

REQUEST FOR QUOTATION

**HIRING OF VEHICLES FOR UTTARAKHAND DISASTER
PREPAREDNESS & RESILIENCE PROJECT (U-PREPARE)**

(Package No- 01/PMU/U-PREPARE/Vehicles/2025-26)

INVITATION FOR QUOTATION
HIRING OF VEHICLES FOR UTTARAKHAND DISASTER PREPAREDNESS & RESILIENCE
PROJECT (U-PREPARE)

1. You are invited to submit your most competitive quotation (as per attached formats) for hiring the following vehicles as per the terms and conditions enclosed as **"annexure- 1", for Part I and Part II separately:-**

Part I**On monthly basis**

Sl. No	Vehicles type/Model	Quantity	Initial Period of service
1.	Innova crysta	08	12 months
2.	Creta / Ertiga/ Hyryder	01	12 months
3.	Bolero/Equivalent	04	12 months
4.	Swift Desire/ Honda Amaze/Glanza or Equivalent	07	12 months

- Note:-** 1. Quantity may be increased or decreased as per the requirement.
 2. Vehicles must not be older than 2023 model.

Part II**On daily basis**

Sl. No	Vehicles type/Model	Quantity	Initial Period of service
1.	Innova crysta	(Tentative) As & when require	12 months
2.	Creta / Ertiga/ Hyryder		12 months
3.	Bolero/Equivalent		12 months
4.	Swift Desire/ Honda Amaze/ Glanza/ or Equivalent		12 months

Note:- Vehicles must not be older than 2023 model.

2. Government of India has received financing from the World Bank towards the cost of the **Uttarakhand Disaster Preparedness & Resilience Project (UPREPARE)** and intends to apply part of the proceeds to eligible payments under the contract for which this invitation for quotations is issued.
3. **Bid Price**
- The above Nos of vehicles to be hired are tentative and vehicles shall be provided as per the requirement of employer after the prior approval.
 - GST in connection with the service shall be as prevailing.
 - The rates quoted by the bidder shall be excluding GST & fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - The Prices shall be quoted in Indian Rupees only.
4. Each bidder shall submit only one quotation.
5. Earnest money:- The bidder must submit earnest money of value INR 2,00,000.00/- in the form of BG/FDR valid up to 60 days + 45 days (total 105 days) from the quotation submission dead line. The EMD shall be in the name of Program Director-Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE). Earnest money shall be submitted in original on or before 12:30 PM 06/03/2026 at the Purchasers office. In case of non-submission of earnest money, quotation shall be consider as non-responsive.
6. **Validity of Quotation:**
Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.
7. **Preparation and submission of Quotations:**

The quotation should be submitted in two parts i.e. Technical quote & financial quote on e-portal www.uktenders.gov.in. The financial part is further to be submitted as BoQ in excel format and financial quotation part I and II in PDF in the format provided with this quotation document. The details of document to be submitted with technical part and financial part is given below checklist:-

Checklist: Documents to be submitted along with the quotation.

A) Envelop for Technical Quote:-

S. No.	Detail of Documents	Annexure No.
1	Incorporation Certificate/proof of registration of firm	A-1
2	PAN Card Copy.	A-2
3	GST registration.	A-3
4	Certificate regarding annual financial turnover in last 3 years issued by the chartered accountant.	A-4
5	Experience Certificate as per the requirement of eligibility criteria point no. 8 b(i)	A-5
6	Registration certificate of EPF & ESI	A-6
7	Signed copy of the quotation document.	A-7

B) Envelop for Financial Quote:-

1. Financial Quotation Part-I as Annexure-B-1
2. Financial Quotation Part-II as Annexure-B-2

8. Eligibility Criteria:

- (a) **Financial capability:** The bidder must have average annual Turnover of **INR 84.00 lakh** in last 3 years. Certificate regarding annual financial turnover in last 3 years issued by the chartered accountant.
- (b) **Experience and Technical Capacity:**
 - (i) The bidder must have successfully completed/executed or currently executing similar services (providing vehicles on hiring basis) of minimum value of **INR 84.00 lakh** in single order in the last 3 years to any government department/PSU/ for at least 20 vehicles. (In case of ongoing work experience, the bidder has to submit the payment done with proof of payment. Work order along with experience/performance certificate must be submitted with the quotation. In case of ongoing work experience, the bidder has to submit the proof of payment made for the same along with work order.
 - (c) The travel Agency/Firm should have valid EPF/ESI registration.

Note: Experience certificate/satisfactory performance report with detail of vehicles provided and payment done shall be submitted with the technical quote. In case of non-submission quotation shall be considered as non-responsive.

9. Evaluation of Quotations:

- (a) Technical Quotations will be evaluated to ensure compliance with the technical eligibility criteria. Financial Quotation will be evaluated separately for part-I & part-2. For evaluation purpose the employer shall only consider the total cost excluding GST. The Purchaser/Service Receiver will evaluate and compare the quote determined to be substantially responsive i.e. which
 - (i) Are properly signed ; and
 - (ii) Conform to the terms and conditions, requirement as mentioned in the Annexure-A-Term & condition for hiring of vehicles.
 - (iii) After eligible as the eligibility criteria mentioned in point no-8.

- (b) Financial quote responsive bidder shall be opened after evaluation of Technical Quotes; date of financial bid opening shall be intimated immediately after evaluation of Technical Quotes, Financial Quote of non-response bidder shall be returned unopened.

10. Award of contract

- 10.1 The Purchaser will issue letter of Award to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 10.2 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.
- 10.3 The bidder whose quotation is accepted will be issued letter of award by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Letter of award (sample form attached).
- 10.4 Upon issuance of letter of award, the selected bidder will be liable to submit a performance security within 10 days of 10% of the quotation amount in form of BG/FDR valid for 15 month from the date of issuance of letter of award.

You are requested to provide your offer latest by 11.30 AM on 06/03/2026. We look forward to receiving your quotations and thank you for your interest in this project.

(Purchaser)



The Program Director,
Project Management Unit
Uttarakhand Disaster Preparedness Project (UPREPARE)
USDMA Building, 5th Floor, 36, IT Park, Sahastradhara Road,
Dehradun, Uttarakhand-248013
Country: India
Electronic mail address: procurement.uprepare@gmail.com

TERMS & CONDITIONS FOR HIRING OF VEHICLES

Following Terms and Conditions are applicable for providing vehicles (with commercial registration No.) to the PMU on hiring (monthly/daily) basis.

- 1- The offered Vehicles should not be older than year 2023 model & have proper taxi registration No. and permit to ply in Uttarakhand on commercial basis. Travel Agency/Firm have to give undertaking to get all the clearance, from time-to-time, from Transport/Tax Department on its own.
- 2- The Travel Agency/Firm should have valid EPF/ESI registration.
- 3- All the concerned tax liabilities within the state are to be borne by the Travel Agency Firm
- 4- TDS shall be deducted as per the prevalent rates from all the payments made as per applicable rules.
- 5- Insurance, salary and the expenses of driver and total maintenance (including Mobil Oil) of vehicles shall be borne by the Travel Agency/Firm/Owner. All the required insurances including accidental insurance of driver is mandatory condition for operating the vehicles by the owner.
- 6- Travel Agency/Firm have to submit No-Objection to travel outside the State. Tax etc. for such journey shall be borne by the PMU/PIU.
- 7- Minimum contract period will be one year with provision for further extension however the contract can be terminated at any time in case of un-satisfactory services or without any reason by giving 7 days' notice.
- 8- The fuel (Diesel) will be reimbursed by PMU/PIU as per the vehicle average Km/Liter, mentioned in the quotation document. For deciding the rate of fuel, one actual receipt of petrol pump needs to be annexed with the bill every month.
- 9- Journey in a month shall be as per requirement of PMU/PIU.
- 10- Normally vehicle will be required for all days of a month for 12 hrs. Duration per day from 8:30 AM to 8:30 PM. However, the timing may change as per duty hours as required by the official requirement of PMU/PIU.
- 11- One day off is allowed for servicing the vehicle every month with prior intimation.
- 12- Night/Extra-duty Charges for Monthly basis engage vehicle (Before 8:30 AM and after 8:30 PM i.e. beyond 12 hour duty period) shall be ₹ 175/- per day payable on its verification by the official using the vehicle, subject to the maximum for 10 working days in a month.

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- 13- In case Travel Agency/Firm fails to supply the demanded Vehicle for which it has given quotations or does not supply it as and when required, a penalty of ₹ 1000/- per day for such unfulfilled or late responded demand shall be made from the monthly bill submitted by the Travel Agency/Firm. Repeated failure may cause a valid reason for termination of the contract.
 - 14- Models older than year 2023 shall not be accepted, however for payment of monthly/daily bills, photocopy of RC need to be put-up for the verification of the same. The vehicle will have to be provided for inspection of the concerned official before it is deployed under the contract. Penalty of 500/day may be imposed if breakdowns such as failure of AC or other mechanical/electrical defects during the term of engagement are not attended/rectified within a reasonable time.
 - 15- Rates for all the categories of the vehicles mentioned below as per the format of price bid are to be quoted otherwise Travel Agency's/Firm's proposal may be rejected.
 - 16- The drivers are compulsorily required to carry Mobile Phones and should be in proper uniform applicable to commercial vehicles drivers.
 - 17- The starting mileage shall be counted from the office of PMU/PIU or Camp Office as applicable in the vehicle requisition order.
 - 18- Drivers should have the valid commercial driving license during the contract/duty period. Their police verification is the sole responsibility of the service provider.
 - 19- If the vehicle has to go outside the state on official duty, the bidder will make all the arrangement for the journey including proper fuel and vehicle will be made available in good condition.
 - 20- Stepney in good condition as provided by the vehicle manufacture with the vehicle must be available 24x7 days in the vehicle.
 - 21- The drivers should maintain proper personal hygiene, etiquettes and manners and be presentable enough.
 - 22- Travel Agency/Firm will have to fix proper boards/beacon lights/siren as may be required on the vehicles of senior officials if required at no extra charge. Similarly curtains if required will be fixed on the vehicles by the Travel Agency/Firm. The seats of the Vehicles should be covered with neat and clean white towels and one extra set of towels will be kept by the driver.
 - 23- Program Director, PMU-UPREPARE Dehradun reserves all rights to reject the offer/proposals without assigning any reason thereof.
 - 24- A battery operated pressure pump to inflate the tyre in emergency must be provided by the bidder in vehicle.

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- 13. The actual quantities of the required vehicles may be increased or decreased as per the requirement but payment shall be made for actual vehicles hired. The indication no. of vehicles required mentioned in the quotation document is only for calculation of lowest quote.
- 14. The vehicles may also be used for fully work as per requirements.

Signature & Seal of Bidder

FORMAT OF FINANCIAL QUOTATION

Part-I

The format of quotation given below is only to calculate the bid price for all the vehicles per month & per day and only for the financial evaluation purpose to determine the L1 bidder. The actual no. of vehicles to be hired may vary. The actual payment for the total contract duration will be made as per the rates and average quoted by the qualified bidder & vehicle engaged.

Part I: Vehicle hiring charges for single vehicle for monthly engagement.

Sl. No.	Particular of Vehicles	Quantity	Mileage (kms/ltrs) for Reimbursement purpose only	Per unit cost of a vehicle for hiring on monthly basis excluding fuel & GST (In INR)	Total cost of vehicles for hiring on monthly basis excluding fuel & GST (In INR)
1	2	3	4	5	6 (3*5)
1	Innova Crysta with AC	08	10		
3	Creta/Ertiga/hyryder with AC	01	10		
3	Bolero/Equivalent with AC	04	10		
4	Swift Desire/Honda Amaze/Glanza or Equivalent with AC	07	13		

Note: GST & Fuel expenses will be reimbursed as per actual.

Total Quote Price in words:

Rs.

Signature & Seal of bidder

FORMAT OF FINANCIAL QUOTATION

Part-II

Part I: Vehicle hiring charges for daily basis for single vehicle.

Sl. No.	Particular of Vehicles	Place	Rates (Per Extra Km)	Unit coast of a vehicle for hiring on daily basis (8 hours with 80 Km journey) including fuel charges	Extra Hour Charge (for daily basis)
1	Innova Crysta with AC	Hill	12/-		100
		Plain	12/-		100
	Creta/Ertiga/hyryder with AC	Hill	10/-		100
		Plain	10/-		100
3	Bolero/Equivalent with AC	Hill	10/-		100
4	Swift Desire/Honda Amaze/Glanza or Equivalent with AC	Hill	10/-		100

Total Quote Price in words:

Rs.

Note:

- 1- The bidder has to quote their prices considering the mentioned averages. Both Part-I & Part-II will be evaluated to get the lowest combined quote for monthly & daily engagement of vehicle.
- 2- GST not to be entered in the prices and will be reimbursed as per actual.

We agree to provide the above services in accordance with the Terms & conditions and as per the rate quoted by me in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person action for us or on our behalf will engage in bribery.

Signature & Seal of bidder