



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Building, New Shimla-171009

Phone No. 0177-2670633, 2671831

CIN-U4010HP2006SGC030591

NOTICE INVITING QUOTATION (NIQ) FOR HIRING OF TAXIS

Sealed quotations are hereby invited on behalf of the **Managing Director, HPPCL**, from reputed, eligible, and local taxi operators/tour & travel agencies for **hiring of one (01) Innova Crysta (8 Seater with Sofa, Model 2025)** on fixed monthly charges, for use at the Corporate Office, HPPCL, New Shimla, as per terms and conditions mentioned below.

Instruction to the Bidder

1. Quotations must be submitted in **sealed cover**, super scribed with NIQ number and date of opening.
2. Last date and time for submission: 23.09.2025 up to 01:00 PM in the office of Sr. Manager (Estate), HPPCL.
3. Opening of quotations: 23.09.2025 at 03:00 PM in the Conference Hall, Corporate Office, HPPCL, in presence of intending bidders/their representatives.
4. The offer shall remain valid for three (3) months from the date of opening.
5. HPPCL reserves the right to reject any or all quotations without assigning any reason.
6. Monthly running of the vehicle would be 3000 kms approx. this is only indicative and the vehicle would be required to run or less than this figure as per requirement without any limit. The speedometer of the vehicle will be jointly sealed by the owner and Incharge of the vehicles. No vehicle without working speedometer shall be acceptable. In specific cases of speedometer breakdown, the permission for running the vehicle shall be obtained from Incharge of the vehicles.
7. The contract for hiring of any vehicle can be terminated by serving one month notice from the either side without assigning any reason.
8. The rates offered shall be valid for 24 months from the date of opening of the tender. The contract would be for a period of 36 months from the date of award. HPPCL reserves the right to extend the contract further for a period of 24 months (on yearly basis) after satisfactory performance.
9. In case the date of receipt /opening of offer happen to be a holiday, same shall be received /opened on the next working day.
10. In case of acceptance of rates, the owner shall have to sign an agreement with HPPCL regarding terms and conditions with regard to hiring of vehicles/hire charges.
11. The undersigned reserved the right to reject any or all the offers without assigning any reason thereof.
12. **Earnest Money Deposit;**-An amount of Rs. 20000 /-only (Rs. Twenty Thousand only) per vehicle has to be submitted by way of Demand Draft in favour of HPPCL, payable at Shimla, along with the original copy of the NIQ submitted by the firm. Payment by any other mode shall not be acceptable. Photocopy of the Demand Draft, should be attached along with the Duplicate copy of the NIQ. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of HPPCL. EMD is refundable without any interest to the firm on the disengagement of the vehicle.

13. **Eligibility Criteria:-**

The bidder should be from a local area and a Bonafide resident (Documentary proof in this regard should be attached).

Definition:

- (a) **Local Area:** Local area means an area/Tehsil in which the office/Project for which the work is to be awarded falls. In case two or more locations in different tehsils are involved in one tender or work contract then all these will form local area for that work contract. For the purpose of clarity, entire Shimla Municipality as well as Shimla Tehsil being Corporate Office shall be considered as local area for the above purpose.
- (b) **Local Bonafide Resident:** A local Bonafide Resident means a person, who is a Bonafide resident, own land/house, owns commercial establishment or otherwise works for gain, exercise a right of franchise and duly registered in the records of Gram Panchayat/Municipality of the Local Area/Office situated within Tehsil of local area.

Terms and Conditions of the Contract Condition of Vehicle, Service, and Maintenance:-

14. The vehicle should be fitted with basic amenities.
15. The vehicle should be in good working order and should be new one model i.e. **latest Model 2025**. The owner shall have valid permit for plying the vehicle in HP as well as all over India.
16. The registration fee, payment of route permits, renewal of route permits, payment of all taxes and levies and passing of vehicle will be the responsibility of the owner. It will be the responsibility of the owner to obtain the necessary permit to ply the vehicle on restricted/ sealed roads at Shimla, however, fee cost of taxes, Interstate taxes, toll tax, entry fee at barrier and parking fees etc. within HP and interstate will be reimbursed by HPPCL on the basis of actual receipt deposited except sealed road permit which will be borne by the Contractor himself.
17. The vehicle shall have two sets of loose white covers so that these can be changed alternatively, after washing/dry cleaning, cost of washing/dry cleaning of these covers will be borne by the owner himself. The seat cover of the vehicle shall be replaced/changed weekly. The owner shall maintain vehicle in good condition and kept neat and clean regularly. In case the owner fails to undertake the job the Corporation shall undertake same at his cost.
18. The owner shall provide driver having valid driving license and at least with five years experience of driving all types of roads. In no case driver will be allowed to replace without prior approval of the Incharge of the vehicles. The vehicle shall be stationed at our office at Himfed Building, New Shimla. The vehicle should be available from 8:00 AM to 8:00 PM on all working days. It should be parked by the owner at his own risk and responsibility. After working hours owner will make his own arrangement to park the vehicle.
19. One day weekly rest shall be allowed, however the weekly rest day shall be fixed by Incharge of the vehicles, in case the hired vehicle is plied on weekly rest day the proportionate payment/compensatory off shall be made accordingly.
20. Driver should have a mobile phone with a local number for better coordination with HPPCL representative. The cost/expenditure on his account shall be borne by the owner himself.
21. Besides normal working hours on all working days, the vehicle should be made available on all the remaining hours of the day within ½ an hour at call. Besides above, on all working non-working days also, the vehicle should be made available within ½ an hour of the call for all the 24 hrs of the day.

22. The vehicle shall be plied on Kacha Pucca Road within and outside Shimla including Project roads, inside the tunnels and adits and as per our requirements and can be called at any time.
23. Reimbursement of normal fuel will be made as per consumption of vehicle as shown below:

Petrol/Diesel:-

- i) Scorpio/Innova/Duster /Creta /Innova Crysta or equivalent vehicle @ 8 kms per litre.
- ii) Bolero/Tata Indigo /CIAZ/Honda Amaze/Swift D-Zire / Verna (Hyundai) or equivalent vehicle @ 12 kms per litre.
- iii) Alto or equivalent models @ 12 kms per litre.
24. All the petty/major repairs of the vehicle shall be carried out by the owner at his own cost.
25. A) The driver/owner shall keep and maintain a log book of vehicle which should be completed every day. The HPPCL Executives /non-Executives using the vehicle will verify the journey in the log book. In case of incomplete log book, it shall be considered the vehicle has not been used by the HPPCL.
- B) This vehicle may be treated as an official vehicle of HPPCL. No private journey/use as a taxi will be allowed. However, journey performed for repair of vehicle, from office to parking place or any other type of journey will be allowed with the permission of Incharge of the vehicles. In case of non compliance of this a penalty of Rs.8/- Per Km will be imposed as per actual reading of speedometer.
- C) In case the contractor is not able to deploy the vehicles/equivalent replacement vehicle because of reasons of the major breakdown, damage of the vehicle, theft, major accidents and he agrees to deploy another vehicle of lower category (agreed by HPPCL) then an amount of Rs. 200/- (Rs.Two hundred only) per day shall be deducted from bill.

Terms of Payment:-

26. HPPCL will make the monthly payments by NEFT/RTGS to the owner within one month after submissions of the bills.
27. In case of any breakdown the owner will provide substitute immediately, otherwise a penalty of Rs.1000/- (Rs. One Thousand only) per day will be imposed and the recovery to this effect will be made from the running bill of the owner. In case the owner fails to provide the vehicle within the scheduled time due to the reason beyond his control or due to natural calamities no penalty shall be imposed. However, the payment for these days shall not be made by the HPPCL.
28. Normal duty hours will be 12 hours per day i.e. 8:00 AM to 8:00 PM,
29. Corporation will not pay for lubricants/coolants/grease etc.
30. All the journeys performed covered on account of filling of fuel/repairs and by the driver during his halt at out station/at head quarters from his residence/place of parking to place of duty shall not be paid by HPPCL.
31. HPPCL shall have the right to deduct taxes/TDS/bank charges etc. at source as applicable as per rules in force from time to time.
32. GST/charges if applicable shall be borne by HPPCL. Owner has to provide copy of GST No. and receipt of tax deposited to HPPCL.

Third Party Liabilities: -

33. The owner of the vehicle shall be responsible for compensation payable arising out of accidents/payment to third party, if involved. No compensation in case of accident/damage to vehicle or death/injury to the driver will be made by the HPPCL.
34. In case of loss to property of HPPCL is caused due to the negligence on the part of the driver of the vehicle, such losses shall be borne by the owner.

Dispute Resolutions:-

35. In case of dispute arising in out of the above conditions, the dispute will be resolved as per Indian Arbitration Act, 1996. For un-resolved disputes the court at Shimla alone shall have the jurisdiction to adjudicate upon.

No. HPPCL/P&A/ Estate/Hired Vehicle Main/2025-26 11142-60 dated: 9.09.25

Copy Forwarded to:-

1. The PS to Managing Director, HPPCL, Himfed Building, New Shimla.
2. The PS to Director (Fin.)/Elect./Civil HPPCL, Himfed Building, New Shimla.
3. The AGM (Fin.), HPPCL, Himfed Building, New Shimla.
4. The Sr. Manager (IT), HPPCL to upload this EOI on HPPCL website.
5. The Dy. Manager (Estate), HPPCL, Himfed Building, New Shimla.
6. Notice Board.
7. M/s Prepaid Taxi Union, Main Bus Stand, Shimla-1.
8. Taxi Union, Kasumpti, Shimla-9.
9. M/s Vishal Himalayan, Taxi Union, Near Lift, Shimla.
10. Taxi Union, Boileuganj, Shimla.
11. Taxi, Union, Totu Shimla-11.
12. Taxi Union, BCS, New-Shimla-171009
13. M/s Naresh Tours & Travels, Chaura Maidan, Shimla.
14. M/s Anurag Travels, Kashmiri Lal Building, Kanlog, Khalini, Shimla.
15. M/s Himalayan Roop & Tour & Travels, Near Power House, Tawi, Totu Shimla-11.
16. M/s Thakur Taxi Service, Tutikandi, Shimla-5
17. M/s Hem Raj Tour & Travel R/o Village Dochi, PO Beloia, Tehsil & District Shimla, H.P.


Sr. Manager (Estate)

ANNEXURE – I

FINANCIAL BID

(for hiring of 01 no. Innova Crysta – 8 Seater with Sofa, Model 2025)

To,

The Sr. Manager (Estate),
HPPCL, Corporate Office,
Himfed Building, New Shimla – 171009.

Name of Bidder/Agency: _____

Address: _____

Contact No.: _____

GST No. (if applicable): _____

PRICE BID

Sl. No.	Particulars	Unit	Rate (₹)	GST (%)	Total Amount (₹)
1.	Fixed Monthly Hire Charges for one (01) Innova Crysta (8 Seater with Sofa, Model 2025) inclusive of driver charges, insurance, taxes, permits, parking, sealed road permits, washing/cleaning, lubricants, maintenance, etc. upto 3000 Kms	Per Month			
2.	Overtime charges beyond 12 hours/day (as per NIQ)	Per Hour			
3.	Night Halt Charges	Per Night			
4.	Fuel Reimbursement (as per mileage norms specified in NIQ:	Per Litre	At actuals		At actuals

Total Monthly Charges (in figures): ₹ _____

Total Monthly Charges (in words): _____

Declaration

I/We hereby certify that I/We have read, understood, and accepted all terms and conditions of the NIQ. The rates quoted above are inclusive of all statutory charges, taxes, and levies as applicable, except GST which shall be reimbursed as per rules.

Date: _____

Place: _____

Signature of Bidder with Seal
(Authorized Signatory)