



भारत सरकार
Government of India

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest and Climate Change
केंद्रीय अकादमी राज्य वन सेवा
Central Academy for State Forest Service
देहरादून / Dehradun

सं. 9-47/Misc./H.V./CASFOS/2021-22(Vol-II)/1004

दिनांक: 30.07.2024

सेवा में,

मैसर्स -----

विषय: स्थानीय एवं बाहरी यात्रा के लिए वाहन किराये पर लेने हेतु सीमित निविदा पूछताछ (LTE) के - संबंध में।

Sub: Limited Tender Enquiry (LTE) for hiring of vehicles for local and outstation journey - reg.

महोदय / महोदया,

केंद्रीय अकादमी राज्य वन सेवा (CASFOS), देहरादून, वन शिक्षा निदेशालय (DFE), देहरादून के तहत एक अकादमी है, जो पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय (MoEFCC), भारत सरकार (GOI) के तत्वावधान में एक संगठन है। अकादमी का अधिदेश राज्य वन सेवा (SFS) अधिकारियों को प्रारंभिक प्रशिक्षण प्रदान करना एवं सेवारत वन अधिकारियों, अन्य हितधारकों और अन्य सेवाओं के कार्मिकों के लिए विभिन्न विषयों पर आधारित प्रशिक्षण आयोजित करना है। वर्ष भर में, अकादमी प्रवेश पाठ्यक्रम के प्रशिक्षु अधिकारियों एवं विभिन्न अल्पकालिक प्रशिक्षणों के प्रतिभागियों के लिए शहर/राज्य में और आस-पास के अन्य राज्यों में 1-10 दिनों की अवधि वाले विभिन्न दौरो/यात्राओं का आयोजन करती है।

Central Academy for State Forest Service (CASFOS), Dehradun is an Academy under the Directorate of Forest Education (DFE), Dehradun, an organisation under the aegis of Ministry of Environment, Forest & Climate Change (MoEFCC), Government of India (GOI). Academy has a mandate to impart induction training to State Forest Service (SFS) Officers and to conduct various theme-based trainings for In-service Forest Officer, Other Stakeholder and Personnel of Other Services. Throughout the year, Academy organize various tours/visits of 1-10 days with in and around the city/state and other nearby states for Officer Trainees of induction course and participants of various short-term trainings.

2. उपर्युक्त उल्लिखित दौरो/यात्राओं हेतु, अकादमी को पूरे वर्ष विशिष्ट अवधि के लिए विभिन्न प्रकार के वाहनों की आवश्यकता होती है। उपरोक्त को ध्यान में रखते हुए, प्रधानाचार्या, CASFOS, देहरादून 1 वर्ष की अनुबंध अवधि के लिए वाहनों को किराए (GFR 2017 के नियम 150 के अनुसार गैर-परामर्श सेवा) पर लेने के लिए बिना कोई शब्द मिटाए अथवा अधिलेखन के बोली (LTE) आमंत्रित करते हैं। बोलीदाता के साथ सेवा स्तर समझौते को तैयार करने और निष्पादित करने हेतु विस्तृत में संदर्भ की शर्तें परिशिष्ट-1 (पृष्ठ संख्या 1-14) में दी गई हैं।

For above mentioned tours/visits, Academy require various types of vehicles for specific duration throughout the year. In view of the above, the Principal, CASFOS, Dehradun invites bid (LTE) without any erasures and overwriting, for Hiring of Vehicles (Non-Consulting Service as per Rule 197 of GFR 2017) for a contract period of 1 year. Detailed Terms of Reference to prepare and execute the Service Level Agreement with the Bidder is given in Appendix-1 (Pg No. 1-14).



डाकघर. न्यू फॉरेस्ट, देहरादून - 248 006 (उत्तराखंड) / P.O. New Forest, Dehradun - 248 006 (Uttarakhand)

दूरभाष / Tel: 0135-2754648 ई-मेल / E-mail: casfos.dd-mef@gov.in





भारत सरकार
Government of India

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest and Climate Change

केंद्रीय अकादमी राज्य वन सेवा
Central Academy for State Forest Service

देहरादून / Dehradun

3. दो अलग बोलियां अर्थात तकनीकी (परिशिष्ट-2 से 5, पृष्ठ संख्या 15-18) और वित्तीय (परिशिष्ट-6, पृष्ठ संख्या 19-29) (अलग-अलग लिफाफों में विधिवत रूप से ऊपर लिखकर सीलबंद किया जानी चाहिए और इन दोनों सीलबंद लिफाफों को परिशिष्ट 2-5 में निर्धारित सभी अनुरोधित तकनीकी दस्तावेजों के साथ एक बड़े लिफाफे में रख कर विधिवत रूप से ऊपर लिखकर सीलबंद किया जाना चाहिए), डाक के माध्यम से या व्यक्तिगत रूप से 13.08.2024 को अपराह्न 12:00 बजे तक प्रधानाचार्या, CASFOS, डाकघर न्यू फॉरेस्ट, देहरादून के कार्यालय में प्राप्त हो जाना चाहिये।

Two separate bids viz., **Technical** (Appendix-2 to 5, Pg No. 15-18) and **Financial** (Appendix-6, Pg No. 19-29) (both sealed by the bidder in separate covers duly super-scribed and both these sealed covers along with all requested technical documents as prescribed in Appendix 2-5 are to be put in a bigger cover which should also be sealed and duly super-scribed), should reach the office of the Principal, CASFOS, P.O. New Forest, Dehradun through post or by hand on or before 13.08.2024 by 12:00 PM.

4. बोलीदाता अपनी भागीदारी ईमेल (transport.casfosddn@gmail.com) के माध्यम से उपर्युक्त अंतिम तिथि तक या उससे पहले प्रस्तुत कर सकते हैं, तथा इसके साथ दो अद्वितीय पासवर्ड संरक्षित पी.डी.एफ. दस्तावेज संलग्न कर सकते हैं, जिनका फाइल नाम 'तकनीकी बोली' और 'वित्तीय बोली' हो, तथा परिशिष्ट-3 के अनुसार अधिकृत व्यक्ति की संपर्क जानकारी भेजना सुनिश्चित करें, ताकि बोली मूल्यांकन प्रक्रिया के दौरान प्रस्तुत दस्तावेजों को खोलने के लिए पासवर्ड प्राप्त किया जा सके।

Bidder may also submit their participation via email (transport.casfosddn@gmail.com) on or before the above-mentioned deadline, attaching two unique password protected PDF documents with the file name viz., '**Technical Bid**' and '**Financial Bid**', and ensuring to send contact information of authorised person as per Appendix-3, so as to get the password to open submitted documents during bid evaluation process.

30/07/24

प्रभारी अधिकारी (आउटसोर्स वाहन)

केंद्रीय अकादमी राज्य वन सेवा

देहरादून

संलग्न:

1. सेवा स्तर समझौते हेतु संदर्भ की शर्तें : परिशिष्ट - 1 (पृष्ठ संख्या 1 से 14 तक)
2. तकनीकी बोली हेतु दस्तावेज : परिशिष्ट - 2 से 5 (पृष्ठ संख्या 15 से 18 तक)
3. वित्तीय बोली हेतु दस्तावेज : परिशिष्ट - 6 (पृष्ठ संख्या 19 से 29 तक)



डाकघर. न्यू फॉरेस्ट, देहरादून - 248 006 (उत्तराखंड) / P.O. New Forest, Dehradun - 248 006 (Uttarakhand)

दूरभाष / Tel: 0135-2754648 ई-मेल / E-mail: casfos.dd-mef@gov.in



TERMS OF REFERENCE

1. OVERVIEW

- a) The purpose of this document (Terms of Reference (TOR)) is to facilitate procurement of Non-Consulting Service (Vehicle Hiring Service) and implementation of it from the premises of CASFOS, Dehradun or any other premises designated by the Principal, CASFOS, Dehradun
- b) The main stakeholders (parties) associated with this contract are below:
 - i) **Buyer:** Buyer is responsible to provide clear instructions, approvals and timely payments for the services availed
 - ii) **Service Provider:** Service Provider is responsible to provide all the required services in timely manner. Service Provider may also include seller, any authorized agents, assignees, successors and nominees as described in the agreement
- c) The Principal, CASFOS, Dehradun will be hereinafter called as the 'Buyer', vendors participating in the bidding process will be hereinafter called as the 'Bidder', and successful Bidder upon completion of bidding process will be hereinafter called as the 'Service Provider'
- d) This document outlines the scope of service, Service Provider's obligations, Buyer's obligations, special terms and conditions related to service tracking, payment of services and penalties for mutual understanding of the parties
- e) The responsibilities and obligations of the stakeholders have been outlined in this document, along with service level/penalties in case of non-adherence to the defined Terms and Conditions (T&C) which will be outlined in the Service Level Agreement (SLA) same as mentioned in this document also
- f) It is assumed that all Bidders have read and understood all points of this document before participation in the bid, however in case of difficulty in understanding any clause/term, the Buyer may be contacted

2. OBJECTIVES AND GOALS

- a) The objective of this document is to ensure that all the commitments and obligations are in place to ensure consistent delivery of services to Buyer by the Service Provider
- b) The goals of this document are to:
 - i) Provide clear reference to service ownership, accountability, roles and responsibilities of both parties
 - ii) Present a clear, concise and measurable description of services offered to the Buyer
 - iii) Provide actions in detail to be taken in case of failure to comply with conditions specified
 - iv) To ensure that Bidder/Service Provider understand the consequences in case of termination of services by the Buyer due to any of the reasons
 - v) This document will act as a reference document that the Bidder/Service Provider have understood everything w.r.t. participation and service to be rendered, and have agreed to comply by the same

3. SCOPE OF SERVICES

This service deals with hiring of vehicles (including driver and fuel requirements) for a defined but temporary tenure on a daily/tenure basis for local and outstation travel of officials/trainees of the academy or participants of other training programmes organised by the academy

- a) **Types of Vehicles:** Buyer of this service will have the option to choose the type of vehicle on each occasion as per their requirement, for which the following categories have been defined as below:

Type of Vehicle	Definition	Examples
Hatchback	This segment includes passenger cars with compact design in a two-box configuration, and usually a length between 3401 to 3995 mm	Maruti Suzuki WagonR / Celerio / Swift, Hyundai i10 / i20, Tata Tiago / Indigo / Bolt, Hyundai Santro, etc.
Sedan	This segment includes passenger cars with mid-size design in a three-box configuration, and usually a length between 3990 to 4500 mm	Honda Amaze, Maruti Suzuki Dzire, Tata Tigor / Zest, Hyundai Xcent, Ford Aspire, Volkswagen Ameo, Nissan Sunny, Toyota Etios, etc.
Premium Sedan	This segment includes passenger cars with executive design in a three-box configuration, intended to provide passengers with increased comfort, a higher level of equipment and increased perception of quality than regular sedans and usually a length between 4000 to 4600 mm	Maruti Suzuki Ciaz, Honda City, Volkswagen Vento, Toyota Corolla, Hyundai Verna, Skoda Rapid, etc.
SUV	This segment includes passenger vehicles which combine elements of road-going passenger cars with features from off-road vehicles, such as raised ground clearance and four-wheel drive and length between 3995 to 4500 mm	Maruti Suzuki Ertiga / Brezza / XL6, Mahindra Scorpio, Ford Ecosport, Hyundai Creta, Renault Duster, Mahindra TUV300 / XUV300 / XUV 500, etc.
Premium SUV	This segment includes SUV intended to provide passengers with increased comfort, a higher level of equipment and increased perception of quality than regular SUVs and length between 4300 to 4800 mm	Toyota Innova / Innova Crysta / Fortuner, Ford Endeavour, Jeep Compass, Tata Hexa / Harrier, Honda CR-V, etc.
MUV (only passenger)	This segment includes vehicles for transport of only passenger and their luggage with a seating capacity of 11 to 21 passengers with in-cabin and overhead/box loading capacity of total 0.1 to 0.3 MT	Force Traveller, Mahindra Cruzio, etc.
Premium MUV (only passenger)	This segment includes vehicles for transport of only passenger with a seating capacity of 9 to 16 passengers with in-cabin luggage capacity of small bags and length between 5440 to 7010 mm	Force Urbania, Toyota Hiace, etc.
MUV (only goods)	This segment includes LCV vehicles for transport of only material with a seating of driver and 2 staff with an open/close loading capacity of min 2.5 MT	Tata Truck, BharatBenz Truck, etc.
MUV (passenger and goods)	This segment includes vehicles for transport of passenger and material with a seating capacity of 3	Mahindra Bolero Camper, Tata Xenon, Mahindra

Type of Vehicle	Definition	Examples
	besides driver with an open loading capacity in the back for 1 to 1.25 MT	Imperio, Isuzu Dimax
Minibus	This segment includes minibus category of vehicles for transport of passenger with a seating capacity of 18 to 35 passengers with sufficient in-cabin and side-box luggage capacity and length up to 7860 mm	Toyota Coaster, Tata Starbus, Ashok Leyland Oyster, BharatBenz Staff Bus, Eicher Skyline, etc.
Premium Minibus	This segment includes premium category of minibus for transport of up to 30 passengers with sufficient luggage capacity and length up to 6990 mm	Toyota Coaster, etc.
Bus	This segment includes buses for transport of 35 to 55 passengers with sufficient in-cabin and side-box luggage capacity of min 1.25 MT and length between 8110 to 10700 mm	Tata Starbus Ultra, Tata Starbus EX, Ashok Leyland Cheetah / Viking, Eicher Skyline Pro, etc.
Premium Bus	This segment includes bus intended to provide passengers with increased comfort and wash facility with a seating capacity of 38 to 42 passengers and sufficient in-cabin and side-box luggage capacity of min 0.9 MT	Volvo Coach, etc.

- b) **AC and Non-AC Requirement:** As the service will be procured through bid, the Service Providers must provide the service based on Buyer's selection
- c) **Local Travel and Outstation:** For the purpose of this service at any single or all occasions, local travel would include areas covered within the city limits or up to 50 km of one-way travel, whichever is higher, and outstation would include the areas covering outside the city limits or more than 50 kms of one-way travel, whichever is higher as per Buyer requirements
- d) **Usage Variants:** Vehicles for the purpose of local and outstation journeys in plain and hilly terrain within the city/state and outside the city/state can be selected from a range of usage variants depending on the requirements viz., a) bundled km/hour package for local journey in plain and hilly terrain; b) pick-up/drop service in local and outstation; c) outstation journey for more than 1 day in both plain and hilly terrain, which are listed and categorised below:
- i) 40 km x 5 hours (for local journey in plain terrain)
 - ii) 40 km x 5 hours (for local journey in hilly terrain)
 - iii) 80 km x 10 hours (for local journey in plain terrain)
 - iv) 80 km x 10 hours (for local journey in hilly terrain)
 - v) 250 km / day (for local journey in plain terrain within the state of Uttarakhand)
 - vi) 250 km / day (for local journey in hilly terrain within the state of Uttarakhand)
 - vii) 250 km / day (for outstation journey in plain terrain outside the state of Uttarakhand)
 - viii) 250 km / day (for outstation journey in hilly terrain outside the state of Uttarakhand)
 - ix) Pick-up / Drop-off to Dehradun Jolly Grant Airport (local)
 - x) Pick-up / Drop-off to Dehradun Railway Station / ISBT (local)
 - xi) Pick-up / Drop-off to New Delhi Airport / Railway Station / ISBT / any place (outstation)

- e) **Type of Terrain:**
- i) Plain: Terrain which is generally plain and having cross slope varying from 0% to 10%
 - ii) Hilly: Hilly terrain is a geographic area with many hills, crags, and an irregular surface with highly undulated terrains and mountain roads, having considered to be rolling, mountainous and steep terrain with cross slope varying more than 10% in all cases
- f) **Year of Vehicle Model and KM travelled:** To guarantee quality of the vehicle provided, vehicle must be registered in or after 2019 and must not run more than 1,00,000 km
- g) **Outstation Night Charges:** For outstation travel of more than 1 day in both plain and hilly terrain, outstation night charges for the driver and/or staff will be paid by the Buyer at the time of payment on actual outstation nights availed during the contract period
- h) The payment for extra mileage and extra duty hours will be done on pro-rata basis calculated on basic package rate as under:
- i) **Extra per km charges:** Cost of single vehicle divided by no. of kms in package as per selected usage variants multiplied by factor 0.3 in case of normal day service (local) and 0.2 in case of 24x7 service (outstation)
 - ii) **Extra hour charges:** Cost of single vehicle divided by no. of kms in package as per selected usage variants multiplied by factor 0.4 in case of both normal day service (local) and only 1 full day service (outstation), whereas in case of 24x7 service (outstation), no charges for extra hours to be paid
 - iii) Bidder mentioning rate of extra kms and hour in the bid will supersede any or both the above clauses in case quoted rates are less, but if rates quoted by the Bidder are more than rates as per any or both the above clauses, then rates calculated as per any or both the above clauses will be retained and any such extra amount will be calculated at the time of final payment by the Buyer
- i) **Price Variation Clause:** During the contract period on single occasion, the Buyer may increase or decrease the quantity of vehicles and duration up to 25% and increase package running mileage and duty hours to the extent of 40% of the values specified for these parameters that in no case the contract cost will increase or decrease by 25% of original cost
- j) **Service Details and Standards:**
- i) All vehicles provided shall have all the necessary permits/licenses/clearances such as, but not limited to fitness certificate, PUC, full comprehensive insurance, road permit, registration certificate, as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies, for providing commercial vehicles for this service
 - ii) All vehicles provided shall be air conditioned and shall be equipped with an emergency medical first aid kit and a fire extinguisher (in case of bus)
 - iii) All vehicles should always be in excellent working condition (both internally and externally)
 - iv) The Service Provider shall ensure that the vehicles deployed by him are cleaned thoroughly both internally and externally, boot kept clear of dust, rubbish, oil, bad odour and any personal belongings of the driver

