



File no:- INST/12(276)/2016-PUR

Date:- 24.03.2017

Invitation of Quotation

Institute of Nano Science and Technology is an autonomous body under the Department of Science and Technology (Government of India). It is located at Habitat Centre, phase 10, sector 64, Mohali. The objective of Institute is to do research & development in the field of Nano Science and Nano Technology. The institute requires vehicles for pickup and dropping of its officials/guests from time to time on short notice. The Institute invites sealed quotations from transport agencies for having annual rate contract for hiring of following types of vehicles **as and when basis** for the destination mentioned below on the following terms & conditions:

- a) **Category I** : Innova (Toyota)
- b) **Category II** : Etios/Maruti Dezire/SX-4/Honda Amaze

A. PICKUP & DROP SERVICES

Sr. No.	Destination		
	From	To	
1	Chandigarh/Mohali/Panchkula	Delhi/New Delhi/ Noida/Gurgaon (local/airport/railway station)	Lump sum rates to be quoted which will include vehicle hiring charges, toll taxes, parking charges, etc.
2	Delhi/New Delhi/ Noida/Gurgaon (local/airport/railway station)	Chandigarh/Mohali/Panchkula	
3	Chandigarh Railway station	INST/IISER Mohali	
4	IISER/INST	Chandigarh Railway station	
5	Chandigarh airport	INST/IISER Mohali	
6	IISER/INST	Chandigarh airport	

B. LOCAL & OUTSTATION DUTY

Sr. No.	From	To	
1	Chandigarh/Mohali/Panchkula	Outstation/other states	Toll taxes & parking charges will be paid extra on actual on receipt basis.
2	Local Duty (within city limits)	upto 40 Km/4 hrs	
3	Local Duty (within city limits)	upto 80 Km/8 hrs	

Eligibility Conditions:

1. The agency should have 3 years working experience in the field. (copy of establishment documents)
2. It should have minimum 5 vehicles of each categories. (Furnish details as per format (e) of annexure – I)
3. The agency should be registered for service tax (copy of service tax registration).
4. The vehicle should have commercial registration number.

Terms and conditions:-

1. Vehicle should be in very good condition and air conditioned.
2. EMD of Rs. 5,000/- in form of DD in favour of "DIRECTOR INST" should be submitted along with bid.
The EMD may also be submitted by bank transfer in A/c No. 2452201001102, Name of Bank & Branch: Canara Bank, Sector-34-A, Chandigarh, IFSC Code: CNRB0002452.
After award of the work the EMD will be retained as security deposit.
3. Last date for receipt of quotation is 17.04.2017 till 2.30PM which will be opened on the same day at 3.00PM in the presence of bidders (if any). Bids received after due date and time shall not be considered/accepted and is liable to be rejected. Postal delays will also not be entertained.
4. The lump sum rate quoted will be inclusive of Vehicle hiring charges, toll tax and parking charges.
5. Rates should be quoted in the form attached (Annexure-1), which will be valid for one year.
6. The penalty towards traffic violation/challan etc, if any, will be borne by the agency.
7. Driver on duty should wear neat and clean uniform etc. provided by the agency.
8. The agency should be able to provide vehicle on short notice as and when required.
9. In case the services are not found satisfactory INST reserves the right to discontinue the contract without notice and without assigning any reason thereto. In case the discontinuation is from your side, you will give one month's notice to INST, in order to make arrangement.

CFAO, INST

DETAILS OF AGENCY AND QUOTATION

Annexure I:

(a) Name of Agency : _____

(b) Address of agency : _____

(c) Contact Details : Email _____
Mobile No. _____
Tel. Phone and Fax No. _____

(d) EMD details : i) Amount (in Rs.) _____
DD No. & date _____
Name of Bank _____

Or (in case of bank transfer)

ii) Amount (in Rs.) _____
Bank Transaction/UTR No. _____
Date of Transaction _____
Name of Bank _____

(e) Details of Vehicles:

Sr. No.	Make/Model	Registration No.	Whether commercial / Pvt.	Distance covered	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

(f) Details of documents attached: i) _____
ii) _____

- iii) _____
 iv) _____
 v) _____
 vi) _____

(g) Rates Quoted:

Sr. No.	Destination		Type of Vehicle		Remarks
	From	To	Category - I	Category - II	
A.	PICKUP & DROP SERVICES		Rates:	Rates:	
1	Chandigarh/Mohali/Pan chkula	Delhi/New Delhi Airport, Railway station etc.			
2	Delhi/New Delhi local/airport/railway station Noida/Gorgon	Chandigarh/Mohali/Pan chkula			
3	Chandigarh Railway station	INST/IISER Mohali			
4	IISER/INST	Chandigarh Railway station			
5	Chandigarh airport	INST/IISER Mohali			
6	IISER/INST	Chandigarh airport			
B.	LOCAL & OUTSTATION DUTY				
1	Chandigarh/Mohali/Pan chkula	outstation/other states	Rates-Rs____/- KM KM limit_____ Night halt charges	Rates-Rs____/- KM KM limit_____ Night halt charges	
2	Local Duty (within city limits)	upto 40 Km/4 hrs	a) *Lump sum rate_____ b) *Extra KM rate - Rs_____ c) *Extra Hour rate-Rs_____	a) *Lump sum rate_____ b) *Extra KM rate-Rs_____ c) *Extra Hour rate-Rs_____	
3	Local Duty (within city limits)	upto 80 Km/8 hrs	a) *Lump sum rate_____ b) *Extra KM rate - Rs_____ c) *Extra Hour rate-Rs_____	a) *Lump Sum rate_____ b) *Extra KM rate-Rs_____ c) *Extra Hour Rate-Rs_____	

***Note:** Higher of (a+b) or (a+c) will be applicable.

Date:

Signature

Place:

Name:

Address: