

1. Gujarat Power Engineering & Research Institute (GPERI) invites '**Quotations for ARC for Hiring a Car for guest**' from reputed agencies. The contract period will initially be for a period of one year.
2. Quotation should be sent by RPAD or Speed Post in sealed envelope with signed and sealed copy of our term & conditions and proper documents on given below address:

Purchase Officer

**Gujarat Power Engineering & Research Institute
Nr.Toll Booth, Ahmedabad - Mehsana Express Highway,
Village: Mevad, Ta & Di : Mehsana-382710
Gujarat, India.**

3. **The quotations will be received by GPERI up to 4.00 PM on 27.06.2018.** Any bid received after the prescribed deadline shall not be considered irrespective of rates. **The intimation of opening the quotation will be given to you by Email/Phone.**
4. The vendor should carefully read, understand and seek clarifications, if any, before filling in and submitting the quotation. No claim whatsoever will be entertained for any alleged ignorance thereof.

Note: Agency representative may remain present on the date & timing of tender opening.

Annexure - I**Terms & Conditions:-**

1. The vehicle shall be available along with the Driver with institute.
2. Quote the rates with fix kilometre / per day inclusive of all taxes and service charge. You are requested to mention the GST number in all your monthly bills. Any tall tax, parking charges etc. paid by Institute after along with all supporting.
3. In the event of and delay of breakdown of vehicles en-route, vendor shall make alternate arrangements at your cost and risk to pick up our officials. If contractor fails to make alternate arrangements, Institute will hire Car from the market and shall make a deduction at double rate of hiring rate from the monthly bill of contractor.
4. Vendor shall be responsible for keeping provided vehicle full with fuel.
5. Any time vendor will provide the car when Institute will require for pickup and drop the guest or during the visit.
6. The locations for pick up the guests will be different. The timing of coming or return is not fixed.
7. The rate should not be changed during the contract period in any condition.
8. Car provided by the vendor shall be good condition.
9. Any kind of repairs & maintenance of the vehicle shall be your responsibility and all such work shall be undertaken by vendor. Regular services of vehicle.
10. Vendor shall be personally responsible for any theft, dishonestly and disobedience by the drivers.
11. During the contract period, if the vehicle is seized or detained or requisitioned by police / RTO or any other authorities for any reason whatsoever that will be at vendor risk.
12. You shall submit the bill at the end of every month. In normal conditions, the bill shall be released within 30 working days from the date of submission. TDS shall be deducted as per the rules.
13. The successful vendor will be required to enter into an Agreement / Contract.
14. The driver (not below the age of 18 years) employed by the vendor shall have to be medically fit and free from any ailment. The vendor shall not employ young children as prohibited under the law / rules / regulations.

15. Contractor shall be required to **deposit Rs. 5,000/- drawn in favour of "Gujarat Power Engineering & Research Institute payable at Mehsana** in the form of bank guarantee as security deposit which will be refunded on expiry of the contract.
16. Only such Agency/Firm may apply whose Car have been duly authorized by the concerned RTO (i.e. the vehicles should be registered as Car) for use as public transport and who have telephone and mobile connections available at their Premises/Garage/Stand/ Office/in-person from where such Car is operated and can be requisitioned by the Institute.
17. The vendor should abide by all labour laws as applicable from time to time.
18. The vendor should ensure that the driver employed hold valid driving license is in uniform, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as with the security instructions.
19. The vendor must ensure that the driver has no criminal/legal case pending against him in any police station or court of law.
20. The vendor and the driver should ensure that vehicle is neat and clean, as well as operationally fit (i.e. with no known fault) and sufficient fuel when on duty.
21. The vendor shall ensure that the driver carries a Driver Log Book. The Log Book shall be filled by the driver daily, on a regular basis, giving details of each of the place visited, starting from the originating place to destination. The log book Countersigned by the officer used the vehicle.
22. The vendor shall provide Car which is duly authorized to run/operate as Car by the transport department or police dept. and/or regulating agencies. Requirement of all licensing in this regard, whatsoever, should be the responsibilities of the firm. Car to be provided by the firm shall use only legally authorized fuel in running the Car.
23. **Penalty:** - In case of breach of any conditions of the contract, the Institute will deduct 5% penalty from their total security deposit.
24. The vendor and his employees will be governed by the **disciplinary** rules as may be laid down by the institute while they are in the institute premises.
25. The vendor shall get driver, deployed at GPERI covered under the requisite General Insurance Scheme under the prescribed Act of any additional insurance to cover liabilities under payment of Compensation Act. Any accident to driver and conductor staff while working at GPERI shall be the sole responsibility of the Agency and no compensation on any ground will be paid by GPERI, other than wages.

26. The person proposed to be deployed at GPERI should be physically fit and fully capable to understand and Carryout all the duties expected from them satisfactorily
27. The vendor will be responsible for any damage/loss or theft caused to the equipment/ property of GPERI or any person residing in the college/hostel premises and will make good any such loss or damage to GPERI /concerned person.
28. The Income Tax as applicable from time to time shall be deducted from the monthly payment of Agency.
29. The lunch and tea facility of driver vendor will be vendor responsibility.
30. GPERI reserves the right to cancel any or all the offers / bids or to accept any offer without assigning any reasons.

In case GPERI finds that there is an attempt of Cartel in the prices, GPERI reserves the right to consider or reject any or all the parties offers without assigning any reasons thereof.

31. GPERI reserves all rights to terminate contract on non fulfilment of service/criminal activity or any activity which defame the reputation of institute.
32. The Agency should be registered with EPF, ESI, Service Tax departments and photocopies of the following documents will be attached along with the quotation. Quotations received without the details asked for may not be considered : -

- (a) Company Registration Details
- (b) R.C Book Copy
- (c) ESI Registration.
- (d) PF Registration.
- (e) GST Registration.
- (f) PAN Card.
- (g) Term & conditions copy with duly signed & sealed

33. **Termination:-** The Institute reserves its right to terminate this contract after giving one week prior notice in case of unsatisfactory services or non-compliance of any of the condition of this agreement. Further either party can terminates this agreement after giving one month prior notice.

In the event of termination of contract for unsatisfactory services or non-compliance, Management of the Institute has every rights.

34. **Jurisdiction.** The contract shall be governed by the Laws of India for the time being in force. The Courts of Mehsana only shall have jurisdiction to deal with and decide any legal or dispute arising out of this contract/terms and conditions.

- 35. Settlement of Disputes.** Any disputes or difference arising out of or in connection with the Contract/Terms and Conditions shall be to the extent possible settled amicably between the parties. If amicable settlement cannot be reached then all disputed issues shall be settled by arbitration.
- 36. Arbitration.** In the event of any dispute or difference arising under this Contract, the matter shall be referred to the Arbitrator to be nominated by the Principal, GPRI and whose decision will be final and binding on both the parties. The venue of arbitration will be GPRI subject to as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply to the Arbitration proceedings under this Contract.
- 37.** Quotation should be enclosed in a sealed cover, subscribed “**Quotations for ARC for Hiring a Car for guest**” and should reach this office on or before the last date and time fixed. Quotations received after will not be considered.

❖ **Contract Period:** - 1 Year from the date of contract given.

❖ **Payment Terms & Conditions :-**

1. The payment will be released within 30 days from receiving monthly invoice.

Annexure - IIFinancial Bid

Sr. No.	Particular	Qty	Kilometer (per day)	Rate/ per Day (12 hrs) (If Diesel price is Rs.55 to Rs. 65) (Inclusive of GST & Service Charges)	Rate/ per Day(12 hrs) (If Diesel price is Rs.65 to Rs. 75) (Inclusive of GST & Service Charges)	Rate/ per Day (12 hrs) (If Diesel price is Rs.75 to Rs. 85) (Inclusive of GST & Service Charges)
1	Swift Dzire (A.C)	1 no				
	Swift Dzire (Non - A.C)					
	Extra Kilometer					
2	Indigo (A.C)	1 no				
	Indigo (Non - A.C)					
	Extra Kilometer					
3	Manza (A.C)	1 no				
	Manza (Non - A.C)					
	Extra Kilometer					
4	Tigor (A.C)	1 no				
	Tigor(Non - A.C)					
	Extra Kilometer					
5	Innova (A.C)	1 no				
	Innova(Non - A.C)					
	Extra Kilometer					
6	Travera (A.C)	1 no				
	Travera (Non - A.C)					
	Extra Kilometer					

Signature & seal of authority