



# INSTITUTE OF NANO SCIENCE AND TECHNOLOGY, MOHALI

(An autonomous Research Institute of Department of Science and Technology,

Government of India)

Habitat Centre, Sec-64, Phase X, Mohali – 160062, PUNJAB

Phone No: 0172 – 2210075/74/73, Fax No: 0172 – 2210074

Website: [www.inst.ac.in](http://www.inst.ac.in)

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

Date:- 4<sup>th</sup> May, 2018

## Notice Inviting Quotation for Hiring of Cars

Sealed Quotation are invited from transport agency / owner of the vehicles with commercial registration etc. for hiring of the following types of vehicles by the institute for official duty initially for 1 year on the terms and conditions mentioned below:-

S.No	Vehicle	Make/Model	Nos.	Distance limit in a Quarter (3 months)	Duty Hrs (10 hours)
1	Vehicle-I	Innova (6+1 seater) (Toyota)	1	3500 KM	9 AM- 7 PM or any time slot decided by INST
2	Vehicle-II (Sedan)	Toyota Etios/Honda Amaze/Swift Dzire	1	4000 KM	9 AM- 7 PM or any time slot decided by INST

### **b) Eligibility Condition:-**

1. The bidder should be owner of the vehicles.
2. The bidder should have provided vehicles to Govt. Department at least for a period of 4 years. (Enclose copy of work order, experience certificate & satisfactory performance certificate.)
3. Self-Certificate that the firm has not been blacklisted by any Central Government Department /Ministries/PSU's/Banks, etc. should be enclosed.
4. The bidder should have PAN Number.



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5. The bidder should have contact address in Tri-city i.e. S.A.S Nagar/Chandigarh/Panchkula.

- c) **EMD:-** EMD of Rs. 25,000/- in form of DD in favour of “DIRECTOR INST” should be submitted along with bid or by bank transfer in A/c No. 2452201001102, Name of Bank & Branch: Canara Bank, Sector-34-A, Chandigarh, IFSC Code: CNRB0002452.
- d) Last date and time for submission of sealed tenders is on or before **11<sup>th</sup> June, 2018 till 2.00PM**. Tenders received within due date and time shall be opened on same day at 3.00PM.
- e) **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 further.
  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. It should not be more than 4 years old and not run more than 70,000 kms on the last date of opening of quotation.
  4. Vehicles supplied should be fitted with all modern features.
  5. The bidder should be owner of the vehicle with commercial registration number. In case of selection, the bidder will submit copy of the registration of vehicles within 15 days.
  6. The vehicle duty hours may be changed as and when required by the institute.
  7. The institute will pay for extra hours of work/Extra Distance run and night halt charges.
  8. Toll tax/Parking charges will be paid by INST on actual basis on production of receipts along with monthly bill.
  9. 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.
  10. Rates should be quoted in the form attached (**Annexure-1**).
  11. Payment will be made monthly on pro-rata basis on production of bill. The payment for 3<sup>rd</sup> month (Last month of Quarter) will be calculated taking into account the total KM run during the 3 months as per quarterly rates quoted. Payment will be made within 15 days of submission of bills.



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12. Reading will be calculated from INST at the start of first duty and will be closed at INST at the end of last duty.
  13. The penalty towards traffic violation/challan etc, if any, will be borne by the agency.
  14. Log Book of each vehicle will be maintained by the driver and got countersigned from INST Official, daily.
  15. Local as well as outstation duties will be counted in the fixed quarterly distance covered.
  16. The firm should ensure that the drivers employed hold valid driving license and are well trained, well behaved, conversant with traffic rules / regulations and city roads / routes as well as security instructions.
  17. Driver on duty should wear neat and clean uniform with name plate embedded on it etc. provided by the agency.
  18. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, has police verification, have valid driving license and are aware of the roads of Chandigarh/Mohali/Panchkula is required.
  19. The contractor must also ensure that all the required documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Department.
  20. Since vehicles provided by the contractor would be required to perform duties of Institute's Director and high level officials, vehicles should display prominently **“ON GOVERNMENT OF INDIA DUTY”** on the vehicles hired by INST.
  21. 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 Finance and Administrative Officer**



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## Annexure -1

### DETAILS OF AGENCY AND QUOTATION

1. Name of the firm \_\_\_\_\_
2. Address:- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Mobile No. \_\_\_\_\_
4. Email ID: \_\_\_\_\_
5. PAN No: \_\_\_\_\_
6. GST No. \_\_\_\_\_
7. Details of EMD:- a) Amount Rs. 25,000/-  
b) DD No. \_\_\_\_\_ Date \_\_\_\_\_  
c) Drawn on \_\_\_\_\_
8. Rate Quoted:

Sr. No.	Vehicle	Lump sum rate for a Quarter / 3 Months (In figure & words)	Rate for Extra Hour	Rate for Extra Distance per Kms.	Night Halt Charges
1	I				
2	II				

9. List of Enclosures:-

- Copy of work order of govt. department Yes/No
- Experience certificate of Govt Department Yes/No
- Satisfactory service certificate Yes/No
- Copy of driving licence of Drivers. Yes/No



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- 
- Copy of local office proof Yes/No
  - Copy of PAN Card Yes/No

Signature:

Date:

Name:

Place:

Address: