



सी एस आई आर - केन्द्रीय नमक व समुद्री रसायन अनुसंधान संस्थान
गिजुभाई बधेका मार्ग, भावनगर - ३६४००२, गुजरात, भारत
CSIR - CENTRAL SALT & MARINE CHEMICAL RESEARCH INSTITUTE
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सभी संचार निदेशक सी.एस.आई.आर.-सी.एस.एम.सी.आर.आई., भावनगर को संबोधित करें।

All communications are to be addressed to: The Director, CSIR-CSMCRI, Bhavnagar

EMPANELMENT OF TAXI AGENCIES FOR OFFICIAL USE

The Director, CSIR- CSMCRI, Bhavnagar invites bids from registered Taxi Agencies for providing taxis to the Institute, initially for a period of **02 years** with the provision for extension for one more year subject to satisfactory performance of the contractor.

Tender No.	12-6A(8)/ADM/25
Date	01/04/2026
Bid submission Start Date	01/04/2026
Bid submission End Date & Time	10/04/2026 <u>05:45 PM</u>
Date and Time for Opening of Technical Bids	13/04/2026 <u>12:00 Noon</u>
Address for Communication	The Director, CSIR-Central Salt & Marine Chemicals Research Institute, Gijubhai Badheka Marg, Bhavnagar -364002 (Gujarat) Kind Attention: Controller of Administration, CSIR-CSMCRI Email: coa@csmcri.res.in neelesh.jaiswal@csir.res.in

1. SCOPE OF TENDER

CSIR-CSMCRI invites bids from eligible taxi agencies to participate in the process of empanelment of Taxi Service Providers. The empanelment will be for a period of two years, which may be extendable for maximum up to one more year, subject to annual review by the CSIR-CSMCRI based on the performance of the service provider.

The empanelled agencies will be required to provide vehicles for official travel across various parts of the country, in accordance with the terms and conditions specified in **Annexure-A**.

Eligibility Criteria:

The company/applicant should have valid taxi registration with the RTO for the following types of vehicles: a minimum of ten sedans and five MUVs e.g. Innova. The Company/applicant may submit proof of RC book along with current insurance: -

Sr. No.	Type of Vehicle	Model (2018 & onwards only)
1	Taxi – 5 Seater e.g. Etios/Dzire/Xcent/Aura etc. (Diesel/ Petrol/ CNG) - All or any one make	AC/Non-AC TAXI
2	Taxi – 7 Seater e.g. Ertiga/ Rumion (Diesel/ Petrol/ CNG) - All or any one make	AC/Non-AC TAXI
3	Taxi – INNOVA/ Invicto etc. (Diesel/ Petrol/ CNG) - All or any one make	AC/Non-AC TAXI

- **Registration of the taxi should not be older than 2018.**
- **In case of requirement of any other type of vehicles, the same may be provided by the empaneled agency as per the prevailing market rates.**
- **The agency should have its office in Bhavnagar, Gujarat for effective co-ordination in booking of vehicles and timely availability of vehicles even at short notice.**

Agencies/ Firms, who have successfully supplied any of the above-mentioned vehicles [taxis] to Govt./ Semi-Government / Public Undertakings / reputed Private Organizations need only apply along with following information with supporting documents:

- 1) Name of the firm with its constitution i.e. proprietorship/partnership etc. details.
- 2) Details of vehicles and their ownership.
- 3) All the vehicles proposed to be supplied must have the following valid documents: (Agency must supply only those Taxis of which the documents have been submitted during the technical bids. However, if any change of vehicles the same may be submitted to the Institute from time to time.)
 - Registration Book (Road Tax)
 - Certificate of fitness
 - Passing Memo
 - Gujarat Permit
 - Comprehensive Insurance
 - P.U.C.
 - Copy of GSTN No. as per the applicability*

Period of validity of Bids

- The bid validity period shall be 90 days from the last date of submission of bid.

2. SUBMISSION AND OPENING OF BID

Submission, Sealing and Marking of Bid

- The entire set of tender paper issued to the tenderer should be submitted and also signed

on the last page together with initials on every page. Initial / signature will indicate the acceptance of the tender papers by the tenderer.

- If desired/ prescribed information is not submitted, the CSIR-CSMCRI will assume no responsibility for rejection of Bid.
- Bidders are required to submit their offer rates in **“Annexure-A”** (The rates quoted in Annexure-A shall be identical without any deviation. In the event of any discrepancy between the two, the bid shall be liable for outright rejection.)
- **Deadline for Submission of Bids:** 10/04/2026 05:45 PM
- Complete Bids (with required documents) must be submitted to this office not later than the date and time indicated in this document.
- The CSIR-CSMCRI may, at its discretion, extend the deadline for the submission of Bids by amending the Bid Document.
- No Bids after the deadline shall be entertained.

3. BID EVALUATION AND COMPARISON

Evaluation of Bids

- The Bidders who comply with the qualification criteria stipulated in part I (Technical bid) will qualify for the opening of their financial bid. The lowest rate quoted under each category of vehicles by the Bidders will be considered as L1 rate for that category. Only such Bidders among above shall be considered for empanelment who agree in writing to work at the L1 rates mentioned above for each category of vehicle.
- Technical and Financial Evaluation shall be as per Bid's T&C.
- No terms and conditions may be mentioned in the Financial Bid by the bidders otherwise the same will be treated as invalid.

Qualification of the Bidder

- CSIR-CSMCRI shall determine its satisfaction whether the selected Bidder meets the qualifying criteria.

CSIR-CSMCRI's Right to accept or reject any Bid

- Incomplete bids are liable to be rejected. The Director, CSIR-CSMCRI, Bhavnagar reserves the right to accept or reject any bids in full or in part without assigning any reasons thereof.
- CSIR-CSMCRI reserves the right to accept or reject any Bid and to annul the empanelment process and reject all Bids at any time prior to contract award, without thereby incurring any liability to Bidders or assigning any reason thereof. Further, any conditional bids shall be rejected outrightly.
- The Bids/Request For Proposal (RFP) is neither an agreement nor an offer and is only an invitation by the CSIR- CSMCRI to the interested parties for submission of their bids/offers.
- The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of CSIR-

CSMCRI is provided to the bidders on 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 RFP is to provide the bidders with information to assist the formulation of their bids/ proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and, wherever necessary, may obtain independent advice.
- CSIR-CSMCRI makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. CSIR-CSMCRI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

4. AWARD OF CONTRACT

- The lowest rate quoted under each category of vehicles by Bidders who qualify in Technical Evaluation shall be applicable for other Bidders (who qualify in Technical Evaluation). Only such Bidders among above shall be considered for empanelment who agree in writing to work at the lowest rates quoted under each category of vehicles.
- Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

5. DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall comprise the following components:

- PAN Card
- Registration Certificate of the Firm/ Company (i.e. Shop & Est. Certificate)
- GST Registration Certificate
- ITR (2022-23, 2023-24, 2024-25)
- Technical Bid (Annexure I)
- Bid Security Declaration (Annexure II)
- Tender Acceptance Letter (Annexure III)
- Local Content Certificate (Annexure VI)
- Land Border Certificate (Annexure V)
- Undertaking for Agencies registered as Micro/Small Enterprise (Annexure VI)
- Financial Bid (Annexure VII)
- Non Blacklisting Declaration (Annexure VIII)

CONTROLLER OF ADMINISTRATION

TERMS AND CONDITIONS

1. Immediately on receipt of the requisition from the institute, the agency shall make available the requisite Taxi at the approved rates to the Institute. The Taxi must be made available at the desired point 10 minutes before the appointed time. Agency must supply only those Taxis of which the documents have been submitted during the technical bids. However, if any changes in vehicles, the same may be submitted to the Institute from time to time.
2. Only the authorized passenger(s), whose name/ designation etc shall be provided by the Institute in each case, shall be allowed to board the requisitioned Taxi and shall be asked by the concerned driver to record their names & signatures with date/time/place of boarding/getting off.
3. The agency shall instruct its driver to run the Taxi by the shortest and safest routes. In case of break down during the journey, agency shall make immediate arrangements from a nearby place for alternate Taxi of appropriate type and complete the journey as requisitioned by the Institute. In case the agency fails to provide vehicles within reasonable time/or within one hour, then the occupants would be free to hire from other sources and the agency would not be entitled for any part payment. The rates accepted by the Institute shall remain fixed throughout the period of contract. However, the rates are subject to adjustment in direct proportion to any fuel price fluctuations of 10% or more i.e the rates will be adjusted to reflect any **10%** increase or decrease in fuel costs. However, the decision of the Director, CSIR-CSMCRI will be final in this regard.
4. If the party needs to withdraw from the contract he/she should give **one month's notice** to the Institute. The Director, CSIR-CSMCRI could cancel the contract at any time of the contract without giving any reasons thereof.
5. The successful bidder shall be required to submit a **Security Deposit of ₹50,000/-** and execute the **Agreement within 21 days** from the date of issuance of the Work Order. Security Deposit shall be refundable after 60 days of completion of the tenure of the contract. In case any breach of contract, the Security Deposit may be forfeited/ or appropriate action be initiated for the recovery of the loss, if any, incurred by the Institute. However, if the party needs to withdraw from the contract he/she should give **one month's notice to the Institute**. The Director, CSIR-CSMCRI may cancel the contract at any time of the contract without giving any reason thereof.
6. After the completion of the trip, the agency shall submit its relevant bill in duplicate with an advanced stamped receipt, in the following format:

Vehicle Registration No.....Type of vehicle.....

- I. Name(s) of Officer/ Officers who Travelled...
 - II. Starting Date & Time.....
 - III. Returning Date & Time.....
 - IV. Name of visiting place.....
 - V. Starting Km Closed Km.....
 - VI. Night halt charges.....
 - VII. RTO/Parking/Toll Tax charges.....
 - VIII. GSTN @ Rs.....
 - IX. Total Rs.....
- Payment will be made thereafter through RTGS/NEFT for which the firm should provide its bank details in prescribed format of the Institute at the earliest.
7. The Drivers deployed by the agency to run the Taxi shall have minimum 05 years of driving experience with appropriate and relevant license and shall behave properly with the authorized passengers, shall not smoke & chew any form of tobacco products while inside the vehicle, shall maintain decorum and decency, shall carry sufficient drinking water and food for themselves and shall carry sufficient money for purchase of fuel, oil etc. along with the travel documents pertaining to the Taxi, Personal driving license, passenger badge etc. A penalty of Rs. 500/- may be imposed, in most glaring cases, if there is any complaint from the using officers.

8. Firms having Legal dispute with CSMCRI or firms blacklisted by CSIR-CSMCRI will not be allowed to participate in the bid
9. In case of any dispute, the decision of the Director, CSIR-CSMCRI, Bhavnagar will be final and binding on the agency. He also reserves the right to have parallel contracts for identical purposes with other empanelled travel agencies.
10. In case, a requisition is cancelled on rarest of rare occasion, no charges shall be payable to the agency.
11. The agency must have a valid GST Registration Number. GST shall be paid to the agency by the Institute as per rules (after submission of proof of deposit of the same with the GST department) and TDS will be deducted as per rules from each bill. Form 16A would be provided by the Institute at the end of the Financial Year.
12. All costs of operation, repair, maintenance, fuel/oil, reconditioning, servicing, wages of Drivers, garage fee, Road Tax and any other liabilities of the vehicle shall be the sole responsibility of the agency. The Institute shall not be liable for any injuries / death of the Driver deployed by the agency in case of accidents. Any liability vis-a vis EPF, ESIC etc of the drivers, so deputed, shall not be the obligation of the Institute and third-party claim (damage/death) will not be Institute's responsibility.
13. The Agency shall produce the proof of its experience in the line and shall not give Institute's work orders on sub-contract to anyone or any other agency.
14. In case the agency fails to provide vehicles as per Institute's requirements during the contract period, the Institute shall be compelled to hire Taxi from open market in emergent cases. In such cases, incidental cost (like cancellation tickets etc.) and the difference in the charges viz-a-viz the approved rates shall have to be borne by the agency, while a penalty of Rs. 500/- may also be imposed on the agency in glaring cases.
15. If agency violates/avoid any rules except the above Point no.14. The Institute will impose a penalty of Rs. 500/- for each instances.
16. All the Taxi's proposed to be supplied should have all valid documents like; registration book (road tax), certificate of fitness, passing memo, Gujarat permit, compressive insurance, P.U.C. etc and proper/visible number plates (Yellow colour plate with black writing) on front and rear and both side of rear door, the name of the proprietor and address with mobile Number shall be displayed in the inside. No display boards, showing CSIR-CSMCRI or Govt. of India, would be allowed on Taxi. A penalty of Rs.500/- may be imposed if the hired taxi does not possess all the required & valid documents and is impounded by any agencies.
17. Vehicles with a registration **year prior to 2018** must not be deployed for Institute duties. In the event of non-compliance, a penalty of ₹500/- per instance will be levied against the empanelled service provider.
18. The contract may be terminated in the event of occurrence of any of the following contingencies:
 - a) Without any prior notice on the expiry of the contract period.
 - b) By giving one months' notice in case:
 - i) The contractor is declared insolvent by any court of law.
 - ii) The contractor is not interested to complete/continue the contract.
19. An office of the Service provider must be located in Bhavnagar (Gujarat). Documentary evidence may also be attached.
20. Each Bidder shall submit only one Bid, either individually, or as a proprietor, or as a partner in a partnership firm or as a partner in a joint venture or as a Company registered under Companies Act. A Bidder who submits or participates in more than one Bid (other than as a sub-contractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.

21. The vehicle shall be equipped with Medical First Aid Kit and CNG vehicles may equipped with Fire extinguisher.
22. The Institute shall not allow any mileage for lunch breaks or any other purposes when the vehicle is taken outside by the driver or during halt periods.
23. The service provider shall not be permitted to sub-let the contract. The service provider may act as an aggregator of vehicles and/or individual drivers; however, the service provider shall remain solely responsible to the Buyer for the due performance of all contractual obligations.
24. In the event that two or more agencies quote identical rates, the L1 bidder shall be determined based on the life of the vehicle offered.
25. For long-distance trips, other than fixed rate which involves more than a day, the Institute will pay a minimum of 250 km per day. If the actual distance exceeds 250 km, the Institute will pay based on actual mileage. However, the payment for a minimum of 250 km per day shall be applicable exclusively for the halt day and shall not be applicable for the day of travel from the starting point to the destination or from the destination to the end point.
26. Toll Tax, parking charges etc. will be reimbursed on submitting the receipt etc. However, out State Road Tax permit charges etc. will be paid by Institute on submitting the receipt.

CONTROLLER OF ADMINISTRATION

TECHNICAL BID

(to be given on Company Letter Head)
 Notice Inviting Tender No. **12-6A(8)/ADM/25 Dated**

Sl. No	Technical Requirement	Corresponding page number(s) of Technical Bid for reference
1	Name of the Firm/ Agency	
2	Correspondence Address with Phone/Fax/Mobile No./Email ID	
3	Correspondence Address and contact details in Bhavnagar	
4	Registration Certificate of the Firm/ Company	
5	GST Registration Certificate	
6	ITR for FY 22-23, 23-24, 24-25	
7	Permanent Account No. PAN Card (Self certified copy)	
8	A self-certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organisation and the same is not applicable as on date.	
9	Proforma for Earnest Money Deposit (Bid Security) Declaration as per Annexure -II	
10	Tender Acceptance Letter as per Annexure- III	
11	Local Content Certificate as per Annexure-IV	
12	Land Border Certificate as per Annexure-V	
13	Undertaking for agencies registered under Micro/Small Enterprise as per Annexure-VI	
14	Financial Bid as per Annexure-VII	
15	Non-Blacklisting Declaration as per Annexure-VIII	
16	Other relevant details	
17	List of Enclosures	

I/We have gone through the tender terms and conditions and they are acceptable to us.

Signature of Authorized Person of Agency/ Company with Office Seal

Date:

Place:

Proforma for Earnest Money Deposit (Bid Security) Declaration

Whereas, I/we _____(name of agency) have submitted bids for _____(name of work)

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- 1) If, after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

or

- 2) If, after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/we shall be suspended for one year and shall not be eligible to bid for tenders from date of issue of suspension order.

Signature of Authorized Person of Agency/Company

with Office Seal

Date:

Place:

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure (s), schedule (s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/banned/suspended by any CSIR Labs or its constituent units/Govt. Department/Public sector undertaking.
6. I / We do hereby declare that our Firm has is not a consortium.
7. I / We do hereby declare that the quoted prices are the minimum and we have not quoted the same item on lesser rates than those being offered to CSIR-CSMCRI to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later.
8. I / We do hereby declare that as per the Order No. P45021/2/2017-PP(BE-II) dated: 19 Jul 2024 issued by DIPP, Ministry of Commerce and Industries, GoI. We are _____ (Class – I or Class – II)
9. Goods and/or Services quoted by us are Manufactured within India or We fulfill the Conditions for eligibility criteria as Applicable for Land Border Share and has provided Certificate as per appropriate Annexure [Strike out which is not applicable]

10. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Self-Certification by the Bidder for Local Content
(Refer to Order No. P-45021/2/2017-PP (BE-II) dated 19 July 2024)

(On the Letter Head of the Bidder)

Ref. No: _____ Date _____

To:

(Name & address of the Purchaser)

S. No.	Name of Item	Percentage of Local Content	Location at which value Addition is made	Status of the bidder, whether, Local Supplier-I /Local Supplier-II or Non-Local Supplier.