- v) All vehicles deployed shall arrive at designated location on time and with full or sufficient tank of fuel
 - vi) The vehicle deployed for outstation journeys shall be parked at the Buyer's/user's premises after the duty hours if desired so by the Buyer/user and cannot be taken-out without written permission from the Buyer/user
 - vii) The drivers of the vehicles must possess a valid driver license and must have a minimum 2 years of driving experience
 - viii) The drivers/staffs of the vehicles must have a working mobile number for easy contact by the passenger and it must also have an active internet connection at all times where Google Maps or similar can be accessed, to navigate the shortest and/or fastest route possible avoiding traffic jams
 - ix) The driver/staff shall be reachable at all times during duty hours
 - x) The drivers/staff of the vehicles deployed should maintain polite & courteous behaviour towards the Buyer/passenger
 - xi) "Misbehaviour" of driver and/or staff which may include, but not limited to, consumption of alcohol during or prior to duty, denial of duty during service hours as defined by user, use of abusive language, theft, shall attract penalties as per provisions of the contract
- k) **Defined Timelines:**
- i) The Service Provider shall ensure that assigned vehicle, driver and staff report within 24 Hours before start of journey or as mutually agreed with the Buyer
 - ii) Buyer shall notify Service Provider of any change in schedule of hired vehicle(s) within 24 hours prior to change
- l) **Service Assumptions:**
- i) The Service Provider shall not sublet any part of the Contract and may act as an aggregator of vehicles/individual drivers; however, it is the Service Provider who shall be responsible and liable to deliver the services as per the contract
 - ii) The time of service provided shall start from the point of pick up to the point of final drop off and the garage hours and km shall not be included
 - iii) The Buyer shall be entitled to use the vehicle within the scope of service specified under this contract and at no time during or after the completion of the contract, will the ownership of hired vehicle be transferred to the Buyer
 - iv) The vehicle deployed for duty shall at no point of time carry any person other than personnel authorized by the Buyer
 - v) The drivers/staff provided by the Service Provider shall not be deemed employees of the Buyer, hence the compliance of the applicable labour laws and acts, Transport Motor Workers Act and other relevant laws will be the sole responsibility of the Service Provider
 - vi) Buyer shall not be liable for any damages whatsoever to public property and/or any third person due to any accident arising out of and in the course of deployment of Service Provider's vehicle

- vii) The Buyer will in no way be responsible for violation of traffic rules and/or infringement of any other law for the time being in force, either by the driver of the vehicle or by the Service Provider
- viii) During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the Service Provider's risk

m) **Limitations of Service Delivery (if any):** Hiring for this service would mean hiring of vehicle for the period of contract on single occasion for both local and outstation travel and the service for the selected duration of the contract on single occasion will be deemed to have completed once the buyer has utilized the usage variant for that occasion and the additional km and hours within variation of 25% of contract value

4. SERVICE PROVIDER'S OBLIGATION

- a) Service Provider shall ensure the level of service required is of the highest professional standard and shall ensure full compliance to the terms and conditions of the contract
- b) Service Provider shall ensure that proper inspection of vehicle has been done before deploying it to the Buyer location as per the contract
- c) The Service Provider shall ensure that all maintenance works related to the assigned vehicle will be carried out in off duty hours
- d) The Service Provider shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, air conditioning and other vehicle systems shall be periodically checked and maintained to avoid any inconvenience to the Buyer
- e) The Service Provider shall provide at his own cost proper uniform and badges and photo identity cards to the drivers in compliance with the Motor Transport Workers Act
- f) The Service Provider shall pay the toll charges, parking fee or entry taxes payable locally or outstation which shall later be reimbursed by the Buyer on actual basis as paid and produced by the Service Provider to the Buyer
- g) The Service Provider must ensure that all necessary measures are taken by the driver/staff to ensure passenger safety by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes
- h) The Service Provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles provided to the Buyer
- i) In an event that, for any reason, the drivers provided change their contact number during the tenure of the contract then Service Provider will immediately notify the Buyer of the above change
- j) The Service Provider shall be responsible for ensuring compliance with the provisions related to Labour Law (Central/State) and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act, Motor Vehicle Act, Motor Transport Workers Act, 1961 etc. and any other relevant acts as applicable at present or in future during the tenure of the contract and as may be enforced

from time to time, and onus of compliance of all the applicable Laws/Acts/Rules shall rest with the Service Provider only and the Buyer will not be liable in any manner

- k) The Service Provider shall not deploy or shall discontinue deploying the person(s), if desired by the Buyer and must ensure prompt replacement of the personnel without any additional cost to the Buyer
- l) The personnel being deployed once for the duration of service shall ordinarily be continued and should not be changed by the Service Provider without written intimation and consultation with Buyer
- m) A mandatory, detailed contingency plan(s) in the event of mechanical breakdown of any or all vehicles, for each area of operation shall be provided by the Service Provider
- n) In an event that Service Provider fails to deliver or fails to carry out tasks as per schedule due to non-delivery of vehicle, break-down, servicing and repairs of vehicles, or if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons, the Service Provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into, without any extra charges, and failure to do so will evoke penalty and then buyer shall have right to recover damages as per the provisions of the contract
- o) The Service Provider would be bound by the conditions with regard to police verification of the deployed staff and their medical fitness
- p) The Service Provider will deploy experienced drivers knowing the routes of the areas and familiar with the localities for carrying out the services
- q) The Service Provider shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him

5. BUYER'S OBLIGATION

- a) Ideally the location for pick-up is primarily CASFOS, Dehradun, but on each occasion location for reporting and drop-off will be provided by the Buyer to the Service Provider
- b) The toll charges, parking fee or entry taxes payable locally or outstation shall be reimbursed by the Buyer to the Service Provider on actual basis as paid by the service provider
- c) In the event that the vehicles run more than the estimated number of kms as mentioned in the order details on each occasion, the charges for additional km travelled will be paid upon calculation as per Clause 3 (h)
- d) In the event of outstation travel for 1 day only, outstation night charges will be paid to the Service Provider if the duty hours end between 10:30 pm and 6:00 am
- e) The Buyer will immediately report to the designated representative of the Service Provider for any problems, complaints, incidents or accidents that occur during the trip, including any form of inappropriate behaviour/improper uniform by the driver
- f) It is fundamental that the driver does not under any circumstance directly or indirectly approach, solicit or accept work in any form the Buyer/passenger and if the driver of the vehicle communicates directly with the Buyer/passenger (either by telephone, in writing or

verbally, and either before, during or after a trip) to make alter or change the nature of service provided, the Buyer must immediately inform the Service Provider

6. SERVICE TRACKING

Tracking of services ensures quality of service delivery in time bound manner and effective service tracking helps in analysing Service Provider's performance as well as Buyer's timely inputs for services and leads to immediate actions against the defaulters if any

a) Logbook:

- i) The Service Provider will maintain a separate duty slip for each vehicle, which will be signed by the authorized signatory of the Buyer/passenger
- ii) Before each car is allotted for duty, the odometer reading shall be noted down by the driver and subsequent entries for starting time/closing time, places visited etc., for each duty during service hours
- iii) After completion of duty, the driver shall again note down the odometer reading and get it checked and signed by the user of the vehicle deployed by the buyer
- iv) On the basis of each vehicle's duty slip, the Service Provider shall prepare bills enclosing therewith a consolidated statement of each vehicle's running and original copies of duty slip
- v) Once the Service Provider updates and submits the logbook to the Buyer, the Buyer shall either accept or reject entries made by the Service Provider within 7 working days
- vi) Failure to take action by the Buyer on logbook entries updated by Service Provider shall be deemed as accepted
- vii) The Service Provider can raise an issue against the rejection of any entry by the Buyer within 7 working days of such rejection with the designated representative of the Buyer
- viii) The Buyer will also record non delivery or non-performance issues of rendered service, and subsequent penalties

b) Service Performance and Feedback: The principal point of contact for the issues arising out of the contract on each occasion will be the Service Provider or a designated representative who shall be any employee of the Service Provider in administrative and managerial capacity and in a position of authority to resolve issues

- i) Nonetheless, the Service Provider shall be solely responsible for maintaining the quality and level of service provided
- ii) The Service Provider shall maintain a compliant register in the vehicles for the complaints by the passenger travelling in the vehicle

7. PENALTIES AND FINE

- a) In case of non-compliance of the standards of the services to be provided as per the contract, the Buyer would be at liberty to levy such penalty on the Service Provider and terminate the contract as per the conditions detailed out below:

Nature of Default	Default Details	Penalties			Remarks
		1 st instance	2 nd instance	3 rd instance	
Non deployment of vehicle/driver (no replacement provided)	Non deployment for 30 min or more, no replacement provided up to 2 hours	Total amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a penalty of 10% of daily vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party and a penalty of 15% of daily vehicle hiring cost	After 3 rd instance, the Buyer may terminate the contract or continue to impose the same penalty as imposed for 3 rd instance
Non deployment of vehicle/driver (replacement provided)	Non deployment for 30 min or more, replacement provided up to 2 hours	Warning	Penalty of 10% of daily vehicle hiring cost	Penalty of 15% of daily vehicle hiring cost	After 3 rd instance, the Buyer may terminate the contract or continue to impose the same penalty as imposed for 3 rd instance
Breakdown of vehicle during trip (no replacement provided)	No replacement provided up to 2 hours	Total amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a penalty of 10% of daily vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party and a penalty of 15% of daily vehicle hiring cost	After 3 rd instance, the Buyer may terminate the contract or continue to impose the same penalty as imposed for 3 rd instance
Breakdown of vehicle during trip (replacement provided)	No replacement provided up to 2 hours	Warning	Amount of charges for vehicle hired by Buyer from third party and a penalty of 8% of daily vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party and a penalty of 10% of daily vehicle hiring cost	After 3 rd instance, the Buyer may terminate the contract or continue to impose the same penalty as imposed for 3 rd instance
Delay in arrival of vehicle/ driver	For 30 mins or more	Warning	Penalty of 5% of daily vehicle hiring cost	Penalty of 8% of daily vehicle hiring cost	After 3 rd instance, the Buyer may continue to impose the same penalty as imposed for 3 rd instance
Misbehaviour/ unacceptable behaviour by driver	Any instance	Penalty of Rs. 1000	Penalty of Rs. 2000/-		After 2 nd instance, the Service Provider will have to replace driver

Nature of Default	Default Details	Penalties			Remarks
		1 st instance	2 nd instance	3 rd instance	
Driver in intoxicated state	Any instance	Penalty of Rs. 2500/-			After 1 st instance, the Service Provider will have to replace the driver. After 2 cumulative instances, Buyer may terminate the contract
Failure to address deficiencies pointed out at inspection	Deficiencies not addressed after 24 hours of inspection	Penalty of Rs. 500/-	Penalty of Rs. 800/-	Penalty of Rs. 1000/-	After 3 rd instance, the Buyer may continue to impose the same penalty as imposed for 3 rd instance

b) **Major Penalties:** The following incidents will be considered as major penalties and will attract immediate termination of the services for their non-compliance:

- i) No Valid Registration papers of the vehicles
- ii) No Valid Comprehensive Insurance
- iii) No Valid Pollution Under Control (PUC) Certificate
- iv) Odometer Tampering and Odometer not working
- v) Tampering with Logbook

c) **Other Penalties:**

S.No.	Nature of Default	Penalties (in Rs.)			Penalty to be imposed after 3 rd instance
		1 st instance	2 nd instance	3 rd instance	
1	First Aid Box missing	100/-	200/-	500/-	Same as last
2	Tool Kit missing	100/-	200/-	500/-	Same as last
3	Mobile with driver missing/not functioning	200/-	400/-	1000/-	Same as last
4	Vehicle missing without information	500/-	1000/-	Contract terminated	
5	Driver without license	200/-	500/-	Driver terminated	
6	Vehicle without proper document	200/-	500/-	Driver terminated	
7	Driver without uniform	100/-	200/-	300/-	Same as last
8	Exterior and interior of vehicle not clean	100/-	200/-	500/-	Same as last
9	Re-fuelling while pickup/ drop	250/-	500/-	1000/-	Same as last
10	Driver smoke while driving	500/-	1000/-	Driver terminated	

S.No.	Nature of Default	Penalties (in Rs.)			Penalty to be imposed after 3 rd instance
		1 st instance	2 nd instance	3 rd instance	
11	Driver engages in distracting conversation or loud music or take calls while driving	200/-	500/-	1000/-	Same as last
12	A/C not working or not turned on by driver	500/-	1000/-	2000/-	Same as last
13	Over speeding	200/-	500/-	1000/- plus driver terminated	

8. PAYMENT TERMS

This is with respect to the T&C of payment towards the services, including deduction of payment in case of faulty service as per Clause 7, as under:

a) Payment Condition:

- i) The payment shall be made as per the financial quotes submitted by the Service Provider and accepted by the Buyer
- ii) No advance payment shall be made to the Service Provider
- iii) The price quoted (including GST) shall cover all aspects of service delivery, it shall be inclusive of all consumables required to provide the service
- iv) Nonetheless, any charges borne by the Service Provider with respect to toll charges, parking fee or entry taxes shall be reimbursed on actual basis upon submission of proof of payment to the Buyer

b) Payment Cycle:

- i) Payment shall be made once the Service Provider submits the invoice for the same as per the prescribed process flow
- ii) The Buyer shall make the payment within 45 working days as per the payment process flow upon submission of invoice, logbook and service feedback

c) Payment Process:

- i) Payment shall be made only after submission of invoices, logbook, service feedback, non-submission of the same may lead to delay/deduction in payment
- ii) All the penalties/fine will be settled before making the payments and Service Provider shall not have any objection on the same
- iii) Payment will be made through bank transfer only, in no circumstance cash/cheque payment will be made
- iv) The Service Provider will be paid GST as per Government of India norms where GST will be deducted from the gross amount of each bill as per existing rules and TDS @2% will be deducted from the gross amount of each bill as per income tax rules

9. POST BID PROCESS

All timely received bids (separate technical and financial bids) before deadline will be considered for technical and financial evaluation on the same day (13.08.2024), Least Cost Selection method individually for each category and each type of vehicle within the selected category

- a) **Technical Evaluation:** The technical proposals will be opened first at 12:30 PM for evaluation and the bids which are qualifying as per the technical evaluation criteria (mentioned below) will only be considered as technically responsive and rest would be considered technically non-responsive and would be dropped from the list, where criteria include the following:
 - i) Submission of all filled and signed copies of Appendix 2-5
 - ii) Submission of all related and supporting documents as requested in Appendix 2-5, except document prescribed in pt. 10 of Appendix-2, as it optional
- b) **Financial Evaluation:** Financial proposals will be opened at 03:00 PM for only eligible and responsive offers and ranked, whereas L-1 offer (for each category and each type of vehicle within the selected category) out of the responsive offers shall be selected on price criteria alone without giving any additional weightage to marks/ranking of technical proposal, where financial evaluation criteria include the following:
 - i) Submission of all filled and signed pages of Appendix 6 in all aspects
 - ii) If a Bidder quotes NIL in any cell or left it blank, the particular bid w.r.t. that cell shall be treated as financially unresponsive and will not be considered
- c) **Award of Contract:** Contract will be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the TOR incorporated, and for such purpose successful Bidder(s) will be issued work order/purchase order/letter of acceptance from the Buyer, after which an agreement must be signed by both parties
- d) **Instances of Multiple L1s:** In case multiple bidders emerge as L1, it will be solely at the discretion of the Buyer to select a specific Service Provider for each category and each type of vehicle within the selected category, keeping in view its past experience of services rendered, performance of the Service Provider, service quality, penalties imposed, firm's solvency proof provided by bank, and quality of supplied vehicle and driver/staff
- e) **Disqualification of Bid:**
 - i) Crossing out, initialling, re-writing, corrections, erasures, if any, in the price bid and/or any or all essential documents shall lead to disqualification of the bid
 - ii) If Bidder failed to submit valid essential documents and forms/proforma shall lead to disqualification from the bid evaluation
 - iii) If Bidder failed to submit the bid on time i.e., on or before the deadline, then it shall lead to disqualification of the bid
 - iv) Bidders try to alter or modify their bids after expiry of the deadline for receipt of bids shall lead to disqualification of the bid
- f) **Bid Validity:** Bid rates received from all Bidders will be valid for a period of 180 days from the successful completion of the bidding process

- g) **Rejection of Bid:** Rejection of all received Bids will be done under following circumstances:
 - i) Effective competition is lacking
 - ii) All Bids are not substantially responsive to the requirements of the Buyer
 - iii) The Bid's prices are substantially higher than that of the tentative cost estimated for similar work during last 12 months or available budget
 - iv) None of the technical proposals are qualifying the desired technical requirements

10. SERVICE LEVEL AGREEMENT (CONTRACT)

- a) Upon successful completion of the bidding process, an agreement must be signed by both the parties, which can also be revised/modified on mutual consent of the stakeholders
- b) Preparation of the agreement will be done by the Buyer as per mentioned TOR's and the Service Provider has to submit his representation within 7 days with regard to the prepared agreement, if any
- c) Agreement to be executed on non-judicial blank stamp paper of denomination Rs. 100/- or above, issued in favour of the firm of Service Provider, duly attested by public notary
- d) Any expenses incurred towards stamp duty/notary shall be borne by the Service Provider
- e) Agreement of contract will be initially for a period of 1 year, however it can be further extended 2 more times i.e., total duration of the contract period may be up to 3 years
- f) Agreement renewal may be done on the same rates and T&C, and must be based on performance of the Service Provider and should be mutually agreed by both parties
- g) **Performance Security:**
 - i) To ensure due performance of the contract, performance security is to be furnished by the successful Bidder(s) awarded the contract within 15 working days of an amount of Rs. 30,000/- in the form of Account Payee Demand Draft, Fixed Deposit Receipt (FDR) from a Commercial bank, or Bank Guarantee from a Commercial bank drawn in favour of "The Principal, Central Academy for State Forest Service, Dehradun", payable at Dehradun
 - ii) Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Service Provider and will be refunded to the Service Provider without interest, after he duly performs and completes the contract in all respects
 - iii) The performance security will be forfeited and credited to the Buyer's account in the event of a breach of contract, any default, or failure or neglect on part of the Service Provider in fulfilment or performance/delivery in all respect of contract or any part thereof or for any loss or damage caused due to the Service Provider's or to recover any penalty or fine imposed on the Service Provider as per Clause 7
 - iv) Performance Security of same amount or an amount decided by the Buyer at each event, must be furnished whenever the contract gets renewed
- h) During the process of signing the agreement first time or subsequent times, the Service Provider on same rates and T&C must provide service as and when requested by the Buyer

11. AMENDMENT OF CONTRACT

During service delivery period some conditions may occur when the Buyer and/or Service Provider may require amending the Agreement, some of such conditions may be as followed:

- a) **Amendment of the Contract after event of Force Majeure:** In case of occurrence of any exceptional event/circumstance which has affected either party directly to perform the agreed services, the agreement can be amended, however, cause, evidence and nature of such effect shall be notified to the other party
- b) **Amendment in statutory variations:** All statutory variations leading to increase in the cost of the contract will be debited to the Buyer accounts
- c) **Variation of the Contract as per both parties' consent:** Variation of the Contract shall be done as per mutual consent of both parties; no party shall be made liable to pay/get any compensation for agreement amendment and the variation in the contract can be through the following, however, the variation put together shall not reduce or exceed 25% of contract value:
 - i) Increase or decrease in the quantity of vehicles
 - ii) Increase or decrease in duration of contract

12. TERMINATION OF CONTRACT

The Agreement shall be come to an end either on completion of the Contract Period, unless otherwise extended or shall be terminated for the following reasons, where in all case the termination of the Contract shall not affect any accrued rights or remedies of either party:

- a) **Mutual consent:** The contract may be terminated based on mutual consent in case the services are no longer required, where such termination will not attract any penalties or shall not be liable for any extra payments other than payment of invoices raised till the time of termination including notice period i.e., of just 1 month
- b) **Breach of contractual obligations:** The Buyer shall have the right to terminate the Contract effective immediately by giving written notice to the Service Provider, if the Service Provider breaches a material provision of the Contract where that breach is not capable of remedy; or if the Service Provider breaches any provision of the Contract and fails to remedy the breach within 14 days after receiving notice requiring it to do so
- c) **Breach of SLAs:** The contract may also be terminated by the Buyer if
 - i) The cumulative penalties rise to 10% of the contract value
 - ii) Repeated breach of any SLA beyond 3 instances as per Buyer discretion

13. RESOLUTION OF DISPUTES

In the event of any question, dispute or difference arising under this TOR and T&C framed on similar lines in the agreement, the jurisdiction of the same shall be the place from where work order/purchase order/letter of acceptance has been placed by Buyer i.e., at Dehradun only

CHECKLIST OF DOCUMENTS

S.No.	Description	Mark tick (✓) (wherever document submitted)
1.	Details of the Bidder <i>(as per Appendix-3)</i>	
2.	Incorporation Certificate	
3.	GST Registration Certificate	
4.	PAN Card	
5.	The average annual turnover of the firm should be min 15 Lakhs during the last 03 Financial Years duly certified by the CA <i>(as per Appendix-4)</i> or MSE certificate for exemption*	
6.	Copies of Income Tax Return (ITR) of last 03 Financial Years i.e., 2020-21, 2021-22, and 2022-23 as proof of turnover or MSE certificate for exemption*	
7.	Minimum experience of last 03 Financial Years in similar works / contract executed for Central / State Government Department / PSU (copies of earlier contracts / performance certificate as proof of experience) or MSE certificate for exemption*	
8.	Vehicle shall be registered commercially in or after 2019 either only on the name of firm or proprietor or taken on lease with valid agreement (copies of registration certificate of all types of vehicles whose rates are quoted in Appendix-6 and copy of lease agreement, if applicable)	
9.	Self-declaration letter of not being blacklisted and their work has not been revoked by any client in the last 3 years <i>(as per Appendix-5)</i>	
10.	OPTIONAL: Valid Solvency Certificate of min Rs. 5,00,000/- (five lakh rupees) or more, of not older than a year, for which deadline of bid submission will be considered as the cutoff date or MSE certificate for exemption*	

*** All Micro and Small Enterprises (MSEs) will be given exemption for minimum experience, solvency certificate, annual turnover, and submission of ITRs, by providing proof of UDYAM Registration Certificate for “Services” as Major Activity**

Stamp & Signature of the Authorized Signatory

DETAILS OF THE BIDDER

Name of Company/Firm:	
Name of Proprietor/Owner:	
Registered Postal Address of Office:	
Telephone/Mobile No:	
Official E-mail Address:	
Website:	
Authorized Contact Person Name Designation and Mobile Phone No. to whom all references shall be made w.r.t. to bid evaluation and post-bid process	

Stamp & Signature of the Authorized Signatory

DECLARATION OF TURNOVER

S.No.	Financial Year	Turn Over (In INR) *	Remarks
1	2020-21		
2	2021-22		
3	2022-23		
Average			

Dated : 2024

Yours faithfully,

(Name, Designation and Signature of Authorized Person)

Signature of the Chartered Accountant (with Seal)

SELF-DECLARATION

(To be submitted on the Letter Head of the Bidding Company)

1. I,..... Son/Daughter/Wife of Shri, Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/ are aware of the fact that furnishing of any false information/fabricated document would lead to the rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. Certified that the agency has not been blacklisted, security deposit has not been forfeited and the works is not revoked by any client during the last 03 years.

Date: .2024

(Signature of Authorized Person)

Full Name:

Place:

Seal

DETAILS OF VEHICLE

Below category for the Type of Vehicles and Usage Variant is as per TOR Clause 3 (a) and 3 (d) respectively. The Bidder shall quote the price **(inclusive of GST)** for all cell in the table below.

i) **40 km x 5 hours** (for **local** journey in **plain** terrain)

Type of Vehicle	Make of Vehicle (no. of seats)	Rates		Rates per additional hour		Rates per additional km	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
Hatchback							
Sedan							
Premium Sedan							
SUV							
Premium SUV							
MUV (only passenger)							
Premium MUV (only passenger)							
MUV (only goods)							
MUV (passenger + goods)							
Minibus							
Premium Minibus							
Bus							
Premium Bus							

DETAILS OF VEHICLE

Below category for the Type of Vehicles and Usage Variant is as per TOR Clause 3 (a) and 3 (d) respectively. The Bidder shall quote the price **(inclusive of GST)** for all cell in the table below.

ii) **40 km x 5 hours** (for **local** journey in **hilly** terrain)

Type of Vehicle	Make of Vehicle (no. of seats)	Rates		Rates per additional hour		Rates per additional km	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
Hatchback							
Sedan							
Premium Sedan							
SUV							
Premium SUV							
MUV (only passenger)							
Premium MUV (only passenger)							
MUV (only goods)							
MUV (passenger + goods)							
Minibus							
Premium Minibus							
Bus							
Premium Bus							

DETAILS OF VEHICLE

Below category for the Type of Vehicles and Usage Variant is as per TOR Clause 3 (a) and 3 (d) respectively. The Bidder shall quote the price **(inclusive of GST)** for all cell in the table below.

