

Management Development Institute Murshidabad

Notice Inviting Quotations

Ref. No.: MDIM/Admn/Transport/38

Date: 12th April, 2018

Management Development Institute Murshidabad (hereinafter referred to as MDIM) invites sealed quotations in the prescribed formats (Annexure I-A & Annexure I-B) from eligible and interested agencies for hiring of vehicles at MDI Murshidabad, Kulori, P.O.: Uttar Ramna, P.S. Raghunathganj, Dist.: Murshidabad, PIN:742235, West Bengal as per the terms & conditions given below:

1. Name of the Work : Hiring of vehicles at MDIM (Detailed terms & conditions are appended below)
2. Duration : 1 (one) year
3. Last date and time of receipt of quotations : 21/04/2018 till 05:00p.m.
4. Address at which the quotations are to be submitted : Quotations may be sent at any of the following addresses by post/ courier/ hand delivery:
Registrar, Management Development Institute
Murshidabad, Kulori, P.O.: Uttar Ramna, P.S.
Raghunathganj, Dist.: Murshidabad, Pin:742235, WB.
OR
Registrar, Management Development Institute
Murshidabad, DB-3, Sector-I, Opposite Bidhan Nagar
College, Salt Lake City, Kolkata-700064
5. Date and time of opening bids : 23/04/2018 at 3.30 P.M.
6. Place of opening bids : Registrar's office at MDI Murshidabad Campus
7. Validity of offer : 30 days from the date of opening of bids

Terms and conditions:

1. The Service provider will provide preferably newer models (year 2016 or later) vehicles with drivers at MDIM.
2. The bidder intending to participate in the tender process should have sufficient number of vehicles for hiring so as to handle any exigency.
3. The bidder should ensure that the drivers employed have valid driving license. The drivers should be well conversant with local routes/roads. It would be essential for the driver to have mobile phone so that they could be connected for duty.
4. As far as possible, the same vehicles will be deployed and the driver would not be changed without prior notice. In case the vehicle/driver is changed without prior notice and the substitute vehicle /driver is not found suitable, 50% of the charges payable for the days the new driver/vehicle is deployed would be deducted on each occasion.
5. The vehicle would be insured in all respect by the firm. In case of any accident or theft etc., all the claims arising out of it will be met by the agency and this Institute (Hirer) shall not be liable in any matter whatsoever.
6. The vehicles should comply with all Government norms including pollution control regulations and norms as stipulated in the relevant rules.

7. The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes etc. All requirements under various statutory laws must be complied with. Any default will be the liability of the agency and this Institute shall not be liable in any matter whatsoever.
8. Payment for hiring charges will be made on monthly basis. The bills for vehicle usage accompanied by the Duty Slips/Log Books shall be submitted after each completed month.
9. No request for escalation in rates would be entertained for whatsoever reasons, during the currency of contract.
10. TDS (Income Tax) and other taxes as applicable will be deducted from the bill.
11. The bidder should have a valid PAN and should attach a photocopy of the same.
12. The successful bidder has to deposit Rs. 25,000/- per vehicle as security deposit which will be refunded without any interest after successful completion of the contract.
13. The vehicles should be kept in neat and clean and perfect running condition with clean interiors and proper upholstery and should be sent only after checking battery, coolant, oil, air tyre pressure etc. In case of breakdown on three occasions during the period of contract, the contract may be liable to cancellation.
14. In case of non-availability of the vehicle with the agency alternate arrangements are to be made by the agency only.
15. The competent authority reserves the right to cancel the contract at any point of time by giving notice of 05 days, without assigning any reasons thereof.
16. In the event of any delay or breakdown of vehicles en-route, the agency at its own cost shall make alternative arrangements for on-time pick-up of the officials/ students/ guests.
17. Logbook will be maintained for each vehicle and it is the responsibility of the agency or his representative to get the signature of the user after completion of each trip.
18. During the contract period, if the vehicle is seized or detained by Police / Motor Vehicle Authority or any other authorities for any reason whatsoever; it will be at the contractor's risk.
19. The contract will be made for a period one year and thereafter the contract can be renewed further based on mutual consent subject to satisfactory performance of the agency.
20. All the rates shall be quoted on the prescribed formats only. In Annexure I-A, the bidders shall indicate the rates inclusive of driver charges, maintenance & servicing, cost of fuel, GST and all other incidental charges. In Annexure I-B, the bidders shall indicate the rates inclusive of all the said charges except the cost of fuel.
21. Successful bidders shall submit the following documents before award of the contract/work order:
 - (i) Registration Certificate of the vehicles
 - (ii) PUC Certificate
 - (iii) Valid Insurance Certificate
 - (iv) Road Tax Challan
 - (v) PAN Card
 - (vi) GST Registration Certificate, if any
 - (vii) Driving licences of the drivers
22. Acceptance of the quotation will rest with MDI Murshidabad who does not bind itself to accept the lowest quotation and reserves the right to reject any or all the quotations without assigning any reason. All quotations in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
23. Taxes on any material in respect of the contract shall be payable by the agency and MDIM will not entertain any claim whatsoever in this respect.
24. This tender may be cancelled by the MDIM authority without assigning any reason.

