



# केन्द्रीय योग एवं प्राकृतिक चिकित्सा अनुसंधान परिषद्

(आयुष मंत्रालय, भारत सरकार)

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## Central Council for Research in Yoga & Naturopathy

(Ministry of Ayush, Govt. of India)

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F.No. 3-3/2015-16/CCRYN/Admn./Pt -I

Dated: 23.02.2026

### Subject: - Hiring of AC/Non-AC Taxi/ cars on Monthly basis for official use-regarding

Sir,

Sealed quotations are invited from reputed Tour & Travel agencies from the eligible Quotationers/ Service providers for Empanelment of Service Providers for "Short Term Cab & Taxi Hiring Service" for providing such number of Cab/ Taxi and such type of Cab / Taxi, as may be required by the CCRYN, for the use by the CCRYN Higher Officials or Official Guests, within Delhi and NCR. The Empanelment of the suitable Service Provider shall be done initially for the period of 01 (One) year tentatively from 16<sup>th</sup> March, 2026 to 31st March, 2027 and further renewal for one/two years based on satisfactory performance and solely at the discretion of Competent Authority, CCRYN.

The Scope of Works and the services to be provided are detailed separately in the quotations as per **Annexure-I**. Venders are advised to go through the quotation documents carefully before quoting the rates. Get all clarifications as necessary from CCRYN before quoting their rates in **Annexure-II**. No further correspondence will be entertained with the vendor after the due date for clarification of quotation.

4. The vender shall be filled as per instructions mentioned. Venders which do not fulfil all or any of the CCRYN's terms & conditions or are incomplete in any respect and venders with the quotationer's own conditions other than those specified by CCRYN, are liable to be rejected.

5. Any discrepancies, omissions, ambiguities in the Quotation Documents, if any, or any doubt as to their meaning should be reported in writing to the "The Director, CCRYN who will review the same and if information sought are not clearly indicated or specified, CCRYN will issue clarifications to all the quotationers which will become part of the Contract Document. CCRYN will not be responsible if the discrepancies, omissions, ambiguities in the quotation documents or any doubts as to their meaning are not brought to the notice of CCRYN the date of Closing on 3<sup>rd</sup> March, 2026.

6. Performance security Guarantee (PSG) of 3% of the Contract value shall be deposited by the L1 selected bidder within 15 days of issuance of the Contract/Work order by RTGS/ NEFT to the designated Bank Account of the CCRYN and shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the successful quotationer, including warranty obligations, if any. The Security is liable to be forfeited in case the vendor/contractor commits breach of any of the terms and conditions of the contract or fail to complete the work or deliver the goods/services.

7. No interest, whatsoever, will be paid on the Performance Security Deposit.

8. The vender document of the firms who fulfil the eligibility criteria will be considered for evaluation and only their price bids will be opened.

9. All documents that comprise the quotation should be signed and stamped by the vendor, as a token of acceptance of the terms and conditions specified in the quotation.

10. CCRYN reserves the right to accept or reject any quotation, in whole or in part of any firm / firms without assigning any reasons whatsoever and it is not binding on the part of the CCRYN to accept the lowest (L1) or any quotation. Failure to select a quotation by CCRYN shall not make CCRYN liable to pay claim.

11. CCRYN reserves the right to reject any particular bid or all the bids without assigning any reason whatsoever.

12. Quotation with all relevant documents along with filled Annexures I & II should be reached to CCRYN Hqrs by 3rd March, 2026.

(Ranjeet Kumar Purbey)  
Admn-cum-Accounts Officer, CCRYN

**CCRYN's vehicle requirement details and Terms & Conditions of the Quotation are as follows:**

- Sedan: Maruti Suzuki Dzire, Eritca, Ciaz and
  - Premium SUV: Toyota Innova/ Toyota Innova Crysta
  - Tempo traveler 16 & 26 seaters
  - Bus
5. Other details: -
- a. Usage Variant: -
    - (i) 80 KM x 10 hrs and
    - (ii) 40 KM X 5 Hrs.
  - b. Type of service: - Local/ NCR
  - c. Year of vehicle Model: - 2020 to 2025 (As may be specified by the Board's Authorized Official/ BS 6 complied)
  - d. KMs already travelled by the vehicle: - Maximum up to 1,00,000 KM.
6. The payment for extra mileage and extra duty hours will be calculated on pro-rata basis as per the guidelines mentioned below: -
- (A) Outstation Night charges: Additionally, for outstation travel, additional night charges shall apply. The service provider shall provide the outstation charges per night. The billing will be done on actual outstation nights availed during the contract period.
  - (B) During the contract period, the Buyer may increase or decrease the quantity of vehicles and contract period upto 25%.
  - (C) The payment for extra distance and extra duty hours will be done on basic package rate as under:
    - 1. Extra per km charges – Daily Hiring package cost divided by no. of kms in Daily package multiplied by factor 0.5 in case of normal service and 0.4 in case of 24x7 service
    - 2. Extra hour charges – Daily package cost divided by no. of hours in Daily package multiplied by factor 0.4. In case of 24x7 service, no charges for extra hours to be paid (Note: For Usage Variant/ Package of 40 Km X 5 Hrs, in case of Additional Hours Beyond 5 Hours or Additional Mileage of above 50 km travelling occurs for any particular trip, the same should automatically be considered and billing may be done under the Usage Variant/ Package of 80 KM X 10 Hours)
- \* Toll charges/ parking charges shall be paid additionally on actuals & on submission of relevant proof attached of payment.
7. All vehicles provided shall have all the necessary permits/licenses/clearances such as, but not limited to fitness certificate, PUC, full comprehensive insurance, road permit, registration certificate, as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies, for providing commercial vehicles for this service.
8. All vehicles provided shall be air conditioned and service provider to ensure that driver should be below or equal to the age of 60 years.
9. All vehicles should be in excellent working condition (both internally and externally) at all the times. The service provider shall ensure that the vehicles deployed by him are cleaned thoroughly both internally and externally, boot kept clear of dust, rubbish, oil, bad odour and any personal belongings of the driver

10. All vehicles deployed shall arrive at designated location on time and with full or sufficient tank of fuel.
11. The drivers of the vehicles must possess a valid driver license and must have a minimum 2 years of driving experience.
12. The Agency shall be liable to supply vehicles at short notice and even on Sundays / Holidays.

## **Additional Terms & Conditions**

### **1. Grounds of Disqualification and Blacklisting:**

- a. Any quotationer who has been black-listed or otherwise debarred by any Bank/ Financial Institution/Central Government/State Government/any Central or State Undertaking or Corporation or any other Regulatory/Statutory Authority as on date of the publication of this quotation at the CCRYN's website and Notice Board.
  - b. Any bidder whose Contract/Agreement with any Bank/Financial Institution/Central Government/State Government/any Central or State Undertaking or Corporation or any other Regulatory/Statutory Authority has been terminated before the expiry of the Contract/Agreement for breach of any terms and conditions at any point of time during the last five years.
2. Licenses: Copies of valid licenses for related trades as applicable, PAN, GST Registration, etc. issued by respective statutory authorities. CGST/ IGST/ UTGST/SGST Act. Registrations under the prevailing laws is compulsorily mandatory.
  3. The bidders should have Registered Head office situated at DELHI. Complete address proof along with phone numbers have to be provided by the quotationer/ vendor.
  4. The venders/quotationers are requested to submit the following documents for examining their qualification/suitability.
    - 4.1 Copies of 'Work Orders' and 'Satisfactory Service Certificates' of "Similar Works" done by them from clients for executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks/Autonomous Bodies, etc. during the last seven years.
    - 4.2 IT returns of last three consecutive financial years, i.e.,2022-23, 2023-24 and 2024-25.
    - 4.3 Audited balance sheets of last 03 financial years, i.e., 2022-23, 2023-24 & 2024-25.
  5. If required, CCRYN will obtain reports on past performance of the vender/quotation from his clients and bankers to evaluate the said reports before awarding the contract. If any vender/quotationer is not found to possess the required eligibility for participating in the process at any point of time and/or his performance reports received from his clients and/or his bankers are found not satisfactory, CCRYN reserves the right to reject his tender even after qualifying. The CCRYN is not bound to assign any reason for rejecting the quotation.
  6. After scrutiny of the quotation, if the same is found not satisfying the required eligibility criteria, the quotation submitted by him will not be processed further and will be rejected.
  7. Applications containing false or inadequate information are liable for rejection and the CCRYN reserves the right to blacklist those agencies.
  8. The firms which do not fulfil prequalification criteria shall not be considered for selection and award of work.
  9. Selection Process: The selection of quotation will be as per Total Value Wise Selection Method, or any other method. However, since the instant Quotation is being floated for Empanelment of suitable service providers, for supply of Cabs/ Taxi's on short notice, as per the requirement, the CCRYN may Empanel more than one service providers, beyond the L1 selected vendor, subject to acceptance of the same Rates offered by the L1 vendor. Instructions to quotationer /Vendor and General Conditions of Contract
  10. Payment under this contract shall be made as follows:
    - a. Payment will be made on monthly basis against submission of GST invoice, satisfactory

service reports and fulfilment of any other Terms & Conditions stipulated by CCRYN or any other law in force.

b. The total retention money / Performance Bank Guarantee shall be 5% of contract value and will not bear any interest thereon.

