

PICTC/Admin  
Date 22.02.2024

**Sub : Request for quotation for the hiring of Bolero Taxi**

Dear Sir,

The Corporation has desired to hire a bolero taxi for 3 months on monthly basis. Punjab Infotech invites bids for Bolero Taxi services for its Corporate office at Sector 17, Udyog Bhawan Sector 17 Chandigarh. Normally, the vehicle will be required on working days from Monday to Saturday. However, the services sometimes may also be required on national holidays. Punjab Infotech would be free to use the hired car in any manner for carrying officials, office equipment etc. as per its requirements and the bidder will not have any objection to it. The car shall be provided at places, intimated to the Contractor for travel within or outside the Tricity on monthly basis.

- Compliances to all mandatory statutory requirements.
- All vehicles should have commercial registration number.
- Vehicle must mandatorily have FASTag.
- The vehicle should not be later than 4years of manufacturer and should be in good roadworthy condition with clean interior and good upholstery, fitted with Seat Belts. All vehicles provided to IHAT must have good working condition.
- Provide working contact details of official's / point person which is remains active at all times along with escalation matrix
- Driver will wear proper Uniform and will be physically & mentally fit and must be polite, well behaved and always punctual. Besides, s/he should be well versed with the geography and traffic rules of the place s/he is

deployed. Ensure that the drivers are qualified and have valid commercial Driving Licenses, with a minimum 5 years of on-road experience.

- Using of phone and chewing of Pan Masala & the driver should never drive under the influence of drug and/or Alcohol is restricted while driving / on duty.
- The Drivers deployed should not have any history of conviction under the Indian Penal Act or any other traffic law.
- The Agency will solely be responsible for any sub-contracting to other agency/vendors. Punjab Infotech will not be responsible in any manner in case of such sub<sub>1</sub> contracting.
- The vehicle must be equipped by fire extinguishers, emergency Medical Kit, Mobile chargers etc. (GPS if possible).
- The vehicles should always have spare tyre in good condition. And cars must be fully insured on Comprehensive PSV (Public Service Vehicle) Cover.
- The cars should have valid permit, valid Insurance, valid pollution certificate.
- The vehicles must be duly sanitized each day as per COVID protocols.
- The driver should have sufficient cash to meet transit expenses i.e. any repair, toll, fuel, parking, Border tax, accommodation, food etc., No Advance or money should be taken from Travellers.
- Punjab Infotech recognizes the importance of confidentiality of the data provided and the travel itineraries and reservations of its travellers; accordingly. The selected travel agency must keep all information provided to them confidential at all times.

- The vendors submitting their proposal against this bid, must have their Office in Tricity. Punjab Infotech shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. All the payments for services provided will be made to the declared bank account only after deduction of applicable taxes. No cash payment will be made to the vendor.
- The monthly charges are inclusive of other charges (driver, maintenance, insurance, and road tax and license charges).
- Department shall bear Toll taxes / state taxes / parking charges if any. (As per actual original receipt)

2. You are requested to provide the best possible rates as per the Performa prescribed below:

<b>Type of Car</b>	<b>Monthly Charges with min 2000 km monthly</b>	<b>Charges for extra km (over 2000km per month ) in km</b>	<b>Night halting Charges</b>
Bolero taxi	<< Enter your Rates>>	Rs 11.75	Rs 200

Thanking you

Manager (Pargat Singh)