

**e-RFP FOR SUPPLY OF CARS ON
HIRING BASIS TO**

INDIAN PORTS ASSOCIATION (IPA) NEW DELHI

Tender No. IPA/PGAV/Car Hiring/2023

Last date of Submission of bid: 21.04.2023



INDIAN PORTS ASSOCIATION

**1ST Floor, South Tower, NBCC Place
Bhishma Pitamah Marg, Lodhi Road,
New Delhi – 110 003**

Phone no: 011-24369061/63; Fax No. 011-24365866

**Indian Ports Association,
1st Floor, South Tower, NBCC Place
Bhishma Pitamah Marg,
Lodhi Road, New Delhi- 110003
Tel. No. 0091-011-24369061/63, 24368334,
FAX: 011-24365866.**

Name of work : e-RFP for "Supply of cars on hire basis"

Tender Notice No. : IPA/PGAV/Car Hiring/2023 dated 27/03/2023

Cost of Tender Documents : Rs. 1,770/- (Non-refundable)

EMD : Rs. 50,000/-

Contract Period : **Two Years** from the date of Contract.

Last date of Tender submission : 21/04/2023 by 15:00 hrs.

Validity of Tender : 120 days from the due date

Tender Submission to : Managing Director
Indian Ports Association,
1st Floor, South Tower,
NBCC Place, Bhishma Pitamah Marg,
Lodhi Road, New Delhi-110003
Tel.No.011-24369061/63,24368334,
FAX: 011-24365866.

INDIAN PORTS ASSOCIATION

Tender No. IPA/PGAV/Car Hiring/2023

Date: 27.03.2023

TENDER NOTICE

Sealed Tenders under two bid system in the prescribed proforma are invited for “Supply of cars on hiring basis” to Indian Ports Association, regd. in Delhi under the Societies Reg. Act, 1860. The estimated cost of the tender is around ₹ 38 lakh per annum.

Tender document is available on the website www.ipa.nic.in and [http://www.eprocure.gov.in/e-publish \(CPPP\)](http://www.eprocure.gov.in/e-publish). The tender document may be downloaded from IPA website as well as CPP Portal. At the time of submission, the duly filled in tender document is to be accompanied by ₹ 1770/- (one thousand rupees only) in the form of DD/ NEFT in favour of “Indian Ports Association” payable at New Delhi. A pre-bid meeting is to be held for all prospective tenderers on **03.04.2023 at 15:00 Hrs** in the Conference Room of IPA to clarify doubts, if any, before they submit their tender.

The last date for submission of tender is **21.04.2023 upto 15:00 Hrs**

CHIEF ADMINISTRATIVE OFFICER

Section 1

(Instructions to Bidders)

For the purpose of the Tender, the words and expressions used in the documents shall have the following meanings unless the context otherwise requires:

- a) **“Employer”** or **“Lessee”** means the Indian Ports Association, New Delhi (IPA) who has invited the bids for ‘Hiring of Cars’ and with which the selected Contractor signs the Contract of Supply of Cars on hiring basis as per the terms and conditions of the tender documents.
- b) **“Tenderer / Bidder”** means any interested Firm/Company/Agency that submits their proposal against this tender for “Supply of cars on hiring basis to Indian Ports Association, New Delhi.’
- c) **“Lessor”** means any interested Firm/Company/Contractor that gives his/her/their vehicle on ‘Wet lease’ to Employer or Lessee.
- d) **“Contractor”** means any interested Firm/Company/Agency that submits his/her/their proposal against this tender for ‘Supply of Cars on a hiring basis to the Indian Ports Association, New Delhi and got Technically and Financially selected by Indian Ports Association to provide the services under the Contract.
- e) **“Contract”** means the agreement signed by the IPA and the Contractor to be executed as per the terms and conditions stipulated in the tender documents.
- f) **“Day”** means a calendar day with 24 hours in a day starting from 00:00 Hrs.
- g) **Wet Lease:** A Wet Lease is a contractual agreement between the Lessor (Owner of the vehicle) and the Lessee (the party intending to hire the vehicle) wherein, a Lessor provides the services of the vehicle to the Lessee with driver & Fuel.
- h) **Maintenance of hired vehicle on a wet lease basis** means, the entire maintenance of hired vehicle i.e., Salary of the driver, Tax, Road Permits, PUC, Fuel, Maintenance of hired vehicle and insurance has to be borne by the lessor. Moreover, it shall also be the responsibility of the lessor to make payment of all the statutory charges up to date of the supplied vehicle.

