

Date : 13/10/2015

TO,
The Interested Firm / Vendor / Agency

Subject : Hiring of Vehicle Etios / Ford Fiesta Classic/ Manza / Swift Desire .

Tender No. NP- 1081 Due Date : 30/10/2015

Film and Television Institute of India, Pune invites Quotation for the hiring of any one vehicle for one year in the FTII Price Bid Proforma with the acceptance letter on your Official Letter head stating that you are capable to do this Tender.

Quotation should be submitted in the FTII Price Bid Proforma only with a covering Official Letter head otherwise Quotation will be rejected without any information to the concerned Vendors/Firms.

FTII reserves the right to accept or reject any or all the Quotation without assigning any reason. The Quotation should reach the office within the Due date before 5pm in a sealed envelop super scribe with Tender Name, Tender No. and Due Date address to the Purchase Officer, Film and Television Institute of India, Pune-411004.

Thanking you,

Nilesh Dhote
Purchase Officer

Enclosed : FTII Price Bid Proforma

FILM AND TELEVISION INSTITUTE OF INDIA
Law College Road, Pune-411 004

Telephone } 25432299, 25431817,
Exchange } 25430363, 25430017 (Ext.210)

Fax No.: 91-020-25430416
Email: purchase@ftiindia.com

Purchase Officer : 25431366

- ENQUIRY -

To,

Sr. No.	NP-1081
Indent No.	Note dated 14/9/2015 (Production Section)
File No.	D-21013/NP-1081 /2015-16/PS
Enquiry No.	NP-1081
Date of Enquiry	1/10/2015
Due Date	30/10/2015

Dear Sir,

We are interested in the **Hiring of Etios / Ford Fiesta Classic / Manza / Swift Desire** as per the description mentioned below, subject to the terms & conditions attached. Kindly quote your lowest prices **inclusive of all taxes** in the following proforma meeting all the requirements giving full particulars like make of the vehicle and year of model. Sealed Quotations to be sent to Purchase Officer on the above mentioned address.

PROFORMA -

Sr.	Description	Rate
	Etios / Ford Fiesta Classic / Manza / Swift Desire	
1	Monthly contract charges - 1500 kms & 300 hours	
2	Extra charges above 1500 kms. Please quote rate per km	

All the rates should be valid for one year even if there is any hike in Diesel/ Petrol Prices from Time to Time.

Thanking you.

Yours faithfully,

(N.D. Dhote)

Purchase Officer

- Note : 1) Mention Enquiry, Quotation No. & Due Date and write as 'Quotation' on the Envelope.
2) Quotation by Fax will not be accepted.
3) Conditional Quotation will not be accepted.
4) Rates to be quoted in words & figure. Any correction/overwriting will be directly rejected.

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Terms and Conditions

- 1) The toll charges & parking charges will be separately charged to the department at actual.
- 2) The vehicle will be normally used for 7 days a week.
- 3) Contract charges include payment of driver, repairs & maintenance of vehicle, petrol/ diesel & also any other incidental expenses.
- 4) The liability on account of fuel, driver & all expenses relating to the vehicle should solely & wholly be on account of the operator & FTII will not bear any liability apart from the hiring charges.
- 5) Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence/end in the beginning/ end of the month payment of minimum charges will be made on proportionate basis.
- 6) Payment shall also be made on monthly basis on the actual usage of the vehicles by the FTII over & above the minimum charges agreed upon
- 7) The operator shall ensure that the driver is provided with sufficient cash to take care of fuel and other contingent/ incidental expenses.
- 8) If the operator fails to send the driver on time or fails to provide sufficient cash to take care of fuel & other contingent / incidental expenses an amount of Rs.1000/- would be deducted from the bills for each such failure.
- 9) All the rates should be valid for one year even if there is any hike in Diesel/ Petrol prices from time to time.
- 10) The vehicle provided must be in good condition & should be kept neat & clean & in perfect running condition.
- 11) The operator should be registered with the authority concern of State or Central Government & should fulfill the conditions Prescribed in Section 66 of Motor Vehicle Act, 1988 should have valid tax registration, service tax registration with number of vehicles owned by the owner. The vehicle should also be covered by the insurance as per government norms from time to time.
- 12) Dedicated vehicles & drivers should be provided by the operator & changes in vehicles & driver should be made only exceptional circumstances. Replacement of vehicle/driver should be provided in the event of breakdown/non availability of driver.
- 13) The driver provided should be trained driver having valid driving license & shall. Wear uniform & should be provided mobile phones. The drivers of the vehicles provided must follow traffic rules & other regulations prescribed by the government from time to time. They should extend due courtesy & regards to the officers/officials at all times.
- 14) As far as possible, the same vehicle & driver should be deployed.
- 15) If the vehicle goes out of order, a substitute vehicle shall be provided by the operator immediately. In case vehicle does not report on time/does not report at all, FTII would have a right to hire a vehicle from the market & the additional cost incurred by the FTII will be borne BY THE OPERATOR.
- 16) A log book specifying daily reporting & relieving time as well as daily opening & closing meter reading shall be maintained for this vehicle. The operator will provide the logbook & a summary of log book along with remarks, if any of the officers to whom the vehicle has been assigned with the bill on monthly basis.
- 17) The vehicle billing for kms & hours shall be made from the FTII to FTII.
- 18) The operator indemnifies for loss / damage of property or life of passenger or third party because of negligence of driver or poor maintenance of vehicle or due to any Accident.
- 19) In case of non-compliance of the above terms & conditions of contract, penalty may be levied as per clause no.9.
- 20) The contract between the FTII & the operator can be cancelled with a notice of period of one month's time if the services are not satisfactory to the user concerned without assigning any reason.

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