



**THE INSTITUTE OF
Company Secretaries of India**

IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

CORRIGENDUM

The last date for submission of **“Tender for empanelment of agencies for hiring taxis for local and out station transportation”** has been extended upto August 14, 2017 by 3:00 PM due to administrative reasons and date of opening of the Technical Bids shall be August 16, 2017 at 11:00 AM at 3rd Floor, ICSI House, C-36, Sector 62, Noida– 201301.

Other terms & conditions of **“Tender for empanelment of agencies for hiring taxis for local and out station transportation”** dated May 31, 2017 remains the same.

The bidders may take note the above changes.

Date: August 04, 2017

**A K Srivastava
Director (Admn.& Purchase)**



**TENDER FOR EMPANELMENT OF AGENCIES FOR HIRING TAXIS FOR LOCAL
AND OUT STATION TRANSPORTATION**

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Cost of Tender	Rs.200/- (Rupees Two Hundred Only)
Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand only)
Tender Publish Date	May 31, 2017
Last date and time for Sending (in written form) Pre-Bid Queries	June05, 2017 by 5:00 PM
Pre-Bid Meeting	June06, 2017 at 11:00 AM at at ICSI House, C – 36 (3 rd Floor), Sector 62, Noida - 201309
Last Date and Time for Submission of Bids	June 14, 2017 by 3:00 PM
Address for submission of Bids	The Institute of Company Secretaries of India ICSI House, C - 36(3 rd Floor: Tender Box) Sector 62, Noida - 201309
Venue, Date and time of opening of Technical Bids.	Address as above. Date: June 15, 2017 at 11:00 AM
Contact details	Ms. Neeta Sehgal, Assistant Director Tel: 0120-4522015 E-mail: neeta.sehgal@icsi.edu
Institute's Website	www.icsi.edu

Statement of Confidentiality

The information contained in this Tender Document or subsequently provided to Bidder(s) / Applicants whether verbally or in documentary form by or on behalf of Institute of Company Secretaries of India (hereinafter "ICSI") or by any of their employees or advisors, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided. The purpose of this Tender document is to provide the Bidder(s)/Applicants with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each Bidder/Applicant may require. This Tender document may not be appropriate for all persons, and it is not possible for the ICSI, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder/Applicant who reads or uses this Tender document. Each Bidder/Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. ICSI, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. ICSI may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

Tender Cost: Rs. 200/-



**THE INSTITUTE OF
Company Secretaries of India**
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Statutory body under an Act of Parliament

ICSI/Admin-Noida/Taxi/2017

May 31, 2017

**TENDER FOR EMPANELMENT OF AGENCIES FOR HIRING TAXIS FOR LOCAL
AND OUT STATION TRANSPORTATION**

The Institute of Company Secretaries of India (ICSI) is a statutory body constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 (herein after referred as ICSI / Institute). ICSI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its head office at 22, Institutional Area, Lodi Road, New Delhi. The Institute has another office at C-36/37, Sector – 62, Noida. ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.

Sealed tenders / quotations are invited by Secretary of The Institute of Company Secretaries of India ("ICSI"), ICSI HOUSE, C-36, Sector 62, Noida from experienced parties/agencies for Providing Light Motor Passenger Vehicles (LMVs) and Medium Motor Passenger Vehicles (MMVs) on requirement basis for ICSI, Noida Office.

The tender document may be obtained during working hours on all working days on cash payment of Rs. 200/- (non-refundable) from the Reception Counter of the ICSI at "ICSI House" C-37, Sector 62, Noida or by submitting a demand draft of same amount in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

The tender document can also be downloaded from our website www.icsi.edu Tender documents downloaded from our website should be attached with a demand draft of Rs. 200/- (non-refundable), drawn in favour of "**The Institute of Company Secretaries of India**" payable at **New Delhi** towards the tender document fees, at the time of submission of tender, failing which the tender application shall not be entertained

Sealed tenders addressed to "The Secretary, The Institute of Company Secretaries of India" may be sent at the Institute's address in the prescribed manner mentioned herein below along with Earnest Money ,duly mentioning on top left hand corner of the sealed envelope "**Tender for empanelment of agencies for hiring taxis for local and out station transportation**" must reach office **The Institute of Company Secretaries of India, ICSI House, C-36, Sector 62, Noida - 201309** either by Courier/ Registered Post /Speed Post or by dropping in the Tender box placed at **3rd floor not later than 3:00PM on June 14, 2017.**

The Institute shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any

reason Similarly, incomplete quotations and/or without earnest money and un-signed will be rejected summarily

Cuttings and over-writing(s) should be avoided. The cutting and over-writing must be duly initialed otherwise the quotation is liable to be rejected.