Section 2

TERMS AND CONDITIONS

1. Eligibility Criteria:

The invitation of tenders is open to all registered transporters/vehicle suppliers on a hire basis in Delhi/NCR for the supply of cars on hiring basis (Wet lease basis) for use in New Delhi/NCR on as and when required basis. The eligibility criteria for the subject tender are as under: -

- a. Tenderers should have provided cars to Govt. Departments or Institutions / Public Sector Undertakings, Registered Societies, and/or Public Limited Companies during the last 3 financial years i.e. during FY 2019-20, FY 2020-21, and FY 2021-22. Documentary proof in this regard from such users should be submitted along with Technical Bid viz. copies of work order, work completion certificate
- b. Tenderers should own at least 6 vehicles (Petrol / Diesel / CNG / EV) of 2020 and above models which shall be stated at per Annexure 'B', and such cars (Petrol / Diesel / CNG / EV) should be registered in the name of the bidder only. Documentary evidence in this regard shall be submitted along with Technical Bid.
- c. Tenderer must submit the Earnest Money Deposit for an amount of ₹ 50,000/- (Fifty thousand rupees only) in the form of Demand Draft/NEFT as prescribed in the tender document.
- d. Tenderer must have an average annual turnover of more than ₹ 15 lakhs during the last 3 financial years i.e. during FY 2019-20, FY 2020-21, and FY 2021-22. Documentary proof viz. copies of audited annual accounts or CA certificate in this regard shall be provided along with Technical Bid.
- e. The Firm / Bidder must have their garage within 8 Km radius of IPA office and have a back-office arrangement to serve IPA on a round the clock basis. The bidder must provide proof to this effect. In case the bidder does not have back-office arrangement, a declaration will be provided that in case the work is awarded, arrangements will be made for establishing the office within 10 (Ten) days of receipt of order from IPA and proof of this must be furnished.

Note: Bids that do not fulfill the above **ELIGIBILITY CRITERIA** shall be summarily rejected without any notice

2. Cost of Tender document and Earnest Money Deposit

The tender document may be downloaded from IPA website & CPP Portal. At the time of submission of the

duly filled in tender document, an amount of ₹ 1770/- (including GST) is to be paid as Tender document fee. Also an amount of Rs.50,000.00 will be payable as EMD. Payments towards tender Document Fee and EMD can be paid in the form of two separate Demand Drafts in favour of “Indian Ports Association” payable at New Delhi. The demand drafts are to be enclosed along with the cover containing the hard copy of the technical bid. Alternatively, payment towards tender document fee and EMD can also be paid through NEFT. Details for making the payments through NEFT is provided in the below table. In case the amounts are paid through NEFT, proof of making these payments shall be enclosed in the hard copy submission of the technical bid.

Bidders with valid registration under MSME or NSIC for “Supply of vehicles on Hiring Basis” shall be exempted from submission of Tender Document Fee and EMD, subject to submission of valid document issued by MSME/ NSIC for the subject work.

Details for making the payment and other details are as below;

| Name of the Organization | INDIAN PORTS ASSOCIATION |
|--|--|
| Address of organization with PIN Code | 1 st Floor, South Tower, NBCC Place, Bhishma Pitamah Marg, Lodhi Road, New Delhi – 110003 |
| Contact person | Consultant (Technical) /IPA |
| Name of the Bank and Branch | Indian Overseas Bank Lok Kala Manch, Lodhi Colony, New Delhi |
| Account No. | 149801000002360 |
| IFSC Code No. | IOBA0001498 |
| Beneficiary E-mail ID | ipa@nic.in |
| Document download from | 27/03/2023 |
| Pre-Application meeting | 15:00 hrs on 03/04/2023 |
| Hard copy submission of both technical and financial bids to be completed by | 15:00 hrs on 21/04/2023 |
| Contact details for any queries | prem.mpt@gmail.com antonyronald.ipa@gmail.com |

Bids submitted without tender document fee and EMD shall be summarily rejected.

3. Tender Procedure:

The tendering procedure and contract terms as prescribed in the tender document include the following:

- a) The duly filled Annexure — 'A', and Annexure — 'B' shall be submitted as hard copy in one envelope along with the requisite documents; Tender fee for ₹ 1770/- & EMD for ₹ 50,000/- as mentioned at point (d) below. The Cover shall be superscribed as **Technical – Bid**.
- b) The duly filled-in Financial Proposal shall be submitted as hard copy in the second envelope superscribed as **Financial Bid – Do not open before due date**
- c) Hard copy of both the technical bid and financial bid shall be submitted and the envelope shall be superscribed as '**IPA/PGAV/Car Hiring/2023**'
- d) Documentary evidence must be accompanied with the tender document under Annexure "A" establishing that the tenderer is eligible to submit their tender document.
- e) The tenderer must sign on all pages of the tender document before submitting his tender duly affixing the official seal.
- f) The Tender fee & Earnest Money Deposit (EMD) for ₹ 1770/- & ₹ 50,000/- respectively by way of Demand Draft from any Nationalized or Scheduled Bank drawn in favour of "Indian Ports Association" payable at New Delhi must be attached to the tender document (Technical Bid). Tender document fee and EMD can also be paid through NEFT, for which the details are provided in the table above.
- g) The Earnest Money Deposit (EMD) of all unsuccessful tenderers will be released within 30 days from the date of expiry of the validity period of the tenders, without any interest thereof.
- h) EMD of the successful bidder shall be converted into a Performance Bank Guarantee which would be returned after successful completion of the contract without any interest thereof.
- i) The Earnest Money Deposit shall be forfeited:
 - If a tenderer withdraws his offer during the period of tender validity.
 - In the case of a successful tenderer, if the firm fails to start the work and perform the work.
- j) The period of validity of the tender shall be 120 days from the date of opening of the tender (Price Offer).
- k) GST shall be payable to the tenderers by IPA as against their bills on submission of a copy of a valid GST registration certificate.
- l) Any canvassing in connection with the tender is strictly prohibited and any tenderer found to be involved in canvassing, shall be liable for rejection.
- m) The tenderer shall bear all the costs associated with the preparation and delivery of its tender to IPA. IPA will not be responsible or liable for such costs.

4. Submission of Tenders

Tenders should be submitted in hard copy within the stipulated date and time as stated in this RFP. Tenders submitted after the due date and time shall be summarily rejected.

5. Last date & Time for submission of tenders

Hard copy of the technical bid and financial bid in the format as mentioned in the tender procedure above must reach Indian Ports Association, 1st Floor, South Tower, NBCC Place, Bhishma Pitamah Marg, Lodhi Road, New Delhi -110 003 not later than **15:00 Hrs** on **21/04/2023**. Opening of the technical bids shall be done at **15:30 Hrs** on **21/04/2023**.

6. Pre-Bid/Pre-Tender meeting, Tender Opening, and Evaluations

- a. A pre-bid/pre-tender meeting shall be held on **03/04/2023** at **15:00 Hrs** in order to clarify doubts if any, before the tenderers submit their tender within the prescribed date and time.
- b. Hard copy of the technical bid along with the tender fee and EMD shall be opened on **21/04/2023** at **15:30 Hrs** in the presence of tenderer(s) or their representative(s) in the office of the Indian Ports Association as per the address mentioned above.
- c. The technical bid furnished as per the prescribed format in Annexure-A & Annexure B along with the Application/Tender fee & EMD shall be evaluated first to determine whether the firm/bidder's offer is responsive, the firm is eligible and have adequate experience as laid down in the tender document. Based on fulfillment of eligibility criteria & other criteria, the offers of firms/bidders shall be ascertained as technically qualified/ non-qualified bidder
- d. Price bids of only technically qualified tenderers shall be opened at a later date. An intimation/notice shall be issued to the technically qualified tenderers in this regard.

7. Right to accept any or reject any or all

IPA reserves the right to accept or reject any tender and to amend the tendering process and reject all tenders at any time prior to award without incurring any liability to the affected tenderers or any obligation to inform the affected tenderer(s) on the grounds for such action.

8. Award of Contract

- a. IPA shall award the contract to the successful bidder L1 in case the bidder quotes the lowest rate across all the respective categories. In case no bidder is L1 in all the segments, the respective L1 rate of each segment shall be counter offered to all the bidders. IPA reserves the right to award the work to more than one bidder on respective L1 rate, but to not more than 3 (Three) bidders. In case more than 3 bidders accept IPA's counter offer, ie; the respective L1 rates, IPA shall award the work to 3 bidders having the highest average annual turnover for the last three financial years ie: FY 2019-20, FY 2020-21 and FY 2021-22
- b. Work order and signed tender document by the successful tenderer shall form part of the contract.
- c. Within 15 days of receipt of work order, the successful tenderer shall sign an agreement and return the same to IPA. Work shall commence within 7 days of receipt of the work order.

- d. EMD/PBG of successful tenderers shall be refunded after 30 days of completion of the contract, without any interest thereon.
- e. The term of the contract shall be 2 (two years) which may be extended on the terms and conditions stipulated in the tender on mutual consent.
- f. Placement of work order shall be on lowest rate(s) quoted.

9. Taxes and Duties

The deduction shall be made from payment to the contractor's bill towards Income Tax, and any other tax as per laws and rules to the Government in force at the time of payment. The contractor shall be entirely responsible for all taxes, stamp duties, and other levies arising out of this contract.

10. Indemnification

The contractor shall keep IPA indemnified against all or any claims, notices, cases, or proceedings of any nature whatsoever arising out of or in relation to their contract. This clause shall be deemed to include claims for third parties, drivers, etc., and all types and/or nature of claims valid and subsisting insurance covering all types of claims should be maintained/continued during the entire contract period or extended period.

11. Terms of Payment

No advance payment shall be made for the supply of cars on a hire basis. IPA shall make fortnightly payment within 14 days, on submission of bills for the vehicles hired on a wet lease basis relating to the previous fortnight, enclosing duty slips duly signed by the user(s). A format of the duty slip is enclosed in Annexure-D. Bills/ invoices of the successful bidders that are not accompanied with signed duty slips for each of the duty performed shall not be processed for payment.

The payment would be calculated as follows for various scenarios:

- a) **For journeys up to 40 KMs within 4 hours:** The payment to be made will be calculated as per the rates finalized for column (1) of Table 1 of the Price Bid.
- b) **For journeys up to 40 KMs and duration between 4 hours to 8 hours:** The payment for the journeys will be calculated as per the rates finalized for column (1) of Table 1 and payment for extra hours will be made as per column (6) of Table 1 of the Price Bid. If the total amount calculated exceeds the rate finalized for column (2) of Table 1 then the payment to be made will be restricted to rates finalized for column (2) of Table 1
- c) **For journeys with duration up to 4 hours and distance up to 80 KMs:** The payment for the journeys will be calculated as per the rates finalized for column (1) of Table 1 and payment for extra KMs will be made as per column (5) of Table 1 of the Price Bid. If the total amount calculated exceeds the rate finalized for column (2) of Table 1 then the payment to be made will be restricted to rates finalized for column (2) of Table 1.
- d) **For journeys with duration between 4 hours to 8 hours and distance between 40 KMs to 80 KMs:** The payment for the journeys will be calculated as per the rates finalized for column (1) of Table 1 and payment for extra hours and extra KMs will be calculated as per column (6) and column (5) of Table 1 of the Price Bid respectively. If the total amount calculated exceeds the rate finalized for column (2) of Table 1 then the payment to be made will be restricted to rates finalized for column (2) of Table 1.
- e) **For journeys with distance equal to or more than 80 KMs or duration equal to or more than 8 hours:** The payment to be made for first 80 KMs / 8 hours will be calculated as per the rates finalized for column (2) of Table 1 of the Price Bid. The amount payable for extra KMs and extra hours will be calculated as per column (5) and column (6) of Table 2 of the Price Bid respectively.

12. Escalation Clause

The rates quoted by the bidders shall remain in force and valid for a period of 12 months from the date of award of the contract. For the subsequent year, the rates shall be increased by **7 %** of the rate quoted. In case the contract is extended beyond 2 years, the rate applicable for the relevant year will be increased by 7% of the rate applicable for the preceding year

13. General Terms & Conditions

- a) Firm/Bidder shall arrange high-security number plates (s) and stickers for the vehicle as per the requirement under the Motor Vehicle Act & or any State/statutory authority within the time limit prescribed under such Rules/Law/Authority.
- b) If the vehicle provided by the contractor is found to be not according to the required specifications or not in good condition or without proper documents, the vehicle may be rejected and sent back to the contractor. No payment shall be made on account of the car so rejected.
- c) The contractor shall forward the details of the driver's name, his/her mobile No. & Car No. of the hired vehicle over SMS to IPA Guest House's mobile No. positively for every hiring/instruction from IPA.
- d) The tenderer shall maintain the duty slip as per the proforma attached (Annexure-D) for each duty. The duty slip should be got signed by the user, which would indicate the opening and the closing meter reading with time and date from and to IPA. It should be ensured that there is no overwriting in the duty slips. All duty slips signed by users shall be got countersigned by AM (RH)/In-charge (RH).
- e) In case of a breakdown of the vehicle while on duty, the contractor shall provide an alternate vehicle of the same make and model or equivalent model at the earliest but not later than one hour failing which, vehicle shall be hired from any other source(s) at the risk and cost of the contractor.
- f) In case of non-reporting/refusing to provide the requisite car, the same may be hired by IPA from any other source(s) at the risk and cost of the contractor besides any other penal action, which may be even termination of the contract.
- g) If the performance of the contractor/ firm is found poor/ sub-standard and despite instructions, the contractor/ firm fails to improve the same, IPA shall be liable to recover any amount towards penalty or losses as decided by the authorized officer and to terminate the contract without any notice. In case of such an event leading to the termination of the contract, the contract will be awarded to the second lowest bidder.
- h) In the case of lease of the car, the maintenance cost, charges of petrol, road tax, toll tax, permit fee, passenger tax, border Tax, challans, the salary of the driver, overtime of driver, insurance, and any other statutory charges applicable on compliance of Motor Vehicle Act as applicable from time to time, etc. will be the responsibility of the contractor and should be paid by the contractor.
- i) IPA reserves the right to get the meter of hired vehicle 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 (including those undertaken earlier) would be adjusted beside any other penal action which may even lead to termination of contract/ forfeiture of EMD/PBG.
- j) Insurance: The vehicle on duty must be fully and comprehensively insured covering the risk of the driver and all passengers also.
- k) Parking & toll tax charges shall be reimbursed as per actuals by IPA on certification by the user of the hired vehicle on submission of original receipt or documentary proof.

- l) Payment of Passenger Tax, Road Tax, Insurance, PUC, and other Statutory Charges as applicable, confirming to Motor Vehicle Act shall be the sole responsibility of the successful bidders
- m) For reckoning of distance, travel between IPA to destination or vice versa shall be considered. Distance from the garage to IPA/IPA Guest House and back to the garage shall not be considered for payment purposes.
- n) No advance payment shall be made under any circumstances.
- o) The cars sent on duty to IPA as per the requisition must have all relevant and valid documents like Registration Book/ Commercial Driving License/Insurance/Road Tax Receipt/PUCcertificates/ Fitness certificate including non-pollution certificate as per norms and requirements under the Motor Vehicle Act as applicable on the date. The contractor shall confirm to all Govt. rules and regulations being in force from time to time.
- p) Drivers of the hired cars must have a thorough knowledge of the NCR roads and locations of various Ministries/Departments and Public Sector Undertakings. They should be properly dressed in uniform and have a mobile phone.
- q) The Contract is liable to be cancelled for repetitive breach of the contract including delay in commencement of work and in such cases, EMD/PBG will be forfeited.
- r) IPA may terminate the contract at any time without assigning any reason through one month's written notice.
- s) Payment of car hire charges shall be made for travel from IPA/IPA Guest House/Reporting place as per the Work Order issued by IPA to the destination and back to IPA/IPA Guest House/Reporting place of work. Only in cases where reporting place of the vehicle is other than IPA/IPA Guest House then the charges for distance from vehicle supplier's garage to reporting place would be paid by IPA.
- t) Bidder with valid registration under MSME or NSIC in 'Supply of vehicles on hiring basis' are exempted from submission of Application/Tender fee and EMD payment, subject to submission of valid document(s) issued by MSME/NSIC for the subject work.
- u) Successful bidder has to submit a PBG equivalent to ₹ 50,000/- for smooth execution of the contract Agreement.

14. Condition of Vehicles, etc.

- a) The vehicles (Petrol / Diesel / CNG / EV) proposed to be supplied by the tenderer must be in perfect condition as these vehicles are to be used by very senior officials. All the vehicles proposed to be supplied must have upholstery and a good ambience.
- b) The registration of all the vehicle(s) to be supplied against this tender must be in the name of the bidder only.
- c) The drivers so engaged shall wear uniform as prescribed by the authorities and also keep the badge indicating the name of the driver.
- d) The drivers so engaged must be well-behaved with good conduct.
- e) All the vehicle(s) to be supplied against this tender must be a **2020 and above model.**

