

QUOTATION ENQUIRY

No:-IIT Mandi(CW)/SE-350/2015-16/109-110

Date: 19-05-2015

Indian Institute of Technology Mandi intends to hire vehicles (including driver) of the makes (Models not below 2015) i) Innova, ii) Bolero, iii) Scorpio or equivalent for the office use for one year in the first instance from 1<sup>st</sup> June, 2015 to 31<sup>st</sup> May, 2016, it can be extended upto one more year on satisfactory completion. Necessary quotations are invited on the enclosed proforma, so as to reach in this office on or before 26-05-2015 up to 01:00 PM and shall be opened on the same day at 03:30 PM in the O/o Superintending Engineer, IIT Mandi at Kamand campus in the presence of intending contractor or their authorized representatives.

Terms & conditions:

1. The words "Quotation for hiring of vehicle" should be prescribed on the right side of the envelope.
2. The rate should be quoted for following option inclusive of all taxes/charges/service charges for:

Without any running KMs limit.

Night haltage outside headquarter.

Extra charges per hour before 08:00AM and after 06:30 PM.

Monthly charges for deployment of vehicle alongwith driver including all expenditure except fuel be quoted and the fuel charges on the basis of average of vehicle shall be borne by IIT MANDI. Vehicle mileage per liter may be specified which will be verified by IIT Mandi authorities. No vehicle without working speedometer shall be acceptable.

3. The vehicle will be required from 08:00 AM to 06:30 PM for six days in a week and even in the late hours or as per requirement on tours. The vehicle should be fitted with basic accessories (including heater and A.C.).
4. Weekly rest/holiday will be provided to the driver as per direction of the IIT MANDI authorities.
5. All type of repair shall be carried out by the owner of the vehicle at his own cost.
6. The driver/owner of the vehicle shall keep and maintain a log book with the vehicle, which should be completed every day. The IIT MANDI staff will verify the journey in the log book.
7. The vehicle shall be treated as an official vehicle of IIT MANDI. No private journey/use as taxi will be allowed.
8. In case of any breakdown/damage/theft/accident or if the vehicle fails to meet the terms and conditions prescribed herein on any day, the owner of vehicle will provide equivalent substitute vehicle immediately otherwise a penalty of Rs 1000/- per day will be imposed and the recovery of same will be made from the monthly running bill and also the equivalent substitute vehicle will be hired by the department and payment will be made to the hired vehicle at the risk and cost of the owner of vehicle.
9. IIT MANDI will not pay for lubricants/coolants/grease etc.
10. Vehicle shall be parked at places suggested by IIT Mandi and all the journey performed, covered on account of filling of fuel/repair and by the driver during his halt at out station/at headquarter from his residence/place of parking to place of duty shall not be paid by IIT MANDI.
11. IIT MANDI shall have the right to deduct taxes/TDS/Bank charges etc. at source as applicable as per rules in force from time to time.
12. The owner of the vehicle shall be responsible for compensation payable arising out of accident payment to third party, if warranted. No compensation in case of accident/damage to vehicle or for death/injury to the driver will be made by IIT MANDI.

13. In case of loss of property of IIT MANDI is caused due to the negligence on the part of the driver of the vehicle, such losses shall be borne by the owner of the vehicle.
14. Beside normal working hours and all holidays, the vehicle should be made available on all the remaining hours of the day within half hour of call.
15. Driver deployed on vehicle should have a mobile phone with a local number for better coordination. The cost/expenditure on this account shall be borne by the owner of the vehicle.
16. The driver with a valid driving license shall be provided by the owner of the vehicle and salary as well as other facilities to him shall be paid/born by the owner. Owner of the vehicle will make the payment of wages to his driver as per provision of the minimum wages act. In no case the driver will be allowed to be replaced without prior approval of the IIT MANDI. As per office requirements the vehicle is required to ply within or outside the State. So all the paper formalities like tax deposit, insurance, pollution check, road permit, should be cleared in all respects by the owner of the vehicle.
17. The driver of the vehicles provided by the owner of the vehicle shall observe all the etiquette and protocol while performing his duty. The driver(s) of the vehicles shall be neatly dressed.
18. Toll Tax, Entry Tax at barrier, other State road Taxes and parking fees shall be paid by IIT MANDI.
19. The vehicle shall have two sets of loose white seat covers for alternative use and shall be changed weekly. Cost of cleaning of the same will be borne by the owner of the vehicle. The vehicle should be kept neat and clean and in perfect running condition with adequate quantity of fuel and should be provided with near and clean seat covers/towels and there should be sufficient space in the dicky to keep the luggage. The owner of vehicle shall ensure the placement of a plate at a suitable place in front of the Vehicle to indicate that the taxi has been hired for IIT Mandi use.
20. Prior to execution of the contract, the Vehicle Owner Agency shall be required to submit copies of the registration certificates and comprehensive insurance policy of the vehicle being offered for hire and particulars with photograph of the vehicle dedicated to the vehicle. He shall also be required to produce the vehicle in the office of the undersigned for the physical verification and inspection.
21. In case of failure to perform the duty satisfactory, the security deposit shall be forfeited and credited into IIT MANDI accounts besides this the contract shall also be terminated straightway.
22. The agreement shall be valid for a period of one year from the date of signing of the agreement. However, the same may be terminated at any time as and when new vehicle is purchased by the department or if unsatisfactory services are provided as per sole judgment of IIT MANDI.
23. If the vehicle is out of order, the Vehicle Owner Agency shall provide a substitute vehicle immediately. In case vehicle does not report on time/does not report at all, the department would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the Vehicle Owner Agency.
24. The owner of the vehicle shall present monthly bill to the IIT MANDI for making payment and the payment of such bill shall be released after verification within 10 days.
25. Any dispute arising thereon shall be subject to the jurisdiction of Mandi courts only.
26. The undersigned reserves the right to reject any one of the quotations or all without assigning any reasons.

-sd-

Superintending Engineer

Copy to:

1. Institute Web Site.
2. Notice Board.

-sd-

Superintending Engineer

## PERFORMA FOR HIRING OF VEHICLE

| Sr. No. | Description  | Rate in Figure<br>(in Rs) | Rate in Words |
|---------|--|---------------------------|---------------|
| 1       | Monthly charges for deployment of vehicle alongwith driver including all expenditure except fuel be quoted and the fuel charges shall be borne by IIT MANDI. Vehicle mileage per liter which shall be reimbursed by IIT MANDI may be specifically mentioned (Model not below 2015).<br><br>Make:<br><br>Model: |                           |               |
| 2       | Vehicle mileage per liter  |                           |               |
| 3       | Night halt charges out of headquarter/Mandi  |                           |               |
| 4       | Extra charges per hour before 08:00 AM and after 6:30 PM   |                           |               |

Note: (i) The rates are inclusive of all taxes/charges/service charges etc.

(ii) I have gone through all the terms and conditions and agreed with the same.

Date

Signature with address of the owner.

Place