



QUOTATIONS INVITATION FOR HIRING TAXI

Ref No: Ujalaa/22-23/Taxi/March/01

Date: 11.03.2023

To

Dear Sir/Madam,

SUB: REQUEST FOR INVITATION OF QUOTATIONS FOR HIRING TAXI MAHINDRA SCORPIO/ MAHINDRA TUV 300/ MAHINDRA BOLERO AT UJALAA MILK PRODUCER COMPANY LTD, KOTA, RAJASTHAN.

1. You are invited to submit your most competitive quotation for the Taxi Service As per Annexure I
2. Bid Price
 - (a) The contract shall be for the full quantity as mentioned above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
 - (b) All duties, taxes and other levies payable on the Service shall be Exclude in the total quoted price.
 - (c) Goods and Services Tax (GST) in connection with the sale shall be shown separately.
 - (d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account Expect Diesel Price.
 - (e) The Prices shall be quoted in Indian Rupees only.
 - (f) For ready reference, we are providing standard quotation format (Price Schedule- Annexure I) for quoting the price. Please quote your price in attached format only.
3. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation. Bidder has to provide quotations only for a single model, offers with multiple models/options would not be considered. **The bidder is required to attach a copy of firm Registration certificate with price quotation.**

4. Validity of Quotation

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

5. Evaluation of Quotation

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

6. Award of contract



The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
8. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
9. Agreement for the period of 12 months would be executed between the company and the bidder whose bid has been accepted for which the legal and agreement charges would be borne by the bidder.
10. Terms of agreements would be as follows:
 - 1.1 The Company at its sole discretion may increase the number of vehicles required from time to time on the same terms & conditions as contained herein.
 - 1.2 The service provider shall ensure that the vehicle provided is in excellent condition and is properly maintained with fuel at all time while on duty.
 - 1.3 The service provider shall ensure that the vehicle shall be comprehensively insured to cover four (4) passengers in addition to service provider's driver at service provider's own cost.
 - 1.4 The driver/helper of service provider's vehicle and or any employee of the service provider shall not at any time be deemed to be the employee of the company. The service provider shall be directly responsible for all statutory obligations pertaining to their wages and statutory benefits including Leave, ESI, Provident Fund, Gratuity and Bonus or any other compensation whatsoever may be applicable to them during the agreement period or thereafter.
 - 1.5 The Service Provider shall deploy drivers in such a manner that the spread over of their duty on any day does not exceed the limit provided under the relevant provisions of the applicable laws.
 - 1.6 The Service Provider shall ensure that the driver of the Car carry all necessary valid documents including valid driving License, Registration Books, Pollution Control Certificates, Insurance Certificates, Log Books, etc. at all times and strictly adheres to the Traffic Rules. In case of any negligence on the part of Service Provider and/or its driver including Traffic Rule violation, which may result in any challan, penalty, impounding of vehicle, accident, damages, etc., shall be solely and wholly at Service Provider's own risks, costs and responsibility. Due to any reason, if the company had to pay any money towards challan, penalty, accident claims, damages etc. the same amount shall be returnable/recoverable from the bills of the service provider.
 - 1.7 All legal disputes and statutory obligations pertaining to Service Provider's vehicle and its driver shall be settled by Service Provider directly. The Company shall not own any



responsibility/liability in any manner whatsoever on this account.

- 1.8 The Service Provider shall ensure that a Log Book is maintained for the vehicle and all entries of the movements are properly and legibly recorded by Service Provider's driver without any over-writing or cutting. The driver shall get each trip entry countersigned by the official who is using the vehicle immediately on completion of journey. The Log Book shall be made available for inspection as and when required.
 - 1.9 The Service Provider shall ensure that Service Provider's driver is well behaved and courteous and is not under the influence of alcoholic liquor and/or any other intoxicants/drinks or drugs while on duty. In case of any complaint, Service Provider shall be required to make alternative arrangements immediately.
 - 1.10 The Service Provider shall ensure that the driver on duty wears clean & proper uniform including shoes, cap and displaying driver's Token, if any, issued by the appropriate authority during the performance of duty.
 - 1.11 The Service Provider shall ensure that its driver carries a Mobile Phone for taking instructions from the officials using the car at Service Provider's cost.
 - 1.12 The Service Provider shall ensure that the driver of Service Provider's vehicle fully cooperates with and strictly adheres to the instructions from the Administration so as to monitor the movements of the vehicle effectively. All trips without proper authorization/duty slip from the Administration shall be treated as unauthorized trips. The Company shall not make any payment for such unauthorized trips.
 - 1.13 Night Charges payable to Driver shall be Rs.200/- per night for duty beyond 21.00 Hours.
11. Payment shall be made within 15 days against Invoice on Monthly Basis.
12. Taxes and Duties: The Supplier shall be entirely responsible for all taxes, duties, etc. incurred until delivery of the contracted Goods to the Purchaser. However, the local taxes such as Octroi/entry tax etc. at the time of supply, if any, will be paid by the supplier & the same shall be reimbursed by the Ujalaa against the submission of original documents as evidence of payment.
13. Purchaser will carry out commercial evaluation item basis. Lowest quote per item will be considered. However, Purchaser may evaluate the entire bid considering the supply as Single lot.
14. **Please send your offer latest by 12.00 hours on 20 March 2023 to The Chief Executive, A-110,111 R.K. Puram Near Kala Badal Samudayik Bhawan, Kota, Rajasthan, India, 324010, in a sealed envelope inscribing "Offer for supply of Taxi Vehicle at Ujalaa Milk Producer Company Ltd, Kota, Rajasthan".**
15. We look forward to receiving your quotations and thank you for your interest in this project.

Chief Executive



Ujalaa Milk Producer Company Limited, Kota



Annexure I

Price Schedule

BID REF NO: Ujalaa/22-23/Taxi/March/01

Vehicle name.....

Model.....

Fixed charges per Month for Minimum of 2500 KM.....

Per KM charges after minimum of 2500 KM for the base rate of diesel @Rs.94.73 per litre
.....

****Tax Extra As Applicable.**

We agree to supply the above Taxi within the period specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for or in performing the Contract.

Seal & Sign of Service Provider