

**REQUEST FOR QUOTATION
(RFQ)
(Vehicle Hire Service)**

Dear Sir / Madam,

Development Management Institute (DMI) invites quotations for **'Hiring of Vehicles on Hourly/Daily/Monthly basis with driver'**, for the duration of one year from the date of contract for the types of vehicle mentioned separately in 'Financial Quotes'. When preparing your quotation, please be guided by the form attached hereto as Annexure.

Quotations may be submitted on or before **May 17, 2016** and in a sealed envelope titled "RFQ for Vehicle hiring services" to the address below:

**Purchase Department
Development Management Institute,
2nd Floor, Udyog Bhawan,
East Gandhi Maidan, Patna
Attention: Mr. Shashi Shankar
(Mobile: 70914 96216)**

It shall remain bidder's responsibility to ensure that quotation reaches the address above on or before the deadline. Quotations that are received by DMI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The detailed terms and conditions are mentioned hereunder and format of Technical information and financial rates to be quoted is given separately. Any enquiry/details regarding the work, and terms and conditions can be obtained from DMI on any working day during office hours on or before

The quotation received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

The quotation received unsigned/incomplete and/or filed after the said due date shall be summarily rejected. DMI reserves the right to accept or reject any or all Quotations without assigning any reason thereof.

Illustrative Terms and Conditions

1. The separate 'Technical Information' and 'Financial Quotes' in the enclosed format in the different sealed envelopes should be kept together in a **single sealed envelope and super-scribed with "Quotation for Hiring of Vehicle"**.
2. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The vehicle can be utilized in any manner even on Sunday and holiday on monthly basis by DMI.

3. DMI, shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc and any other incidental expenses. However, fuel charges, toll and parking charges will be reimbursed on monthly basis on production of bills to DMI.
4. Agreed rate as per agreement will not revised during the agreement period.
5. The transport operator will ensure that the vehicle will be kept clean and tidy and in perfect running condition with shining body and clean interior with good upholstery. The vehicles provided should not be older than 2 years from the date of RFQ.
6. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, DMI would have a right to hire a vehicle from the market and the additional cost incurred by this office plus penalty of Rs. 1000/- per day per vehicle and proportionate rent of monthly vehicle will be borne by the Transport Operator.
7. Generally, vehicle would be utilized during the period from 08:00 hours to 20:00 hours; however, the vehicle will be engaged continuously, without any time limit, in case of exigency. The vehicle must be available at any time on any day as desired by DMI. The vehicle and the driver should not be changed unless requested by the DMI.
8. The Transport Operator would ensure that the drivers employed for the service are not changed in normal course and all the drivers have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. DMI will not have any statutory responsibility in connection with employment of DRIVER or any other person involved.
9. The Driver should have minimum 5 years work experience as driver; a safe and clean driving record, knowledge of driving rules and regulations and skills in minor vehicle repair and properly trained in operation and maintenance of vehicle.
10. The driver should not consume alcohol, smoke and chew pan masala/gutkha and should be properly attired during duty hours and observe all times basic courtesy to passenger(s), fellow motorists and road authorities. The driver while performing the duty and must carry a mobile phone in working condition, for which no separate payment shall be made. Driver should be familiar with local routes and destinations.
11. The Transport Operator should have an adequate number of telephones or contact numbers round the clock to facility smooth contact.
12. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel/repair, the same should be reimbursed by the Transport Operator on production of the bill. The vehicle should be equipped with fire extinguisher.
13. The vehicle should always keep one English newspaper, packaged drinking water and tissue paper.
14. As regard vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the DMI.
15. A daily record indicating time and mileage for each vehicle shall be maintained in a log

book and be duly signed by the official using vehicle and log book shall be submitted to DMI regularly for scrutiny.

16. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, DMI would have the right to hire a vehicle from the market and the additional cost incurred by the customer, penalty of Rs.1000/- per day per vehicle and proportionate rent of monthly vehicle will be borne by the Transport Operator.
17. The vehicle should be available/may be used for running in Patna as well outside Patna as and when DMI so desires. For outside Patna Rs. 125/- per night per driver will be admissible as Night Halt Allowance.
18. The billing will be done on monthly basis. Bills preferably should be typed and in duplicate, and should be submitted to this office in the 1st week of the following month.
19. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
20. The Transport Operator should approach the designated employee of DMI in case of any assistance or difficulty.
21. In case of any dispute of any kind and in any respect whatsoever, the decision of DMI shall be final and binding on Transport Operator.
22. If any of the terms & conditions as above are not found fulfilled during the period of agreement, DMI reserves the right to discontinue the contract without assigning any reasons thereof.
23. TDS and other taxes shall be deducted as per statutory compliance.
24. Service Tax Shall not be charged as DMI is an Educational Institution.
25. DMI will do physical verification of vehicles before entering into the contract. Also, DMI will interact with drivers for general awareness and knowledge about common routes in Patna.
26. Transporter shall have to provide additional vehicle as and when required by DMI on same terms and conditions as mentioned in the contract for regular hired vehicle. However DMI will inform at least one day before about such additional requirement.
27. DMI is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Above mentioned Terms and conditions are just illustrative, and detail terms and conditions will be stated in Agreement to be signed after selection.

Thank you and we look forward to receive your most competitive quotation.

Sincerely yours,

For Development Management Institute

Authorized Signatory

TECHNICAL INFORMATION

1	Name of the Organization/ Firm with full address with pin code, Phone No, Fax No, email etc.	
2	Name of all the Proprietor / Partners / Directors (Attach Certificate of Incorporation)	
3	PAN, VAT, CST Numbers and Service Tax registration copies	
4	Income tax return for last three years	
5	List of organizations where the Service Provider is currently providing services. (Please attach the job order/service certificate for at least 3 firms)	
6	List of vehicles registered in the name of the business firm	
5	Copies of vehicle Registration Certificate/Insurance cover as per Motor Vehicles Act and any other permit and relevant documentation needed to operate Private Service Vehicles in Patna (Specifically for the vehicles to be provided to DMI)	
6	Name of the proposed drivers with copy of driving license and recent passport size photograph (Specifically those driver deployed to DMI)	
7	Any other information to be considered	

FINANCIAL QUOTES

S.No.	Name of Vehicle	Monthly Rental Fuel Extra	Daily Rental on call Fuel Extra	Kilo Meter/Per Liter Fuel Required	Rental for 3 Hours with minimum run of 30 KM Fuel Extra	Rental for 6 Hours with minimum run of 60 KM Fuel Extra	Rate Per KM for on call with Fuel with minimum run of 200 KM per day
1	SWIFT DZIRE						
2	INDICA						
3	INDIGO						
4	SUMO VICTA						
5	BOLERO						
6	HONDA CITY						
7	FORTUNER						
8	INNOVA						
9	XUV 500						
10	SAFARI STORM						
11	SCORPIO						
12	TAVERA						
13	XYLO						
14	ERTIGA						
15	WINGER						
16	Traveller						

*Rates for AC vehicle only.

Signature of Authorized person with date
Name & full address with Telephone No:
Office:
Fax No:
Email:

Format of Covering Letter with Undertaking (on the firm's letter head)

To:

Purchase Department
Development Management Institute,
2nd Floor, Udyog Bhawan,
East Gandhi Maidan, Patna-800004
(Attention: Mr. Shashi Shankar)

Date:

Dear Sir,

Sub: Quotations for providing transport services

With reference to the Request for Quotation (RFQ) dated _____ from Development Management Institute (DMI), we, M/s----- (name and address of firm) would like to submit our bids with all the required supporting information. The sealed covers containing technical and financial bids are enclosed herewith.

We further undertake that:

1. I/We have carefully studied all the terms and conditions of contract as indicated in RFQ and understood the requirements of the proposed work and shall abide by them.
2. The information given in this quotation are true and correct in all respects.

Signature of Authorized person with date

Name & full address with Telephone No:

Office:

Fax No:

Email: