

CHOUDHARY CHARAN SINGH
NATIONAL INSTITUTE OF AGRICULTURAL MARKETING
KOTA ROAD, BAMBALA
NEAR SANGANER JAIPUR – 302 033
PHONE No. 0141 – 2795111, 2795104

QUOTATIONS FOR HIRING OF VEHICLE FOR OFFICIAL USE

The Institute is inviting quotations for hiring of vehicles (Innova / Indica / Ambassador/ Bolero/Sumo/Minibus (15 & 23 Seater)/Tata Indigo) for official use. The contract for hiring of the vehicle will be initially for a period of one year. The interested parties may send their quotations on the prescribed application form (Annexure-1 (Technical Bid)) along with the quoted rates as per Annexure-2 (Financial Bid).

An Earnest Money of Rs. 20,000/- in the form of Demand Draft in favour of the National Institute of Agricultural Marketing, Jaipur payable at Jaipur, must be forwarded along with the quotations.

Earnest Money / Technical Bid / Financial Bid should be put in separate sealed envelopes, with each envelope clearly indicating the type of enclosures. All these should be put in one envelope and must be superscribed as "Quotations for Hiring of Vehicles". The tender must reach the following address **before 6th September, 2010.**

The Director General
National Institute of Agricultural Marketing
Kota Road, Bambala, Near Sanganer
Jaipur-302 033

The tenders will be opened in the office on the same day at 3:30 P.M. in the presence of all the tenderers or their authorized representatives.

Basic Terms & Condition for hiring of the vehicles:

1. The Vehicle must be of 2009/2010 model.
2. Availability of the vehicle must be 24 X 7 basis along with medically fit drivers.
3. Vehicles shall be used for local and the Inter State travels, if required.
4. The Contractor has to provide service tax number.
5. The contract will be initially for one year. It will be at the discretion of the Institute authorities to terminate the contract during the year or extend the term for another year on the basis of satisfactory performance of the vendor.

6. The rates to be quoted are to be filled in the proforma given at Annexure-2.
7. The contractor has to deposit earnest money of Rs. 20,000/- in the form of DD in favour of “**Director General, NIAM**” payable at Jaipur for the each quoted vehicle.
8. If the successful bidder fails to provide the vehicle in the prescribed time after the confirmed orders, the CCS National Institute of Agricultural Marketing has full right to forfeit the earnest money deposited with the university.
9. The contractor will give written undertaking that he accepts all the terms and conditions without alter.
10. The Director General, NIAM reserves the right to cancel the bids or without assigning any reason.

Other Terms & Conditions:

1. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
2. All drivers shall have valid driving license and proof of the same shall be provided by the Contractor.
3. Contractor would be responsible for the conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the university the said driver shall be withdrawn and a fresh driver shall be provided to the university at no additional cost.
4. Contractor shall not deploy any vehicle running on LPG.
5. Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
6. Contractor shall ensure that the driver has valid driving license for commercial use.
7. Vehicle should be able to move freely to the neighbouring States without any restrictions.
8. Contractor shall provide valid certificate of pollution check for the vehicle from the concerned authorities and the same shall be renewed well before the due date.
9. All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
10. Driver should always carry all necessary documents like Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
11. In case of breakdown of any vehicle the Contractor shall within two hours provide another vehicle of similar brand at no extra cost. The Institute shall have absolute right to charge Rs. 1000 per day if the vehicle is not provided within two hours.
12. In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to the account of contractor.

13. The contract is valid for providing services of vehicle hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the National Institute of Agricultural Marketing, Jaipur.
14. Drivers should carry sufficient cash for discharging obligations on account of parking charges, toll taxes, etc. Such expenditure can be claimed as reimbursement by the contractor. Proper supporting documents would have to be submitted along with such claims.
15. Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
16. In the intervening period if a temporary vehicle is provided by the Contractor and its mileage will be taken separately from reporting to discharges and will be added to the total log book for the month.
17. Drivers should be well dressed. The contractor will provide uniform to all drivers who will wear the same on duty. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the Institute shall have right to expel or refuse entry to any of the drivers and vehicle to be treated as absent.
18. Driver should be at least 8th std. passed and should be able to read and write, and have minimum three years of experience as driver.
19. Driver should be alert/careful enough to take care of items/material kept in the vehicles.
20. Vehicle should carry portable fire extinguisher.

Terms of Payment:

Contractor shall raise monthly running account bill and the due payment shall be paid within 10 days from the date of receipt of bill.

Termination:

In case the Contract has to be terminated, 15 days notice in writing shall be given by the either side.

Jurisdiction:

All disputes arising out of this contract shall be subjected to the jurisdiction of the courts of the law at Jaipur only.

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APPLICATION FORM

Payment Details

for
HIRING OF VEHICLES

DD No. _____
 DD Amount _____
 Bank Name/Branch _____

1. Name of the Contractor/Agency: _____
2. Complete Address _____
3. Telephone Number(s) _____
4. Fax Number _____
5. E-mail address _____
6. Service Tax Registration number issued by the _____
 Central Excise Deptt. in favour of the contractor/agency
7. PAN Number issued by the IT Deptt. in _____
 favour of the contractor/agency
8. Any Other Details _____

Declaration

I, (name of the person)
 hereby declare that the I am authorized to sign this document and that:

1. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency do not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/terminated.
2. I understand that the decisions taken by the CCS NIAM are final in all matters.
3. I hereby agree to work as per the terms and conditions rolled out by Central University of Rajasthan.
4. I understand that the CCS NIAM reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Signature _____

Place _____

Name _____

Date _____

Designation _____

Agency Seal (in case of agency)/Signatures

FINANCIAL QUOTE

Name of the Vehicle	Rates of AC Car	Rates without AC	Taxi running rates			Office / Faculty Residence to Airport / Bus Stand / Railway Station and vice versa
			Rate per day per km.	Rate for one day for short drives (less than 80 km/8 hours duty)	Rate for one day long drive (more than 80 Km/11 hours day)	
Toyota (8 seater)						
Mahindra Bolero (8 seater)						
Hindustan Motors Ambassador (5 seater)						
Tata Indica (5 seater)						
Tata Sumo (9 seater)						
Mahindra / Tata Mini Bus (15 seater)						
Mahindra / Tata Mini Bus (23 seater)						
Tata Indigo (5 seater)						
Tavera (7 seater)						

- Note : 1. The service tax will be paid additional on the bill to be furnished.
 2. The drivers to be provided should be as per Terms & Conditions.
 3. Vehicle would be provided at NIAM Campus, Jaipur.

I hereby agree to the Terms & Conditions rolled out by NIAM, Jaipur.

Date :

Signature of Authorised Signatory

Place :

Seal