



भारतीय राजमार्ग अभियन्ता अकादमी  
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)  
**Indian Academy of Highway Engineers**  
(Ministry of Road Transport and Highways, Govt. of India)

IAHE/Admin./23/Empanelment – Vehicle /2023-24

Date 06.09.2023

**Notice Inviting Quotations (NIQ)**

To,

As per list identified  
through Internet/ local enquiry  
& web site of IAHE

**Sub: Empanelment of Agencies to provide AC Vehicles (Bus, Tempo Travelers, Car etc.) to Indian Academy of Highway Engineers (IAHE), Noida as per requirement basis.**

Sir,

Your quotation may be submitted to Deputy Director (SKG), IAHE in sealed envelope so as to reach by 03.10.2023, 03:00 PM in the format as given at Annexure-I (A, B, C, D, E, F, G, & H) (on the letter head of agency) as per the following terms and conditions for Empanelment of Agencies to provide AC Vehicles (Bus, Tempo Travelers, Car etc.) to Indian Academy of Highway Engineers (IAHE), Noida as per as & when requirement basis. In the quotation, the letter number and date of this NIQ may be mentioned.

**Terms & conditions**

1. The Agency/ Firm submitting quotation should have valid PAN Card & GST Registrations (if applicable). Agencies/ Firms are required to submit proposals in 2 covers. The **first cover** shall contain PAN Card and GST Registration Certificate (if applicable). The **second cover** shall contain the Financial Quote/ Quotation as given at Annex-1(A, B, C, D, E, F, G & H). The first cover shall be opened at first and agencies who have submitted **PAN Card and GST registration certificate** (if applicable), shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote.

2. There are following 8 categories (Annexures) for the empanelement of the agency (One bidder can submit their financial quote for all 8 annexures or less as per their choise) in the said NIQ:

**Annexure-I (A):** Providing A.C. Buses to visit in NCR (Delhi/ Noida/Ghaziabad/Gurugram / Faridabad)

**Annexure-I (B):** Providing A.C. Buses to visit Outside NCR

**Annexure –I (C):** Providing A.C. Tempo Travelers to Visit in NCR (Delhi/ Noida/ Ghaziabad/ Gurugram/ Faridabad)

**Annexure –I (D):** Providing A.C. Tempo Travelers to Visit outside NCR

**Annexure –I (E):** Providing A.C. Tempo Travelers to Pickup and drop to & from IGI Delhi Airport

कृपया ध्यान दें: सभी पत्राचार केवल निदेशक को पदनाम द्वारा संबोधित किए जाएं।/Please note: All correspondence should be addressed to the Director by designation only

ए-5, इंस्टीट्यूशनल एरिया, सेक्टर-62, नोएडा (यूपी) - 201 301 (भारत) / A-5, Institutional Area, Sector-62, Noida (UP) - 201 301 (India)

दूरभाष /Telephone/ 0120-2975331/2 ईमेल/ Email: [director-iahe@gov.in](mailto:director-iahe@gov.in) /Website/ वेबसाइट: [iahe.org.in](http://iahe.org.in)

**Annexure –I (F):** Providing A.C. Cars/ SUVs to Visit in NCR (Delhi/ Noida/ Ghaziabad/ Gurugram/ Faridabad)

**Annexure –I (G):** Providing A.C. Cars/ SUVs to Visit outside NCR

**Annexure –I (H):** Providing A.C. Cars/ SUVs to Pickup & drop to & from IGI Delhi Airport

3. For each category, agency shall be empaneled at the lowest quoted rate basis. More than one agency may be empaneled at the lowest rate for each category and maximum three (3) agencies shall be empaneled at the lowest quoted rate basis. IAHE shall hire the vehicles as per requirement of IAHE from time to time on roster basis.

4. Both the covers should be enclosed in a third cover with “Quotation for Empanelment of Agencies to provide AC Vehicles (Bus, Tempo Travelers, Car etc.) to Indian Academy of Highway Engineers (IAHE), Noida as per requirement basis” to IAHE’s NIQ bearing no. IAHE/Admin./23/Empanelment – Vehicle /2023-24 dated 06.09.2023.

5. The Vehicles shall be hired by IAHE from the empanelled agency from time to time as per the requirement during the period of empanelment as per agreed terms & conditions including rates.

6. The empanelment of the agency shall be initially for One Year, which is further extendable for two more years, on yearly basis based on satisfactory provision of services.

7. The Vehicles shall be in Excellent Condition.

8. The Vehicles supplied should be commercial vehicles registered with Transport Authority in Noida/Delhi/ NCR.

9. The Vehicle supplied shall have valid Permit to ply in the jurisdiction for which it may be hired.

10. The mileage for use of vehicles starts from assigned place. (IAHE campus or the address given for reporting.

11. Driver of Vehicles should be well experienced and should have valid driving license and should be acquainted with travel routes, properly dressed and well behaved. Driver should not leave vehicle without the permission of the IAHE representative. Driver shall always maintain a Mobile Phone in working condition at the cost of the firm during entire period of service and should maintain proper etiquette/ Protocol.

12. Driver should keep Registration Certificate, Pollution Certificate, comprehensive Insurance Certificate and any other such documents required as per Government rules in force with him always for checking by authorities.

13. Proper record of time/mileage in respect of usage of vehicle shall be maintained.

14. The empaneled agency should give two or more Mobile Telephone numbers for requesting service and should always be responsive.
15. IAHE shall not be responsible for damages of any kind for any mishap /accident etc., caused to any Vehicle, Driver/Third Party or for challans for traffic rule violations while on IAHE Duty. All liabilities legal/ monetary shall be borne by the firm.
16. IAHE Reserves the right to cancel the empanelment at any time without assigning any reasons. The agency shall not be entitled to any compensation on account of such cancellations. Decision of IAHE shall be final in this regard.
17. IAHE reserves the right to obtain supply from other sources.
18. **IAHE may hire vehicles at the lowest rate from other agencies, if services provided by empaneled agencies are not found satisfactorily**, to suit the requirements/ convenience of IAHE. In Case of deficient service/discontinuation of service the Empanelment can be cancelled at any time and the firm/Agency can be debarred for minimum of 2 years from any future bidding in IAHE.
19. All charges towards maintenance/servicing /salary and other expenses of Driver/ fuel or other incidental expenses shall be borne by the agency. In case of breakdown of vehicle, the agency will provide replacement immediately.
20. The payment shall be made by Cheque or NEFT/RTGS within 7 days of completion of journey and submission of bills. Details of Bank Account (Name of the account holder, Nature of account, Account number, Bank name /Branch) shall be specified in the quotation.
21. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason.
22. In case service is not provide on a particular day as per requisition, a penalty of Rs. 1500/- per day for Bus/Tempo Traveller and Rs. 500/- per day for Car/SUV shall be levied and recovered from bill. Additional penalty can also be levied for violations of terms and conditions.
23. Quotation shall be submitted to Deputy Director (SKG)in sealed envelope superscribing **“Quotation for Empanelment of Agencies to provide AC Vehicles (Bus, Tempo Travelers, Car etc.) to Indian Academy of Highway Engineers (IAHE), Noida as per as & when requirement basis to IAHE’s NIQ bearing no. IAHE/Admin./23/Empanelment – Vehicle /2023-24 dated 06.09.2023”** so as to reach by 03.10.2023, 03:00 PM.

Yours faithfully,



(Sunil Kumar Gupta)  
Deputy Director (SKG)

Format (should be on the letter head of the agency submitting the quotation)

Letter no

Dated

To  
The Director  
Indian Academy of Highway Engineers  
A-5, Institutional Area,  
Sector-62, Noida

Sir,  
Please find our quotation with respect to to your NIQ bearing no IAHE/Admin./23 /Empanelment – Vehicle /2023-24 dated 06.09.2023

Providing A.C. Buses to visit in NCR (Delhi/ Noida/Ghaziabad/Gurugram/Faridabad)

S.No.	Category of Bus	Seating Capacity	Daily Rate for 100 Km including of State Tax of UP only, (excluding GST)	Rate for Extra Km. beyond 100 Km (excluding GST)
1.	A.C. Bus	27 Seater	Rs. .... /- (in words..... ..... ..... .....Only)	Rs. 45/- Km.
2.		35 Seater	Quoted rates for 27 seater + Rs. 1000/-	
3.		40 Seater	Quoted rates for 27 seater + Rs. 1500/-	
4.		45 Seater	Quoted rates for 27 seater + Rs. 2000/-	

Note:

1. The above rate is applicable for only 12 hours, if the vehicle is hired more than 12 hours, then rate will be updated as per outside NCR category rates.
2. Parking Charges, if any, shall be reimbursed on receiving of original receipt from Parking Authority/Agency.
3. Toll tax, if any, shall be reimbursed on receiving of original receipt from Toll Tax Authority/Agency.
4. State tax excluding UP, if any, for visit outside UP shall be reimbursed on receiving of original receipt from Govt. Authority of State.
5. GST, if any shall be reimbursed on receipt of Challan from respective Department.

I accept all the terms and conditions stated in the NIQ issued bearing no. IAHE/Admin./23 /Empanelment – Vehicle /2023-24 dated 06.09.2023



Signature of Authorised Signatory  
Name of the firm with stamp and date

Format (should be on the letter head of the agency submitting the quotation)

Letter no

Dated

To  
The Director  
Indian Academy of Highway Engineers  
A-5, Institutional Area,  
Sector-62, Noida

Sir,  
Please find our quotation with respect to to your NIQ bearing no. IAHE/Admin./23 /Empanelment – Vehicle /2022-23 dated 06.09.2023

Providing A.C. Buses to visit outside NCR

S.No.	Category of Bus	Seating Capacity	Daily Rate for 250 Km including of State Tax of UP only, (excluding GST)	Rate for Extra Km. beyond 250 Km (excluding GST)	Night Charges (After 10:00 Pm) for Driver (excluding GST)
1.	A.C. Bus	27 Seater	Rs. .... /- (in words..... ..... ..... .....Only)	Rs. 45/- Km.	Rs. 1000/- for each night
2.		35 Seater	Quoted rates for 27 seater + Rs. 2000/-		
3.		40 Seater	Quoted rates for 27 seater + Rs. 3000/-		
4.		45 Seater	Quoted rates for 27 seater + Rs. 4000/-		

Note:

1. Parking Charges, if any, shall be reimbursed on receiving of original receipt from Parking Authority/Agency.
2. Toll tax, if any, shall be reimbursed on receiving of original receipt from Toll Tax Authority/Agency.
3. State tax excluding UP, if any, for visit outside UP shall be reimbursed on receiving of original receipt from Govt. Authority of State.
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Dated

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Sir,  
Please find our quotation with respect to to your NIQ bearing no. IAHE/Admin./23 /Empanelment – Vehicle /2022-23 dated 06.09.2023

Providing A.C. Tempo Travelers to Visit in NCR (Delhi/Noida/Ghaziabad/Gurugram/Faridabad)

S.No.	Category of Tempo-Traveler	Seating Capacity	Daily Rate for 100 Km including of State Tax of UP only, (excluding GST)	Rate for Extra Km. beyond 100 Km (excluding GST)
1.	A.C. Tempo-Traveler	12 Seater	Rs. .... /- (in words..... ..... ..... .....Only)	Rs. 23/- Km.
2.		16 Seater	Quoted rates for 12 seater + Rs. 1000/-	
3.		20 Seater	Quoted rates for 12 seater + Rs. 1500/-	

**Note:**

1. The above rate is applicable for only 12 hours, if the vehicle is hired more than 12 hours, then rate will be updated as per outside NCR category rates.
2. Parking Charges, if any, shall be reimbursed on receiving of original receipt from Parking Authority/Agency.
3. Toll tax, if any, shall be reimbursed on receiving of original receipt from Toll Tax Authority/Agency.
4. State tax excluding UP, if any, for visit outside UP shall be reimbursed on receiving of original receipt from Govt. Authority of State.
5. GST, if, any shall be reimbursed on receipt of Challan from respective Department.

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Dated

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Indian Academy of Highway Engineers  
A-5, Institutional Area,  
Sector-62, Noida

Sir,  
Please find our quotation with respect to to your NIQ bearing no. IAHE/Admin./23 /Empanelment – Vehicle /2023-24 dated 06.09.2023

**Providing A.C. Tempo Travelers to Visit Outside NCR**

S.No.	Category of Tempo-Traveler	Seating Capacity	Daily Rate for 250 Km including of State Tax of UP only, (excluding GST)	Rate for Extra Km. beyond 250 Km (excluding GST)	Night Charges (After 10.00 Pm) for Driver (excluding GST)
1.	A.C. Tempo-Traveler	12 Seater	Rs. .... /- (in words..... ..... ..... .....Only)	Rs. 23/- Km.	Rs. 600/- for each night
2.		16 Seater	Quoted rates for 12 seater + Rs. 2000/-		
3.		20 Seater	Quoted rates for 12 seater + Rs. 3000/-		

**Note:**

1. Parking Charges, if any, shall be reimbursed on receiving of original receipt from Parking Authority/Agency.
2. Toll tax, if any, shall be reimbursed on receiving of original receipt from Toll Tax Authority/Agency.
3. State tax excluding UP, if any, for visit outside UP shall be reimbursed on receiving of original receipt from Govt. Authority of State.
4. GST, if, any shall be reimbursed on receipt of Challan from respective Department.

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Indian Academy of Highway Engineers  
A-5, Institutional Area,  
Sector-62, Noida

Sir,  
Please find our quotation with respect to to your NIQ bearing no. IAHE/Admin./23 /Empanelment – Vehicle /2023-24 dated 06.09.2023

Providing A.C. Tempo Travelers to Pickup & drop to & from IGI Delhi Airport

S.No.	Category of Tempo-Traveler	Seating Capacity	Rate for Pickup or Drop to & from IGI Delhi Airport including of all State's Tax (excluding GST)	Rate for waiting time at IGI Delhi Airport beyond one hour time (excluding GST)
1.	A.C. Temp-Traveler	12 Seater	Rs. .... /- (in words..... ..... ..... .....Only)	Rs. 200/- per hour.
2.		16 Seater	Quoted rates for 12 seater + Rs. 1000/-	
3.		20 Seater	Quoted rates for 12 seater + Rs. 1500/-	

**Note:**

1. Parking Charges, if any, shall be reimbursed on receiving of original receipt from Parking Authority/Agency.
2. Toll tax, if any, shall be reimbursed on receiving of original receipt from Toll Tax Authority/Agency.
3. GST, if, any shall be reimbursed on receipt of Challan from respective Department.

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Sir,  
Please find our quotation with respect to to your NIQ bearing no. IAHE/Admin./23 /Empanelment – Vehicle /2023-24 dated 06.09.2023

**Providing A.C. Cars / SUVs to Visit in NCR (Delhi/Noida/Ghaziabad/Gurugram/Faridabad)**

S.No.	Category of AC Cars	Seating Capacity	Half Day Rate for 40 Km and for upto 5 hours including of State Tax of UP only, (excluding GST)	Rate for Extra Km. beyond 40 Km (excluding GST)	Rate for Extra time beyond 5 hours (excluding GST)
1.	A.C. Car (Maruti SX-4/ Swift Dezire/ Indigo/ Honda Amaze equivalent	4-5 Seater	Rs. .... /- (in words..... ..... .....Only)	Rs. 13/- Km.	Rs. 100/- per hour
2.	A.C. Vehicle (Tavera/ Innova/ equivalent	7-8 Seater	Quoted rates for 4-5 seater car + Rs. 500/-	Rs. 17/- Km.	Rs. 150/- per hour

**Note:**

1. Parking Charges, if any, shall be reimbursed on receiving of original receipt from Parking Authority/Agency.
2. Toll tax, if any, shall be reimbursed on receiving of original receipt from Toll Tax Authority/Agency.
3. State tax excluding UP, if any, for visit outside UP shall be reimbursed on receiving of original receipt from Govt. Authority of State.
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**Providing A.C. Cars/ SUV to Visit outside NCR**

S.No.	Category of AC Cars	Seating Capacity	Daily Rate for 250 Km including of State Tax of UP only, (excluding GST)	Rate for Extra Km. beyond 250Km (excluding GST)	Night Charges (After 10:00 Pm) for Driver (excluding GST)
1.	A.C. Car (Maruti SX-4/ Swift Dezire/ Indigo/ Honda Amaze equivalent	4-5 Seater	Rs. .... /- (in words..... ..... ..... .....Only)	Rs. 13/- Km.	Rs. 500/- for each night
2.	A.C. Vehicle (Tavera/ Innova/ equivalent	7-8 Seater	Quoted rates for 4-5 seater car + Rs. 1000/-	Rs. 17/- Km.	Rs. 500/- for each night

**Note:**

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**Providing A.C. Cars/ SUV to Pickup & drop to & from IGI Delhi Airport**

S.No.	Category of AC Cars	Seating Capacity	Rate for Pickup or Drop to & from IGI Delhi Airport including of all State's Tax (excluding GST)	Rate for waiting time at IGI Delhi Airport beyond one hour time (excluding GST)
1.	A.C. Car (Maruti SX-4/ Swift Dezire/ Indigo/ Honda Amaze equivalent	4-5 Seater	Rs. .... /- (in words..... ..... ..... .....Only)	Rs. 100/- per hour
2.	A.C. Vehicle (Tavera/ Innova/ equivalent	7-8 Seater	Quoted rates for 4-5 seater car + Rs. 500/-	Rs. 150/- per hour

**Note:**

1. Parking Charges, if any, shall be reimbursed on receiving of original receipt from Parking Authority/Agency.
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