Central/State Government/Public Sector Undertaking/reputed Private Company/MNC.

Bidder to provide work order supported by execution certificate document in support of above qualification.

- (b) Fleet of a minimum of 6 taxies owned by firm / Director/ Partner / Proprietor. Bidder to provide copies of Registration certificate in support of above qualification.
- (c) Turnover of the bidder during any of the last three years should not be less than Rs.9.00 lakh from the business of providing Taxi services.

Bidder to provide audited balance sheet and Profit and loss account clearly showing Turnover from providing Taxi services or certificate from Chartered accountant in this regard.

9. **STUDY OF LOCAL CONDITIONS:**

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

10. **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 5 (b) of Chapter - 1 shall be liable to be forfeited.

11. **ACCEPTANCE OF TENDER :**

- (a) The authority for acceptance of the tender documents and tendered rates will rest with the Competent Authority of PNGRB. PNGRB 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.
- (b) Acceptance of tendered rates will be communicated through a letter as soon as possible.

Signature of the Tenderer

- (c) 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.
- (d) Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.
- (e) If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favorable for acceptance of his tender fraudulently, the PNGRB reserves the right to reject such tender at any stage of execution without any financial liability.

12. EXECUTION OF CONTRACT DOCUMENT:

- (a) 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.
- (b) The tenderer shall treat the contents of the tender documents as private and confidential.

13. 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.

Signature of the Tenderer

Petroleum and Natural Gas Regulatory Board

Chapter- 2

SCOPE OF WORK AND TERMS & CONDITIONS GOVERNING THE CONTRACT

1. TERMS AND CONDITIONS

- (a) The approximate requirement of vehicles would be approximately 5-6 vehicles.. The actual monthly requirement may vary from time to time for use by this Office
- (b) The vehicle provided (**Maruti Suzuki CIAZ / HONDA CITY, Maruti Suzuki DZire (AC) / Hyundai Accent (AC) or Equivalent**) on monthly basis should not be more than 1 year old (Registration not beyond year 2018). In case the selected agency wants to provide vehicle of higher value and class at the same rates, PNGRB would have no objection to it subject to fulfilment of other terms & conditions
- (c) 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.
- (d) All the vehicles should have valid permit to run in the territory of NCR (including Noida, Gurgaon, Faridabad, etc).
- (e) **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 PETROLEUM AND NATURAL GAS REGULATORY BOARD to that effect. If three written complaints are received against the driver or vehicle from any officer, then PETROLEUM AND NATURAL GAS REGULATORY BOARD would have a right to hire a vehicle from the market for that officer and the additional cost incurred by PETROLEUM AND NATURAL GAS REGULATORY BOARD will be borne by the Contractor.
- (f) 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.
- (g) 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. 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.

Signature of the Tenderer

- (h) Under no case drivers are allowed to take on any passengers other than the officers/officials of PNGRB during the hours of duty.
- (i) The transport operator and driver shall be bound to carry out the instructions of the PNGRB as well as of the officers who is authorized to use the vehicle.
- (j) The Contractor shall comply with the provisions of Labour and other Laws (Minimum Wages Act, PF, ESI Act etc.) The employees of the transport operator shall not be deemed to the employees of PNGRB. The **Minimum Wages** to the drivers shall be paid through **Electronic Mode only** and the transport operator has to produce the proof of same as and when desired by PNGRB.
- (k) In case of non payment of monthly remuneration to drivers and the non submission of the proof of payments shall lead to deduction of the same from the bills of contractor”.**
- (l) In case of any accident, all the claims arising out of it shall be met by the Contractor.
- (m) A daily record indicating time and mileage for each vehicle shall be maintained in a log book for vehicles hired on monthly basis.
- (n) Dedicated vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances.
- (o) 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 PNGRB for the physical verification/inspection.
- (p) The time and distance in respect of vehicles hired on monthly basis will commence and terminate from the time & place of reporting to the time & place of release of vehicle. For this purpose, the kilometre 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.

2. Escalation/De-escalation Clause

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) from the last date of submission of bid, 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.

Signature of the Tenderer

3. DEFICIENCY CHARGES

- (a) In case of delay in reporting of vehicle at specified time and place by upto 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.
- (b) 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.1000/- will be levied for each day of non-reporting.
- (c) In case vehicle provided is older than the model specified in the tender, a penalty of a sum of Rs.1000/- will be levied for each such day.
- (d) 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.

4. PAYMENT TERMS

The Contractor will produce monthly bills for release of payment duly verified and certified by the authorized user of the vehicle. TDS and all other taxes as applicable from time to time will be deducted from the bill. Bill shall be paid within 15 days from the date of receipt of duly verified and certified bill.

5. DURATION OF CONTRACT

At the initial stage, the contract shall be awarded for a period for one year which shall be extendable further one year on same terms and conditions, from the date of commencement of contract at the discretion of PNGRB.

- 6. PNGRB reserves the right to terminate the contract any time without assigning any reason/notice.

7. EARNEST MONEY

- (a) The tenderer will be required to deposit a sum of Rs.50,000/- (Rupees Fifty 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
- (b) The earnest money deposit (EMD) as referred to under para 7 (a) above shall be made by **Pay Order or Demand Draft** made out in favour of **Petroleum and Natural Gas Regulatory Board** payable at New Delhi.

Signature of the Tenderer

8. SECURITY DEPOSIT:

The successful tenderer is required to deposit, as Security Deposit (SD), a sum of equivalent to 5% of Contract value of award. EMD available with PNGRB shall be converted to SD and balance amount to be paid through pay order or Demand Draft or Bank Guarantee in favor of the "**Petroleum and Natural Gas Regulatory Board**" within 7 (seven) days from the date of the communication of award of contract 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.50000/- EMD will be forfeited.

9. CRITERIA FOR EVALUATION OF BIDS:

The Financial Bids will be opened only in respect of those firms, who have deposited EMD and meets the Qualification/Experience Bid criteria mentioned at para 8 of chapter I. The Financial Bids will be evaluated as under:

- a) The determination of L1 shall be based on the total quoted rates for **Item Nos. 1 and 2 of Annexure II.**
- b) In case of Extra kms, Extra Hrs and night halt charges, following rates for these items shall be paid. Hence, need not to be quoted.

Type of Vehicle	Extra kms (Rs)	Extra Hrs. (Rs)	Night Halt charges (Rs)
Maruti Suzuki Ciaz/ Honda City or Equivalent	14.00	70.00	250
Maruti Suzuki DZire (AC) / Hyundai Accent (AC) or Equivalent	12.00	60.00	250

- c) In case of tie, then work shall be awarded to the tenderer whose turnover is higher/highest as per the audited accounts for the previous financial year 2017-18.

Note:- 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.

10. 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 Joint Adviser (AKG), 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.

Signature of the Tenderer

PETROLEUM AND NATURAL GAS REGULATORY BOARD

LETTER FOR SUBMISSION OF TENDER

To,

The Joint Adviser (AKG),
Petroleum and Natural Gas Regulatory Board,
1st 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 working as Contractor for providing Taxies 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 agree to abide by all these terms and conditions laid there in.

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

- (a) Documents in support of Qualification/Experience certificate in terms of para 8 of Chapter I of the tender document.
- (b) Documents showing constitution of the propriety/firm/company/Co-operative society (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, copy of certified copy of the certificate of registration.
- (c) Copy of GST Registration.
- (d) Copy of Income Tax PAN card.
- (e) 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 50,000/- (Rupees Fifty Thousand only) towards earnest money in the form of pay order/demand draft No. _____ dated _____ drawn on the bank/branch _____ in favour of PETROLEUM AND NATURAL GAS REGULATORY BOARD, 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 PETROLEUM AND NATURAL GAS REGULATORY BOARD.

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

Yours faithfully,

Date :

Signature and Seal of the Tenderer

Place :

Name: _____

Designation: _____

Mobile No: _____

Address: _____

SCHEDULE OF RATES TO BE QUOTED FOR HIRING OF TAXIS

(To be kept in a separate envelope)

Bidders to offer the rates for vehicles to be provided on monthly basis

S No	Item Description	Quantity (a)	Unit	Rate (Rs)		Amount in Fig (Rs) (c) (c)=(a) x (b)
				In figures (b)	In words	
1	Maruti Suzuki Ciaz/ Honda City or Equivalent : Monthly Rates (2200Km/300 Hrs)	3	Lump Sum (LS) per vehicle			
2	Maruti Suzuki DZire (AC) / Hyundai Accent (AC) or Equivalent : Monthly Rates (2200Km/300 Hrs)	2	Lump Sum (LS) per vehicle			
G. Total (A) : Item Nos. 1 + 2						

NOTES:

- a) No discount will be considered if offered by any firm for the purpose of calculating Lowest Bidder (L1).
- b) The determination of L1 shall be based on the total quoted rates for **Item Nos. 1 and 2**.
- c) In case of Extra kms, Extra Hrs and night halt charges, following rates for these items shall be paid. Hence, need not to be quoted.

Type of Vehicle	Extra kms (Rs)	Extra Hrs. (Rs)	Night Halt charges (Rs)
Maruti Suzuki Ciaz/ Honda City or Equivalent	14.00	70.00	250
Maruti Suzuki DZire (AC) / Hyundai Accent (AC) or Equivalent	12.00	60.00	250

Signature of the Tenderer

- d) In case of any discrepancy between the quoted rates in figures and words, the rates quoted in words shall be considered as valid offered rates.
- e) Rates quoted should be inclusive of all taxes such as All Road Taxes, Insurance, Permit charges and other taxes of RTO, as applicable from time to time etc. and excluding GST and will be payable by PETROLEUM AND NATURAL GAS REGULATORY BOARD.
- f) The time and distance in respect of vehicles hired on monthly basis will commence and terminate from the time & place of reporting to the time & place of release of vehicle. For this purpose, the kilometre reading as well as the time will be recorded by the officer in the log book /duty slip at the time of reporting and releasing the vehicle.

Date :

Signature and Seal of the Tenderer

Place :

Name: _____

Designation: _____

Mobile No: _____

Address: _____