Tender should be submitted in two separate sealed covers. First cover containing, "**TECHNICAL BID**" and the Second cover containing, "**COMMERCIAL BID**" should provide only Price. The rates must be quoted in unit price as per **Annexure 'B'**. **Both the covers should first be sealed separately**, and then both the covers should be kept **in a single sealed bigger envelop**. This envelope should be addressed to:-

Address:

The Secretary
The Institute of Company Secretaries of India,
Tender Box (3rd Floor)
ICSI House, C – 36, Sector 62,
Noida - 201309

The Envelope should bear the inscription "**Tender for Empanelment of Agencies for Hiring Taxis for Local and out station transportation**".

Technical Bid shall consist of EMD for the required amount as per the tender documents and technical details. Leaflets/information brochures (if any) showing the technical and general details of the vehicles offered shall also be enclosed with the Technical Bid. Deviations, if any, from tender specifications, clause-wise and commercial terms and condition should be clearly mentioned in the sheet as specified. The tender form and all annexure and attachments thereto shall be submitted with this bid with each page being consecutively numbered and duly signed by the bidder along with the seal of the Agency.

Price Bids envelope shall consist of price details in the given Performa of the tender.

Scope of Work & Terms and Conditions:

1. The GST has rolled out with effect from 01.07.2017. For implementation of GST in ICSI, Firms which have not migrated to or registered with GST regime will not be able to participate in any tender of this Institute. Any offer received from the firms/bidder without GST registration details will be summarily rejected.
2. Garage of the agency shall be located within 5-7 Km of ICSI , Noida office.
3. For billing purpose, the meter reading will start (from zero point) from the point of origin (Garage) and end at the end point of the journey. The duty slip should contain the signature of the passenger/guest and the details of journey being undertaken by him/her.

4. The firm shall have a minimum fleet of 05 Vehicles and proof of registration number of vehicles to be attached. (CNG Vehicles are preferred in addition to the Diesel /Petrol fuelled vehicles) Preference will be given to GPS Enabled vehicles.
5. The firm must have infrastructure to send SMS to the guest viz Cab No , Driver name, Driver mobile number in addition to the officials of ICSI
6. All the vehicles supplied to ICSI shall fully comply with vehicle fitness requirements in the Union Territory of Delhi and State of Uttar Pradesh & Haryana, and all provisions of the Motor Vehicles Act, 1988 and rules made there under including other instructions/requirements issued/specified from time to time.
7. The vehicles supplied on regular basis should be in good condition. The agency should ensure regular service of the vehicle for proper service conditions.
8. The Technical Bid shall be opened on **June 15, 2017 at 11:00 AM** in the Institute of Company Secretaries of India at ICSI House, C-36, Sector 62, Noida. Bidder or their authorized representatives, (not more than one person) may be present at the time of opening of tender, if they so desire. No separate communication will be sent in this regard. In the event of due date being a close day or declared holiday, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
9. The Price Bids shall be opened on such later date, as may be notified by ICSI.
10. The quotation should be valid for at least upto three months from the date of opening of tender.
11. Bids received by ICSI from various parties will be scrutinize and compiled for L1 rates. Tender is floated for empanelment of agencies for providing local and out station transportation. Parties whichever is interested in working with ICSI on the compiled L1 rates will be kept in panel for further services.
12. The price quoted and accepted by ICSI would be remain same during the contract period of first one year. However, during the extension of the contract, if any, the hike in fuel charges would be absorbed by ICSI as per the formula given below:

$$\frac{X - Y}{Z} \text{ multiplied by total no. of KM used by ICSI}$$

X = Present Cost of fuel per Ltr/Kg used in the vehicle

Y = The cost of the fuel before increase per Ltr/ Kg

Z =The mileage being provided by the respective vehicle per Ltr/Kg as mentioned in the tender document.

13. The contract shall be for a period of One Year. The contract may be extended further on satisfactory completion of first one year of the contract on mutual acceptance and without any escalation in the cost except the absorption of cost due to increase in fuel charges, if any, as per the formula defined under clause No. 12 subject to the age, working condition and maintenance of vehicle being provided in good condition.
14. No Vehicle fitted with LPG should be used during the contract.
15. The vehicle must have sufficient fuel to cater the day event, in no case the driver shall ask for the fuel money to the boarded guest.
16. The agency should ensure that taxis shall be neat and clean when use by the ICSI. The vehicles shall be fitted with perfume repellent.
17. The parking fees, Toll tax, environmental tax and State Transit tax if any will be paid by ICSI in addition to the cost of running. The parking fee/ tax receipt should be attached to the main bill.
18. The agency must use our customized placard and return the same after use. In case of emergency the agency shall prepare the same and show in the Airport or in Railway station.
19. **The requirement for the number of vehicle to be hired by ICSI on weekly basis is an indication. It is not a regular feature. Depending upon the requirement and need, ICSI may requisition the vehicle to provide either from Delhi or Noida and the charges for the distance either from ICSI or the place of pickup /drop to the place of garage would be considered accordingly.**
20. The Agency shall obtain adequate insurance cover for the vehicle, his staff and all bonafide passengers of the vehicle supplied pursuant to this tender. Further, the agency shall be responsible for all injuries and accidents to such staff and bonafide passengers including such injuries and accidents which may arise or occur to his employees and/ or the bonafide passengers during the course of performance of the Agency's obligations pursuant to this tender.
21. The driver/ staff deployed by the Agency for driving the vehicles should hold valid driving license and to be in uniform as well, be fit physically and mentally. Medical Fitness certificate for all such staff appointed pursuant to this Tender should be provided at the time of award of tender.
22. The agency shall be responsible for the good conduct and behavior of his employees. If any of the Agency's Employees is found misbehaving with the supervisory staff or any other staff member/ guest /student of ICSI, the Agency shall, on receipt of instructions from the Administration or any other Officer designated by the the Institute of Company Secretaries of India in this regard, replace such Agency Employee, at the Agency's risk and responsibility.
23. Driver should possess a Cell phone of his own or being provided by the agency to call the guest.
24. The Agency shall issue necessary instruction to his fleet staff to act upon the instruction given by the Supervisory-Staff of ICSI.

25. The Agency shall ensure proper and reasonable precautions during performance of their obligations and in the event of any loss being caused to ICSI on account of negligence/dereliction of duties or performance of their obligations by the Agency or the Agency's staff, the Agency shall be liable to indemnify ICSI for such loss, out of the Agency's insurance cover or otherwise, such loss being quantified after an inquiry comprising of the representative of ICSI and the Agency.
26. If the Agency fails to perform its obligations as per the Standard Operating Procedures as enumerated hereto to the satisfaction to the Supervisory Official of ICSI or any officer nominated by Secretary ICSI or on any day in any assigned route, ICSI may, without prejudice to its other rights and remedies, levy a charge of Rs. 500/- or less / more as deemed fit for each day or part thereof. The Agency shall provide an adequate replacement in case any of the vehicles not performed or stopped or failed to run. This will be at no additional expenses to ICSI. This will be in addition to the penalty for non-implementation of or non-performance as per the Standard Operating Procedures as mentioned above. This will also be in addition to the claim of ICSI as mentioned above.
27. The agency shall maintain a Complaint Book which will be made available to the Supervisory Staff of ICSI to redress the complaints of ICSI staff making use of the transport services provided hereunder.
28. Agency shall abide by all applicable laws including labour and welfare Laws (ESI, PF, BONUS, Income Tax, GST or any other extra taxes levied by the Government) the companies Act, etc. and shall adopt all required, Welfare measures for the Agency Employees and discharge all other obligations concerning thereto. The Agency shall furnish adequate proof to ICSI in this regard. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the Agency, and ICSI shall not be held liable for such responsibilities/ obligations in any manner what-so-ever.
29. The Agency's staff proposed to be employed by the Agency for performance of obligations as envisaged hereunder shall be subject to screening by ICSI, to ascertain their antecedents, suitability and skills incase asked by ICSI
30. ICSI reserves the right to ask and require the agency to remove any Agency Employee deployed by the Agency, without assigning any reason/notice therefore.
31. The Agency Employees shall be trained and educated. The Agency shall also undertake at his own expense in consultation with ICSI, a continuous updating of skills and procedure to be followed by the Agency Employees provided to ICSI by organizing suitable training schedules for them.
32. The duration of the contract shall be one year subject to quarterly or 6 monthly appraisal and review by ICSI and in case the jobs performed are not found to be satisfactory, the contract shall be terminated even before one year, by giving

- notice of not less than one month to this effect. However, the contract can also be terminated by giving a written notice of 30 days by ICSI.
33. The bidder is required to deposit an earnest money deposit (EMD) of **Rs. 10,000/- (Rupees Ten Thousand only)** by way of demand draft drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi. The quotation not accompanied with earnest money shall be summarily rejected. The EMD to the successful bidder shall be refunded after receipt of Performance Security. The EMD to the unsuccessful bidder shall be refunded without any interest/Bank commission/collection charges within 30 days after award of the work order.
 34. The EMD of the bidder shall be forfeited in the following circumstances:-
 - (i) the bidder withdraws his bid;
 - (ii) the bidder does not accept the Purchase / Work Order;
 - (iii) the bidder fails to supply goods / services as per the terms of the quotation and Purchase / Work Order.
 - (iv) any other justified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring / cartel, submission of multiple bids in different names etc.
 35. The successful bidder would be required to make a Security Deposit of **Rs.25,000/- (Rupees Twenty Five Thousand Only)** by way of crossed demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi or execute Bank Guarantee of the equivalent amount within 10 days of placement of the work order. The Security Deposit shall not bear any interest and in case of any Default/Non-performance for printing, delay penalties would be imposed which would be recovered from Security Deposit.
 36. The Agency will get all the Agency Employees, verified of their antecedents, through Police and a certificate to this effect be furnished by the Agency to ICSI before deployment of such Agency Employees. The Agency should also maintain proper record/documents of the same.
 37. That no right, much less a legal right shall vest in the Agency Employees to claim or to have employment or otherwise seek absorption in ICSI nor the Agency Employees shall have any right whatsoever to claim the benefits and/ or emoluments that may be permissible or paid to the employees of ICSI. The Agency Employees will remain the employees of the Agency and this should be the sole responsibility of the Agency to inform and clarify it clear to the Agency Employees before deputing them on work at ICSI.
 38. The Agency must pay minimum wages to the Agency Employees as per the Minimum Wages Act and satisfy all other applicable statutory requirements.
 39. Without limiting generality of the conditions herein, if any of the Agency Employees prefer claim for employment with ICSI, the Agency shall, at its own cost, deal with such claim and settle such claims without any obligation on the part of ICSI regarding such claims or settlements thereof.

40. The Agency shall indemnify ICSI and keep ICSI indemnified against all losses, claims or demands arising out of or due to any acts or things done or purported to be done by the Agency or the Agency employees including but not limited to any claim for employment by the Agency Employees.
41. Contract can be terminated without any notice in case of violation of any clause of the contract agreement such as failure to provide required vehicle, poor quality of vehicles, inadequate or untrained manpower provided or any other violation, wages not paid to the workers or paid less than minimum wages applicable under the Act etc. In case the agency wants to discontinue the work he will have to serve two months clear notice to the contractee (ICSI) for termination of the contract.
42. In case of any dispute, the matter will be referred to sole arbitratorship of the Secretary of the Institute of Company Secretaries of India or his nominee and his decision shall be final and binding for both the parties.
43. Any legal disputes will be subject to jurisdiction of Delhi Courts.
44. The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.

Date: May 31, 2017

**A K Srivastava
Director (Admn.& Purchase)**

ICSI/Admin/ Tender / 1112

Tender for empanelment of agencies for hiring taxis for local and out station transportation

Technical Bid

To be put in a separate sealed cover/ envelop super scribing the wordings TECHNICAL BID”.

1.	<p>Name and address of the agency, Contact person, telephone no, fax, mobile number, email address</p>	
2.	<p>Name and address of the directors/proprietor /partners</p>	
3.	<p>Type of organization (Whether proprietorship, partnership, private limited, limited company) (Attach Documentary Evidence)</p>	
4.	<p>Registration No. of the Agency [Under State Govt. or any other Act.] (Please attach documentary proof)</p>	
5.	<p>Name of Agency’s clients, to whom Agency provides similar Services. (Attach documentary evidence)</p>	
6.	<p>Details of infrastructure in terms of vehicles: Specify no. of vehicles owned a) Total no of Vehicles company owned b) No of GPS enabled vehicles owned c) No of CNG Vehicles owned d) No of Petrol Vehicles owned e) No of Diesel Vehicles owned</p> <p>Attach proof(Photocopy) of Registration Certificate (RC) of vehicles</p>	<p>a) _____ b) _____ c) _____ d) _____ e) _____</p>

7.	Income tax return for the last three financial years (Attach documentary evidence)	
8.	PAN No of Agency. (Attach documentary evidence)	
9.	GST Registration No., (Attach documentary evidence)	
10	Detail of Earnest Money Deposit Favour of THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, payable at New Delhi.	Bank Draft No: _____ Dated : _____ drawn on (name of the Bank) _____ _____ Amount in Rs: _____

Date:

