



EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS FOR HIRING OF VEHICLES FOR OUTSTATION DUTY/ LOCAL DUTY AND ON MONTHLY BASIS AT IIM SHILLONG

EOI NOTICE No.: V1-1601/10/2022-SPO/26-27/EOI- 02

Dated: 08-04-2026

Bid Document Sale Start Date:	17:00 hours of 08 April 2026
Last Date and Time for Submission of EOI :	15:00 hours of 20 April 2026
Date and Time of Opening of EOI:	15:30 hours of 20 April 2026
Cost of Earnest Money Deposit (EMD):	Rs 25000/-

INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI
SHILLONG- 793018
Tel: 0364-2308000; Fax: 0364-2308041 ; Website: www.iimhillong.ac.in

Expression of Interest for **Empanelment of Vendors for Hiring of Vehicles for Outstation duty/ Local duty and on Monthly basis at IIM Shillong** are invited by Director, IIM Shillong as per enclosed specification and related terms and conditions.

1. 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.iimshillong.ac.in
2. Earnest Money Deposit (EMD)(Refundable) of **Rs 25000/- (Rupees Fifteen 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 EOI online submission date and time.
<https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhRaBMECfZN%2fLVhdvVbZJFqJlr63OP%2bqeMtWDL60E%2b7VjuK%2buUuJNM7%2fqzRK7FP70xFYQkRq6Wlb3s%2bmUZ32Ev4jt4uERuXnqpuGQ6qpDqohu902%2bGgB9c85Qz%2bnwmVEFIHoYeUXYTAItE4FMU17Oo5U%3d>
3. 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
4. **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 firm as an agency providing vehicles, experience certificates of the firm along with the with the EOI.**
5. The EOI's will be opened by a committee duly constituted for the purpose at the time and date as specified in the document. All statements, documents, certificates, proof of EMD /Tender fee /, etc submitted by the bidders will be verified and and the result of t evaluation will be displayed on the Institute's website which can be seen by all bidders who participated in the EOI.
6. 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.

7. 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.
8. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard.
9. Payment of the approved vendor shall be made through cheque or electronic clearing system. In case of cheque, the same will be dispatched registered post and postal charges shall be deducted from their bills.
10. 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.
11. 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. 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. Failure to provide the above information will lead to bid being declared as non-responsiveness and will not be considered for evaluation.

Documents to be attached with the Tender:

1. Copy of the valid registration of the agency (company/partnership/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. Declaration by the Bidder
6. Copies of Work Orders from Last three years in Government or Semi-government offices.

2.2. Approved Rate:

1. The Institute has finalised a list of approved rates for the services required at Annexure I & II. The approved rates are **exclusive of GST**.
2. The approved rates in the schedule of price are fixed for the period of one (1) year. No revision in quoted rates on account of increase in fuel charges, spare costs, taxes etc will be entertained.
3. Bidders are required to provide an undertaking that they agree to provide the vehicles at the Institute's approved rates for a period of 1 year for either Vehicles or Buses, or Both Vehicles and Buses.

3. TERMS & CONDITIONS:

3.1. Award of contract:

- 1) The Work Order will be placed on the selected bidder (s) whose bid has been determined to be substantially responsive and who has agreed with the Terms and Conditions of the EOI.
- 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 initially for one year extendable further on mutually agreed terms and conditions. Which is also 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 reserve the right to accept or reject any tender and to cancel the 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 EOI:

- a) The services of the vehicle on daily basis are required in Shillong. No additional charges as outstation charges etc. will be payable towards travel within the limits of the city. However, the vehicles may be required to go to other places in Shillong which can't be refused and applicable charges will be paid for vehicle usage as certified by the assigning officer.
- b) The vehicles to be supplied should be purchased and registered after 1st January,2020.
- c) The client does not provide parking facility for night in office premises/ residential colony area and the Supplier has to make own arrangement for parking.
- d) Applicable taxes would be deducted at source.
- e) (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.

(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.
- f) **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. 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 shall be provided within 2 hours from notice or as per the date and time given in notice, whichever is earlier. Telecommunication calls, SMS shall be considered as notice.
- g) 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.
- h) The client reserves the right to cancel the agreement at any time without assigning any reasons whatsoever, by serving seven days written notice. The client shall also be entitled to appoint any other person, firm or company at its discretion to perform the job entrusted to the Supplier after termination of the agreement.
- i) The Supplier shall pay parking and toll charges during the official use and the same shall be reimbursed by the client to the Supplier on submission of monthly bill.
- j) No advance will be provided.

- k) If the vehicle remains unavailable on any day or days and no alternative vehicle is made available by the Supplier, 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.
- l) Supplier will be responsible for drivers lodging, boarding and any other expenses during the duty.
- m) The client 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 Client and driver(s) for which all responsibilities shall vest with the Supplier alone.
- n) In case of any dispute arising out /relating to interpretation of terms and conditions or functioning of the Supplier vis-à-vis the client, the client shall be the sole authority to decide the arbitrator. The Supplier agrees to execute all documents, which may be required by the client in this regard.

3.4 Supplier should comply with the following:

1. 24 hours telephone / mobile facility must be available with Supplier.
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 client.
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 at the time of contract. Driving license of driver should always be available with driver.
5. Driver should be familiar with all important places in Shillong and in Meghalaya.
6. The drivers of the vehicles must follow traffic rules and other regulations prescribed by Government from time to time.
7. The drivers must follow 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.
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. Government Tax/Levy/Duty for plying vehicles in Meghalaya State 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. Parking /Toll charges if any may be claimed by producing valid parking /Toll Slips duly signed by user and indicating details of journey.
14. The Supplier shall bear all expenses, required for keeping the vehicle in smooth running condition such as fuel, lubricants, consumables, necessary spares, tyres, battery, driver's salary, etc.
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. Supplier should assign driving to only qualified experience licensed holder drivers and also assume full responsibility for the safety and security of the officers/ officials and their luggage/ items.
17. 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.
18. 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.
19. 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.
20. Private cars owned by the parties shall not be acceptable.
21. 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 client shall not be held responsible for whatsoever reason. The client shall not be held responsible for any loss or damage or accident to the vehicle or to any other vehicle or injury.
22. Client 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 Client 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.
23. No direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under section 29 of IPC will be borne by the client and any loss caused to the Client have to suitably compensated by Supplier.
24. 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 Client will not be liable for any loss, damage, etc. suffered by Supplier or third party as the case may be.
25. The driver should be non-smoking and must not consume alcohol, before and during the working hours.

4. PROFORMA TECHNICAL BID

S.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) If not attached the bidders will have to submit the same within one month if found eligible for empanelment.	
6	Registration No. and year of Establishment of firm/Company etc.(if any)	
7.	Name and Designation of the authorized signatory	
8.	Full address of the authorized signatory	
9.	Bidders address for correspondence & contact numbers	
10.	Details of Bid Security Rs.25,000/- (BY Online Transfer RTGS/NEFT	
11	Bank Details Bank Name and Account no, IFSC Code	
12	Details of relevant experience relating to Supply of Vehicles on Hire basis during the last three years. (Copies of work orders/ completion certificates to be enclosed)	

Name and Signature of Bidder

5. BID COVERING LETTER

To:

The Director,
IIM Shillong,
Umsawli
Shillong 793018

Dear Sir,

Sub: Empanelment of Vendors for Hiring of Vehicles for Outstation duty/ Local duty and on Monthly basis at IIM Shillong

1 Terms & Conditions

1.1 I/ We, the undersigned Bidder(s), having read and examined in detail the specifications and all bidding documents in respect of this EOI do hereby propose to provide 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 EOI. 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 I agree to provide/ supply vehicles as per the Institute's approved rates as per Annexure I and II for the following category of Vehicles (Kindly tick from the options below)

(a) Small Vehicles (b) Buses (c) Both Small Vehicles and Buses.

All the rates and other terms and conditions of this proposal are valid for a period of one (1) year from the date of opening of the bid.

2.2 I/ We have studied the Clauses relating to Indian Income Tax Act and hereby declare that if any Income Tax, surcharge on Income Tax and any other Corporate Tax is altered under the law, I/ we shall pay the same.

3. Earnest Money

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

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

Approved Rate for Hiring of Small Vehicles for Outstation duty/Local Duty and on Monthly Basis.

Sl. No.	Description	Approved Rate (Excluding GST)
1	Outstation Duty: (Swift Desire or Equivalent) (AC)	
	Rate per KM	35.00
	Charges for extra hours per hour (over and above 10 hours) per day.	100.00
	Night Halt charges in Rs per night	350.00
2	Outstation Duty: (Toyota Innova or Equivalent) (AC)	
	Rate per KM	45.00
	Charges for extra hours per hour (over and above 10 hours) per day.	100.00
	Night Halt charges in Rs per night	400.00
3	<u>AIRPORT/RAILWAY STATION DUTIES</u> <u>(Swift Desire or Equivalent) (AC)</u>	
	Guwahati Airport (Either Pickup or Drop Lump sum amount)	2800.00
	Guwahati Airport (Both Pickup & Drop Lump sum amount)	4800.00
	Guwahati Railway Station/Guwahati ISBT (Either Pickup or Drop Lump sum amount)	2600.00
	Guwahati Railway Station/Guwahati ISBT (Both Pickup & Drop Lump sum amount)	4600.00
	Shillong Airport (Either Pickup or Drop Lump sum amount)	2100.00
	Shillong Airport (Both Pickup & Drop Lump sum amount)	3000.00
4	<u>AIRPORT/RAILWAY STATION + LOCAL DUTIES</u> <u>(Swift Desire or Equivalent) (AC)</u>	
	Guwahati Airport/Railway Station (Pickup or Drop) + Local duty in Shillong or Guwahati not exceeding 50kms & 6 hours	4000.00
	Rate per KM (if exceeding 50kms during local duty)	12.00
	Charges for extra hours per hour (if exceeding 6 hours during local duty) <u>Charges for extra hours will be considered till the vehicle is released from duty by the concerned guests/official on each day</u>	100.00
5	<u>AIRPORT/RAILWAY STATION DUTIES</u> <u>(Toyota Innova or Equivalent) (AC)</u>	
	Guwahati Airport (Either Pickup or Drop Lump sum amount)	4450.00
	Guwahati Airport (Both Pickup & Drop Lump sum amount)	6500.00
	Guwahati Railway Station/Guwahati ISBT (Either Pickup or Drop Lump sum amount)	4300.00
	Guwahati Railway Station/Guwahati ISBT (Both Pickup & Drop Lump sum amount)	6400.00
	Shillong Airport (Either Pickup or Drop Lump sum amount)	3600.00
	Shillong Airport (Both Pickup & Drop Lump sum amount)	3900.00
6	<u>AIRPORT/RAILWAY + LOCAL DUTIES</u> <u>(Toyota Innova or Equivalent) (AC)</u>	
	Guwahati Airport/Railway Station (Pickup or Drop) + Local duty in Shillong or Guwahati not exceeding 50kms & 6 hours	6000.00

	Rate per KM (if exceeding 50kms during local duty)	12.00
	Charges for extra hours per hour (if exceeding 6 hours during local duty) <u>Charges for extra hours will be considered till the vehicle is released from duty by the concerned quests/official on each day</u>	100.00
7	Local Duty (Swift Desire or equivalent) (AC)	
	Rate for 100 kms and 10 hrs per day	2700.00
	Additional charge per km beyond 100 kms per day	12.00
	Additional charge per hours beyond 10 hrs per day	100.00
	Rate for 50 kms and 05 hrs	2200.00
	Additional charge per km beyond 50 kms	12.00
	Additional charge per hour beyond 05 hrs	100.00
	Rate for 30 kms and 03 hrs	1500.00
	Additional charge per km beyond 30 kms	12.00
	Additional charge per hour beyond 03 hrs	100.00
	Rate for 20 kms and 01 hrs	1200.00
	Additional charge per km beyond 20 kms	12.00
	Additional charge per hour beyond 01 hr	100.00
8	Local Duty (Toyota Innova or Equivalent) (AC)	
	Rate for 100 kms and 10 hrs per day	4200.00
	Additional charge per km beyond 100 kms per day	14.00
	Additional charge per hours beyond 10 hrs per day	100.00
	Rate for 50 kms and 05 hrs	3600.00
	Additional charge per km beyond 50 kms	14.00
	Additional charge per hour beyond 05 hrs	100.00
	Rate for 30 kms and 03 hrs	2600.00
	Additional charge per km beyond 30 kms	14.00
	Additional charge per hour beyond 03 hrs	100.00
	Rate for 20 kms and 01 hrs	1800.00
	Additional charge per km beyond 20 kms	14.00
	Additional charge per hour beyond 01 hr	100.00
9	Local Duty (Full Day): (Mahindra Bolero Pick up Truck or Equivalent)	
	Rate for 100 kms and 10 hrs per day	4800.00
	Additional charge per km beyond 100 kms per day	20.00
	Additional charge per hour beyond 10 hrs per day	100.00
10	Local Duty (Full Day): (TATA 407 or Equivalent)	
	Rate for 100 kms and 10 hrs per day	8000.00
	Additional charge per km beyond 100 kms per day	25.00
	Additional charge per hour beyond 10 hrs per day	100.00
11	Monthly Basis charges (Swift Desire or Equivalent) (AC)	
	Rate for 2000 kms per month including Fuel charges	43000.00
	Additional charge per km beyond 2000 km per month	15.00

12	Monthly Basis Charges (Toyota Innova or Equivalent) (AC)	
	Rate for 2000 kms per month including Fuel charges	65000.00
	Additional charge per km beyond 2000 km per month	20.00
<p><u>Definition of Outstation:</u> All duties beyond Shillong City i.e (a) beyond Umiam Lake, (b) beyond Air Force Upper Shillong, (c) beyond Lad Nongkrem, (d) beyond Diengpasoh Toll gate</p>		
<p><u>Parking Fees:</u> Upto 2 (two) Parking fee & Toll charges per day will borne by the Concerned Vehicle Provider. Over and above the 2(two) Parking fee & Toll charges, the Vehicle provider may claim for reimbursement on submission of receipts</p>		

Approved Rate for Hiring of Vehicles (BUSES) for Oustation duty/Local Duty and on Monthly Basis

Sl. No.	Description	Approved Rate (Excluding GST)
1	Outstation Duty: (Force Traveller 17 seater)	
	Rate per KM	48.00
	Charges for extra hours per hour (over and above 10 hours) per day.	90.00
	Night Halt charges in Rs per night	700.00
	Guwahati Airport (Either Pickup or Drop Lump sum amount)	8500.00
	Guwahati Airport (Both Pickup and Drop Lump sum amount)	11000.00
2	Outstation Duty: (Force Traveller Wider Body 25 seater)	
	Rate per KM	48.00
	Charges for extra hours per hour (over and above 10 hours) per day.	90.00
	Night Halt charges in Rs per night	700.00
	Guwahati Airport (Either Pickup or Drop Lump sum amount)	9000.00
	Guwahati Airport (Both Pickup and Drop Lump sum amount)	12000.00
3	Outstation Duty: (Buses - 24 seater and above)	
	Rate per KM	55.00
	Charges for extra hours per hour (over and above 10 hours) per day.	90.00
	Night Halt charges in Rs per night	700.00
	Guwahati Airport (Either Pickup or Drop Lump sum amount)	10000.00
	Guwahati Airport (Both Pickup and Drop Lump sum amount)	12000.00
4	Outstation Duty: (Buses - 26 seater and above)	
	Rate per KM	55.00
	Charges for extra hours per hour (over and above 10 hours) per day.	90.00
	Night Halt charges in Rs per night	700.00
	Guwahati Airport (Either Pickup or Drop Lump sum amount)	10000.00
	Guwahati Airport (Both Pickup and Drop Lump sum amount)	12000.00
5	Outstation Duty: (Force Urbania 4400WB 17Str)	
	Rate per KM	48.00
	Charges for extra hours per hour (over and above 10 hours) per day.	100.00
	Night Halt charges in Rs per night	700.00
	Guwahati Airport (Either Pickup or Drop Lump sum amount)	10000.00
	Guwahati Airport (Both Pickup and Drop Lump sum amount)	12500.00
6	Local Duty: (Force Traveller 3700WB) - 17 seater	
	Rate for upto 100 kms and upto10 hrs per day	4500.00
	Additional charge per km beyond 100 kms per day	26.00
	Additional charge per hour beyond 10 hrs per day	90.00
7	Local Duty (Force Traveller Wider Body LWB) - 25 seater	
	Rate for upto 100 kms and upto10 hrs per day	5000.00
	Additional charge per km beyond 100 kms per day	26.00

	Additional charge per hour beyond 10 hrs per day	100.00
8	Local Duty (Tata Starbus) 24 seater and above	
	Rate for upto 100 kms and upto 10 hrs per day	4500.00
	Additional charge per km beyond 100 kms per day	26.00
	Additional charge per hour beyond 10 hrs per day	90.00
9	Local Duty: (Buses - 26 seater and above	
	Rate for upto 100 kms and upto 10 hrs per day	4500.00
	Additional charge per km beyond 100 kms per day	26.00
	Additional charge per hour beyond 10 hrs per day	90.00
10	Local Duty: (Force Urbania 4400WB 17Str)	
	Rate for upto 100 kms and upto 10 hrs per day	5500.00
	Additional charge per km beyond 100 kms per day	28.00
	Additional charge per hour beyond 10 hrs per day	100.00
11	<u>AIRPORT/RAILWAY STATION + LOCAL DUTIES</u> <u>(All categories of Buses)</u>	
	Guwahati Airport/Railway Station (Pickup or Drop) + Local duty in Shillong or Guwahati not exceeding 50kms & 6 hours	14000.00
	Rate per KM (if exceeding 50kms during local duty)	28.00
	Charges for extra hours per hour (if exceeding 5 hours during local duty) <u>Charges for extra hours will be considered till the vehicle is released from duty by the concerned guests/official on each day</u>	100.00
Definition of Outstation: All duties beyond Shillong City i.e (a) beyond Umiam Lake, (b) beyond Air Force Upper Shillong, (c) beyond Lad Nongkrem, (d) beyond Diengpasoh Toll gate		
Parking Fees: Upto 2 (two) Parking fee & Toll charges per day will borne by the Concerned Vehicle Provider. Over and above the 2(two) Parking fee & Toll charges, the Vehicle provider may claim for reimbursement on submission of receipts		