

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PASHAN, PUNE-411008**

IITM/Trans/ Tender/ 03/2010

**SHORT TENDER NOTICE**

Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune- 411008, An Autonomous Institute under Ministry of Earth Sciences invites sealed tender to have a contract with the reputed Firms / Companies for hiring vehicles on Rental Basis. Due preference will be given to **ISO Certified** organizations.

Those who are interested to Quote may obtain the Tender Documents with specification from Transport Cell of the Institute upto 21/09/2010. Tender shall be accepted up to 1700 hrs. By 21/09/2010 and opened on the 22/09/2010 at 1500 hrs. The Institute reserves the right to reject any or all tenders without assigning any reason thereof.

For further details please visit our website: <http://www.tropmet.res.in>

Officer-in-charge (Transport Cell)  
for Director

Email: [transport@tropmet.res.in](mailto:transport@tropmet.res.in)



भारतीय उष्णदेशीय मौसम विज्ञान संस्थान  
INDIAN INSTITUTE OF TROPICAL METEOROLOGY

( विज्ञान और प्रौद्योगिकी विभाग का एक स्वायत्त संस्थान, भारत सरकार के अधीन )  
(An Autonomous Institute of the Ministry of Science and Technology, Govt. of India)

File No: Transport /03/2010

Date: 09/09/2010

To

**Sub:-Hiring of vehicle on rental basis regarding.**

Sir/Madam,

IITM is interested to enter into a contract for hiring of various vehicles on rental basis initially for one year with reputed travel agencies. For this purpose we will require the Passenger Car (Indica) A/C & Non A/C, Indigo/Ford Ikon A/C & Non A/C, SUV (Service utility vehicles) etc:-. The contract /Services will cover the followings:-

- 1 Contract will be fixed for vehicles in the range of :-
  - A. 40 kms and 4 hours (for Local Duty)
  - B. 80 kms and 8 hours (for Local Duty)
  - C. Pune Airport Drop
  - D. Pune Airport Pick-up (including Parking)
  - E. Mumbai Airport Drop (including Toll + taxes)
  - F. Mumbai Airport Pick-up (including Toll + Parking + Taxes)
  - G. Pune-Mumbai-Pune Approx. 370 kms. (including Toll + Parking + Taxes)
  - H. Pune to Other Destinations (Rate per km, Night Halt, Toll and Parking at actual)
- 2 The vehicle should have Tourist permit for travel from Pune to important industrial cities and towns in Maharashtra such as Mumbai, Nasik, Mahabaleshwar, Ahemdnagar, Aurangabad etc, to name a few.
- 3 The vehicle should have comprehensive insurance to cover the risk of the driver as well as the passengers.
- 4 The vehicle should be in-perfect working condition and the manufacturing date should not be earlier than 2008.
- 5 The vehicle should be available for round to clock service including on Saturdays, Sundays and Holidays.
- 6 The mileage will be accounted as opening and closing kms from IITM to IITM.

तार : ट्रोपमेट, पुणे Grams : TROPMET, PUNE

फैक्स / Fax : (020) 5893825, दूरभाष / Telephone : 5893600 / 5893675 - 81

डॉ. होमि भभा मार्ग, पाषाण / Dr. Homi Bhabha Road, Pashan, पुणे / Pune - 411 008 (भारत / India)



