



IIM
SHILLONG

**TENDER DOCUMENT FOR HIRING OF VEHICLES FOR
OUTSTATION DUTY/ LOCAL DUTY AND ON MONTHLY BASIS FOR
A PERIOD OF 3 (Three) YEARS SUBJECT TO ANNUAL REVIEW OF
PERFORMANCE**

e-Procurement

TENDER NOTICE No.: V1-1601/4/2022-SPO

Dated: 22/09/2022

Bid Document Download Start Date:	18:45 hours of 22/09/22
Last Date and Time for Submission of Bid Document :	17:00 hours of 13/10/22
Date and Time of Opening of Techno -Commercial Bids:	17:00 hours of 14/10/22
Cost of Tender Fee:	Rs 590/- incl. of 18% GST
Cost of Earnest Money Deposit (EMD):	Rs 50,000/-

INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI SHILLONG- 793018
Tel: 0364-2308000; Website: www.iimhillong.ac.in

Online tenders, in two-bid system for **Hiring of Vehicles for Outstation duty/ Local duty and on Monthly basis** are invited by Director, IIM Shillong as per enclosed specification and related terms and conditions.

1. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at www.eprocure.gov.in, using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Centre (NIC) in India.
3. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at www.eprocure.gov.in Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through www.eprocure.gov.in
4. Tender document can also be downloaded from the Institute's website at www.iimshillong.ac.in. For further details regarding Amendment /Addendum /Extension please visit website: www.eprocure.gov.in and www.iimshillong.ac.in
5. Non –Refundable Tender Fee of **Rs 590/- (Rupees Five hundred and ninety only)** as online payment as per the payment link mentioned under and upload the transaction receipt along with the Techno-commercial bid, within the period of tender online submission date and time. **(MSME Vendors are exempt from payment of Tender Fee)**

Payment Link -

<https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=mRt902r6He5GQGYFCWX2qRVucRGNqTVbFuzakVYpHLRRjI0e2tTaFcmRt746ZDqhjxGI1JFJqZDIoEU2p2Behm7XsW62AYv7wIP2ty3jpTqGNlq1OGc3Q%2ftlq%2bTHJOK7>

6. Earnest Money Deposit (EMD)(Refundable) of **Rs 50,000/- (Rupees Fifty thousand only)** as online payment as per the payment link mentioned under and upload the transaction receipt along with the Techno-commercial bid (Un priced Bid), within the period of tender online submission date and time. **(MSME Vendors are exempt from Deposit of EMD)**

Payment Link-

<https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMqyLM9LLfrXUhxSTjyLVw6DxTjCWvtMbdUcKbkE3r0UFO2awToHNiypt6ssSgNEduki9YIjYitUmQ4D53AswEQz9myiOzHqrsAcFfYfxKfs9MZF1Rm41IHHNDQi5IQhOWITFJjWVqDt54zFBCUbMw7n>

7. In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids online and opening of bids online will be the following working day at the appointed times
8. **Bidders/Tenderers need to scan and upload the required documents like GST registration, PAN Number/Card, valid KHADC Trading Licence, valid document regarding the existence and registration of the agency, experience certificates/copies of work orders awarded to the firm along with the with Techno-commercial bid.**
9. The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee /, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
10. The bidders should download the **BoQ.xls** from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same **BOQ in .xls format**. IIM /Central Public Procurement Portal (www.eprocure.gov.in) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
11. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
12. At any time prior to the date of submission of bid, Director, IIM Shillong may, for any reason, modify the bidding documents by an amendment. All prospective bidders/tenderer who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Director, IIM Shillong may at his discretion, extend the date and time for submission of bids.
13. The tendered rates and the validity of bids shall be for a minimum period of three (3) year from the date the tender is finalized /awarded. Rates are subject to annual escalation/de-escalation as per given formula.
14. It will be the prerogative of the Institute to place the supply order for the whole lot/item or in piecemeal basis depending upon the requirement of the Institute.
15. The Institute shall have the right to reject any tender without assigning any reason thereof.

No correspondence will be entertained in this regard.

16. Payment of the approved vendor shall be made through via online banking mode.
17. The rates will be applicable for a period of 3 years and will be reviewed on the basis of the following formula:
The Annual Price Variation calculation (Escalation/ de-escalation) to be done on first day of starting next year on basis of following formula during the contract period;
 $P1=30\% \text{ of } P0+70\% \text{ of } \{P0/F0 \cdot F1\}$

P0 is the Item wise Contract Price at the base level.
P1 is the Item wise Contract Price at annual Escalation/ de-escalation date as per contract
F0 is HSD (High Speed Diesel) base price at Shillong (At the date of price bid opening)
F1 is HSD (High Speed Diesel) price on annual Escalation/ de-escalation date as per contract
18. The evaluation of price bids to be done on the basis of category wise and item wise quoted rate accordingly L1 rates for each category and item to be decided. The Institute will go for rate contract on the basis of above L1 rate discovery and offer those rates for entering in rate contract with all the bidders.
19. IIM Shillong reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
20. Settlement of disputes – Director, IIM Shillong or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned

Sd/-

Chief Administrative Officer
IIM Shillong

2.0 GENERAL CONDITIONS

2.1. Technical Bid

The bidder has to submit the following documents in the technical envelope through the online portal. Documents mentioned under are mandatory, these are also to be considered as **Minimum Eligibility Criterion**. Failure to provide the above information will lead to bid being declared as non-responsiveness and will not be considered for evaluation.

A) Minimum Eligibility Criterion:

1. Having valid registration of the agency (company/partnership/proprietorship etc.)
2. Having valid GST no.
3. Having valid PAN no.
4. Having valid KHADC Trading License
5. Having enclosed duly filled Proforma technical bid form and bid covering letter. (As per the attached format)
6. Having experience of providing similar services w.e.f. at least 01/04/17 to till date to Government offices/Semi Government Office/Institution of National Importance/Central Universities/State Universities/Private Organisation of Repute. (Minimum 3 Organisations/work orders covering at least 1 year in each organisation)
7. Minimum turnover of bidder should be Rs 30 lac average during the preceding 5 years.
8. Solvency certificate from their banker upto the amount of Rs 50 lacs

B) Documents to be attached with the Tender/Minimum Eligibility Criterion:

1. Copy of the valid registration of the agency (company/partnership/proprietorship etc.)
2. Copy of the GST no. of the agency
3. Copy of PAN no. of the agency
4. Copy of KHADC Trading License
5. Proforma technical bid form and bid covering letter. (As per the attached format)
6. Copies of Work Orders awarded w.e.f. 01/04/17 to till date by Government offices/Semi Government Office/Institution of National Importance/Central Universities/Private Organisation of Repute. (Refer point A-6 above)
7. Copies of audited balance sheet and Profit and loss a/c for the preceding 5 years.
8. Solvency certificate from their banker upto the amount of Rs 50 lacs

2.2. Financial Bid:

1. The quoted price should be **exclusive of GST** as shown in the Financial bid.
2. Rates quoted by the bidder will be Escalated/De-escalated on completion of each successful year on the basis of the following formula and the revised calculated rate will prevail for the next 1 year.

3. TERMS & CONDITIONS:

3.1. Award of contract:

- 1) The Work Order will be placed based on the final/approved rate contract to the bidder (s) whose bid has been determined to be substantially responsive.
- 2) Any efforts by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order shall result in rejection of the bidder's offer.
- 3) The period of contract shall be 3 (Three) years subject to annual review of satisfactory performance, Which is liable to be terminated in case of any unsatisfactory services or lapses of any kind with one month notice.
- 4) The bids are liable to be rejected if any of the tender conditions are not complied with.
- 5) The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 6) Notwithstanding the above, the purchaser reserves the right to accept or reject any tender and to cancel entire bidding process and reject all tender at any time prior to award of purchase order without assigning any reason.
- 7) Any legal disputes arising out of this are subject to jurisdiction of Shillong Courts.

