



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगल मार्ग रूपनगर, पंजाब-140001/ Nangal Road, Rupnagar, Punjab-140001  
दूर भाष/Tele: 01881-227088 फ़ैक्स /Fax: 223395

F.No.10- 9/2009/IITRPR/

Date: 21<sup>st</sup> November, 2009

**QUOTATIONS FOR HIRING OF VEHICLE FOR OFFICIAL USE  
(Advertisement No. )**

Sealed quotations are invited for hiring of diesel vehicles (Indigo/Indica) for official use. The contract hiring of the vehicle will be initially for a period of one year, extendable up to 3 years on satisfactory performance. Interested parties may send their quotations on the prescribed application form (Annexure-1) along with the quoted rates as per Annexure-2 in a sealed envelope so as to reach the following address before **15<sup>TH</sup> DECEMBER 2009**.

The Registrar,  
Indian Institute of Technology Ropar,  
Nangal Road, Rupnagar, Punjab-140001

Ernest Money of Rs. 500/- in the form of Demand Draft in favour of "The Registrar, Indian Institute of Technology, Ropar payable at Rupnagar, for each quoted vehicle, must be forwarded along with the quotations. Tenders will be opened on 16<sup>th</sup> December 2009 at 3 pm in the office of the Registrar, IIT Ropar.

**Basic Terms & Condition for hiring of the vehicles:**

1. The vehicle must be of 2009 model and should not have run for more than 5000 KM.
2. Availability of the vehicle must be 24 X 7 basis along with medically fit driver.
3. Vehicles will be under the control of Indian Institute of Technology, Ropar, during the contract period.
4. Vehicles shall be used for the Inter State travels, if required.
5. The vehicle will be hired initially for one year. The institute reserves the right to terminate or extend the term for another year on the basis of satisfactory performance of the vendor.
6. The rates to be quoted exclusive of running fuel. Accordingly there shall not be any restriction / cap on total Kilo meters to be covered in a month. The rates should be inclusive of all types of charges like, driver night charges if any, outstation duty charges etc. No separate rate be quoted for any of the services. IIT will not bear any other expenditure.
7. The contractor on acceptance of the quote shall deposit Security money of Rs. 5000/- in the form of DD in favour of "**Indian Institute of Technology Ropar**" payable at **Rupnagar** for the each quoted vehicle.
8. If the successful bidder fails to provide the vehicle in the prescribed time after the confirmed orders, the Indian Institute of Technology Ropar, Rupnagar has full right to forfeit the Earnest Money deposited with the Institute.
9. The contractor will give written undertaking that he accepts all the terms and conditions.
10. Vehicles will be at the disposal of the Institute throughout the duration of the contract except for the duration it goes for regular maintenance (only one day per month).
11. Institute reserves the right to cancel the bids or for any particular vehicle without assigning any reason.
12. The rates of taxi running are also to be quoted in the proforma attached, in this case the vehicle must be of same type as explained in Basic term No. 1 mentioned above. Bidders are welcome to submit the quote with the assurance of buying a brand new vehicle.

**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. Driver deputed 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 Institute the said driver shall be withdrawn and a fresh driver shall be provided to the Institute at no additional cost.
4. Contractor shall not deploy any vehicle running on LPG.
5. All hired vehicles shall be under Institute's control and shall be parked in designated locations of the Indian Institute of Technology Ropar when not in use. These will remain on duty for (24 hour) 365 days.
6. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted.
7. Vehicles should also be fitted with Toeing hook.
8. Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
9. Contractor shall ensure that the driver has valid driving license for commercial use.
10. Vehicle should be able to move freely to the neighbouring States without any restrictions.
11. 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.
12. All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
13. 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.
14. In case of breakdown of any vehicle the Contractor shall within two hours provide another vehicle of similar brand at no extra cost. The company shall have absolute right to charge Rs.600 per day if the vehicle is not provided within two hours.
15. 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.
16. 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 Indian Institute of Technology, Ropar.
17. 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 in addition to the monthly charges based on the signature of the officer travelling in the vehicle on such vouchers. Proper supporting documents would have to be submitted along with such claims.
18. Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
19. 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.
20. Drivers should be well dressed. The contractor will provide uniform to 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.
21. Driver should be at least 10th pass and should be able understand English.
22. Driver should be alert/careful enough to take care of items/material kept in the vehicles.
23. Vehicle should carry portable fire extinguisher.
24. Payment to be made is subject to deduction of tax at source as per rules.
25. The contractor shall submit an attested copy of PAN card issued by the Income Tax department.

**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 Rupnagar only.

**REGISTRAR**



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**TENDER FORM**

*for*

**HIRING OF VEHICLES**

(Advertisement No. \_\_\_\_\_ )

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 INDIAN INSTITUTE OF TECHNOLOGY, ROPAR are final in all matters.
3. I hereby agree to work as per the terms and conditions rolled out by INDIAN INSTITUTE OF TECHNOLOGY ROPAR.
4. I understand that the INDIAN INSTITUTE OF TECHNOLOGY, ROPAR 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.

**Payment Details for Earnest Money.**

DD No. \_\_\_\_\_ DD Amount \_\_\_\_\_

Bank Name/Branch \_\_\_\_\_

|        | *Date of Purchase | No Of KM covered | Model of the Car | Monthly charges per month | Signature |
|--------|-------------------|------------------|------------------|---------------------------|-----------|
| INDIGO |                   |                  |                  |                           |           |
| INDICA |                   |                  |                  |                           |           |
|        |                   |                  |                  |                           |           |
|        |                   |                  |                  |                           |           |

\* If the party wishes to procure the New car the same may be mentioned in this column.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Agency Seal (in case of agency)/Signature