

SPECIMEN for Hire of Vehicle

File No.

Dated Shimla-1 the ,2019

To

- 1.M/s
2. M/s
- 3.M/s
- 4.M/s
- 5.M/s
- 6.Notice Board .

**Subject:- Hiring of Vehicle on Taxi/ per Hour basis for the year-----.**

Sir,

Dy Director, Higher Education -----Himachal Pradesh, invite quotations of rates for hiring of Vehicles on the proforma alongwith terms & conditions enclosed. Quotation proforma alongwith terms & conditions supplied may be filled legible and signed on each page must reach in this office on or before -----at **11.30 a.m** Quotation shall be opened on -----at **12.30 p.m** in the presence of intended quotes/representative person.

Dy Director Hr Education

District-----

**Encl:- Quotation Form , Terms & Conditions**

**Quotation Form**

Name of operator/firm/agency .....  
Complete address for Correspondence .....

Phone No. ....  
Mobile No. ....

To

The Dy Director Hr Education.

Subject:- .....

Sir,

I/We/My/Our firm/travel agency/taxi operator which quote minimum rates for hiring of vehicle in SSA Himachal Pradesh as under:-

**Proforma**

Name of Vehicle:-	Bolero	Tavera	Tata Sumo	Indica	Alto	Martuti 800		
Particulars	Rate per k.m Rs.	Rate per k.m Rs.	Rate per k.m Rs.	Rate per k.m Rs.	Rate per k.m Rs.	Rate per k.m Rs.		
Daily basis 150 K.M and above on K.M basis								
Casual basis minimum 30 K.M and above on K.M basis								

I/We have perused terms & Conditions carefully and submit same duly signed at each page.

**Encl: Signed terms & conditions.**

Yours faithfully,

Signature .....

Name .....

### AGREEMENT FOR HIRING OF VEHICLE

This agreement hereinafter, together with the letter containing approved rates, letter for hiring of vehicle and acceptance by the owner of the Vehicle annexed hereto and forming an integral part thereof, called (THE AGREEMENT) is made on this day..... Between the Dy Director Hr Education District----- of the one part and Sh.----- owner of the vehicle(hereafter referred to as contractor) on the other part.

WHEREAS Dy Director Hr Education is desirous of hiring vehicle and has by a letter of acceptance dated..... accepted the offer of the contractor for engaging his vehicle on hire for its use and for the use by the Dy Director Hr Education District-----WHEREAS the contractor has given his acceptance on dated..... To engage the vehicle Indica on the terms and conditions set second in this agreement.

Now therefore, it is agreed by and between the Parties as under:-

#### **Terms & Conditions:-**

##### **A. Vehicles to be hired on daily basis:-**

The vehicle shall be hired from successful bidder as and when required by SSA on daily basis for minimum running 150 k.m or above. The owner should have valid taxi permit and vehicle should be fitted with all accessories in a condition to ply on all kind of roads. Experienced driver should be provided. The vehicle shall be used by DDHE as hired taxi. Payment shall be released after submission of bill by owner and verification by DDHE authorities.

##### **B. Vehicle to be hired on casual basis:-**

The vehicle shall be hired from successful bidder as and when required by DDHE on casual basis for minimum running 30 k.m or above. The owner should have valid taxi permit and vehicle should be fitted with all accessories in a condition to ply on all kind of roads. Experienced driver should be provided. The vehicle shall be used by DDHE as hired taxi. Payment shall be released after submission of bill by owner and verification by DDHE authorities.

1. 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 the DDHE authorities.
2. The vehicle should be in good working order and the model should not be older than 2016 i.e the model should not be older than 03 year. The owner shall have valid permit for plying the vehicle in HP as well as all over India.
3. The rates offered shall be valid for one year, initial contract would be upto ----- from the date of opening of the tender. On satisfactory successful performance contract shall be extended for further period of one year on terms and conditions applicable.
4. That the hire charges for deployment of vehicle alongwith driver including all expenditure shall be as per post tender approved rates.
5. That the hire charges will be firm.
6. The vehicle should be fitted with all basic accessories.
7. Ten percent of monthly bills will be retained by DDHE towards security deposit till such accumulated retention money adds upto maximum three months monthly charges.
8. The Dy DHE of ----- District-----authorities reserve the right to terminate the contract at any time without assigning any reason.

9. The registration fee, payment of route permits renewal or route permits, payment of all taxes, insurance and timely passing of vehicle, will be the sole responsibility of the contractor.

10. The contractor shall maintain vehicle in good condition and kept it neat and clean regularly.

11. The contractor shall deploy driver having valid license with at least five years experience of driving on all types of roads.

12. The vehicle should be available within half hour at the time of call on all working days. It should be parked by the contractor at his own risk and responsibility.

13. The vehicle shall be plies on all kinds of roads, within and outside Himachal Pradesh including rough and tough roads.

14. All petty/major repair of the vehicle shall be carried out by the contractor at his own cost.

15. (i) The staff of DDHE using the vehicle will verify the Bills journey as per the log book. In case of incomplete log book, it shall be considered that vehicle has not been used by the DDHE.

(ii) The vehicle may be treated as an official vehicle of DDHE while in Journey. No private journey/use as a taxi will be allowed. However, journey performed for repairs of vehicle, from office to parking place or any type of journey will be allowed with the permission of DDHE. In case of non-compliance of this, a penalty of Rs.8/- per K.M will be imposed as per actual reading of speedometer.

16. The DDHE will make monthly payments to the contractor on presentation of bill on the prescribed format.

17. In case of any breakdown the contractor will provide substitute vehicle immediately, otherwise a penalty of Rs.600/- per day will be imposed and the recovery to this effect will be made from the running bill. In case of the contractor fails to provide the vehicle within the schedule time due to reason beyond his control or due to the force majeure no penalty shall be imposed. However, the payment for these days shall not be made by the DDHE.

18. The Department shall have the right to deduct taxes/TDS/Bank charges etc. at source as applicable as per rules in force from time to time.

19. Services tax/charges if applicable shall be borne by DDHE. Contractor has to provide copy of service tax and receipt of tax deposited to department.

20. The vehicle should be insured and contractor of the vehicle shall be responsible for compensation payable arising out of accident/payment to third party, if warranted. No. compensation in case of accident/damage to vehicle or for death/injury to the Driver will be made by the the DDHE-----.

21. The losses caused to vehicle due to the negligence on the part of the driver of the vehicle will be borne by the contractor.

22. The successful party/agency shall enter into agreement with DDHE authorities. Cost of stamp papers etc. required for agreement shall be borne by the contractor.

23 The quotation should reach in the office of Dy Director Higher Education ,District-----H.P. on or before ----- by 11.30 am.

D. The rates quoted shall be final and if the lowest quoter/agency fails to provide vehicle as per requirement DDHE authorities/ Management would be constraint/forced to hire vehicle from any one including none.

E. Security deposit will be retained @ RS.5% of monthly bill.

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**Note:-** Certified that I have perused all terms & conditions carefully and rates quoted by me are firm.

Signature .....

Complete Address:- .....

.....

Phone No. ....

Mobile No. ....

**A. Rates quoted for daily basis minimum 150 k.m and above on k.m Basis.**

Type of Vehicle:-SCORPIO /Innova/Indica/ Tata Suma/ Alto or any others etc.

Sr.No	Description	Name of Operator/quote	Rate
1.	1st Lowest		
2.	2 <sup>nd</sup> lowest		
3.	3 <sup>rd</sup> lowest		

**Rates quoted for casual basis minimum 30 k.m and above on k.m Basis.**

Type of Vehicle :-SCORPIO/Innova/Indica/ Tata Suma/ Alto etc.

Sr.No	Description	Name of Operator/quote	Rate
1.	1st Lowest		
2.	2 <sup>nd</sup> lowest		
3.	3 <sup>rd</sup> lowest		

1. Section Officer (F&A)

2. Dy Director Higher Education

3. DDO