

No. IIFM/TPT/Hiring vehicle for Director/2019/01

Date: 01.02.2019

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Subject: Hiring of One Vehicle on monthly basis for the official use of the office of the Director, Indian Institute of Forest Management, Bhopal – calling for quotations - regarding.

Sealed quotation are invited from reputed tours and travels agencies/ firms/ individual for hiring one car on monthly basis for the official use of the office of the Director, Indian Institute of Forest Management, Bhopal for a period one year. Interested parties may submit their rate/ quotation latest by 14.02.2019 to the undersigned quoting their lowest rates for **Maruti CIAZ Smart Hybrid ALFA (Petrol)** or equivalent car for AC models on the following terms and conditions:-

Annexure-I

Terms and Conditions

1. The vehicle to be provided should not be more than two years old or should not have run more than 30,000KMs as on the date of hiring and should be in good/ top running condition, well painted and clean upholstery.
2. The Supplier/ firm/ agency/ individual should have at least two years of experience in the tour and travels business in providing taxis in the Government Sector and should have adequate numbers of vehicles of its own with them.
3. Dedicated vehicle must be provided since security labels for various establishments/ offices at Bhopal are to be arranged by the Office. Drivers shall have either a police verification certificate or two characters & good conduct certificate from two Gazetted officers of Central/ State Government.
4. The Driver to be provided with the vehicle should not have any criminal case/ case under motor vehicle act/ case relating to moral turpitude pending against him in any court of law and must bear good conduct and moral character.
5. The drivers of the vehicle provided must follow traffic rules and regulation prescribed by the Govt. from time to time. Drivers should be familiar with all places in Bhopal.
6. The driver will have to be provided with mobile phones at the cost of the contractor and should carry mobile phone with him, as it will enable officer to contact him at all that time.
7. The vehicle is to be used by the officer of the office and, the firm/ individual/ Supplier should ensure that driver to be provided must possess valid license with two years experience and

carry all necessary documents (Registration Certificate, Insurance Paper and PUC Certificate etc) with him. The driver must always be in common uniform and must be well mannered. The name & full address of the driver, who will attend the duty, have to be furnished to the office.

8.
 - (a) The vehicle require on all working days i.e. from Monday to Sunday for 24 hours (with driver) in institute campus.
 - (b) The supplier/Firm/ Individual may quote the rate for 24 hours vehicle along with drive (without fuel).
 - (c) Saturday, Sunday and other holidays will be covered in the definition of month.
 - (d) The Firm/ supplier/ individual may quote the rate without fuel, GST and other expenses like toll tax, parking charges.
 - (e) The Firm/ supplier can submit their quotations for the aforesaid office.
9. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with prior information/ approval.
10. The vehicle should available 24 hours in institute campus or the place of requirement as per directions of the office. The mileage will be counted from the place where the duty starts (institute campus) up to the place where the duty ends (institute campus).
11. The drives of the vehicle provided must maintained mileage/ average of the vehicle as per a certificate provide by the transporter/ individual. Otherwise the transporter/ individual should be responsible for extra charges.
12. The vehicles should be insured comprehensively and should have necessary permits from Transport Department/ Authority.
13. The institute will not be responsible for any Challan/ loss/ damage/ theft or accident to the vehicle or to any other vehicle or injury.
14. The payment will be made on monthly basis on submission of receipted bill(s) duly supported by duty slip(s) log sheet(s) duly signed by the concerned office.
15. In case of breakdown of vehicle another vehicle and driver should be provided immediately so that there is no inconvenience/ disruption in the work of the office.
16. The firm should have the arrangements for repairing their vehicle in a short time and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/ disruption in the work of the Office.
17. The transporter must have all requisite clearance certificates etc. from the concerned Government agencies as per rule.
18. The daily – record indicating time and mileage for the vehicle shall be maintained.
19. Telephone facility (24 hours) must be available with the transporter/ agency.
20. A certificate to be produced by the transporter from the competent authority to certify proper status/ functioning of the "Kilometer Meter".
21. A certificate to be produced by the transporter from the competent authority to certify of vehicle mileage/ average (per liter fuel).
22. The office will be responsible for the parking charges when the vehicle is on official duty. However, the transporter shall pay the parking charges during use and the same shall be reimbursed to the transporter on raising monthly bill.
23. The payment of bill will be done by e-payment only (Directly depositing the amount in the Bank) after deduction TDS as applicable.
24. In case the drivers reports for duty for more than 15 minutes beyond the scheduled time, penalty of Rs. 500/- would be levied which will be deducted from the bill.

25. A penalty of Rs. 1500/- (One thousand five hundred only) per day vehicle may be levied if the vehicle fails to meet above terms and condition on any day.
26. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
27. Log book has to be maintained for vehicle.
28. The vehicle shall bear mark 'ON DUTY WITH OFFICE OF THE DIRECTOR, IIFM, BHOPAL'.
29. The Operator indemnifies for loss/ damage of the property or life of the passenger or third party because of negligence of driver or poor maintenance of vehicle or due to an accident.
30. The liability on account of all expenses relating to the vehicle, (without of fuel) should be solely and wholly is on account of the operator and the institute will not bear any liability from hiring charges.
31. Only the office accepting the quotations shall be responsible to the transporter and vice versa.
32. The transporter/ firm/ individual will have no Right to enhance the charges during the continuance of the Agreement and therefore Rates offered will be for one year.
33. The successful Party/ bidder will have to enter into an Agreement for one year on Rs.100/- Non- Judicial stamp paper. However, the institute reserves the right to cancel the Agreement at any time without assigning any reason whatsoever.
34. The contract will initially be for a period on one year extendable for another year on rendering satisfactory services and subject to the sanction/ Permission of the Competent Authority.
35. The successful bidder will have to deposit an amount of Rs. 12,000/- (Twelve Thousand only) as "Performance Security Deposit" in the form of Demand Draft drawn in favour of Director, IIFM, Bhopal, payable at Bhopal. The performance security deposit will be refunded within 30 days after successful completion of the contract period.
36. The sealed envelopes containing quotations marked "Quotation for hiring of vehicle" should reach the undersigned at the above address on or before 14.02.2019 The received quotations will be opened on next working day at 03.00PM when the offerors/or their authorized representatives are required to remain present. The contract shall be awarded subject to the approval of competent authority. The Indian Institute of Forest Management, Bhopal reserves the right to reject any or all the quotations without assigning any reason thereof.

Annexure-II

General Terms and Conditions

1. Payment Terms
 - (a) Payment will be made on monthly basis.
 - (b) Payment will be released after receipt of pre-receipted bills in duplicate.
 - (c) No advance payment shall be made.
2. Details/ Duties regarding the Driver
 - (a) The taxi provider should provide all necessary details/documents related to residential proof, driving license, police verification and experience of the Driver.
 - (b) During the contract period, all responsibility of the driver will remain with the service provider.
 - (c) Any fault in the car shall be attended immediately and a substitute is to be provided by the service provider at no extra cost.

(d) The driver has to keep the car clean and has to wear a dress, whenever he is on duty.

Submission of the quotations will be taken as proof of acceptance of the terms and condition as mentioned above, you may send your quotations in the enclosed 'Performa' in a sealed envelope containing quotations marked "Quotations for Hiring of One Vehicle on monthly basis" to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Bhopal latest on or before 14.02.2019 The quotations will be opened on the on next working day at 03.00PM This office reserves the right to reject any or all the tenders without assigning any reason thereof.

Dy. Manager (Purchase)
Indian Institute of Forest Management



प्रगतेः मूलं प्रकृतिः

INDIAN INSTITUTE OF FOREST MANAGEMENT

TENDER FROM FOR HIRING OF ONE VEHICLE ON MONTHLY BASIS
(Tender/ letter No. IIFM/TPT/Hiring vehicle for Director/2019/01)
TECHNICAL BID FORMAT

1. Name of the travel agent/
Transport contractor : _____

2. Address of Office : _____

Tele Nos. _____

Sl. No.	Particulars	Yes	No	No. of enclosures
1.	Permanent office of the firm travel agency in Bhopal (submit copy of registration from Bhopal Municipal Corporation)			
2.	Experience of minimum three years in the field of providing transport service on rental basis to government/ autonomous/ PSUs/ reputed private organizations. Attach copy of contract/ agreement.			
3.	Photocopy of Registration certificate under Govt. of India Finance Act, 1994			
4.	Copies of service tax return for the last three years as per Govt. of India Finance Act, 1994 for years 2015-16, 2016-17 and 2017-18.			
5.	Copies of Income Tax return of last three years			
6.	Proof of ownership of minimum 5 taxi cars/ buses in his/its name of not more than 2 years old.			

Note:-

1. It is mandatory to attached valid relevant documents and fills every column of technical bid for the tendered; otherwise the candidacy shall be rejected.

Place:

Date:

**Signature, name and Office Seal
Of the travel Agent/ Contractor**



प्रगतेः मूलं प्रकृतिः

INDIAN INSTITUTE OF FOREST MANAGEMENT

TENDER FROM FOR HIRING OF ONE VEHICLE ON MONTHLY BASIS
(Tender/ letter No. IIFM/TPT/Hiring vehicle for Director/2019/01)
FINANCIAL BID FORMAT

Please put this Bid in Separate Sealed envelope duly marked and signed across the flap

Sl. No.	Particulars	Rate/ KMs (CIAZ)	
1.	Rates per day along with drive for one vehicle for 24 hours (without fuel)		In Rupees
2.	Vehicle mileage/ average (per liter fuel)		In KMs

Note:-

1. It is mandatory to attached valid relevant documents and fills every column of quotation format for supplier/ firm/ agency/ individual; otherwise the candidacy shall be rejected.
2. Tax (GST) and other expenses like toll tax, parking charges as applicable will be paid in addition to rates quoted above.

I/ We certify that agree with all the terms and conditions of this tender. This financial bid is with reference to the technical bid that has been submitted in a separate sealed envelope.

Place:

Date:

**Signature, name and Office Seal
Of the travel Agent/ Contractor**

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
AGREEMENT FOR PROVIDING TAXI OF ONE VEHICLE ON MONTHLY BASIS
SERVICES ON HIRE

Articles of agreement made and entered into this day, the
..... Between the Director, Indian Institute
of Forest Management, Bhopal (hereinafter called the "Director") throughout these present
and
M/s _____
_____ (hereinafter called the "Contractor")
which terms shall include his heirs, executor, administrators and permitted assignees.

Whereas the Contractor has contracted with the Director, for and on behalf
of the Indian Institute of Forest Management, Bhopal (hereinafter called IIFM, Bhopal
throughout these presents) in respect of providing vehicles. (Taxi) for journey on contract
basis as and when ordered by the IIFM Bhopal authorities for a period from
..... to As per terms and conditions specified in Annexure
I, II & IV [The tender documents/ letter no. IIFM/TPT/Hiring vehicle for Director/2019/____-
Terms and conditions (Annexure-I & II) and Financial Bid Format (Annexure-IV)]

Chief Administrative Officer
Indian Institute of Forest Management

Whereas the Contractor has deposited a total sum of Rs...../- (Rupees only) as security deposit vide F.D. Receipt No. dated To the Director, IIFM, Bhopal.

Now these present witness that in pursuance of the said contract, it is hereby agree and declared by him and between the said parties to these presents in the manner following:

1. That the contractor shall well and truly execute/ perform the work contract to be performed by him hereunder, to the satisfaction of the Director or any other official authorized by him.
2. That, if the Contractor in any manner, defaults in the performance under these presents or in making good any losses, damages or expenses herein before mentioned or any part thereof, then it shall be lawful for the Director to forfeit or dispose of the said security deposit in and towards the liquidation of the liabilities of the Contractor in respect of such default along with recovery of losses damages or expenses from the Contractor if these exceeds security deposit.

And it is further declared and agreed by the said parties to these presents that until completion of the contract to be executed and performed by the contractor to the satisfaction of the Director, and until the final adjustment of the accounts between the Contractor and the Director, the security deposit shall remain in the custody of the Director. IN WITNESS WHEREOF the contractor and the Director, Indian Institute of Forest Management, Bhopal acting in the premises as aforesaid has set their respective hands and seals and day and year first above written in the presence of:

**Chief Administrative Officer
Indian Institute of Forest Management**

1. _____

2. _____

Signed by _____ on the day, month and year written above in the presence of:

1. _____

2. _____

Owner/ authorized representative of the Contractor