TECHNICAL BID

A) GENERAL INFORMATION OF THE TENDERER

| | | |
|-----|---|--|
| 01. | Name of the Tenderer | |
| 02. | Office Address : Tel No. : Mobile No. : Fax No. : E-mail Address : | |
| 03. | Name of authorized signatory | |
| 04. | Details of Cars owned by the tenderer as per the eligibility criteria. Attach copies of RC Book, Insurance, PUC, and Permit of each car, showing the ownership details. | |
| 05. | Experience in the supply of cars Attach work order, work completion certificate(s) from the users | |
| 06. | Financial turnover during the last three years i.e., FY 2019-20, FY 2020-21 & FY 2021-22 Attach Copies of Audited Balance Sheet, Profit & Loss Account, Auditor/ Chartered Accountant Certificate. | |
| 07. | Copies of Goods & Service Tax Registration (Attach copy) | |
| 08. | Copy of PAN attached | |
| 09. | Back-office strength to serve IPA on round the clock, please specify the details. | |

Signature of Tenderer with Seal

TECHNICAL BID

B) List of cars (Petrol / Diesel / CNG / EV) proposed to be supplied on a hire basis to IPA

| Sl. No. | Vehicle Model | | Type And Fuel | Reg. No. | Condition of the Vehicle to be certified by the tenderer. |
|---------|---------------|------|---------------|----------|---|
| | Name | Year | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |

Note:

1. Enclose duly signed copy of RC, Insurance, PUC and permits for each car.
2. The vehicle shall be registered in the name of the bidder/bidding firm; or the proprietor of the firm, if the bidder is a proprietorship entity.

Date:

Signature of Tenderer with Seal

List of Segments and Vehicles Preferred

| Sno | Segment | Vehicles preferred |
|-----|--------------------------------|---|
| 1. | Hatchback | Maruti Swift, Maruti Baleno, TataTiago, Hyundai i-10, Hyundai i-20 and Maruti Wagon-R or equivalent |
| 2. | Sedan | Toyota Yaris, Skoda Rapid, Honda Amaze, Hyundai Xcent, Hyundai Aura, Tata Tigor, Maruti Swift Dzire or equivalent |
| 3. | Prime Sedan | Maruti Ciaz, Honda City, Hyundai Verna, Honda Civic, Toyota Altis, Skoda Octavia, Skoda Superb or equivalent |
| 4. | SUV / MUV | Toyota Innova, Mahindra Bolero, Mahindra Scorpio, Tata Nexon, Maruti Brezza, , Hyundai Venue, Renault Duster, Mahindra TUV 300,Hyundai Creta, Mahindra XUV 500, KIA Seltos, MG Hector, TATA Harrier, KIA Carnival or equivalent |
| 5. | Premium SUV | Toyota Innova Crysta, Toyota Fortuner, Mahindra XUV 700, MG Gloster or equivalent |
| 6. | All category electric vehicles | Tata Tigor EV, Mahindra E Verito, TATA Nexon EV, Hyundai Kona, MG ZS EV, XUV 400 or equivalent |

Annexure - C
Price Bid Table 1

| | Particulars | 40 KMs / 4 hours (1) | 80 KMs / 8 Hours (2) | IPA/ IPA Guest House to Domestic / International Airport (3) | Domestic/ International Airport to IPA/ IPA Guest House (4) | Extra Charges per KM (5) | Extra Charge per hour (6) |
|----|--------------------------------------|----------------------------|----------------------------|---|--|-----------------------------------|------------------------------------|
| 1. | Hatchback | | | | | | |
| 2. | Sedan | | | | | | |
| 3. | Prime Sedan | | | | | | |
| 4. | SUV / MUV | | | | | | |
| 5. | Premium SUV | | | | | | |
| 6. | All category electric vehicles | | | | | | |

Signature of Tenderer with Seal

NOTE:

1. Incomplete Price Bids shall be summarily rejected and will not be considered for further evaluation.

DUTY SLIP

(Name & Address of Supplier)

| | |
|------------------------------|--|
| Name of Driver | Mobile No..... |
| Car No. | Date of Hire..... |
| Closing Meter reading | Closing Time |
| Starting Meter reading | Starting Time |
| Total Mileage | Total Hrs |
| Name of User | Purpose of Car Use |
| Comment of User if any | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| (Signature of the User) | (Name & Signature of the Hirer in IPA or his representative) |

DATE :

PLACE :

The above particulars are certified by the undersigned

-----**(Asst. Manager (R.H))**

Note: Starting and Closing will be at IPA / IPA Guest House / Garage of Lessor whichever is nearer to reporting / release point.