

Date : 16/7/2014

TO,
The Interested Firm / Vendor / Agency

Subject : Hiring of various type of Vehicle .

Tender No. NP- 745 Due Date : 06/08/2014 before 3.00 p.m.

Film and Television Institute of India, Pune invites Quotation for the 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 & Broadcasting Govt of India)
 Telephone:020-25431366 Fax:020-25457638 E-mail:purchase@ftiindia.com

Ref No. : D-21013/NP- 745/20114-15/PS Dated : 16/07/2014

QUOTATION FOR THE Hiring of various type of Vehicle
Last Date for Submission of the Quotation : 06/08/2014 before 3 PM
To be submitted to : Purchase Officer, FTII, Pune

QUOTATION FOR THE Hiring of various type of Vehicle			
Name of the Firm /Agency / Vendor			
Address of the firm / Agency / Vendor	Tel:		Fax:
	Mobil		Mobil:
	E-mail		

QUOTATION FOR THE Hiring of various type of Vehicle									
Sr No	Items Specification	Rate per hour basis (for minimum Journey & Minimum Hours)	Rate per day hours (for minimum Journey & Minimum Hours)	Halt Charges if any	Outstation Charges if any	Agency Charges. Cancellation Charges. If any	Taxes if any Applicable	Meter reading should be from FTII to FTII	Any other conditions/c harges llike toll charges, Taxes within State & Outside the State etc.
1.	Tavera AC/								
2	Tavera Non -AC								
3	Swift D'Zire AC								
4	Swift D'Zire Non-AC								
5.	Tempo Traveler – 14 / 17 Seaters								
6	Logen								
7	Hyundai Accent								
8.	Mini Bus – 27 /32 Seaters								
9.	Tata Indigo								
10	Innova								
11	Toyato Corola								
12	Tata Indica								
13	Xylo								
14	Tata Truck 409/ 709								
15	Scropio - 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 6 days a week One day a week will be given as weekly off if weekly off is not given to the driver, the working hours on such days will be considered as extra hours & the operator may charge for the same.
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 of 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.

A) TECHNICAL CLAUSES

1. 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.
2. 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.

(B) General

1. 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.
2. The driver provided should be trained driver having valid driving licence & 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.
3. As far as possible, the same vehicle & driver should be deployed.
4. 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.
5. 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.
6. 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.
7. 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.
9. The operator & driver shall be bound to carry out the instructions of the FTII as well as of the officers assigned to the vehicle.

C) PENALTY & TERMINATION

1. 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.
2. 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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