

Date : 8/10/2015

TO,  
The Interested Firm / Vendor / Agency

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Subject : Hiring of various type of Vehicle as and when required .

Tender No. NP- 745 Due Date : 29/10/2015 before 3.00 p.m.

Film and Television Institute of India, Pune invites Quotation for Hiring of various type of Vehicle 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 3 p.m 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 & TELEVISION INSTITUTE OF INDIA, PUNE**

(An Academic Institution under Ministry of Information &amp; Broadcasting Govt of India)

Telephone:020-25431366

Fax:020-25457638

E-mail:purchase@ftiindia.com

**Ref No. : D-21013/NP- 745/2015-16/PS Dated : 8/10/2015****QUOTATION FOR Hiring of various type of Vehicle as and when required****Last Date** for Submission of the Quotation : 29/10/2015 before 3 PM

To be submitted to : Purchase Officer, FTII, Pune

**QUOTATION FOR Hiring of various type of Vehicle as and when required**

Name of the Firm /Agency / Vendor			
Address of the firm / Agency / Vendor			
	Tel:	Fax:	
	Mobil	Mobil:	
	E-mail		

**QUOTATION FOR Hiring of various type of Vehicle as and when required**

Sr No	Items Specification	Rate for 40Km / 4 Hours	Rate For 80 Km / 8 Hours	Rate for 300 Km./ 8 hours	Any other conditions/charges like toll charges, Taxes within State & Outside the State etc.
1.	Tavera AC				
2	Tavera Non -AC				
3	Swift Dzire AC				
4	Swift Dzire Non-AC				
5.	Tempo Traveller – 14 / 17 Seaters				
6	Logan				
7	<b>Hyundai Accent</b>				
8.	Mini Bus – 27 /32 Seaters				
9.	Tata Indigo				
10	Toyota Innova				
11	Toyota Corolla				
12	Tata Indica				
13	Xylo				
14	Tata Truck 409/ 709				
15	Scorpio - AC				
16	Bolero - AC				

*\* All the rates should be valid for one year, even if there is any hike in diesel/ petrol prices from time to time.*

**Signature of the Authorized Signatory with seal  
(To be signed by the Firm / Agency / Vendor)**

## 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.
- 21) The operator should have atleast 20 vehicle of their own as to provide on a short notice. Also they should have had contract with state Govt./ Central Govt and statutory bodies for the supply of vehicle earlier or current.

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