

File no: - 5(8)/2015-INST

Date: - 05.06.2017

Invitation of Quotation for Hiring of Mini Bus

Sealed Quotation are invited from transport agency / owner of the vehicles etc. for hiring of 31-35 Seater Mini Bus by the institute for official duty in the tricity (Mohali/Chandigarh/Panchkula) initially for a period of 1 year on the terms and conditions mentioned below:-

S. No	Vehicle	Distance limit in a Quarter(3 months)	Duty Hrs (12 hours)
1	Mini Bus (31-35 Seater)	12000 KM	9 AM- 9 PM or any time slot decided by INST

a) Tender Eligibility Condition:-

1. The bidder should be owner of at least 10 vehicles with commercial registration. (enclosed copies of registration number of vehicles)
2. The bidder should have at least 10 years of experience in the field. (enclosed establishment document)
3. The bidder should have provided buses to Govt. Department on regular basis at least for a period of 3 years. (Enclose copy of work order, experience certificate & satisfactory performance certificate.)
4. The bidder should have PAN number.
5. The bidder should have service tax registration number.

b) EMD:- EMD of Rs. 25,000/- in form of DD in favour of “DIRECTOR INST” should be submitted along with technical 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

- i) EMD of successful bidder shall remain with INST beyond 60days after completion of validity of contract as security deposit.
- ii) The EMD submitted will be forfeited if the bidder desires to withdraw his quotation after the opening of tenders or doesn't execute the contract after its award.

- iii) EMDs of unsuccessful bidders shall be returned after the finalisation of contract.
 - iv) The bids will be submitted in two separate sealed envelopes marked as “Technical Bid” and other as “Financial Bid”.
- c) Last date and time for submission of sealed tenders is on or before **28.06.2017 till 2.00PM**. Tenders received within due date and time shall be opened on same day at 3.00PM.
- d) **Terms and conditions:-**
1. The vehicle will be hired initially for a period of 1 year, and if the services rendered found to be satisfactory, the contract may be extended for another year.
 2. The lump sum rate quoted will be inclusive of everything i.e. fuel, maintenance of vehicle, driver salary, insurance, taxes etc.
 3. Vehicle should be in very good condition and should not be more than 3 years old and should not have run more than 50,000 KMs on the last date of opening of quotation.
 4. The bidder should be owner of the vehicle with commercial registration, the bidder will submit copy of the registration of vehicles.
 5. The vehicle duty hours (12 hrs) may be changed as and when required by the institute.
 6. The institute will pay for extra hours of work/Extra Distance run and night halt charges.
 7. Toll tax/Parking charges will be paid by INST on actual basis on production of receipts along with monthly bill.
 8. In case of breakdown of vehicle, absence of drivers, or maintenance of vehicle agency will provide substitute of the same category of vehicle with driver at its own cost.
 9. Rates should be quoted in the form attached (**Annexure-1**).
 10. Payment will be made monthly on pro-rata basis. The payment for 3rd month (Last month of Quarter) will be calculated taking into account the total distance run during the 3 months as per rates quoted. Payment will be made within 15 days of submission of bills.
 11. Reading will be calculated from INST at the start of first duty and will be closed at INST at the end of last duty.
 12. The penalty towards traffic violation/challan etc. if any, will be borne by the agency.
 13. Log Book of each vehicle will be maintained by the driver and got countersigned from INST Official, daily.
 14. Local as well as outstation duties will be counted in the fixed quarterly distance covered.
 15. Driver on duty should wear neat and clean uniform etc. provided by the agency.

16. Since vehicles provided by you would be required to perform duties of government's you should display prominently "**ON GOVERNMENT OF INDIA DUTY**" on the vehicles hired by INST.
17. 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.

Sd/-

Chief Fin. and Admn. Officer

DETAILS OF AGENCY AND QUOTATION

1. Name of the firm _____
2. Address:- _____

3. Mobile No. _____
4. Email ID: _____
5. PAN No: _____
6. Service Tax No. _____
7. Details of EMD:-
 - a) Amount Rs. 25,000/-
 - b) DD No. _____ date _____
Drawn on _____
 - c) Transaction No. _____ date _____
Name of Bank _____
8. Rate Quoted:

Sr. No.	Vehicle	Lump sum rate for a Quarter / 3 Months (In figure & words) for 12000 KM	Rate for Extra Hour (after 12hrs a day)	Rate for Extra Distance per Kms (if more than 12000 KM)	Night Halt Charges
1	Mini Bus				

9. List of Enclosures:-
 - a) Copy of work order of govt. department Yes/No
 - b) Experience certificate of Govt. Department Yes/No
 - c) Satisfactory service certificate Yes/No
 - d) Copy of driving licence of Drivers. Yes/No
 - e) Copy of Registration number of vehicles Yes/No
 - f) Copy of PAN Card Yes/No
 - g) Copy of Service Tax Registration Number Yes/No
 - h) Copy of Establishment document Yes/No

Signature:

Date:

Name:

Place:

Address: