

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
POWAI, MUMBAI – 400 076

ADVT. NO. D-58/08-09

IIT Bombay invites quotations in closed cover from transport agencies for empanelment to provide hired cars (A/c) on **as and when required basis**. The empanelment would be for a period of 3 years. Interested parties may forward their quotations to the Assistant Registrar (Administration-II), IIT Bombay, