



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

1.0 REGISTRATION

- 1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 1.2 As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 1.4 Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 1.6 Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

2.0 SEARCHING FOR TENDER DOCUMENTS

- 2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3.0 PREPARATION OF BIDS

- 3.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

4.0 SUBMISSION OF BIDS:

- 4.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4.3 Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4.4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 4.5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 4.6 The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 4.7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

- 4.8 Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.9 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.10 Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 4.11 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 4.12 Shortfall documents: After evaluation of the uploaded documents, shortfall documents, if required, shall be sought from the bidder. For this purpose, maximum 1 chance, of 7x24 hours duration shall be given. If the techno-commercial acceptability of bidder is established upon verification of uploaded documents and shortfall documents if any, the case shall be considered for further processing. If the bidder happens to be defaulter upon verification of the documents or has not uploaded the required document within the mentioned time frame his bid would be analyzed based on the uploaded documents and if found not in order as per requirement, would be outrightly rejected.

5.0 ASSISTANCE TO BIDDERS

- 5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be call directed to the 24x7 CPP Portal Helpdesk.

0120-4001 062

0120-4001 002

0120-4001 005



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

0120-6277 787

**E-mail
support:**

For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical - support-eproc(at)nic(dot)in

Policy Related - cppp-doe(at)nic(dot)in

XXXXXXXXXXXXXXXX



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

SPECIAL CONDITIONS OF CONTRACT (SCC)

1.0 Scope of Contract

The contractor shall provide vehicles as per requirement of Hindustan Urvarak & Rasayan Limited, New Delhi (HURL) at intimated/informed places and time for

- (i) Fixed duty taxis on monthly basis-hiring of 13 vehicles on monthly basis for travel within Delhi/NCR i.e upto 3000 Kms on monthly basis for 12 hrs. duty per day (category of vehicles of **Annexure A**)

Note: -

- a) Delhi/ NCR includes Ghaziabad, Noida, Faridabad, Ballabhgarh, Gurgaon, Dadri (UP), Greater Noida
- b) Hindustan Urvarak & Rasayan Limited does not assure/ guarantee any minimum volume of business.

2.0 Firm Price

Price to be quoted shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period. Bid with variable price will not be accepted.

3.0 Eligibility Criteria:

- 3.1 The Bidder shall be an agency/ firm registered for Tourist/ Transport Services having a permanent office premises in Delhi/ NCR.
- 3.2 The Bidder shall have at least Fifteen vehicles (registered as taxi) of one or more make as specified in the “**Annexure-A**” of the Bid Document in the name of the firm/ company proprietor/ partner or should have complete and dedicated operational rights in their favor, supported by affidavit from the owner of vehicle(s), in the prescribed format specified in the “**Annexure-B**”(**True copies of Registration Certificates (RCs) of Taxi/Cars in the name of Company/Firm should be submitted**).
- 3.3 The referred vehicles at 3.2 above shall not be more than Twenty Four(24) months old as on the date of opening of technical bid.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

3.4 The bidder shall have work experience of at least two years of similar nature preferably with Government Sector/ Public Sector Undertakings or big reputed corporate in private sector, **supported by documentary evidence.**

Note:- A) Similar Nature means:- Providing vehicles for hire.

B) Big Reputed Corporate in private sector means:- A private firm/ Organization who has hired a fleet of minimum. 10 vehicles in last 12 calendar months from the date of issuance of NIT)

3.5 GST Registration: True copy of GST Certificate should be submitted duly self certified and stamped by authorized person.

3.6 Permanent Account Number [PAN]: True copy of firm PAN should be submitted duly self certified and stamped by authorized person.

3.7 List of Clients to be submitted duly self-certified and stamped by the authorised person.

3.8 **Self Certificate of Non-Black listing:** Self Certification by the Organization/ Company that it has never been blacklisted by any Govt. organization/ departments on the printed letter head of firm.

4. EARNEST MONEY/ SECURITY DEPOSIT:

4.1 Bidders shall have to deposit earnest money of **Rs. 2,50,000.00** (Rupees Two Lakhs Fifty Thousand Only) **electronically by RTGS/** in the account of HURL or in the form of crossed demand draft/ pay order only in favor of “Hindustan Urvarak & Rasayan Limited, Delhi” from any scheduled/ nationalized bank, payable at Delhi. Tenders received without earnest money shall not be entertained and shall be summarily rejected.

4.2 The earnest money shall be forfeited if the Bidder withdraws/ amends, impairs and derogates from the tender.

4.3 Interest free Security deposit of Rs. 2,50,000/- (Rupees Two Lakhs Fifty Thousand only) shall be deposited by successful bidder within 15 days from the date of LOA. Successful bidder may also request HURL, to convert its EMD into Security Deposit. The security deposit shall be kept as performance guarantee and shall be refunded within three months of the date of expiry/ completion of the contract. However, the contractor will have to apply inwriting, along with original cash receipt for refund of security deposit. In case of failure



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

to the compliance of any of the provisions of the contract, the security deposit in full or in part may be forfeited by Hindustan Urvarak & Rasayan Limited, Delhi.

4.4 EMD shall be refunded to the unsuccessful Bidder within thirty days of acceptance of work order by the successful Bidders and no interest shall be payable thereon.

4.5 The Earnest money will be forfeited in the following conditions:

- (a) If at any stage, any of the information/ declaration given by the bidder is found to be false.
- (b) If a bidder withdraws his bid during the period of bid validity period specified in the terms and conditions of tender.
- (c) In case of any selection of bidder, if he fails to enter in to the contract or fails to furnish his responsibilities as mentioned in the above referred clauses of the tender document.

5.0 Price Basis

Time and Mileage from garage to garage daily on actual basis subject to ceiling of Time and Mileage as 60 min and 20 Kms respectively each side from garage to reporting time and place or vice versa.

The reporting place generally will be PDIL, Noida/Scope Minar, Laxmi Nagar/ Noida etc.

6.0 Taxes and duties

6.1 The Bidder shall include all the taxes, duties/ levies etc (except GST) in their quoted rates / prices. GST charges shall be paid extra at actual by the owner limited to the GST charges.

6.2 The Contractor has to submit / furnish all necessary documents / information to enable claim the input credit benefit, if any, under GST rules.

7.0 Effective date of Contract:

Shall be the date of issuance of Letter of Award (LOA).



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

8.0 MOBILISATION PERIOD:

The Contractor Needs to provide vehicle within two weeks from the date of LOA. However, the vehicle shall be accepted with penalty @ Rs. 200 per day upto a period of 3 weeks. However, in case the agency fails to deploy the vehicle even within 4 weeks, it will be presumed that the agency is not interested in the performance of contract and the contract shall automatically deemed terminated and the EMD shall be forfeited.

9.0 Tenure of Contract:

The tenure of contract shall be for twenty-four calendar months from the date of LOA. The quoted/accepted rates shall remain firm for the tenure of contract. No escalations shall be permissible during the tenure of contract.

10.0 DEFINITION OF TERMS:

10.1 The word ‘Company’ shall mean Hindustan Urvarak & Rasayan Limited (HURL)

10.2 Contractor/ Agency shall mean the bidder whose bid has been accepted by M/s. Hindustan Urvarak & Rasayan Limited, Delhi (HURL) and shall include such successful bidder’s legal representatives and successors from time for the purpose of the contract.

10.3 Officer/ User shall mean the officer/ officers representing M/s. Hindustan Urvarak & Rasayan Limited to act on behalf of the Company.

10.4 Engineer In Charge (EIC)/ Officer-In-Charge means Head Of HR

11.0 Evaluation Of Bids

Qualification

HURL, by the examination of Techno-Commercial Bid, will determine to its satisfaction whether the participating bidders are qualified to satisfactorily perform the contract in terms of the qualifying requirements stipulated in clause 3.0 of SCC.

An affirmative determination of meeting the qualifying requirements will be a prerequisite for further evaluation of Techno-Commercial bid. A negative determination will result in rejection of the Bidder’s Techno-Commercial Bid in which event HURL will not open the Price Bid of the concerned bidder and his EMD shall be returned.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Techno-Commercial Evaluation

Bids shall be scrutinized on Techno-Commercial parameters as mentioned in clause 15.3(checklist) of NIT. Bidders are required to submit fully compliant bid. The bidders are required to furnish no deviation certificate in conformity to same. The bidder who has not submitted/ furnished such certificate, their price bid shall not be opened. However, clarifications shall be sought from bidder for any shortcoming found in their Bid **only once**. The bids along with clarification received by bidder shall be considered for techno-commercial evaluation. The PRICE BID shall be opened only of those bidders whose bid would have been considered techno-commercially accepted.

Price Bid Evaluation

Bidders shall quote the rates for hiring of 13 nos. vehicle for local journey within Delhi/ NCR (Ghaziabad, Noida, Faridabad, Ballabhgarh, Gurgaon, Dadri(UP), Greater Noida) i.e. upto 3000 Kms on monthly basis, for 12 hrs. duty per day as mentioned in SOR(i.e **Annexure-G**). Bidder are also required to quote the rate(s) for running of any extra KM exceeding 3000 KMs on monthly basis and any extra hrs. exceeding 12 hrs. on daily basis. The quoted rate shall be inclusive of all expenses including but not limited to fuel charges, RTO charges, Insurance charges, maintenance charges, driver fee, operational charges and any taxes and duties except GST etc.

