

No. Rev.(DMC)(F)4-2/2008-VII  
Government of Himachal Pradesh  
Department of Revenue (Disaster Management Cell)

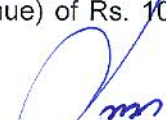
Dated: Shimla – 171 002

the 25<sup>th</sup> November, 2011

### TENDER NOTICE FOR HIRING OF TAXI

Tenders are invited from interested parties/companies/individuals for hiring of taxi vehicle (Scorpio/Innova) for use by the Department of Revenue (Disaster Management Cell) at Shimla and throughout the State.

The tender should reach the office of the undersigned upto 3.00 PM by 26<sup>th</sup> December, 2011 and shall be opened on the same date at 3.30 PM in the presence of bidding parties or their authorized representatives. The terms and conditions of tender notice can be obtained from the Section Officer, Disaster Management Cell, Department of Revenue, HP Secretariat Shimla on a payment of Rs. 100/- on any working day. The terms and conditions can also be downloaded from the HP Government Website: [www.hpsdma.nic.in](http://www.hpsdma.nic.in). The tender document must be accompanied by additional fee in the shape of DD in favour of Principal Secretary (Revenue) of Rs. 100 towards the cost of tender document.

  
Additional Secretary (Revenue) to the  
Government of Himachal Pradesh.

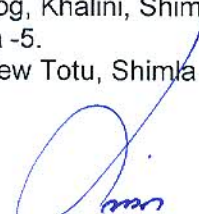
Endorsement No. As Above.

Dated:

*1st December,*  
2011.

Copy to:-

1. The Director, Information and Public Relations, HP Shimla – 2. He is requested to publish the above tender in one each in Hindi and English newspapers.
2. Taxi Union, Main Bus Stand Shimla – 1.
3. Taxi Union, Kasumpti, Shimla – 9.
4. Taxi Union, Boileauganj, Shimla – 5.
5. Taxi Union, Totu, Shimla – 11.
6. M/S Naresh Tours and Travels, Chaura Maidan, Shimla.
7. M/S Pine Breeze Tour and Travels, VPO Ghanatti, Shimla.
8. M/S Anurag Travels, Kashmiri Lal Building, Kanlog, Khalini, Shimla.
9. M/S Shivam Tours and Travels, Chakkar, Shimla -5.
10. M/S Montu Travels, Near 66KV Power House, New Totu, Shimla – 11.
11. Notice Board.

  
Additional Secretary (Revenue) to the  
Government of Himachal Pradesh.

# Department of Revenue (Disaster Management Cell), HP Secretariat Shimla, Himachal Pradesh

## Chapter – 1

### General Conditions

Instructions for submission of tender:

#### 1. PREAMBLE

Department of Department of Revenue (Disaster Management Cell), HP Secretariat Shimla intends to hire Taxis for its office. The terms and conditions governing the Contract are described in **Scope of Work and Terms and conditions** in Chapter-2. The firms, companies, corporations, individuals, etc. could participate in the tender.

#### 2. TENDER DOCUMENT

The tender Document will consist of all documents listed in Annexure I & II. These must be submitted together in the manner indicated below, failing which the tender is liable to be rejected. Incomplete or conditional tender is also liable to be rejected.

#### 3. SUBMISSION OF TENDERS-TIME LIMIT/MODE

The tender documents duly completed should be submitted in two separate parts. The first part should be sealed in a separate envelope superscribed as **“Tender for Hiring of Taxis for the Department of Revenue (Disaster Management Cell), HP Secretariat Shimla Pre-Qualification/Technical Bid”**. This should contain all the required information as prescribed in Annexure-1 and Para 3.1.1 below. The second part will consist of the **“Tender for Hiring of Taxis for the Department of Department of Revenue (Disaster Management Cell), HP Secretariat Shimla. Financial Bid”** in the format prescribed at Annexure-II and it should be so superscribed on the second envelope. Both the envelopes should be sealed in one envelope and duly superscribed as **“Tender for Hiring of Taxis for the Department/Office of Department of Revenue (Disaster Management Cell), HP Secretariat Shimla”** and addressed to the Principal Secretary (Revenue) to the Government of HP, HP Secretariat Shimla.

3.1.1 The following documents must be submitted with the **Pre-Qualification Bid**:

- i) Crossed demand Draft for Rs. 5000/- (Rs. Five thousand only) towards Earnest Money Deposit in favour of Principal Secretary (Revenue). Department of Department of Revenue (Disaster Management Cell), HP Secretariat Shimla.
- ii) The owner/bidder shall provide driver having valid driving license and at least with five years of experience of driving in all types of roads. Copy of Experience Certificate for Prescribed number of years to be attached.
- iii) Copy of Income Tax Pan Card if taxi payee.
- iv) Photocopies of the Registration Certificate of the Vehicles owned to establish the age of the vehicle(s).

Signature of Tenderer)

#### **4. PREVIOUS EXPERIENCE**

The tenderer should enclose documents and certificates in proof and to the satisfaction of Department of Department of Department of Revenue (Disaster Management Cell), HP Secretariat Shimla in r/o his previous experience in the work of Taxi service as per Annexure-1. The experience should be in the name of same firm/composition that is now applying for this contract (This clause will apply if the Department has prescribed this condition in the tender conditions).

#### **5. STUDY OF LOCAL CONDITIONS**

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

#### **6. VALIDITY OF OFFER**

The tenderer will be required to keep the offer open for a period of 60 days from the date of submission of tenders. It shall be understood that the tender documents have been issued to the Tenderer and the Tenderer is permitted to tender in consideration of the stipulation that after submitting his tender, he will not rescind his offer or modify the Terms and Conditions thereof in any manner that is not acceptable to the Department of Department of Revenue (Disaster Management Cell), HP Secretariat Shimla. If the tenderer falls to observe or comply with the said stipulation, the amount of earnest money under **Para 3.1.1. of Chapter-1** shall be liable to be forfeited.

#### **7. ACCEPTANCE OF TENDER**

- 7.1 The authority for acceptance of the tender documents and tendered rates will rest with the Competent Authority of the Department of Revenue (Disaster Management Cell), HP Secretariat Shimla who does not commit himself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in the matter.
- 7.2 Acceptance of tendered rates will be communicated through a letter as soon as possible.
- 7.3 All the tender documents submitted by the tender shall become the property of the of Department of Revenue (Disaster Management Cell), HP Secretariat Shimla and it shall have no obligation to return the same to the tenderers.
- 7.4 Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tender who resorts to canvassing will be liable for rejection.
- 7.5 If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his Tender fraudulently, then the Department of Department of Revenue (Disaster Management Cell), HP Secretariat Shimla reserves the right to reject such tender at any stage or execution without any financial liability.

(Signature of Tenderer)

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## 8. EXECUTION OF CONTRACT DOCUMENT

- 8.1 The tenderer whose tender is accepted shall be required to appear at the Department of Department of Revenue (Disaster Management Cell), HP Secretariat Shimla in person or if the tenderer is a Firm, Company or a Corporation, a duly authorized representative shall so appear and execute the contract documents with in seven (07) days of the date of issue of communication from and start the work with the Department of Department of Revenue (Disaster Management Cell), HP Secretariat Shimla with effect from the date mentioned in such communication. Failure to do so shall constitute a breach of the contact concluded by the acceptance of the tender.

## 9. POSTAL ADDRESS FOR COMMUNICATION

Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at his said address shall be deemed to have reached the tenderer in time.

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