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- 7 The contract includes for local as well as for outstation duties.
- 8 The contractor should have owning atleast five vehicles.
- 9 The contractor should be able to provide additional vehicles on as and when required basis. The party should also be able to provide other vehicles in case of requirements for VIP's, Guests etc. on demand.
- 10 Accordingly, you are requested to submit the quote as per the Proforma enclosed as an Annexure to this letter. Tentative starting of contract may be from October 2010.
- 11 Driver should have valid transport licence, neat and clean uniform and well mannered. They should obey the instructions given by the officers. A mobile may be provided by the contractor, so that communication can be done properly.
- 12 IITM would like have petrol / Diesel / CNG Driven Vehicle.
- 13 Bulk booking discount may be given to IITM.
- 14 Vendor has to clearly mention taxes applicable in their quotation.
- 15 Incomplete information in the quotation, shall lead to rejection of the quotation.
- 16 Details of vehicle own by the company need to be provided along with registration no. Details of drivers employed need to furnish along with the quotation.
- 17 All disputes are subjects to exclusive jurisdiction of competent court and forum in Pune, India only.
- 18 The Director , Indian institute of tropical meteorology, pune 411008, India reserves the right to accept any tender in full or in part or reject the lowest or any or all tenders without assigning any reasons.
- 19 In case of any dispute, The Director, Indian Institute of Tropical Meteorology, Pune 411008 will be the final authority to decide the appropriate action and it will be binding on the vendor.
- 20 **Payment Terms:** The bill shall be prepared by the contractor on monthly basis after completion of each month and will be settle by IITM according after deducting necessary TDS, taxes, etc... The bill, in proper form, must be duly accompanied by all details transport used in that month.
- 21 **Security Deposit:** The firm has to submit bank guarantee of Rs. 10,000.00 (Rs. Ten thousand only) from nationalized bank towards the security deposit, which will be valid till expiry of the contract.

Thanking you,

Yours faithfully,

(R.M.Bankar)  
Officer-in-charge (Transport Cell)  
For Director

Transport ☎ 020- 25904346

# INDIAN INSTITUTE OF TROPICAL METEOROLOGY

## PROFORMA FOR HIRING OF VEHICLES ON RENTAL BASIS IN IITM PUNE

Reference: - \_\_\_\_\_

Dated: - \_\_\_\_\_

1 Name of the Contractor :- \_\_\_\_\_

2 Address for correspondence:- \_\_\_\_\_

Pin code:- \_\_\_\_\_

3 Contact Telephone numbers:- \_\_\_\_\_

4 Number of own vehicles available \_\_\_\_\_

5 Additional vehicles:- \_\_\_\_\_

(Attach separate sheet if required).

6 Previous services provided to any  
Government / Institution / body etc:- \_\_\_\_\_

(Attach separate sheet with their address)

7 Quotation particulars:-

A) Amount in Rupees:-

	40kms and 4hrs	80kms and 8hrs	Pune Airport Drop	Pune Airport Pick-up	Mumbai Airport Drop	Mumbai Airport Pick-up	Pune-Mumbai – Pune App. 370 kms.
Passenger Car Indica A/C							
Passenger Car Indica Non A/C							
Indigo							
SUV *							
Extra Km							
Extra Hrs							

- Toll, parking charges and taxes to be inclusive for Mumbai \ Pune Airport.
- For Pune and Mumbai Airport Drop Parking charges will not be paid.
- Extra Kms., Extra Hour for 40/80 kms packages may be quoted separately.
- Pune to Other Destinations (Rate per km, Night Halt, Toll and Parking at actual).
- For 40/80 kms packages (Local Duty) and Pune to Other Destinations Service tax @ 4.12% will be charged separately.

B) Any other charges if any: - \_\_\_\_\_

C) Whether the rates are negotiable: - \_\_\_\_\_

8 Two Referee (other than relatives):- \_\_\_\_\_

with address & Telephone Nos. \_\_\_\_\_

Date: - \_\_\_\_\_

Authorised signature of Contractor

Name: \_\_\_\_\_

Designation:- \_\_\_\_\_

## **NOTE:-**

- 1 The lowest quoted party will be called for negotiation and will be intimated subsequently.
- 2 The services are to be rendered round the clock basis as and when required.
- 3 The vehicle hired should be in good condition and should not have any problems while on duty.
- 4 The vehicle should preferable be of latest model.
- 5 The above rates will be valid for a period of one year, Irrespective of hike in fuel, taxes, insurance, and government levies etc.
- 6 The rates can be reviewed in case there is an exorbitant rise in prices of fuel or government levies.
- 7 The Institute reserves the right to reject or cancel any or all the quotations received.
- 8 The driver of the vehicle should be neatly dressed in uniform and behave politely abstaining from vices while on duty.
- 9 Any change or deviation from the Performa can be separately given.
- 10 The last date for submitting the tender document is 25/3/2010 (By 17.00 hrs) in a sealed envelope mentioning. "HIRING OF VEHICLES ON RENTAL BASIS".
- 11 Attach relevant vehicle details you have.
- 12 Out station Toll will be paid at actual