(Registrar)

(Schedule of Quotation)

Quotes for Vehicles to be supplied on Monthly Hiring Basis (**INCLUDING FUEL COST**):

Sl. No.	Vehicle Make/Type	Monthly hiring charge on 12 Hrs. daily (3000 km /month)	Charges for extra Km. after 3000 km (Rs./Km.)	Charges for extra hour after 12 hrs. (Rs./hr.)
1.	Mahindra Xylo (AC)			
2.	Toyota Innova (AC)			

Sl. No.	Vehicle Make/Type	Monthly hiring Charge on 24 hrs basis (3000 Km. /month)	Charges for extra Km. after 3000 km (Rs./Km.)
1.	Tata Sumo Gold (AC)		

Sl. No.	Vehicle Make/Type	Monthly hiring charge on 12 Hrs. daily (2000 km /month)	Charges for extra Km. after 2000 km (Rs./Km.)	Charges for extra hour after 12 hrs. (Rs./hr.)
1.	Mahindra Scorpio (AC)			

Sl. No.	Vehicle Make/Type	Monthly hiring charge on 12 Hrs. daily (1500 km /month)	Charges for extra Km. after 1500 km (Rs./Km.)	Charges for extra hour after 12 hrs. (Rs./hr.)
1.	Bus-[26 to 29 seater] (AC)			
2.	Bus-[26 to 29 seater] (Non-AC)			
3.	Tata Winger (AC)			

1. The vehicle should preferably be the highest model of the respective make / brand .
2. Rate shall be inclusive of taxes.
3. Toll/Parking charges will be paid by MDIM.

Mentioned terms & conditions are accepted.

Signature of the Bidder with office seal

Name & address of the Bidder:

Mobile No.:

E-Mail ID:

(Schedule of Quotation)

Quotes for Vehicles to be supplied on Monthly Hiring Basis (**EXCLUDING FUEL COST**): [Fuel cost will be borne by MDIM]

Sl. No.	Vehicle Make/Type	Monthly hiring charge on 12 Hrs. daily basis	Charges for extra hour after 12 hours (in Rs./hr.)
1.	Mahindra Xylo (AC)		
2.	Toyota Innova (AC)		
3.	Mahindra Scorpio (AC)		

Sl. No.	Vehicle Make/Type	Monthly hiring charge on 24 hrs. basis
1.	Tata Sumo Gold (AC)	

Sl. No.	Vehicle Make/Type	Monthly hiring charge on 12 Hrs. daily basis	Charges for extra hour after 12 hours (in Rs./hr.)
1.	Bus-[26 to 29 seater] (AC)		
2.	Bus-[26 to 29 seater] (Non-AC)		
3.	Tata Winger (AC)		

4. The vehicle should preferably be the highest model of the respective make / brand .
5. Rate shall be inclusive of taxes.
6. Toll/Parking charges will be paid by MDIM.

Mentioned terms & conditions are accepted.

Signature of the Bidder with office seal

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Mobile No.:

E-Mail ID: