

# **NOTICE**

## **TENDER FOR HIRING OF TAXI (FOUR-WHEELER)**

**Attention:** Our Admin Office Rohtak needs taxi (four-wheeler) and for the same we invite the open tender to hire four-wheeler vehicles (Honda Amaze/Tyota Etios/Maruti Swift Dezire) to be used at Admin Office Rohtak for branches visits from 15.07.2025 to 14.07.2026. Tender will be opened on 11.07.2025 and interested parties may submit their sealed quotations up to 09.07.2025 on the following lines: -

1.	Fixed Rent per month	
2.	Fuel Charges / KM	
3.	Overtime payment after 12 Hrs	
4.	Night /Outstation Charges	
5.	Holiday duty charges	
6.	Make and Model of Taxi	
7.	Any Others Charges	

### **GENERAL TERMS & CONDITIONS**

- 1.Vehicles will be engaged for one-year contract from 15.07.2025 to 14.07.2026 on monthly hiring basis subject to quarterly review.
- 2.The vehicle should be neat and clean. The paint, body and interior should not have any blemishes and vehicle should be in excellent condition.
- 3.The vehicle will be at the disposal of the bank 24\*7 hours with two Sunday off for vehicle maintenance.
4. Cost of repair of any kind to be borne by the owner of the vehicle.



3. The charges for distance from garage to garage will be borne by the owner.
4. All taxes in connection with outstation journeys like toll tax, passenger tax, state tax, parking charges etc. will be borne by the bank.
5. Logbook will be used for meter recording duly monitored on daily basis by the executive user of the taxi or any authorized official.
6. The car should be registered taxi having all India permit at all the time.
7. The driver of the taxi should have a valid commercial driving license.
8. The services of driver shall be provided by the taxi owner.
9. Duty timing will be 9.00 AM to 9.00 PM.
10. Vehicle will be parked overnight at the residence of the officials using the vehicle / HQ Building.
11. If on any occasion, the driver fails to report for duty on stipulated time/day or the vehicle is not available to the officer using the vehicle due to one reason or the another, the Bank shall have right to engage vehicle from outside on bank approved rates and the hiring charges so incurred shall be recovered from the owner.
12. Taxi owner will submit the bill on monthly basis in the proper printed bill form.
13. The bank reserves the right to terminate the contract by giving 1 month notice to the owner.
14. The taxi owner will provide uniform and mobile phone to all drivers. Driver will report for duty in clean and proper uniform wearing badge.
15. The verification of antecedents of driver will be sole responsibility of the taxi provider.
16. The bank will not be held responsible for any kind of loss to the vehicle by any means.
17. Any Taxi vendor whose tender has been terminated in the past by the Bank, will not be eligible to participate in the tender.
18. The bank reserves its right to reject any or all offers.

**Chief Manager (HR & Admin)**



**GENERAL Terms & Conditions for hiring the car are as under: -**

Make, Model	
Monthly fixed Charge	
Maintenance Charges	
Oil Charge/ KM	
Duty Hours	
Night Charges	
General Terms & Condition	<ol style="list-style-type: none"><li>1. The driver will be carrying valid driving license.</li><li>2. The vehicle will be at the disposal of the bank 24*7 hours with two Sunday off for vehicle maintenance.</li><li>3. Cost of repair of any kind to be borne by the owner of the vehicle.</li><li>4. The vehicle to be registered as taxi.</li><li>5. Driver will report on duty in proper uniform which will be provided by the owner of the vehicle.</li><li>6. The owner of vehicle will arrange another driver in case of the absence of the regular driver provided with vehicle. However, if alternate driver is not arranged by the owner of the vehicle, bank may hire new taxi for the day. The cost will be recovered from the monthly bill from owner of the regular vehicle.</li><li>7. The owner of the vehicle will arrange alternative vehicle in case of non-availability of regular vehicle. However, if alternative vehicle is not provided by the owner of the vehicle, bank may hire taxi for the day and the cost will be recovered from the monthly bill from owner of the regular vehicle.</li><li>8. Bank will not be responsible for any loss caused to the vehicle or by the vehicle in any case.</li><li>9. If the service of vehicle is not satisfactory bank will have the discretion to terminate the agreement after giving 30 days' notice.</li><li>10. Duty timing will be 9.00 AM to 9.00 PM.</li><li>11. Taxes/ Permit fee/ Insurance, cost of repair etc has been borne by the taxi owner.</li><li>12. The bank will not be held responsible for any kind of loss to the vehicle by any means.</li></ol>

Chief Manager (HR & Admin)  
AO, Rohtak

