

## **Annexure- I**

### **TAXI CONTRACT ON MONTHLY RENTAL BASIS**

#### **1.0 PERIOD OF CONTRACT:**

The Contract shall be initially valid for a period of **Two Years** from the date of Purchase order. However, LPSC reserves the right to extend the same for further periods on mutual agreement or short close the same by giving one month prior notice in writing without any financial obligation on either side.

#### **2.0 SCOPE OF WORK:**

The scope of this rate contract is to supply tourist Air Conditioned Diesel light vehicles of different make & types of vehicles as tabled below which are not older than 5 years from the date of opening of tender on hire basis to LPSC, Thiruvananthapuram as and when required on monthly basis for the transportation of personnel and materials.

**TABLE 1**

<b>Sl. No.</b>	<b>Type of Vehicle</b>	<b>No. of vehicle required</b>	<b>Category of the vehicle</b>	<b>Mileage</b>
<b>1</b>	Innova, Xylo, Tavera	<b>7</b>	<b>A</b>	<b>10kmpl</b>
<b>2</b>	Honda City, Honda Amaze, Nissan Sunny, Ford Fiesta, Toyota Etios, Swift Dzire, Indigo Manza, Tata Zest	<b>23</b>	<b>B</b>	<b>20kmpl</b>
<b>Total</b>		<b>30 Nos.</b>		

If number of offers for category A is more than 7 preference will be given in the order of Innova, Xylo, Tavera.

If number of offers for category B is more than 23 ,lowest offers will be given preference.

If number of vehicles quoted with lowest rate is more than that required in a particular class, latest registered vehicle in the particular class will be considered for awarding the contract.

If sufficient number of offers for category A is not received, then offers for vehicle from category B will be considered and vice versa.

#### **3.0 Monthly Basis Category:**

Monthly hire basis category is for vehicles hired for one month or more extending upto two years from the date of purchase order. Average number of requirement of hired vehicles on monthly basis will be 25 - 30 all the time for LPSC. One month is defined as 25 days. During 25 days, the total vehicle utilization shall be for 3750 Kms irrespective of the distance used per day. Payment will be made in full for vehicle hired on monthly basis if vehicle service is made for 25 days in a month. Payment for extra kilometer if any will be added using the rate agreed for additional kilometers.

However a daily minimum of 75Km is applicable in addition to the monthly minimum of 3750kms for calculating the payment.

If the contractor is failed to supply the vehicle for 25 days in any month, the payment will be deducted on pro-rata basis from the monthly charges in addition to the penalty for absence as per clause no. 4.0.1

If any vehicle is used for more than 25 days in any month, the payment will be made on pro-rata basis for the additional days which will be added to the monthly higher charge.

Pro-rata basis calculation for one day (Daily hire charge) for distance =	3750 Kms/25 for Distance
Pro-rata basis calculation for one day (Daily hire charge) for rate =	Monthly Hire Charge/25 for Rate

If the distance travelled by a taxi is more than the monthly hire kilometer on pro-rata basis, the payment for the additional kilometer will be made using the agreed rate for extra kilometer.

#### **4.0 Penalty Clauses:**

##### **4.0.1 Penalty for Absence:**

In the event of a failure to provide substitute vehicle in place of hired vehicle due to breakdown, poor condition of vehicle, absenteeism of driver or any other reason from the contractor's side, a penalty Rs.500/-on every instance of failure will be imposed. This amount will be deducted from their subsequent bills.

##### **4.0.2 Penalty for non-satisfactory performance:**

If the vehicle is not running for the daily hire average of 150km (ie. Monthly hire Kilometer / 25 = 3750/25 = 150km) in any day due to the non-performance of the driver a penalty as detailed in example 5 will be imposed.

##### **4.0.3 The vehicles shall always be operated with the air-conditioner working. In case of technical snag with the air-conditioner midway during the trip, the contractor shall rectify the same before next trip. For the distance operated without air-conditioner, the hire price shall be calculated as Non Air Conditioned journey and a penalty of Rs.1 per kilometer will be imposed, and will be deducted in their subsequent bills.**

##### **4.1 Miscellaneous Charges:**

Any extra charges like temporary inter-state permit, toll charges, parking fees at Airport, Railway Station etc. incurred during duty shall be reimbursed on production of original receipts issued by the concerned government/local authorities etc. with vehicle registration number duly incorporated and also with the endorsement of the official using the vehicle.

##### **4.2 Night Halt Charge:**

The taxi drivers will be required to do overnight duties if required. **Bidders may quote for night halt charges for the following schedules :**

1	If the vehicle is retained for duty beyond 20.00 hrs.
2	If the vehicle is retained for duty beyond 23.00 hrs.
3	If the vehicle is retained for duty between 00.00hrs and 05.00

The payment will be made only if a certification by the first boarding / last alighting official as the case may be is obtained in the log sheet quoting the time with counter sign by the user.

- 4.1 A penalty of Rs.100/- per day per driver will be deducted from the total bills if the taxi driver is not reported to duty in uniform.

## 5.0 Garage points:

The garage points for the vehicles shall be any place within Thiruvananthapuram Corporation limit. A cushion of 5Kms from Thiruvananthapuram Corporation limit area will be allowed for fixing the garage points. The garage point place of each vehicle with nearest corporation limit area shall be mentioned in the quotation.

## 6.0 Price Variation:

The unit hire prices quoted will be firm and fixed during the currency of the contract. The Price variation will be accepted only on account of diesel price variation and not on any other account. Variation in rate per km will be effective only on account of every 10% increase or decrease in a diesel price in a single spell or different spell over a period during the contract.

## 7.0 Mileage of Vehicles:

LPSC has fixed the average mileage in KMPL for each class of vehicles as tabled in item no. 2.0 to use in the price variation formula which is final and parties are bound to accept the same.

## 8.0 Price Variation Formula:

The basic price of the diesel on the opening day of tender is the reference price for the above price variation formula. The diesel price at any given time will be based on the rates available at [www.hpretail.in](http://www.hpretail.in), [www.mypetrolprice.com](http://www.mypetrolprice.com) or similar websites will be used for calculation.

The method of calculating the revised rate / km will be as follows:

Revised rate per km = Existing rate/km + (Diesel price after revision - old price) / Mileage

### Example:

Let Existing rate / km for Innova Car	=	Rs. 12/-
Diesel price before revision	=	Rs. 50/-
Revised diesel price	=	Rs. 55.5/-
Revised rate per km for Innova Car (AC)	=	12 + (55.5 - 50) / 10
	=	<u>Rs. 12.55/-</u> (Rounded off to Rs. 12.60/-)

The same procedure will be adopted in the case of price decrease for fuel also.

In that case the revised rate per kilometer will be calculated as follows:

Revised rate per km = Existing rate/km - (Old price - Diesel price after revision) / Mileage

### Example:

Let Existing rate / km for Innova Car	=	Rs. 12/-
Diesel price before revision	=	Rs. 50/-
Revised diesel price	=	Rs. 45.5/-
Revised rate per km for Innova Car (AC)	=	12 - (50 - 45.5) / 10
	=	<u>Rs. 11.55/-</u> - Rounded off to Rs. 11.60/-

The next revision will be done when the hikes / decreases in diesel price accumulated to 10% on the revised diesel price from the last revision.

**9.0 Eligibility Criteria:**

1. The contractor shall provide details of all vehicles in Format 1. However, at least one vehicle must be owned by the contractor. Self attested copies of RC book, Road Tax payment, Insurance Policy, Taxi permit etc. of all the vehicles quoted shall be attached along with Format 1 duly filled.
2. Contractor shall have a valid mobile phone connection for effective communication and monitoring.
3. A contractor should be ready to provide the quoted number of vehicles at a time. There shall be no lower/upper limit on
  - i. the number of vehicles hired
  - ii. the number of days each vehicle hired
  - iii. the distance operated per day.
4. Only vehicles with yellow number board along with valid taxi permits and insurance shall be allowed as taxis. LPSC reserves the right to refuse/restrict payment in case unauthorized vehicles are provided as taxis.
5. LPSC employees and their dependent relatives should not be a contractor / driver, and vehicles in their names also will not be considered.

**10.0 Condition of the Vehicle:**

1. Well maintained vehicles with neat and tidy upholstery only to be provided. Sufficient spares viz. spare wheel, tools etc. should be available with the vehicle to take care of emergency repairs.
2. Vehicles which are not older than 5 years of age from the date of opening of tender shall only be supplied based on our request. LPSC reserves the right to reject any vehicle provided by the Contractor even if the vehicle is less than 5 years old, if not satisfied with the condition of the vehicle and the Contractor should provide another vehicle to the utmost satisfaction of the Department.
3. Sun control film shall not be stuck on the window glass as per the norms stipulated by the Motor Vehicle rules and the interior of the vehicle shall be visible for the security personnel without lowering the window glass.

**11.0 Mobile connection for Taxi Driver:**

The driver of the vehicle must have a mobile phone without camera with network connection from any service provider in Kerala region for functional requirement. The contractor shall ensure that taxi drivers posted to LPSC are carrying only mobile without camera for which necessary pass will be issued by LPSC. Any violation of the above will be liable for suitable action including termination of the contract. LPSC will not reimburse any payment towards call charges.

**12.0 Taxi Contractor's Responsibility:**

1. The contractor shall be held responsible for:
  - a. Claiming of higher time & Kilometer than the actual
  - b. Misbehavior of Driver
  - c. Indulging in manipulation of meter reading and time
  - d. Tampering of speedometers

In case anyone is found guilty, a suitable amount will be deducted/ recovered from the bills apart from cancelling the contract and the decision of the Department will be binding on the Contractor.

2. It is contractor's responsibility to obtain a police verification report with verification of character and antecedents of the taxi driver posted to LPSC. Initially, the entry pass will be provided only for a maximum of 7 days and any further permission for the drivers must be supported with a police verification report with minimum 2 years validity.
3. Contractor should give strict instructions to the taxi drivers that they should not make any entries in the log sheets other than the vehicles details & entries of travel between their garage to duty starting point/LPSC and back to garage after completion of duty. In case any driver is found guilty, the whole log sheet will not be entertained for payment.
4. It is the responsibility of the contractor to strictly instruct the drivers that all column of the table in the log sheet is required to be filled by the concerned official using the vehicle and the Taxi shall be produced before TOMD official every day to examine the condition of vehicles, speedometer reading and documents. It is mandatory to follow the above said procedure to get the bills cleared for payment.
5. In case LPSC request for a taxi on a continuous period exceeding 24 hrs, the taxi contractor shall change the driver.
6. The drivers posted to LPSC must have minimum 3 years experience in driving the light vehicles and shall possess valid driving licence & badge. He should be mentally stable and his behavior shall suit the organizational status. Driving after consuming alcohol is a serious offence and will be viewed very seriously; the contractor shall ensure that drivers having alcohol addiction are not deputed to LPSC for duty.
7. In case of any strike or Bandh, civil commotions and other disturbances, the Contractor shall make earnest efforts for plying the vehicles as usual and if any problem arises, the same should be immediately intimated to LPSC Transport Division officials and follow their instructions.
8. In situations like curfew, labour unrest etc. the contractor should make all efforts to operate vehicles with the assistance of Police authorities. The payment of hire charges shall be made for only such trips that are actually operated subject to the minimum slab rate prescribed. In the event of any strike or unrest by the employees of the Contractor, he shall make alternative arrangements to operate the vehicles at his own cost and risk. In case, the Contractor fails to make alternative arrangements, LPSC reserves the right to arrange vehicles at the cost of the Contractor and the cost of alternate arrangements will be deducted from the running bills of the Contractor.
9. The contractor shall follow the rules and regulations of LPSC and our security personnel (CISF) have the right to inspect the vehicles and the driver at any time during the duty period inside ISRO Campus.
10. All cost and liabilities arising out of any accident or traffic offense are solely the responsibility of the taxi contractor. LPSC officials will not be a party to any dispute arising out of accident or traffic offense. Further the contractor will observe and comply with the requirements of the Minimum Wages Act and all other Industrial & Labour legislation being in force from time to time or that may hereafter be brought into force, governing the relationship between the employer and the employee.
11. In case of any damage to the LPSC property due to an accident by your vehicle within the premises, the vehicle will be permitted to take out only after remittance of the amount towards the damages. The decision of the Department regarding the amount of

damages will be final & binding on the Contractor and the amount should be paid without any demur. Department will also have the option of recovery of the amount from the pending bills of the Contractor.

12. Successful bidders i.e. contractors shall deposit interest-free Security Deposit (SD) for a sum of Rs. 5,000/- (Five Thousand Rupees) per vehicle by Demand Draft (DD) drawn in favor of "Accounts Officer, LPSC Valiamala" payable at Thiruvananthapuram while acknowledging the rate contract. The SD shall be returned to the contractor upon successful discharge of the rate contract or forfeited in case of non-fulfillment of the rate contract.
13. During the currency of the rate contract, the ownership of the vehicles shall not be transferred without the written consent of the Department.
14. The contractor shall not be allowed to change the inspected and accepted vehicles during the rate contract period. If they are willing to replace with new vehicles, the Department may accept subject to inspection.

### **13. Taxi Driver's Responsibility:**

1. Driver of the vehicle shall possess all documents as required by RTO in the vehicles such as RC book, Insurance certificate, PUC Certificate, Taxi permit, valid driving license with badge and TOMD officials reserve the right to verify the same at any time during LPSC duty.
2. The taxi driver shall ensure that the entries in the log/trip sheets be written legibly by the taxi users. Name, Staff code No. of the person using the vehicle, purpose, starting and closing time & Km. should be written against their signature. Incomplete and illegible log sheets will not be entertained for payment.
3. It is the duty of the taxi driver to make necessary entries in the log sheet like the vehicle details, details of dead mileage from garage/zone to our office while reporting for duty and termination of a day's duty separately in a row if the vehicle is reporting/terminating to/ from LPSC campus.  
Similarly, for vehicles reporting/terminating at any place other than our campus, the actual distance from garage/zone to the reporting place in the beginning of a day's duty and actual distance from duty termination place to garage/zone after completion of a day's duty shall be entered by the taxi driver in separate rows without clubbing with the actually used distance by LPSC.
4. The distance and time from the respective garage/zone to the starting point and termination point of a day's duty will be counted for calculation of charges per day and it should be recorded in the log sheet promptly.
5. Speedometer reading in the vehicle should always tally with the entries in the log/trip sheets and TOMD officials reserve the right to verify the same at any time during LPSC duty.
6. The driver of the taxi must produce the vehicle and log/trip sheet before TOMD officials periodically for verification of speedometer readings, entries in trip sheets, documents and vehicle condition.
7. The taxi driver shall follow the rules and regulations of our Department and our security personnel (CISF) have the right to inspect the vehicles & the taxi drivers posted to LPSC at any time during the duty period inside ISRO Campus.

8. The taxi driver shall compulsorily wear neat & clean uniform (Normally White shirt and black pants) while on LPSC duty as per the existing MV act. No extra payment will be made to Contractor by LPSC for providing uniforms to drivers deployed for LPSC duty.

**14.0 Intimation of Vehicle Requirement:**

Normally LPSC will inform the next day's requirement on previous working day itself, but in case of emergency, the contractor shall supply vehicles within one hour as and when required over telephone/email.

**15.0 Termination of Contract:**

1. LPSC reserves the right to terminate the contract, if the performance of the contractor or his employees is found to be unsatisfactory during its currency by giving one month notice in writing.
2. LPSC also reserves the right to terminate the contract without notice in the following cases.
  - a) Contractor's failure to produce vehicles for inspection along with necessary documents within 14 days from the date of award of the contract.
  - b) Contractor fails frequently to provide vehicle within the stipulated time from the intimation of vehicle required on daily/monthly basis.
  - c) Frequent breakdown of the vehicles enroute or any lapse in providing required services as per terms and conditions specified.
  - d) Frequent stoppage of vehicles mid-way due to lack of fuel, accident, misbehavior, indiscipline of the driver.
  - e) Untidy conditions of the vehicle
  - f) Any manipulations/overwriting observed in the log sheet or bills.
  - g) In case of any pecuniary loss to LPSC/user staff due to rash and negligent driving by the driver.

**16. Payment:**

For monthly basis bills, parties shall submit the bills for any calendar month, i.e. from first day of a month to last day of a month within 10 days from that month to TOMD along with completely filled log sheets duly signed by the officers who have used the vehicles. Bills submitted after 15 days will not be considered normally.

The bills will be verified by operation-in-charge, TOMD and approved by Head, TOMD will be forwarded to the Accounts Officer, LPSC for arranging payment which will be made within 15 days from the receipt of bills in TOMD.

LPSC will not bear any cost towards operation, repair, maintenance, fuel and oil, servicing, wages of drivers, garage fees, insurance, road tax etc. except the log sheets for recording the duty details. The complete liability in such cases will be that of the taxi contractor.

**17. Service Tax:**

Service tax as applicable, if any, will be paid extra only if the contractor has registered with the Assistant commissioner of Central excise, Service tax cell, Thiruvananthapuram and copy of such certificate is produced. The department shall reimburse the same at actual against production of documentary evidence.

**18. Parallel/Adhoc Contract:**

LPSC reserve the right to enter into parallel/Adhoc contracts simultaneously with one or more agencies.

**19. Sublet of Contract:**

Contractor shall not sublet, transfer or assign the contract or any part thereof without our prior written approval.

**20. Fall Clause:**

The unit hire prices for providing vehicles under the rate contract shall in no event exceed the lowest prices at which the contractor provides vehicles of identical specification to any other customer during the rate contract period. If at any time during the currency of this rate contract, you reduce hire charges to any other customer(s), the same shall be passed on to us and the hire charges shall stand correspondingly reduced.

**21. Arbitration:**

All disputes, differences, claims and demands arising under or pursuant to this agreement shall be referred to Arbitration of a Sole Arbitrator to be appointed by Director, LPSC. Arbitration shall be held in Trivandrum and shall be subject to and governed by the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re enactment thereof, whose decision shall be final and binding on both parties.

**22. General:**

1. Normal duty hour is from 06.45 hrs. to 19.00 hrs. According to the requirement, taxies will have to perform duties before & after the normal duty hours and on holidays as required by the authorised person of the concerned division.
2. The Contact person or his authorized representative's instructions have to be adhered strictly.
3. The contractor shall make his own arrangement for transport, safety, medical, EPF and other amenities for him & his personnel deputed to LPSC.

**23. General Conditions.**

The bidders shall submit the quotation in **Two Part System** viz. "Technical & Commercial " bid and "Price " bid as detailed in format 3.

The quotation shall contain the following details:

1. Technical details as per Format 1 enclosed. Bidders shall quote only for the brands/ models from among those specified under "Description of vehicle" for each category in Table 1 above.
2. Self-attested copies of documents such as RC book, road tax, taxi permit and comprehensive /third party insurance policy for each vehicle quoted should accompany the quotation, failing which the quotation will not be considered.
3. The quotation shall be submitted in sealed envelope super scripting Tender enquiry number and due date and time of opening.
4. The rate shall be quoted in this Format II which is inclusive of all expenses of the taxi.
5. Indicate Service tax if any applicable clearly.
6. Income tax will be deducted by LPSC as per IT rules in vogue.



7. LPSC reserves the right to award contract with multiple parties at a common rate arrived at by us to the successful bidders.
8. LPSC reserves the right to split the vehicle requirement and choose any one or more number of firms / parties in the contract for assigning/hiring of taxis on monthly rates based on the performance/requirement.
9. All bidders are requested to go through the terms and conditions carefully before submitting the offer. Further, they should also sign all the pages of the terms and conditions for having read and accepted the same.
10. Quotation should be submitted only as per the prescribed format with all information duly filled and quotations submitted in any other format will not be considered. Rates quoted in any other format other than that in the format will not be considered.

**24. Earnest Money Deposit :**

Earnest Money Deposit amounting to **Rs. 15,000.00** shall invariably be submitted by you along with your offer. Offer without EMD will be rejected. The EMD shall be submitted in the form of Demand Draft/Bankers Cheque/FD receipts or Bank Guarantee drawn in favour of Accounts Officer, LPSC and payable at Thiruvananthapuram/Bengaluru. Submission of EMD is exempted in respect of Foreign vendors, CPSU/CPSE, MSE, KVIC, NSIC. Vendors seeking exemption from payment of EMD shall submit necessary proof like registration number, copy of relevant valid certificates along with your offer, failing which the said offer will be rejected. The EMD of a vendor will be forfeited if the vendor withdraws or amends their tender or deviates from the tender in any respect within the validity period of the tender.

**25. Offer Validity :**

Your offer shall be valid for 120 days from the date of tender opening. In case you offer validity less than 120 days, the said offer is liable for rejection which may please be noted.

26. Tender fee **Rs.573/- (Rupees Five Hundred and Seventy Three only)** (Including Service Tax) shall be payable only in the form of Bank draft in favour of Accounts Officer, LPSC, Valiamala, payable at Trivandrum and the same shall be enclosed along with Part-I, Techno-Commercial Bid, **without which your offer will not be considered.**

Example

Example 1: For Monthly Hire Charge											
Case No.	No. of days worked	Quoted monthly hire charge for 25 days for 3750kms.	Daily hire charge (B/25)	monthly hire charge for the worked days = (C * A)	pro rata basis Kms. for the days worked = (3750/25) * A	Kms. covered	Extra Kms. above monthly hire Kms.	Quoted rate for extra Kms.	Amount for the additional distance covered = G * H	Total payment = D+I <b>(P1)</b>	
	A	B	C	D	E	F	G	H	I		
1	25	41000	1640	41000	3750	3750	0	11	0	<b>41000</b>	
2	25	41000	1640	41000	3750	3500	0	11	0	<b>41000</b>	
3	25	41000	1640	41000	3750	4100	350	11	3850	<b>44850</b>	
4	23	41000	1640	37720	3450	3750	300	11	3300	<b>41020</b>	
5	23	41000	1640	37720	3450	3500	50	11	550	<b>38270</b>	
6	23	41000	1640	37720	3450	4100	650	11	7150	<b>44870</b>	
7	27	41000	1640	44280	4050	3750	0	11	0	<b>44280</b>	
8	27	41000	1640	44280	4050	3500	0	11	0	<b>44280</b>	
9	27	41000	1640	44280	4050	4100	50	11	550	<b>44830</b>	

Example 2: Additinoal Payment for Daily Minimum of 75Kms.									
Case No.	No. of days	Distance covered during these days	Assured minimum for these days	Shortage of distance = (L - K)	Quote d rate for extra Kms.	Additional Payment = M * H <b>(P2)</b>			
	J	K	L	M	H				
1	2	52	150	98	11	1078			
2	3	210	225	15	11	165			
3	3	15	225	210	11	2310			
4	2	52	150	98	11	1078			
5	3	210	225	15	11	165			
6	3	15	225	210	11	2310			
7	2	52	150	98	11	1078			
8	3	210	225	15	11	165			
9	3	15	225	210	11	2310			

Example 3: Night Halt Charge							
Case No.	(Between 20.00hrs. to 23.00hrs.)			(Between 23.00hrs. to 24.00hrs.) & (Between 00.00hrs to 05.00hrs.)			
	No.of days	Amount per days	Amount = I * J <b>(P3)</b>	No.of days	Amount per day	Total Amount =K * L <b>(P4)</b>	
	I	J		K	L		
1	12	50	600	12	150	1800	
2	1	50	50	1	150	150	
3	0	0	0	0	0	0	
4	12	50	600	12	150	1800	
5	1	50	50	1	150	150	
6	0	0	0	0	0	0	
7	12	50	600	12	150	1800	
8	1	50	50	1	150	150	
9	0	0	0	0	0	0	

Example 4: Penalty as per Clause no. 4.0.1					
Case No.	No. of days Absent	Penalty amount per Day Rs.	Total penalty for absence = N * M		
	M	C	<b>(P5)</b>		
1	2	500	1000		
2	1	500	500		
3	0	0	0		
4	2	500	1000		
5	1	500	500		
6	0	0	0		
7	2	500	1000		
8	1	500	500		
9	0	0	0		

Example 5: Penalty as per clause no.4.0.2							
Case No.	No.of days	Total distance covered during the days	Assured minimum average for the days = (3750/25) * U	Distance due for these days = Q-P	Quoted rate for extra Kms.	Penalty amount = R * H	
	U	P	Q	R	H	(P6)	
1	2	240	300	60	11	660	
2	0	0	0	0	11	0	
3	5	740	750	10	11	110	
4	2	240	300	60	11	660	
5	0	0	0	0	11	0	
6	5	740	750	10	11	110	
7	2	240	300	60	11	660	
8	0	0	0	0	11	0	
9	5	740	750	10	11	110	

Example 6: Penalty as per Clause no. 4.3							
Case No.	No.of days	Penalty Amount per day	Total Amount = T * S				
	S	T	(P7)				
1	1	100	100				
2	0	0	0				
3	3	100	300				
4	1	100	100				
5	0	0	0				
6	3	100	300				
7	1	100	100				
8	0	0	0				
9	3	100	300				

Total Payment for the whole month								
Case No.	(P1)	(P2)	(P3)	(P4)	(P5)	(P6)	(P7)	Total Monthly Amount = (P1+P2+P3+P4)-(P5+P6+P7)
1	41000	1078	600	1800	1000	660	100	42718
2	41000	165	50	150	500	0	0	40865
3	44850	2310	0	0	0	110	300	46750
4	41020	1078	600	1800	1000	660	100	42738
5	38270	165	50	150	500	0	0	38135
6	44870	2310	0	0	0	110	300	46770
7	44280	1078	600	1800	1000	660	100	45998
8	44280	165	50	150	500	0	0	44145
9	44830	2310	0	0	0	110	300	46730

### **CHECKLIST FOR QUOTATION**

- € Technical details as per Format 1 (with additional sheets if necessary).
- € Price details as per Format 2.
- € Attested copy of RC book of each vehicle quoted.
- € Attested copy of Road tax of each vehicle quoted.
- € Attested copy of Taxi permit of each vehicle quoted.
- € Attested copy of Inter State permit (if available) of each vehicle quoted.
- € Attested copy of Insurance policy of each vehicle quoted.
- € Attested copy of Pollution Under Control Certificate of each vehicle quoted.
- € The list of existing clients if any.
- € PAN number
- € Service tax registration number, if any
- € Company registration number, if any