iii) **80 km x 10 hours** (for **local** journey in **plain** terrain)

Type of Vehicle	Make of Vehicle (no. of seats)	Rates		Rates per additional hour		Rates per additional km	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
Hatchback							
Sedan							
Premium Sedan							
SUV							
Premium SUV							
MUV (only passenger)							
Premium MUV (only passenger)							
MUV (only goods)							
MUV (passenger + goods)							
Minibus							
Premium Minibus							
Bus							
Premium Bus							

DETAILS OF VEHICLE

Below category for the Type of Vehicles and Usage Variant is as per TOR Clause 3 (a) and 3 (d) respectively. The Bidder shall quote the price **(inclusive of GST)** for all cell in the table below.

iv) **80 km x 10 hours** (for **local** journey in **hilly** terrain)

Type of Vehicle	Make of Vehicle (no. of seats)	Rates		Rates per additional hour		Rates per additional km	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
Hatchback							
Sedan							
Premium Sedan							
SUV							
Premium SUV							
MUV (only passenger)							
Premium MUV (only passenger)							
MUV (only goods)							
MUV (passenger + goods)							
Minibus							
Premium Minibus							
Bus							
Premium Bus							

DETAILS OF VEHICLE

Below category for the Type of Vehicles and Usage Variant is as per TOR Clause 3 (a) and 3 (d) respectively. The Bidder shall quote the price **(inclusive of GST)** for all cell in the table below.

v) **250 km / day** (for **local** journey in **plain** terrain **within** the state of **Uttarakhand**)

Type of Vehicle	Make of Vehicle (no. of seats)	Rates		Rates per additional km		Outstation Night Charges	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
Hatchback							
Sedan							
Premium Sedan							
SUV							
Premium SUV							
MUV (only passenger)							
Premium MUV (only passenger)							
MUV (only goods)							
MUV (passenger + goods)							
Minibus							
Premium Minibus							
Bus							
Premium Bus							

DETAILS OF VEHICLE

Below category for the Type of Vehicles and Usage Variant is as per TOR Clause 3 (a) and 3 (d) respectively. The Bidder shall quote the price **(inclusive of GST)** for all cell in the table below.

vi) **250 km / day** (for **local** journey in **hilly** terrain **within** the state of **Uttarakhand**)

Type of Vehicle	Make of Vehicle (no. of seats)	Rates		Rates per additional km		Outstation Night Charges	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
Hatchback							
Sedan							
Premium Sedan							
SUV							
Premium SUV							
MUV (only passenger)							
Premium MUV (only passenger)							
MUV (only goods)							
MUV (passenger + goods)							
Minibus							
Premium Minibus							
Bus							
Premium Bus							

DETAILS OF VEHICLE

Below category for the Type of Vehicles and Usage Variant is as per TOR Clause 3 (a) and 3 (d) respectively. The Bidder shall quote the price **(inclusive of GST)** for all cell in the table below.

vii) **250 km / day** (for **outstation** journey in **plain** terrain **outside** the state of **Uttarakhand**)

Type of Vehicle	Make of Vehicle (no. of seats)	Rates		Rates per additional km		Outstation Night Charges	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
Hatchback							
Sedan							
Premium Sedan							
SUV							
Premium SUV							
MUV (only passenger)							
Premium MUV (only passenger)							
MUV (only goods)							
MUV (passenger + goods)							
Minibus							
Premium Minibus							
Bus							
Premium Bus							

DETAILS OF VEHICLE

Below category for the Type of Vehicles and Usage Variant is as per TOR Clause 3 (a) and 3 (d) respectively. The Bidder shall quote the price **(inclusive of GST)** for all cell in the table below.

viii) **250 km / day** (for **outstation** journey in **hilly** terrain **outside** the state of **Uttarakhand**)

Type of Vehicle	Make of Vehicle (no. of seats)	Rates		Rates per additional km		Outstation Night Charges	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
Hatchback							
Sedan							
Premium Sedan							
SUV							
Premium SUV							
MUV (only passenger)							
Premium MUV (only passenger)							
MUV (only goods)							
MUV (passenger + goods)							
Minibus							
Premium Minibus							
Bus							
Premium Bus							

DETAILS OF VEHICLE

Below category for the Type of Vehicles and Usage Variant is as per TOR Clause 3 (a) and 3 (d) respectively. The Bidder shall quote the price **(inclusive of GST)** for all cell in the table below.

ix) **Pick-up / Drop-off to Dehradun Jolly Grant Airport (local)**

Type of Vehicle	Make of Vehicle (no. of seats)	Rates	
		AC	Non-AC
Hatchback			
Sedan			
Premium Sedan			
SUV			
Premium SUV			
MUV (only passenger)			
Premium MUV (only passenger)			
MUV (only goods)			
MUV (passenger + goods)			
Minibus			
Premium Minibus			
Bus			
Premium Bus			

DETAILS OF VEHICLE

Below category for the Type of Vehicles and Usage Variant is as per TOR Clause 3 (a) and 3 (d) respectively. The Bidder shall quote the price **(inclusive of GST)** for all cell in the table below.

x) **Pick-up / Drop-off to Dehradun Railway Station / ISBT (local)**

Type of Vehicle	Make of Vehicle (no. of seats)	Rates	
		AC	Non-AC
Hatchback			
Sedan			
Premium Sedan			
SUV			
Premium SUV			
MUV (only passenger)			
Premium MUV (only passenger)			
MUV (only goods)			
MUV (passenger + goods)			
Minibus			
Premium Minibus			
Bus			
Premium Bus			

DETAILS OF VEHICLE

Below category for the Type of Vehicles and Usage Variant is as per TOR Clause 3 (a) and 3 (d) respectively. The Bidder shall quote the price **(inclusive of GST)** for all cell in the table below.

xi) **Pick-up / Drop-off to New Delhi Airport / Railway Station / ISBT / any place (outstation)**

Type of Vehicle	Make of Vehicle (no. of seats)	Rates	
		AC	Non-AC
Hatchback			
Sedan			
Premium Sedan			
SUV			
Premium SUV			
MUV (only passenger)			
Premium MUV (only passenger)			
MUV (only goods)			
MUV (passenger + goods)			
Minibus			
Premium Minibus			
Bus			
Premium Bus			