



REGIONAL CENTRE FOR BIOTECHNOLOGY

an institution of education, training and research

United Nations
Educational, Scientific and
Cultural Organization

Established by the Dept. of Biotechnology, Govt. of India
Under the Auspices of UNESCO
180 Udyog Vihar Phase 1, Gurgaon - 122016, India

No. RCB/Transport Service/13-14/7467

Dated:-25.11.2013

To,

.....
.....

Sub.: Inviting of quotations for hiring taxi service on monthly basis.

Dear Sir,

The Regional Centre for Biotechnology, 180 Udyog Vihar Phase I, Gurgaon is an autonomous body under Department of Biotechnology, Ministry of Science & Technology Govt. of India.

We are interested in engaging eight seated vehicle(s) at Gurgaon for providing transport services at our Institute on monthly basis. Please quote your competitive rates in the prescribed format enclosed herewith (Rates quoted in other format will not be accepted) in a sealed envelope super scribed on top of envelop as "Quotation for Taxi Services" and return back to the undersigned. Your quotation should reach this office on or before **16.00 hrs on 16.12.2013**.

Short listed agency will have to enter in to contract initially for a period of one year from the date of signing the contract as per terms and condition of the centre. The contract may be renewed from time to time depending upon the satisfactory performance for a maximum period of three years.

Yours Sincerely,
Sd/-
(Biju Mathew)
Sr. Manager (A&F)

Eight Seated Vehicle - Model (2013)

Type of Vehicle (AC)	Time Slab	Xylo	Scorpio	Tavera	Innova
Rates	(A) For 12 Hrs per day / 3000 kms per month				
	(B) For extra kms used over & above 3000 kms in a month				
	(C) For extra hrs used over & above 12 hrs per day hour				

Distance of Registered office from Udyog Vihar Phase-I, Gurgaon:.....í í í í í í í .Kms
(Should be 10-15 kms)

No of vehicles available in the fleet :í í í í í í í í í í í
(Should be five vehicles)

Other terms & conditions enclosed overleaf

Date:

Signature of the proprietor

Terms & Conditions

1. Vehicle model should not be older than 2013. Vehicles are required to be provided for a maximum period of three years and services have to be continued as & when this Office shifts to Faridabad.
2. Minimum of 5 vehicles should be registered in the name of service provider.
3. Price revision shall be allowed once in six months based on based on an average increase/ fluctuations over the said period (supporting documents should be attached as evidence)
4. Drivers deployed shall be educated preferably (Matric & above) and shall possess Heavy duty licence. Police verifications of the drivers deployed shall be the responsibility of the service provider.
5. One day weekly off for drivers shall be allowed. However, the vehicle shall be provided for all seven days in a week as per the actual requirements.
6. The vehicle shall ply for minimum of 3000 km per month beyond which extra per kilometre shall be paid. The vehicle shall ply for minimum of 12 hours per day beyond which extra per hour shall be paid.
7. Taxes and statutory levies (at Toll) shall be reimbursed during official plying hours (subject to production of documentary evidence). All other taxes / duties / levies etc. shall be borne by the service provider.
8. Vehicles deployed shall be a commercial vehicle and must bear yellow board.
9. Vehicles deployed shall be cleaned and well maintained by the service provider and will be subject to periodical/ weekly inspection, failing which a penalty upto Rs. 500/- on each occasion will be imposed at the discretion of the competent authority.
10. If any of the vehicles found break down/ not provided on time, the institute has the right to hire any vehicle from the outside source and the cost borne on this account shall be recovered from the monthly bill of the service provider. Any complaint of repair/ service shall be attended within 24 hours and during the period substitute vehicle should be provided.
11. EMD amount of Rs. 25,000/- shall be deposited by the bidders which is refundable.
12. Successful bidder (Service provider) shall have to deposit performance security to the tune of Rs. 1.00 lakh (refundable after successful completion of contract period).
13. All statutory requirements as applicable from time to time shall be complied by the service provider during the currency of the contract.