As per OM No. P-45021/2/2017-PP (BE-II) dated 19 July 2024 issued by Public Procurement Section, Department of Promotion of Industry and Internal Trade, Government of India- Class-I, Class-II Supplier and Non –Local supplier is as:

A) I / We certify that I / we come under Class-I Local Supplier Category whose goods / services local content is minimum 50%

OR

B) I / We certify that I / we come under **Class-II Local Supplier** Category whose goods / services localcontent is minimum 20%

OR

C) I / We certify that I / we come under **Non- Local Supplier** Category whose goods / services localcontent is less than 20%

(Please Tick from A or B or C which is appropriate)

We state that the value addition of local content is _____% and value addition has been made by us at _____ (mention the address please).

I / We hereby certify that the above statement is true and correct to the best of my knowledge. I understandthat a false statement / declaration will disqualify / debar me from the process.

LPC NIT No. _____

Signature
(Name of the Authorized Signatory)
Company Seal

(Refer to D.O.F. No.6/18/2019-PPD Dated, 28 July, 2020)

(TO BE FURNISHED ON BIDDER’S LETTER HEAD)

Date: _____

To

Sub: Certificate for Restriction on procurement from a bidder of a country which shares a Land Border with India

LPC NIT No. _____

Name of the Bidder: _____

Dear Sir,

“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from a country or, if from such a country, has been registered with the Competent Authority, I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority shall be attached.)”

Yours faithfully,

Signature & Name of the Authorized Signatory with Company Seal

Undertaking for Agencies registered as Micro/Small Enterprise

- A. I/We, confirm that the provisions of Micro and Small Enterprise are applicable to us and our organisation falls under the definition of the following category:
- (i) [] - Micro Enterprises
 - (ii) [] - Small Enterprises

Please tick in the appropriate option box [] and attach relevant documents / certificates, issued by _____ (District Industries centres or National Small Industries Corporation or any other Body specified by the Ministry of Micro, Small and Medium Enterprises) as evidence of their applicability of Micro and Small Enterprises.

- B. I/We also undertake to inform the change in this status as aforesaid during the currency of the Contract, if any.

Signature of Authorized Person of Agency/ Company
with Office Seal

Date:

Place:

FINANCIAL BID

(to be given on Company Letter Head)

Notice Inviting Tender No. **12-6A(8)/ADM/25 Dated**

1. Bidder is requested to quote the lowest rates for providing vehicles as per the details given in para 1 above.
2. Rates should be mentioned both in figures as well as in words.
3. **The bidder offering the lowest rates shall be awarded the empanelment. In case of similar quotes by the parties, such parties shall be asked to submit revised offer and highest discount offered by the party in its revised offer shall be awarded the empanelment.**

Price Quote: Lowest rates under each category of vehicles: _____

Non-Blacklisting declaration

(To be given on Company Letter Head)

Date:

To,

Sub: Declaration for Non-Blacklisting

Tender Reference No: _____

Name of the Tender / Work: -

Dear Sir,

I/We hereby declare that I/we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Annexure-A

RATES FOR HIRING OF VEHICLES							
Name & Address of Travel Agency: M/s.							Date:
		Rate for Taxi – 5 Seater e.g. Etios/Dzire/Xcent/Aura Non-AC	Rate for Taxi – 5 Seater e.g. Etios/Dzire/Xcent/Aura AC	Rate for Taxi – 7 Seater e.g. Ertiga/Rumion Non-AC	Rate for Taxi – 7 Seater e.g. Ertiga/Rumion Non-AC	Rate for INNOVA/ Invicto Non-AC	Rate for INNOVA/ Invicto AC
1.1	Rate for 8 hrs or 40 km						
1.2	Rate for each additional km						
1.3	Rate for each additional hour						
2.1	Rate for 10 hrs or 120 km						
2.2	Rate for each additional km						
2.3	Rate for each additional hour						
3.1	Rate for 16 hrs or 160 km						
3.2	Rate for each additional km						
3.3	Rate for each additional hour						
4	Fixed rate for Bhavnagar to Ahmedabad (Airport/City) to Bhavnagar (upto 410 km) (Pick up & drop on same day) (diversion per km extra)						
5	Fixed rate for Bhavnagar to Vadodara (Airport/City) to Bhavnagar (upto 430 km) (Pick up & drop on same day) (diversion per km extra)						
6	For long distance travel within Gujarat rate per km						
7	For long distance travel (as above at 4) Outside Gujarat						
8	Night halt charges (Rate per night)						

Institute will also separately pay Rs. 200/- per night (halting charges). Toll Tax, parking charges etc. will be reimbursed on submitting the receipt etc. However, out State Road Tax permit charges etc. will be paid by Institute on submitting the receipt.