Signature of the Authorized Signatory
with Seal of the Agency/ Firm

To,
The Secretary
Institute of Company Secretaries of India
ICSI House, C – 36,
Sector 62, Noida-201309

Sub: Tender for empanelment of agencies for hiring taxis for local and out station transportation

Sir,

This is with reference to your tender no: **ICSI/Admin-Noida/Taxi/2017** due on **June 14, 2017**. We are interested in participate in the tender / quotation for empanelment of agencies for **Tender for empanelment of agencies for hiring taxis for local and out station transportation**. We declare that :-

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agrees to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.
- vi) We understand that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)
Printed Name Designation
Official seal/ stamp
Date:

TENDER NO: ICSI/Admin-Noida/Taxi/2017

Price Bid

Tender for empanelment of agencies for hiring taxis for local and out station transportation for ICSI New Delhi

1. Rates for AC vehicles on day-to-day requirement basis (Delhi & NCR):

Type/category of Vehicle		DELHI (NCR) LOCAL CITY USE				OUTSTATION			Mileage of Vehicle per Liter/KG
		Rates 8 hrs & 80 Kms	Rates 4 hrs & 40 Kms	Rate per Extra Km. If any	Rate per Extra Hrs. if any	Rates upto 200 Km per day	Rates Per Km beyond 200 Km.	Night Halt Charge	
Hatchback (mini car)	Ritz, Swift, Wagon-R, Indica, i10, i20, Micra or equaling								
Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciaz etc or equaling								
SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equaling								
Luxury/Premium	Toyota - Corolla, Camry, Skoda - Octavia, Rapid, Superb, Chevrolet - Optra, Cruz, Hundai - Elantra, Sonata, Honda - Accord, Civic Suzuki Kizashi, Nissan – Sunny or equaling								

Price of fuel as on _____ (due date of submission of tender)	Petrol _____/- per litre	Diesel _____/- per litre	CNG Gas _____/- per kg
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Parking, Toll tax, GST and other levies by the Government if any will be paid by the ICSI.

Date:

Signature of the Authorized Signatory with Seal of the Agency/ Firm

2. Rates Quoted for AC vehicle on pickup & drop off basis for day-to-day requirements:

Sr. No.	From / To	Type of Vehicle		Rate per AC Vehicle in Rs.
1.	ICSI, Sec - 62 Noida to New Delhi Airport (T1 or T3) OR New Delhi Airport (T1 or T3) to ICSI, Sec - 62 Noida	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling	
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling	
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling	
		Luxury/Premium	Toyota - Corolla, Camry, Skoda - Octavia, Rapid, Superb, Chevrolet - Optra, Cruz, Hundai - Elantra, Sonata, Honda - Accord, Civic Suzuki Kizashi, Nissan – Sunny or equalling	
2.	ICSI, New Delhi to ICSI, Sec - 62 Noida OR ICSI, Sec – 62 Noida to ICSI, New Delhi	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling	
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling	
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling	
		Luxury/Premium	Toyota - Corolla, Camry, Skoda - Octavia, Rapid, Superb, Chevrolet - Optra, Cruz, Hundai - Elantra, Sonata, Honda - Accord, Civic Suzuki Kizashi, Nissan – Sunny or equalling	
3.	ICSI, Sec - 62 Noida to Railway Station (Delhi) OR Railway Station (Delhi) to ICSI, Sec - 62 Noida	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling	
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling	
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling	
		Luxury/Premium	Toyota - Corolla, Camry, Skoda - Octavia, Rapid, Superb, Chevrolet - Optra, Cruz, Hundai - Elantra, Sonata, Honda - Accord, Civic Suzuki Kizashi, Nissan – Sunny or equalling	

Parking, Toll tax, GST and other levies by the Government if any will be paid by the ICSI.

Date:

Signature of the Authorized Signatory with Seal of the Agency/ Firm

3. Rates Quoted for AC Vehicles on monthly rent basis for Five days a week:
(Five days a week with 1750 KM and 200 Hrs per Month)

Type of Vehicle		Rate per month (in Rs.)	Rate per Extra KM if any	Rate per Extra Hr if any
Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling			
Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling			
SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling			
Luxury/ Premium	Toyota - Corolla, Camry, Skoda - Octavia, Rapid, Superb, Chevrolet - Optra, Cruz, Hundai - Elantra, Sonata, Honda - Accord, Civic Suzuki Kizashi, Nissan – Sunny or equaling			

Parking, Toll tax, GST and other levies by the Government if any will be paid by the ICSI.

Date:

Signature of the Authorized Signatory with Seal of the Agency/ Firm