11. Agreement: The issue of letter of award of work by CCRYN shall be construed as a binding contract.
12. Force Majeure The parties shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by Force Majeure. For the purpose of this clause. "Force Majeure" shall mean an event beyond the control of the parties, due to or as a result of or caused by acts of God, wars, insurrections, riots, earthquake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation.
- 13 All the vehicles should be registered in the name of the Firm.
- 14 Rates quoted should be valid up to one year from the date of issue of the order for acceptance.
- 15 The contract can be terminated if the services rendered by the taxi operator found to be unsatisfactory without any notice.
- 16 The penalty up to maximum of 10% of the bill amount (excluding GST) can be levied if the services are found unsatisfactory in any particular case.
- 17 The validity of rates should be quoted by you, if approved, can be extended by mutual consent.
- 18 Third party insurance, accident claim etc., are to be taken care of by the firm/ company.
- 19 The driver of the vehicle/taxi should have valid commercial license.
- 20 Deductions of the GST will be done from the bill as applicable.
- 21 Running conditions- Excellent condition, neat & clean seat covers, and well –mannered drivers, preferably in uniform.
- 22 No advance payment will be made by the office.
- 23 This office reserves the right to reject any or all the quotations without assigning any reason

Firm/ company are required to submit their quotation on or before 03.03.2026.

(Ranjeet Kumar Purbey)  
Admn-cum-Accounts Officer, CCRYN

Financial Bid Submission Format  
Price Bid format for short term cab & Taxi hiring

To,  
 The Director  
 CCRYN  
 New Delhi

Sir,

I/we have thoroughly examined & understood the terms and conditions and those given in Annexures and agree to abide by them

I/we offer to provide Taxies to CCRYN, Delhi on following rates which are inclusive of fuel/ lubrication/ repair and maintenance of vehicle, wages of drivers, overtime, uniform, State Transport taxes/ permit fees, insurance of vehicle etc.

S.No	Type of Cab/ Taxi	Usage Variet (Package)	Daily offered rate(Rs.) (A)	Estimated no. of taxi (indicative) (B)	Total amount (Rs.) (C= A x B)
1	Maruti Suzuki Dzire	80 km x 10 hrs			
2	Maruti Suzuki Dzire	40 km x 5 hrs			
3	Toyota/ Innova/ Crsta/ Ciaz	80 km x 10 hrs			
4	Toyota/ Innova/ Crsta/ Ciaz	40 km x 5 hrs			
5	Tempo traveler 16 seater	80 km x 10 hrs			
6	Tempo traveler 26 seater	80 km x 10 hrs			
7	Tempo traveler 16 seaters	40 km x 5 hrs			
8	Tempo traveler 26 seaters	40 km x 5 hrs			
9	Bus				

Note:

1. The estimated Nos. of Taxi in indicative only, for the purpose of obtaining the L1 Rates for the selected variant/package and estimated contract value. The quotationer shall quote the financial offer per trip basis only. The figures shown in column (B) above, shall not be changed by any quotationer.
2. Parking charges and toll tax, if any, paid by the Transport Operator will be reimbursed on the production of valid receipts along with monthly bills. GST will be payable in addition to that subject to Registration under GST.
3. The rates indicated above are Excluding GST.

Authorized Signatory  
 Full Name of Quotationer  
 Address  
 Phone No.  
 Email id

## FINANCIAL BID (Priced)

### (Instructions related to Financial Bid)

Financial /Priced bid should be in separate sealed cover in the format given in **Annexure-II**

1. The rates quoted in the “Financial Bid’ should be both in words and figures
2. Rates should be quoted under all column. Incomplete quotation will be out rightly rejected.
3. The quotation should be clearly filled and signed in ink legibly or type written giving full address of the quotationer. The quotation should quote in figures as well as in words the amount tendered by him. Quotations with any cutting or overwriting and use of correcting fluid in figures will not be considered. Alteration if any, unless legibly attested by the quotationer with his full signature shall invalidate the quotationer. The quotation should duly sign the entire quotation documents personally,
4. The quotation should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
5. Failure to fulfil any of the conditions given above shall render the quotation liable for rejection.
6. Failure to provide price bid in a separate sealed cover will result in invalidation of the offer

Signature of the Quotationer

**Annexure-III**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/ RETAIL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

A. Details of the Account holder

1. Name of account holder :

Telephone/mobile number

Email:

2. Bank accounts details

- a. Bank's Name
- b. Type of account
- c. Account number
- d. MICR Code
- e. Branch Name
- f. Telephone number
- g. E-mail
- h. IFC code

3. Attached a cancelled cheque of aforesaid bank

(Name of the firm:

(Authorized signatory with official stamp)

Note- Bank details are to be certified by the bankers. Such confirmation shall be duly signed by the banker.