The lowest evaluated price of the technically qualified bidder shall be considered for award.

The lowest evaluated price shall be calculated for 24 calendar months (i.e. for the contract period of 2 years) on the basis of bidders quoted rates for up to 3000 Kms on monthly basis for 12 hrs. duty per day, rate for any extra KM exceeding 3000 KMs on monthly basis (for 10 kms./ months) & rate for any extra hrs. exceeding 12 hrs. per day on monthly basis (for 20 Hrs./ months) for all the 13 vehicles.

The management reserves the right to accept/ reject any or all tenders without assigning any reasons whatsoever. The management also reserves the right to employ other transporters at similar/ other terms and conditions at any time as per discretion of management.

12.0 Payment Terms:

12.1 The payment of the bills is likely to be released within 45 days of acceptance of EIC on the Invoice for monthly hiring charges & other charges submitted by contractor along with the requisite documents in support of the same.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

12.2 The running bills shall be submitted on monthly basis.

12.3 Payment of taxes/ levies/ fees specific to the journey e.g. parking, toll taxes, entry tax etc. shall be made by the Contractor/ Driver and reimbursed by the Company at actuals on submission of receipts of such charges **duly signed by the Officer**. Any other taxes/ levies/ challan, etc. not specific to the journey shall be borne by Contractor. The Contractor shall ensure that driver carries sufficient money to pay taxes/ toll/ parking charges etc. Penalties imposed by Government Authorities due to any fault of vehicle/ driver shall be borne by the contractor.

13.0 Quantity variation

Quantities indicated in the Schedule Of Rate(SOR) are tentative only and all the items may or may not be executed either partially or fully. Actual execution value of the contract may vary depending on the actual requirement and therefore there shall not be any compensation for non execution of any item or multiple items either partially or fully. This clause shall supersede any other clause given anywhere in the tender documents.

14.0 Price reduction clause

In the event of delay in completion beyond contractual completion period, price reduction @ 0.5% per week or part thereof subject to maximum 5% of total W.O. value shall be recovered from Contractor's bill(s).

15.0 Insurance

Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by Contractor at his cost.

16.0 Empanelment for vehicles identified in Annexure-H: -HURL also intends to empanel the vehicles categorized in Annexure-H. Hence, bidders are also requested to quote their rates if they meet conditions as brought out in the detailed procedure at **Annexure- H** itself. However, HURL reserves the right to empanel/or not the vehicles categorized in **Annexure-H** based on the rates quoted/negotiated between HURL and Bidder(s). This empanelment shall be in addition to the requirement of monthly hiring of vehicles for travel within Delhi/ NCR.

17.0 Termination

In the event of unsatisfactory performance, HURL New Delhi reserves the right to terminate the contract by giving the notice of 30 days to the contractor and make alternate arrangement at any time during currency of contract on risk & costs of contractor and / or forfeit its Security Deposit.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

18.0 Force Majeure

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Contractor shall provide justification by documentation countersigned by the local chamber of commerce.

19.0 Dispute Resolution

Disputes if any, shall be sorted out amicably by mutual understanding. In the event of any dispute of differences whatsoever arising under this contract or in connection there with including any dispute relating to existing meaning and interpretation of this contract, the same if not resolved amicably, shall be referred to MD, HURL, whose decision will be final.

20.0 Governing laws

This Contract shall be governed by the Indian Laws for the time being in force and the Delhi Courts alone shall have the exclusive jurisdiction on all matters arising under the contract.

Sign of Contractor

XXXXXXXXXXXXXX



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

General Conditions of Contract

1.0 GENERAL

- 1.1** The contractor should have proper office with adequate telephone numbers for round-the-clock contact. The company may usually request for the vehicle at short notice and the Contractor shall provide the vehicle within such time.
- 1.2** The vehicles should have valid registration and all fitness documents for the vehicle plying on road with comprehensive insurance. The vehicles should also conform to the prescribed pollution norms, by the respective State Agencies.
- 1.3** All the vehicles shall be available for complete calendar month during normal working hours. Normal working hours for the vehicles shall be generally from 8.30 AM to 8.30 PM (12 Hours duty) on all days. This is subject to change by Controlling Officer / Officer-in-Charge, if necessary, without any consultation with the contractor.
- 1.4** Deployment of vehicle beyond the period of 12 hours would be as per requirement. In case of such event i.e. for stay beyond 12 hours in a day from actual reporting time, the payment shall be made for such period at actuals on certification of the user/engineer-in-charge at the rate quoted by the bidder in the BOQ. However, in case of requirement of vehicle beyond 00.00 hrs. on any day, the bidder shall be paid extra Rs. 200/- each day each vehicle as night duty charges.

Further, in the event of running of vehicle more than the 3000 Kms on monthly basis, the payment shall be made for such extra kms. at actuals on certification of the user/engineer-in-charge at the rate quoted by the bidder in the BOQ.
- 1.5** The driver shall always remain with the vehicle during duty time and in case of any urgency, driver should seek permission of the HURL, New Delhi user.
- 1.6** Parking space shall be arranged by the contractor.
- 1.7** The weekly off will be on Sunday or as may be decided by HURL, New Delhi. Time for lunch/tea/dinner shall be given to drivers as per the convenience of the controlling officers of HURL, New Delhi. HURL, New Delhi shall not pay any charges for lunch, tea, dinner etc. i.e. the drivers should make their own arrangement for the same. No mileage will be allowed for lunch/tea etc. to the driver. The drivers are not allowed to take hired vehicles for their personal lunch and/or tea during duty hours.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

- 1.8** In case the vehicle is not required on Sundays/National Holidays, the vehicle shall be released on the previous day at the discretion of HURL, New Delhi. In case of any contingency the vehicle can be called at any time, therefore, the vehicle and driver shall be at the effective disposal of HURL, New Delhi fully during the period of contract.
- 1.9** The contractor shall provide well maintained vehicles with clean exterior and interior with good upholstery. The vehicle deployed should not be older than 2018 model.
- 1.10** The contractor shall abide by all rules and regulations of respective State Governments/ Authorities for operating taxi services and shall be fully responsible for compliance of all guidelines issued by government(s)/ authorities from time to time.
- 1.11** The contractor shall provide experienced/ well behaved and well-dressed drivers with valid Driving License, having knowledge of routes and well conversant with traffic rules/ regulations as well as minor repair of cars. The driver on duty must be provided with mobile phone. The reporting time, places, address etc. should be strictly followed by the drivers/ contractors.
- 1.12** The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/ Acts/ Rules like minimum wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/ Acts/ Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour laws or any other law applicable by the Contractor, there will not be any liability on the Company i.e HURL. The contractor shall require to indemnify HURL.
- 1.13** The Contractor shall provide one news paper and one liter water (preferably two bottles of 500 ml each) of reputed brand, to the User on daily basis.
- 1.14** The Contractor shall send the details of vehicles, name and mobile number of driver by SMS to the user as well as to the booking officials of the Company.
- 1.15** In case of any eventually, the Contractor will have to provide the replacement of vehicle/ driver. The Company has the right to ask the contractor for removal of any Driver, who is not found competent or disciplined.
- 1.16** The contractor shall in no case lease/ transfer/ sublet the contract. However, in case of Shortage of transporter's own vehicles to meet up the demand at any stage, the Contractor shall have liberty to arrange desired vehicle from other source and supply them in their own name to the Company.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

- 1.17** The contractor shall be directly responsible for any/ all disputes arising between him and their personnel and keep Hindustan Urvarak & Rasayan Limited, Delhi indemnified against all such losses, damages and claims arising thereof.
- 1.18** Contractor shall be solely responsible for timely payment of wages/ salaries and allowances etc., to their driver(s)/ employees as per prevailing laws applicable in the State. HURL, Delhi shall have no liability whatsoever in this regard.
- 1.19** Contractor's drivers shall provide all care for the security of the passengers and their luggage/ belongings etc. During the period of their requisitioned service. Contractor shall be fully responsible for any act of negligence/ misdeeds by its drivers/ staff and shall be indemnified to the losses to HURL in such cases of negligence/ misdeeds.
- 1.20** There shall be no compromise on cleanliness, obedience, promptness, behavior, punctuality etc. If the contractor fails to perform as desired, the vehicle shall be hired from any other source(s) at the risk and cost of contractor and penal action may even lead to termination of contract and/ or forfeiture of Security.
- 1.21** All types of maintenance of vehicles deployed shall be the responsibility of the contractor in totality. The vehicle must be kept in fully maintained condition throughout the contract period. No expenses shall be borne by HURL, New Delhi in any circumstances like normal maintenance, breakdown, accident, or licensing. The maintenance/service of the vehicle shall be done on Sundays/Holidays without any deduction of monthly fixed charges and a replacement vehicle of same or higher model is to be deployed during the period. one day per month shall be given for maintenance with replacement of such vehicle
- 1.22** The maintenance cost, Charges of fuel during the hiring period are the responsibilities of the contractor. The deployed vehicle should have sufficient fuel to avoid any unnecessary movement of vehicle and inconvenience to the User.
- 1.23** The Company reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error/ fault in the meter being noticed, the bill for the journey undertaken and those undertaken earlier would be adjusted besides any other penal action which may even lead to termination of the contract and/ or forfeiture of Security Deposit.
- 1.24** Tempering of meter reading, vehicle usage timings, overwriting in the log sheet/ duty slips and misbehavior of driver shall be viewed seriously and penal action as deemed fit will be taken which may even lead to cancellation/ termination of the contract and/ or forfeiture of Security Deposit.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

- 1.25** During the hiring period, in case of break down of vehicle, the contractor shall provide suitable substitute within the shortest possible time. If he fails to do so, vehicle will be arranged from the other agency at the risk and cost of the contractor.
- 1.26** No advance payment shall be made.
- 1.27** The contractor shall be fully responsible for any loss or damage to the vehicle or occupant and shall be liable to pay full compensation for any injury or any other loss to user.
- 1.28** The bills along with duty slips/ Log Book in the format prescribed by the Company from to time, duly filled in and signed by the User of the vehicle should be presented to HURL along with Invoice after use of vehicle/ completion of duty on monthly basis. All parking, toll and tax receipts should also be duly signed by the User.

LOG BOOK

The contractor shall be required to maintain records of journey by maintaining a logbook, which shall be provided by HURL, New Delhi free of cost. All the records therein shall be properly maintained and got signed from the concerned officers. Generally, there should be no cutting/overwriting in the logbook, however in case of mistakes, the same shall be counter signed by the user concerned.

The logbook is a vital document and it should be maintained and kept in safe custody. At the end of the every month logbook shall be returned to the Engineer-in-Charge/Officer-in-Charge and shall remain the property of HURL, New Delhi. In case logbook is lost, the payment for the journey shall not be made and extra logbook shall be issued on payment of Rs. 100/- (Rupees one hundred only).

The contractor shall be required to maintain all such records, registers etc. as desired by the management from time to time, which shall be shown to Engineer-in-Charge/ Officer-in-Charge/Controlling officer or his nominee on demand.

The contractor shall fill up the opening meter of the vehicle on duty slip both in words and figures duly signed by the Contractor's authorized representative. The driver shall inform and show the meter reading when user boards the vehicle and also the final meter reading when the passenger leaves the vehicle and get it signed by the user at the time of release of vehicle.

It should be ensured that there is no overwriting in the duty slips. Any overwriting / cutting must be counter signed by the user concerned. In no case duty slip without signature will be accepted for payment unless specifically intimated in advance.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

1.29 NON-COMPLIANCE:

In case the deployed vehicle is not acceptable and an alternate vehicle has also not being provided till 2 hours beyond duty reporting time, HURL shall have the right to hire any alternate vehicle from any other source at the risk and cost of the contractor and in addition a penalty @ Rs.2000/- per day shall be imposed and deducted from the running bills of the contractor.

OR

In case the vehicle does not report on any date as per the requirement of the Engineer In Charge, the contractor should arrange for suitable substitute vehicle, failing which vehicle shall be hired from any other source at the risk and cost of the contractor and in addition, the contractor shall be liable to pay Rs.2000/- per day for the said period and the same shall be deducted from the monthly running bills of the agency.

1.30 Income Tax and other taxes applicable as well as imposed by authorities from time to time as per income tax act, shall be deducted at source from the bills of contractors as per applicable tax Rules and a certificate towards this deduction shall be issued to the Contractor if required.

1.31 Operation and function of vehicles and Drivers shall be governed by motor vehicles act/ motor vehicles rules of the concerned State Agencies and these shall be the sole responsibility of the contractor.

1.32 That the **Contractor will submit an affidavit on non-judicial stamp paper of Rs. Ten only**, as specified in **Annexure C** to the effect that he/ they do not have any relative working in HURL.

1.33 Benefits to MSE's

Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006, for goods produced & services rendered, shall be:

- i) Exempted from paying Earnest Money Deposit (if any).



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Further, in tender, participating MSEs quoting price within price band of L1 + 15 percent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 percent of total tendered value. In case of more than one such MSE, the supply will be shared proportionately (to tendered quantity). However, for procurement of services or supplies where splitting of quantity is not possible, the award shall be given to L1 bidder only.

The benefit as above to MSEs shall be available only for goods/services produced & provided by MSEs for which they are registered.

MSEs seeking exemption and benefits should enclose an attested/self-certified copy of valid registration certificate, giving details such as validity, stores/services etc. failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.

Sign of Contractor

XXXXXXXXXXXXXXXX



HINDUSTAN URVARAK & RASAYAN LIMITED
 (A JV of NTPC, CIL, IOCL, FCIL & HFCL)
 SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Annexure-A

Group	Type(With AC)	Make	Model
AC Car	Sedan	Maruti Suzuki	Dezire
	Sedan	Tata	Zest/ Tigor
	Sedan	Hyundai	Xcent
	Sedan	Honda	Amaze
	Sedan	Toyota	Etios



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Annexure-B

ON NON-JUDICIAL STAMP PAPER OF Rs. 10 DULY ATTESTED

AFFIDAVIT

I, _____ Son of Shri _____ resident of _____ do hereby solemnly affirm and declare that

1. That following vehicles are registered in my/ our/ firm/ Company name

Sr. No.	Vehicle registration number	Make	Model
1			
2			
3			
4			

2. That I, being owner/ partner of above vehicles/ Firm unconditionally gives absolute operational rights of above said vehicle(s) to M/s _____ address _____, for a period of twenty four Calendar months from the date of execution of this affidavit.
3. That I have no objection to M/s _____ to utilize the above said vehicles as taxi, as and when required by them.

Deponent

Verification

I, deponent, above named do hereby verify that contents of the above affidavit are true and correct to the best of my knowledge and belief.

Deponent



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Annexure-C

ON NON- JUDICIAL STAMP PAPER OF Rs. 10 DULY ATTESTED

AFFIDAVIT

I, _____, being proprietor / partner / Director /authorized representative of M/s _____, do hereby solemnly affirm and state as under:

1. I, am submitting the tender for providing Taxi Services on Hiring basis to Hindustan Urvarak & Rasayan Limited, Delhi against Tender Notice Number ____dated____.
2. That I/ we/ our partners/ directors do not have any relative working in Hindustan Urvarak & Rasayan Limited.
3. That all information furnished by me/ us in respect of fulfilment of eligibility criteria and information given in this tender is complete, correct and true.
4. That all documents / credentials submitting along with this tender are genuine, authentic, true and valid.
5. That the price bid is unconditional.
6. That I/ we shall comply with all the statutory provisions as laid down under various Labour Laws/ Acts/ Rules like minimum wages, Provident Fund, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/ Acts/ Rules in force from time to time at my/ our own cost.
7. I/We indemnify hereby HURL against all repercussions arising out of non- compliance of the foregoing in any case.
8. That if any information or document submitted is found to be false/ incorrect, the Department may cancel my/ our tender and action as deemed fit may be taken against me/ us including termination of the contract, forfeiture of all dues including earnest money and blacklisting of me/ our firm and all partners of the firm etc.

Deponent

Verification

I, deponent, above named do hereby verify that contents of the above affidavit are true and correct to the best of my knowledge and belief.

Deponent



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Format For Electronics Payment

Bidders are required to submit the following details on the company's letter head for online transfer of amount to their account:

1.	Contractor Name / Company Name	
	Address:	
	Phone No.	
	E-mail ID	
2. a	Name of the Bank	
b.	Address of the Branch	
c.	Telephone No.	
d.	9 Digit Code number of the Bank and Branch appearing on the MICR Cheque issued by the Bank	
e.	11 Digit NEFT/IFSC Code of the Bank Branch	
f.	Account Type (SB/CC/CA)	
g.	Bank Account No.(as appearing on the Cheque)	
h.	Permanent Account Number (PAN) Under Income Tax Act.	
I	GST Registration Number	
j.	Name of Authorized Signatory	
k.	Contact Person Name	

We hereby declare that the particulars given above are correct and complete

Authorized signatory of the bidder

Name

Designation

Date



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Annexure-D

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

2. as per your advertisement, given in the above-mentioned website(s).
I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to (including all documents like annexure(s), schedule(s), etc ..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Annexure-E

NO DEVIATION CERTIFICATE

Bidder's Name & Address :	To, Senior Manager, HURL(New Delhi) 9th FLOOR, CORE 3 and 4, SCOPE MINAR, LAXMI NAGAR, DELHI, East Delhi, Delhi, 110092
---------------------------	---

1. With reference to our Bid (Reference No. dated) for **Providing Taxi Services on Hiring Basis**. at HURL, New Delhi, we hereby confirm that we comply with all terms, conditions and specifications of the Bidding Documents read in conjunction with Amendments(s) / Clarification(s) / Addenda / Errata (if any) issued by the Owner prior to opening of Techno – Commercial Bids and the same has been taken into consideration while making our Techno – Commercial Bid & Price Bid and we declare that we have not taken any deviation / exceptions in this regards.
2. We further confirm that any deviation variation or additional conditions etc or any mention, contrary to the Bidding Documents and its Amendments(s) / Clarification(s) / Addenda / Errata (if any) as mentioned at 1.0 above found anywhere in our Techno – Commercial Bid and / or price Bid, implicit or explicit, shall stand unconditionally withdrawn, without any cost implication whatsoever to the Owner, failing which the Bid Security shall be forfeited.

For and on behalf of :

Stamp & Signature :

Name :

Designation :

Date :

(Sign with seal of bidder)



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Annexure-F

Providing Taxi Services on Hiring Basis at HURL, New Delhi

PROFORMA OF CERTIFICATE

**(TO BE SUBMITTED BY CEO/MD OF THE BIDDING COMPANY ON COMPANY'S
LETTER HEAD IN ORIGINAL)**

Ref. :

Date:

To
Sr. Manager (C&M) / Manager (C&M)
Hindustan Urvarak & Rasayan Limited,
(A JV of CIL, NTPC, IOCL, FCIL & HFCL)
Core-3, 9th Floor, SCOPE Minar
Laxmi Nagar, District Centre,
New Delhi, PIN – 110092

Sub:

Bidding Doc. No.

Dear Sir,

I, Mr. (CEO of the company / MD of the company), hereby certify that the data and documents furnished by M/s..... in respect of Techno-Commercial Evaluation are true and correct including the contents thereof.

I further, confirm that if at any point of time the declarations given in bid are found to be incorrect, HURL shall have the full right to terminate the contract and take any action as per provisions of contract including forfeiture of EMD/Security Deposit.

Yours faithfully,

(Signature)

Date

Name & Designation.....

Place

Name of the Company.....

(Seal of Company)



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Annexure-G

Format of SOR (Schedule of Rate) /Price Bid /BOQ (Bill of Quantity)

Quoted Rate for Local Hiring on Monthly Basis Dezire/ Zest/ Tigor/ Xcent/ Amaze/ Etios				
A) For local journey within NCR (upto 3000 Kms for 12 hours duty per day)				
Vehicle Type with AC	No. of Vehicles (1)	No. of Months (2)	Monthly Quoted Rate (3)	Total Quoted Price (1*2*3)
Dezire/ Zest/ Tigor/ Xcent/ Amaze/ Etios	13	24
Total Quoted Price for 24 months for 13 vehicles (A)			
B) For Extra hrs. beyond the duty of 12 hrs. per day **				
Vehicle Type with AC	No. of Vehicles (1)*	No. of Extra Hours per Vehicle (on monthly basis) (2)	Quoted Rate for each extra hr. beyond daily duty i.e. of 12 hrs. (3)	Total Quoted Price (1*2*3*24)
Dezire/ Zest/ Tigor/ Xcent/ Amaze/ Etios	13	20
Total Quoted Price for extra hours for 13 vehicles, for evaluation purpose (B)** (24 in Total Quoted Price(1*2*3*24) is the number of months in two years)			
C) For Extra kms. beyond 3000 Kms. On monthly basis**				
Vehicle Type with AC	No. of Vehicles (1)	No. of Extra kms. per Vehicle (on monthly basis) (2)	Quoted Rate for each extra km. beyond monthly run of 3000 kms. (3)	Total Quoted Price (1*2*3*24)
Dezire/ Zest/ Tigor/ Xcent/ Amaze/ Etios	13	10
Total Quoted Price for extra kms. for 13 vehicles, for evaluation purpose (C)**			
Total Quoted Price for consideration of Evaluation (A+B+C)			

(24 in Total Quoted Price (1*2*3*24) is the number of months in two years)

Note: -

- 1) Rates are to be quoted considering deputation/ reporting of the vehicle at PDIL, Noida/ Scope Minar, Laxmi Nagar/ Noida etc.
- 2) GST @ 18 % shall be applicable extra to the above prices.
- 3) ** Values are for to be considered for evaluation purpose only. However, monthly payments would be done on actual basis.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

Annexure-H

Bids of only those bidders whose Techno commercial bids for hiring of 13 nos. vehicles have been accepted would be considered for the purpose of Empanelment for day to day requirement of taxis of HURL for travel within Delhi/NCR/outside NCR of various category of vehicles as listed at **A** and **B** below. Bidders are required to quote their rates confirming to the below conditions: -

- a) Price quoted shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period.
- b) Price quoted shall be for day to day requirement of taxis as per requirement of HURL for Travel within Delhi/ NCR/outside NCR.
- c) The Bidder shall have at least one vehicle (registered as taxi) in the category bidder is quoting and shall be in the name of the firm/ company proprietor/ partner or should have complete and dedicated operational rights in their favor, supported by affidavit from the owner of vehicle(s), in the prescribed format specified in the “**Annexure-B**” (True copies of Registration Certificates (RCs) of Taxi/Cars in the name of Company/Firm should be submitted).
- d) Reasonable time and mileage from garage to garage on actuals subject to maximum of 20 kms each side shall be payable.
- e) The Bidder shall include all the taxes, duties/ levies etc (except GST) in their quoted rates / prices. GST charges shall be paid extra at actual by the owner limited to the GST charges.
- f) The Contractor has to submit / furnish all necessary documents / information to enable claim the input credit benefit, if any, under GST rules.
- g) The vehicles shall be mobilized at the request of HURL from time to time, subsequent to the date of LOA.
- h) The quoted/accepted rates shall remain firm for twenty-four calendar months from the date of LOA. No escalations shall be permissible during the tenure of contract.
- i) Bidders quoting for empanelment could quote their price for either of the line items mentioned in **A or B or for both A and B**. Accordingly, a sheet mentioning the rates of the L1 bidder for each line item, as mentioned below will be prepared thereafter and all the bidders who have quoted the rates for the empanelment of the vehicle in this **Annexure-H** would be asked to match the same. Only those bidders accepting the L1 rates of their quoted line item would be considered for empanelment for 24 calendar months.
- j) Payment would be done in accordance with clause 12 of SCC for Hiring of vehicle.
- k) Actual execution value of the contract may vary depending on the actual requirement and therefore there shall not be any compensation for non-execution of any item or multiple items either partially or fully.
- l) Insurance, Termination, Force majeure, dispute resolution and governing laws would be applicable in accordance with clause 15, 17, 18, 19 and 20 of SCC for Hiring of vehicle.
- m) Clauses like 1.2, 1.6, 1.9, 1.10, 1.14, 1.17, 1.19, 1.22, 1.26, 1.27, 1.30 of GCC for Hiring of vehicle would be applicable.



HINDUSTAN URVARAK & RASAYAN LIMITED
(A JV of NTPC, CIL, IOCL, FCIL & HFCL)
SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

- n) Time for lunch/tea/dinner shall be given to drivers as per the convenience of the controlling officers of HURL, New Delhi. HURL, New Delhi shall not pay any charges for lunch, tea, dinner etc. i.e. the drivers should make their own arrangement for the same. No mileage will be allowed for lunch/tea etc. to the driver
- o) The contractor shall not employ any person who has not completed eighteen years of age.
- p) There shall be no compromise on cleanliness, obedience, promptness, behavior, punctuality etc.
- q) The Company reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error/ fault in the meter being noticed, the bill for the journey undertaken would be adjusted besides any other penal action.
- r) The contractor shall be required to maintain records of journey by maintaining a logbook. The contractor shall be required to maintain all such records, registers etc. as desired by the management from time to time, which shall be shown to Engineer-In-Charge/Officer-in-Charge/Controlling officer or his nominee on demand. The contractor shall fill up the opening meter of the vehicle on duty slip both in words and figures duly signed by the Contractor's authorized representative. The driver shall inform and show the meter reading when user boards the vehicle and also the final meter reading when the passenger leaves the vehicle and get it signed by the user at the time of release of vehicle. It should be ensured that there is no overwriting in the duty slips. Any overwriting / cutting must be counter signed by the user concerned. In no case duty slip without signature will be accepted for payment unless specifically intimated in advance.

A. Format of SOR (Schedule of Rate) /Price Bid /BOQ (Bill of Quantity) for hiring for local journey within National Capital Territory of Delhi/NCR

	Sl No.	Particulars	Dezire/Zest/Tigor/Xcent/Amazon/ Etios(In Rs.)	Ciaz/ Verna/City/ BR-V, Scorpio/ Duster/ Innova (In Rs.)	XUV500/HEX A/Elantra/Innova Crysta & (In Rs.)	Fortuner Endeavour (SUV/Sedan) (In Rs.)
Day to day requirement of taxis	1	For upto 6 hours & 60 Kms				
	2	For upto 12 hours & 120 Kms				
	3	For extra Kms travelled (per km) beyond 120 Km				



HINDUSTAN URVARAK & RASAYAN LIMITED
 (A JV of NTPC, CIL, IOCL, FCIL & HFCL)
 SCOPE Minar, Core 3 & 4, 9th Floor,
Laxmi Nagar District Center, Delhi-110092

	4	For extra hour beyond 12 hours				
--	----------	---------------------------------------	--	--	--	--

B. Format of SOR (Schedule of Rate) /Price Bid /BOQ (Bill of Quantity) for hiring for outstation journey outside NCR

	Sl No.	Particulars	XUV500/HEXA/Elantra/Innova Crysta (In Rs.)
Day to day requirement of taxies	1	For upto 6 hours & 60 Kms	
	2	For upto 12 hours & 120 Kms	
	3	For extra Kms travelled (per km) beyond 120 Km	
	4	For extra hour beyond 12 hours	
	Charges for journey outside NCR		
	1	Charges per Km	
	2	Night stay charges per night	
	3	Minimum Km per day*	

Note:* If vehicle is detained for more than one day, minimum kilometer condition will be calculated on the basis of average running for complete journey.