

Date : 05/8/2014

TO,

The Interested Firm / Vendor / Agency

Subject : Hiring of vehicles.

Tender No NP- 736 Due Date : 25.08.2014 before 3.00 pm .

Film and Television Institute of India, Pune invites Quotation for the above mentioned subject 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 3.00 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 & Broadcasting Govt of India)

Telephone:020-25431366

Fax:020-25457638

E-mail:purchase@ftiindia.com

Ref No. : NP-736 /2014-15/PS Dated : 05/08/2014

Quotation for Hiring of Vehicles

Last Date for Submission of the Quotation : **25/8/2014** before 3.00 PM

To be submitted to : Purchase Officer, FTII, Pune

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

Quotation for the Hiring of Vehicles

Sr. No	Items Specification	Brand/ Model	Qty.	Unit Price (To be filled by the Firm / Agency / Vendor)	Total Price (To be filled by the Firm / Agency / Vendor)	Warranty Period for each item (To be filled by the Firm / Agency / Vendor)
1.	Monthly contract charges - 1500 kms & 300 hours	TATA Indigo (Manza)A.C. Car. / Ford Fiesta A.C / Etios A.C / Maruti SX4 A.C	01 No.			
2.	Extra Km, after 1500 kms					
3.	Extra hrs. after 300 hours					
4.	Drivers allowance for outstation trip, if any					

Please note : Vendors should Quote the price in the FTII Price bid proforma only on their official Letter head with the Tender Document signed by the Authorized person with the official stamp .

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

TERMS & CONDITION:-	
1	Quotation must be submitted by bearer or sent by post so as to reach the office latest by 25/08/2014 before 3 PM in a sealed envelop addressed to the Purchase Officer, Film & Television Institute of India, Law college road, Pune dully accompanied by the following. (I) Forwarding letter on the Official letter head of the firm/agency/Vendor. (ii) Supporting documents of previous experience in the related field. (iii) Supporting technical literature/brochure on the brand items for which the rate are Quoted.
2	Loss or delay in postal/courier transit will not be considered as valid reason for non-receipt of the tender in time.
3	Quotation should indicate the ' rate per unit item ' on FREE DELIVERY AT SITE basis and shall be INCLUSIVE OF ALL APPLICABLE TAXES as well as INSTALLATION COST and COMMISSIONING at the User Department.
4	Tenderer should also confirm the stipulated warranty period mentioned with the specification of each items at the columns specified in the Price bid proforma.
5	a) Rates offered should remain valid for at least 3 months from the closing date of the Tender. b) Delivery must be completed in full within 15 days from the date of the placement of the Purchase order. c) In case of failure of the L1 tenderer to execute the order within scheduled delivery time, then order would be placed with the respective L2 tenderer if the later is agreeable to as per the rate of L1 Tenderer.
6	Valid Sales Tax Clearance Certificate/VAT Registration No. and Documents relating to the financial position ie balance sheet, profit and loss account of last three years and IT returns.
7	FTII Administration reserve the right to accept or reject any or all the Quotation without assigning any reason and modify the total requirement at any stage.
8	Any dispute arising out of order the purchase shall be subject to the exclusive jurisdiction of court in Pune City Only.
9	Sealed envelope containing the Tender should super scribe the words. " Quotation for Hiring of Vehicles . Due Date : 25.08.2014 before 3.00 p.m. Quotations will be opened at 3.30 p.m. On the same day.
10	Liquidated Damage: In case the supply is not completed within the aforesaid stipulated period liquidated damages @ 0.1% of the total value of order for delay of per day or part there of subject to deduction of maximum 10% of the value of order.
11	Tenderer may please note that non-submission of any of the aforesaid documents might lead to disqualification of their offer. The Tenderer shall be required to produce documents as mentioned above in original, as and when called for by FTII Purchase Authority.

TERMS OF PAYMENT :

Payment would be released after Satisfactory report and submission of invoice against each order issued by the institute unless there are any **unforeseen** circumstances.

Certified that we are quoting the above rates after having gone through the specification of each item individually in addition to Terms & Conditions & Terms of Payment mentioned above which are agreed by us.

Date:

**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.
- 3) The operator will not charge for outstation duties except drivers allowance for outstation trips. For outstation trips, the timing for a day will be calculated from actual commencement of journey till end of the day.
- 4) Contract charges include monthly payment to the driver, repairs & maintenance of vehicle, petrol/diesel & also any other incidental expenses.
- 5) 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.
- 6) 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.
- 7) 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
- 8) The operator shall ensure that the driver is provided with sufficient cash to take care of fuel and other contingent/ incidental expenses.
- 9) 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.
- 10) All the rates should be valid for one year even if there is any hike in Diesel/ Petrol Prices from Time to Time.
- 11) It should have valid taxi registration with Competent Authority. The vehicle provided must be in good condition & should be kept neat & clean & in perfect running condition.
- 12) 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.
- 13) 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.
- 14) The driver provided should be trained driver having valid driving license & shall wear uniform & should be provided mobile phones (mobile phones not be used while driving). 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/official at all times.
- 15) As far as possible, the same vehicle & driver should be deployed.
- 16) 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, In case neither a substitute vehicle is provided nor a vehicle is hired by the FTII Proportionate contract charge is liable to be deducted from the contract charges payable.

- 17) 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.
- 18) The vehicle shall be deemed to be at the disposal of FTII & the billing for kms & hours shall be made from the FTII to FTII.
- 19) 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.

The operator & driver shall be bound to carry out the instructions of the FTII as well as of the officers assigned to the vehicle.

- 20) In case of non-compliance of the above terms & conditions of contract, Penalty may be levied equivalent to the proportionate contract charges on the basis of the period on non-compliance.
- 21) The contract between the FTII & the operator can be cancelled with a notice of period of one month's time from either side, without assigning any reason.

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