

Notice for Inviting Quotations for Hiring of Taxis

Sealed Quotations are invited for hiring of Taxis from the Taxi Owners/ Operator/ Unions for the purpose of local use on Daily basis, undertaking tours and transportation of Faculties/ Resource Persons/ Delegates and participants from Railway Stations/ ISBTs/ Airports at Shimla, Kalka, Chandigarh during various Training Programmes/ Workshops/ Conferences.

The quotations should reach at this Institute on or before **27.09.2025, by 03:00 PM**. The tender document indicating terms and conditions can be downloaded from departmental website <https://himachal.nic.in/hipa> and also can be obtained from office of MSHIPA by depositing tender fee of Rs. 1000/-.


(Prashant Sirkek, HAS),
Additional Director,
MSHIPA

(Dr. Manmohan Singh
H.P Institute of Public Administration,
Fairlawns, Shimla-171012)
Phone: 0177-2734666

Dr. Manmohan Singh Himachal Pradesh Institute of Public
Administration (MSHIPA) Fairlawns, Shimla-171012

QUOTATION DOCUMENT

DETAILED SPECIFICATIONS & TERMS AND CONDITIONS

I. No. MSHIPA (Vehicle)G-1/2009-III

Receipt No. _____ Amount Rs. 1000/- Dated _____

In case of downloaded form Draft No. _____ Amounting Rs. 1000/- Dated: _____

II. Name of the Party & Address

to whom tender is sold/ has

been duly booked.

III. Hiring of Taxi Services for the MSHIPA, Fairlawns, Shimla-12 as per Annexure-“A”

IV. Earnest money deposit

Rs. 25,000/- _____
(Rupees twenty five thousand only)

V. Tender/ Document cost

Rs. 1000/-
(Rupees one thousand only)

VI. Date of Issue/ Download

VII. Last date of submission

27th September, 2025 by 03:00 PM

VIII. Date of opening the Quotation

27th September, 2025 by 03:30 PM

M

Dear Sir(s),

I. Sealed quotations are hereby invited from the registered Taxi owners/Operators/Unions for the providing of Taxi Service to be used as and when required by Dr. Manmohan Singh Himachal Pradesh Institute of Public Administration (MSHIPA) as per description given in the **Annexure-"A"** to this document. You are requested to quote your most competitive prices.

II. Your quotation duly sealed should reach in the office of the Director, Dr. Manmohan Singh Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla-171012 by **27.09.2025 latest by 03:00 PM** and the technical bid will be opened on the same day at **03:30PM** in the presence of quoters or their authorized representatives whosoever may like to be present at that time. Financial bids of only those firms which qualify in the technical bid will be opened on later date.

III. The quoters shall have to furnish the offer in two envelopes:

(a) Envelope-I (Technical Bid) should contain following documents:

1. Earnest money amounting to Rs. 25000/- in the shape of Bank draft of any scheduled bank in the name of the Director, MSHIPA, Fairlawns, Shimla-12 payable at Shimla.
2. A copy of the PAN of the firm.
3. Authorization Letter issued by the competent authority to a person in this behalf who has signed the Quotation in case the quotation is signed by other than Proprietor/Authorized signatory.
4. A copy of experience of at least two years of providing satisfactory Taxi Services of at least 2 Nos. taxis to any Govt /semi Govt. Organization during the period 2022-23, 2023-24 and 2024-25.
5. The bidder should have atleast 2 vehicles in its name. The bidder has to submit registration certificate of atleast 2 vehicles in its own name.
6. Original quotation form duly signed and stamped every page by the authorized signatory in token of acceptance of the terms and conditions of the quotation letter.
7. Copy of GST number
8. Cost of the tender document amounting to Rs.1000/-(Rupees One Thousand only) in the shape of Bank Draft of any scheduled bank in the name of the Director, MSHIPA, Fairlawns, Shimla-12 payable at Shimla, if downloaded from website. Tender document can also be obtained from cashier of this office by paying/depositing necessary fee of Rs.1000/- with cashier.

(b) Envelop-II (Financial Bid) should contain the rates quoted as per Annexure-'A' of the Quotation Document. Financial Bid should not be enclosed in the Technical Bid Envelop.

(c) Financial & Technical bid/ envelopes (I&II) should be put into separate envelop and Word "Quotations for providing Taxi Services to MSHIPA on 27.09.2025 at 03.00 PM shall be superscripted on the top of the Envelop.





IV. Terms and Conditions:-

1. The Dr. Manmohan Singh H.P. Institute of Public Administration, Fairlawns, Shimla-12, intends to award the complete contract to one bidder, who offers lowest rate for hiring of Taxis, shall be considered L-1 and shall be called for negotiation.
2. The amount of earnest money in form other than mentioned above shall not be accepted. The earnest money of unsuccessful quoters shall be returned after the completion of process.
3. Conditional quotations and quotations without earnest money shall not be entertained.
4. The monthly running of vehicle would be as approved in **Annexure-A**. In case mileage cover less than as covered in **Annexure-A**, in respect of vehicle(s) in a particular month, the saving will be carried over to the next month till the completion of one year.
5. The demand for a Taxi may arise day and night 24x7 any time.
6. In case of failure to provide the Taxi continuously for two occasions, the contract will be terminated and the security shall be forfeited.
7. In case of deficiency such as condition of the Taxi and behavior of the Driver, penalty of Rs.500/- will be deducted from the bill. Further, the service provider has to change the vehicle and/or driver in case of any deficiency within 2 days.
8. The drivers of the service provider should possess sound health and be free from diseases especially contagious and frequently occurring disease.
9. The driver(s) engaged by the Service Provider for carrying out task, shall be deemed to be the employees of the Service Provider, who shall be responsible for payment of wages and allowances as per Minimum Wages Act State Govt. and all statutory dues to the person deployed by him. The Outsourcing agency shall be solely responsible for his wages, fringe benefits etc.
10. The driver should have valid Commercial Driving License issued by the competent authority and also should have minimum experience of driving commercial vehicle(s) for a period of three years.
11. The Service provider/bidder shall be liable/ responsible towards the compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of H.P.
12. The vehicle should have all necessary accessories such as AC, Heater etc.
13. The vehicles shall have to be neat and clean and the behavior of the driver should be courteous.
14. Director, MSHIP A shall at all times indemnify and keep indemnified the owner and its officers, servants and agents for and against all third party claims whatsoever (including claim not limited to property loss and damage, personal accident, injury or death or property or person of any sub-contract and or the servants or agents of the Service provider and or the owner) shall at his own

M21




cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.

15. The rates should be quoted strictly on the prescribed format i.e. Annexure "A" enclosed with the quotation document duly signed by the supplier or quoters. Telegraphic quotations and quotations not on the prescribed form shall not be entertained.
16. The quotations having cutting/poor writing/deficient of required documents / information will not be entertained.
17. The undersigned reserves the right to accept or reject all or any quotation without assigning any reason whatsoever at any stage.
18. The validity of the quotation should be at least for not less than 60 days from the date of opening of quotation. No request for the increase of rates will be entertained during the period of contract.
19. The contract shall remain valid for a period of Two years from the date of its award/signing of contract and can be extended on year to year basis based on the performance of the Service Provider and after mutual consent on the same term & conditions. The MSHIPPA may terminate the contract in case breach of any of the terms and conditions of the contract. However, Service Provider will be bound to provide services at least for further 3 (three) months on the same terms & conditions, after issuing of the notice.
20. The speedometer of the hired vehicle will be jointly checked by the competent authority of MSHIPPA and contractor. In case of mishandling of speedometer a penalty of Rs.5000/- will be imposed without assigning any reason and the same will be deducted from the bill. No vehicle without working speedometer shall be acceptable, in specific cases of speedometer breakdown; the permission for running the vehicle shall be obtained from authorized officer of MSHIPPA.
 - i). If the odometer/ speedometer/milometer is not in working order then that must be brought to the notice of MSHIPPA and get it rectified within 48 hours otherwise tours will not be validated.
21. The Service Provider shall be responsible for proper discipline of the drivers engaged by him and for their work besides observing other obligations No child labour shall be permitted by the MSHIPPA under this contract. Further the Service Provider shall be responsible to pay all the dues of drivers, as well as statutory dues applicable under labour laws. In case there is any violation of any contractual or statutory obligations the Service Provider shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against MSHIPPA, the Service Provider shall be required to reimburse to MSHIPPA any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. MSHIPPA shall also have the right to deduct these amounts from the payment due to the Service Provider while settling the payments.



22. All liabilities regarding vehicles hired will be that of the Service provider as per the provisions of the Motor Vehicle Act 1988.
23. The Service Provider will maintain monthly payment data.
24. Toll Taxes/Entry Fee/Green Fee should be paid by the contractor
25. All Parking charges at Airports/ Railway station/other places will be borne by the Service Provider.
26. All Challans/Transport Authority payments will be borne by the Service Provider.
27. The quotation will be evaluated on consolidated basis.
28. The rates should be quoted in Indian Rupees only.
29. All Government Levies and Taxes such TDS etc will be deducted from the bill of the contractor.
30. The Director, MSHIPA shall not be in any manner concerned with the internal affairs of the quoters i.e. dispute and dissolution etc, or affairs concerning any other third party that the firm may be having
31. Failure to discharge the contractual obligations by the Service provider in satisfactory manner, will lead to termination of the contract any time before the completion of the contract period with forfeiture of the security deposit and debarring of the firm from any participation in any tender and quotation process of the institution for a period of 2 years.
32. The log book for supply of the taxi to the Institute will be maintained by the contractor. Driver must get it signed from the Officers/officials using the vehicles on daily basis.
33. The meter readings at the start and close will be entered in the log book. Any cheating in both the readings will be treated as violation of the agreement and will invite penalty @Rs.500/- per case. MSHIPA reserves the right to decide the violation and will not be challenged by the Service Provider. The log book will be certified on monthly basis by the concerned officer of MSHIPA. A copy of the log book should be submitted along with the bill, on monthly basis.
34. Payment shall be released after the receipt of the verified bill in the office within fifteen days subject to the condition the submitted bill is in order alongwith a copy of the Log Book of the concerned period(in case of monthly hiring).
35. Any dispute is subject to the jurisdiction of Hon'ble High Court of H.P. at Shimla only.
36. TDS on Income Tax and GST as applicable at prevailing rates will be deducted at source from monthly bill of the service provider.
37. All the charges on repairs including spares, labour, fuel, lubricants, and drivers wage and any other charges towards the maintenance of the vehicle shall be borne by the contractor and in case of break-down of the vehicle in the middle of the journey/non availability the standby vehicle of the same category without





extra charges shall be made available within one hour of the breakdown by the contractor otherwise Officer/ Official on tour will be at liberty to hire any other vehicle at the cost of service provider. In such case, the MSHIPA shall deduct expenditure incurred on hiring of alternative vehicle from the dues payable to the service provider. In case Service Provider is regular defaulter, his contract will be terminated and the security deposit will be forfeited as per decision of the Director, Dr. Manmohan Singh HP Institute of Public Administration, Fairlawn Shimla. If on any day the vehicle does not report, on the specified time and place, a penalty of Rs.1000/- per day shall be imposed.

38. The Driver of the vehicles provided by the Service Provider shall observe all the etiquette and protocol while performing his duty. The driver(s) of the vehicles shall be required to wear clean uniform and must carry a mobile phone in working condition, for which no separate payment will be made by the MSHIPA.
39. The Service provider shall ensure that the antecedents of the driver are verified by the Police to the satisfaction of the Director, Dr. Manmohan Singh HP Institute of Public Administration, Fairlawn Shimla.
40. The driver and vehicle provided shall not be changed without prior permission. If either the vehicle or the driver is not found suitable by the MSHIPA in such case the vehicle/driver shall be changed immediately on receiving a request from the office of MSHIPA.
41. The journeys performed by the driver/owner on account of filling of fuel, repairs, services, halt at outstation/headquarter, journey from place of residence to place of duty/place of parking shall not be paid by MSHIPA.
42. The vehicle may need to be plied on all kinds of roads within Himachal Pradesh including rough and Kachha roads and may also go out of the State, It will be the responsibility of the contractor to pay due taxes of vehicles to be plied in other States. The night halts on account of Journey/ tour out of State Headquarter i.e. Shimla will be paid by MSHIPA to the Service Provider as per rate finalized for per night halt of vehicle on tour.
43. In case the driver of vehicle happens to be on leave, the service provider will arrange suitable substitute forthwith at his/her own cost.
44. In case of holiday on the date of opening of the quotations, the quotations shall be received and opened on the next working day at the same scheduled time & venue.
45. The Director, MSHIPA and its Representative also reserves the right to inspect the vehicle at any time anywhere.
46. Quotation found not in the proper Quotation form or deficient of required Information/documents shall be considered as non-responsive and shall rejected straightway
47. The terms and conditions mentioned above shall be binding and operative between the Service Provider and the Director, MSHIPA, Shimla-12 will construe as contract for the taxi services of this Institute.





48. The successful bidder shall have to enter into an agreement with the Director/ Addl. Director, MSHIPA Fairlawn Shimla-171012 on Rs. 10/- Non judicial stamp paper for acceptance of the terms and conditions of the Contract. Before entering into agreement a security deposit of Rs. 75,000/- in the shape of FDR in favour of Director, Dr. Manmohan Singh H.P. Institute of Public Administration, Fairlawns, Shimla-12 shall be deposited by contractor.



**Additional Director,
MSHIPA**

(Dr. Manmohan Singh

*H.P Institute of Public Administration,
Fairlawns, Shimla-171012)*

Phone: 0177-2734666

Dated: 30th August, 2025

**Signature of the quoters in token of
Acceptance of terms & conditions**

Government of Himachal Pradesh
Dr. Manmohan Singh
H.P. Institute of Public Administration

Proforma for Quoting the rates

(Financial Bid)

Rates/ Charges	Rates quoted for Types of vehicles in rupees						
	Alto	Etios/ Amaze /Swift Dzire / Logan	Bolero/ Ertiga	WagonR / Tiago / EECO	Scorpio	Innova Crysta	Tempo Traveller (12 Seater)
	1.	2.	3.	4.	5.	6.	7.
Fixed charges per month (1500 Kms. and 9 hours in a day)							
Fixed charges per day (200 kms & 9 hours)							
Extra per Km (when hired for more than prescribed Kms.)							
Extra per Hours (when hired for more than prescribed hours)							
Night Charges per night							
Rates from/to MSHIPA to/from ISBT Shimla							
Rates from/to MSHIPA to/from ISBT Chandigarh							
Rates from/to MSHIPA to/from Shimla Railway Station							
Rates from/to MSHIPA to/from Kalka Railway Station							
Rates from/to MSHIPA to Chandigarh Railway Station							

12

Rates from/to MSHIP A to/from Shimla Airport (Jubbar Hatti)							
Rates from/to MSHIP A to/from Chandigarh Airport (Mohali)							
Note: 1) The above rates should be including GST. 2) All Charges such as Toll Tax, Parking Fee, Entry Fee etc. will be paid by the Contractor himself.							