3.2. Other Conditions of the tender:

- a) The vehicles to be supplied should be purchased and registered after 1st January,2018.
- b) The Institute does not provide parking facility for night in office premises/ residential colony area and the Supplier has to make own arrangement for parking. No kms to be paid for garage to garage charges. Km reading will start from point of boarding to point of deboarding.
- c) Applicable taxes would be deducted at source.
- d) (i) **In case of vehicles hired for Out station duty and on local duty**, Fuel & oil charges, Repairs and Maintenance of the vehicles and driver's salary and parking charges, if any, will be borne by the Supplier/Vendor. The Supplier should monitor & recheck with the users whether the vehicle has reported in time to the users or not. In case of call basis, the vehicles detail shall be provided to the user at least 2 hours from the reporting time and vehicle should be present 30 minutes before the conveyed reporting time.

(ii) **In case of vehicles hired on monthly basis** Fuel & oil charges, Repairs and Maintenance of the vehicles and driver's salary and parking charges, if any, will be borne by the Supplier/Vendor.
- e) **For vehicle for monthly basis**, place of reporting shall be specified in the purchase order and day to day directions shall be given by the user as per the schedule of work.
- f) The daily record indicating time and mileage for each vehicle usage shall be maintained. The Supplier shall maintain the log book/duty slip for every trip/ requisition. The log book/sheet/duty slip should be got signed by the driver from the user along with the name of the user which would indicate the opening and the closing meter reading with point of starting /ending the journey, the reporting and

releasing time. Proper maintenance of logbook is very essential and payment will be made on the basis of bills and other documents should be submitted in original.

- g) No advance will be provided.
- h) If the vehicle remains unavailable/ delay upto 30 minutes or breakdown on any day and no alternative vehicle is made available by the Supplier within 30 minutes, a penalty at the rate of Rs. 2500/- (Rupees Two Thousand five hundred) per day shall be levied which will be over and above the deduction for that day from the monthly charges.
- i) Supplier will be responsible for drivers lodging, boarding and any other expenses during the duty.
- j) The Institute will not be responsible or liable in case of any dispute arising between the Supplier and the driver(s) employed by the Supplier and no relationship of Employer and Employee shall come into existence between the Institute and driver(s) for which all responsibilities shall vest with the Supplier alone. Institute shall have no liability for payment of wages / salaries, other benefits and allowances to his personnel that might become applicable under any Act or order of the Government in this regard and Supplier shall indemnify the Institute against any /all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
- k) In case of any dispute arising out /relating to interpretation of terms and conditions or functioning of the Supplier vis-à-vis the Institute, the Institute shall be the sole authority to decide the arbitrator. The Supplier agrees to execute all documents, which may be required by the Institute in this regard.

3.4 Supplier should comply with the following:

1. Supplier should arrange 1 (one) person as a Single Point of Contact with 24 hours telephone / mobile / email facility to cater to vehicle request of the Institute.
2. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information / approval of designated officer of the Institute.
3. The Supplier should have the arrangement for repairing their vehicle in a short time and during the repair time the Supplier should provide a substitute vehicle and driver immediately so that there is no inconvenience /disruption in the work of the office.
4. Driver to be provided must possess valid driving license having minimum three years' experience. The Supplier must submit photocopies of the licenses to the Institute. Driving license of driver should always be available with driver. The drivers will assume full responsibility for the safety and security of the officers/ officials and their luggage/ items during the trip.
5. Driver should be familiar with all important places in Shillong and in Meghalaya.
6. The drivers of the vehicles must follow all traffic rules and other regulations prescribed by Government from time to time.
7. The drivers must follow all safety norms while driving the vehicle.
 8. The drivers must always be in clean clothes and must be well mannered and courteous and should always carry a mobile phone with them as it will enable officers to contact them at any time. The drivers number should be shared with the Institute/ vehicle user.
 9. Drivers shall not refuse to perform outstation journey and night halt.

10. No separate charges for lodging / boarding of drivers shall be payable for night halt
11. To ensure safety of passengers, supplier should ensure that drivers are not overworked and not assigned night duties in other organisations.
12. All Government Tax/Levy/Duty for plying vehicles will be borne by the Supplier. All applicable taxes, permits, licences, comprehensive insurance and any other document for operating the vehicle commercially should be fully paid and should be available in vehicle.
13. All deployed vehicle should be covered under first party insurance including passenger personal accident to the amount of Rs 2 lacs.
15. All the vehicles should have the required accessories such as jack, tool kit, spare wheel and first aid box. The drivers should know the changing procedure of wheels and small maintenance of the vehicles.
16. The vehicle should have good and clean upholstery. The interior of the vehicle along with seat and seat covers should be well maintained and washed. Vehicle should be cleaned daily from inside/ outside and should be kept at excellent running condition.
17. The speedometer and milometer of the vehicles must be working condition. Whenever it is not in working condition, the vehicle will be treated as out of service till it works properly and the tampering of meter reading, vehicle usage timings, overwriting of summary / log sheets and misbehaviour of driver shall viewed seriously, leading to termination of contract.
18. Private cars owned by the parties shall not be acceptable.
19. In case of any accident resulting in loss of damage of property or life, the sole responsibility for any legal or financial implication would vest with the Supplier. The Institute shall not be held responsible for whatsoever reason. The Institute shall not be held responsible for any loss or damage or accident to the vehicle or to any other vehicle or injury.
20. The Supplier is liable for any legal dispute / eases/ claims that have been arisen or may arise during the currency of the agreement in respect of vehicles provided by Supplier. The Institute will not be liable for any loss, damage, etc. suffered by Supplier or third party as the case may be.
21. The driver should be non-smoking and must not consume alcohol, before and during the working hours.

5. PROFORMA TECHNICAL BID

Sl.No.	Description	Details
1.	Name of the Bidder	
2.	Status of the Agency whether Public Ltd/Pvt. Ltd/Partnership firm/Sole Proprietorship/Individual concern (Document to be attached)	
3.	PAN, (Copy to be attached)	
4	GSTIN No. , (Copy to be attached)	
5	KHADC Trading Licence , (Copy to be attached)	
6	Registration No. and year of Establishment of firm/Company etc.(if any)	
7.	Name and Designation of the authorized signatory	
8.	Bidders address for correspondence & contact numbers	
9.	Details of Bid Security Rs.50,000/- (By Online Link as provided above)	
10	Bank Details Bank Name and Account no, IFSC Code	
11	Details of relevant experience relating to Supply of Vehicles on Hire basis during the last five years. (Copies of work orders/ completion certificates to be enclosed)	

Name and Signature of Bidder

6. BID COVERING LETTER

To:

The Director,
IIM Shillong,
Umsawli
Shillong 793018

Dear Sir,

Sub: Hiring of Vehicles for Outstation duty/ Local duty and on Monthly basis.

1 Terms & Conditions

1.1 I/ We, the undersigned Bidder(s), having read all the tender documents including eligibility criteria and terms and conditions and accept all of the unconditionally and found me eligible to provide the services as specified in the bidding document.

1.2 I/ We, the undersigned Bidder(s) having submitted the qualifying data as required in your Tender, do hereby bind ourselves to the conditions of your Tender. In case any further information/ documentary proof in this regard before evaluation of our bid is required, I/We agree to furnish the same on demand to your satisfaction.

2 Rates & Validity

2.1 All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. Further we agree that as per the terms and conditions of the tender document we will accept the L1 quoted rate and we will honour the work/ service order received from the Institute.

3. Earnest Money

I/We have paid online the earnest money as required In case of default it is liable to be forfeited in accordance with the provisions enumerated therein.

4. Declaration

I/ We hereby declare that my/ our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of my/ our knowledge and belief and nothing has been concealed therefrom.

Thanking you,

Yours faithfully,

(Signature and Seal)

Name of Agency

5. Financial Bid

1. The bidders should download the BOQ.xls from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (www.eprocure.gov.in) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2. The Financial bid (price bid) i.e Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee of members and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
3. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
4. A sample BOQ is placed herewith in excel sheet format.
5. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.

Signature of Tenderer _____

Name _____

Business Address _____

Date: _____

Sample Price Bid

Tender Inviting Authority: Director, IIM Shillong							
Name of Work: Rate Contract for Hiring of Vehicles for Outstation duty/ Local duty and on Monthly Basis (All rates are from/to IIM Shillong Umsawli campus)							
Contract No: IIMS/SnP/492/20-21/OT-01							
Name of the Bidder/ Bidding Firm / Company :							
PRICE SCHEDULE							
(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBE R #	TEXT #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATE (Excluding GST) In Rs. P	TOTAL AMOUNT (Excluding GST) col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	12	7	13	15
1	Outstation Duty: (Swift Desire/ Toyota Etios Hyundai Verna/ Maruti Ciaz or Equivalent) (AC)						
1.01	Rate per KM	1.00	Nos	INR		0.00	INR Only Zero
1.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		0.00	INR Only Zero
1.03	Night Halt charges in Rs per night	1.00	Nos	INR		0.00	INR Only Zero
1.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only Zero
1.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only Zero
1.06	Guwahati Railway Station/Guwahati ISBT (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only Zero
1.07	Guwahati Railway Station/Guwahati ISBT (Both Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only Zero
1.08	Shillong Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only Zero
1.09	Shillong Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only Zero

1.10	Shillong ISBT (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
2	Outstation Duty: (Toyota Innova/ Xylo or Equivalent) (AC)							
2.01	Rate per KM	1.00	Nos	INR		0.00	INR Only	Zero
2.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		0.00	INR Only	Zero
2.03	Night Halt charges in Rs per night	1.00	Nos	INR		0.00	INR Only	Zero
2.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
2.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
2.06	Guwahati Railway Station/Guwahati ISBT (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
2.07	Guwahati Railway Station/Guwahati ISBT (Both Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
2.08	Shillong Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
2.09	Shillong Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
2.10	Shillong ISBT(Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
3	Outstation Duty (Luxury Sedan:- Honda City/ Toyota Altis or Equivalent) (AC)							
3.01	Rate per KM	1.00	Nos	INR		0.00	INR Only	Zero
3.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		0.00	INR Only	Zero
3.03	Night Halt charges in Rs per night	1.00	Nos	INR		0.00	INR Only	Zero
3.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
3.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
3.06	Guwahati Railway Station/Guwahati ISBT (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero

3.07	Guwahati Railway Station/Guwahati ISBT ((Both Pickup or Drop Lump sum amount))	1.00	Nos	INR		0.00	INR Only	Zero
3.08	Shillong Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
3.09	Shillong Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
3.10	Shillong ISBT(Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
4	Outstation Duty (TATA/ Mahindra/ Force Motors/ Ashok Leyland-26 seater capacity BUS)							
4.01	Rate per KM	1.00	Nos	INR		0.00	INR Only	Zero
4.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		0.00	INR Only	Zero
4.03	Night Halt charges in Rs per night	1.00	Nos	INR		0.00	INR Only	Zero
4.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
4.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
4.06	Guwahati Railway Station/Guwahati ISBT (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
4.07	Guwahati Railway Station/Guwahati ISBT ((Both Pickup or Drop Lump sum amount))	1.00	Nos	INR		0.00	INR Only	Zero
4.08	Shillong Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
4.09	Shillong Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
5	Outstation Duty (TATA/ Mahindra/ Force Motors/ Ashok Leyland-32 seater capacity BUS)							
5.01	Rate per KM	1.00	Nos	INR		0.00	INR Only	Zero
5.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		0.00	INR Only	Zero
5.03	Night Halt charges in Rs per night	1.00	Nos	INR		0.00	INR Only	Zero
5.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
5.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only	Zero
5.06	Guwahati Railway Station/Guwahati ISBT	1.00	Nos	INR		0.00	INR Only	Zero

	(Either Pickup or Drop Lump sum amount)						
5.07	Guwahati Railway Station/Guwahati ISBT ((Both Pickup or Drop Lump sum amount))	1.00	Nos	INR		0.00	INR Only Zero
5.08	Shillong Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only Zero
5.09	Shillong Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Only Zero
6	Local Duty (Swift Desire/ Toyota Etios or equivalent) (AC)						
6.01	Rate for 100 kms and 10 hrs per day	1.00	Nos	INR		0.00	INR Only Zero
6.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		0.00	INR Only Zero
6.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		0.00	INR Only Zero
6.04	Rate for 50 kms and 05 hrs	1.00	Nos	INR		0.00	INR Only Zero
6.05	Additional charge per km beyond 50 kms	1.00	Nos	INR		0.00	INR Only Zero
6.06	Additional charge per hour beyond 05 hrs	1.00	Nos	INR		0.00	INR Only Zero
7	Local Duty (Toyota Innova/ Xylo or Equivalent) (AC)						
7.01	Rate for 100 kms and 10 hrs per day	1.00	Nos	INR		0.00	INR Only Zero
7.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		0.00	INR Only Zero
7.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		0.00	INR Only Zero
7.04	Rate for 50 kms and 05 hrs	1.00	Nos	INR		0.00	INR Only Zero
7.05	Additional charge per km beyond 50 kms	1.00	Nos	INR		0.00	INR Only Zero
7.06	Additional charge per hour beyond 5 hrs	1.00	Nos	INR		0.00	INR Only Zero
8	Local Duty(Full Day): (Mahindra Bolero Pick up truck or Equivalent)						
8.01	Rate for 100 kms and 10 hrs per day	1.00	Nos	INR		0.00	INR Only Zero
8.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		0.00	INR Only Zero
8.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		0.00	INR Only Zero
9	Local Duty (Full Day): (TATA 407 or Equivalent)						

9.01	Rate for 100 kms and 10 hrs per day	1.00	Nos	INR		0.00	INR Only	Zero
9.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		0.00	INR Only	Zero
9.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		0.00	INR Only	Zero
10	Monthly Basis charges (Swift Desire/ Toyota Etios Hyundai Verna/ Maruti Ciaz or Equivalent) (AC) (AC)							
10.01	Rate for 2000 kms per month including Fuel charges	1.00	Nos	INR		0.00	INR Only	Zero
10.02	Additional charge per km beyond 2000 km per month	1.00	Nos	INR		0.00	INR Only	Zero
11	Monthly Basis charges (MUV:- Toyota Innova/ Xylo or Equivalent) (AC)							
11.01	Rate for 2000 kms per month including Fuel charges	1.00	Nos	INR		0.00	INR Only	Zero
11.02	Additional charge per km beyond 2000 km per month	1.00	Nos	INR		0.00	INR Only	Zero
12	Monthly Basis charges (BUS 26 Seater)							
12.01	Rate for 1200 kms per month including Fuel charges	1.00	Nos	INR		0.00	INR Only	Zero
12.02	Additional charge per km beyond 1200 km per month	1.00	Nos	INR		0.00	INR Only	Zero
13	Monthly Basis charges (BUS 32 Seater)							
13.01	Rate for 1200 kms per month including Fuel charges	1.00	Nos	INR		0.00	INR Only	Zero
13.02	Additional charge per km beyond 1200 km per month	1.00	Nos	INR		0.00	INR Only	Zero
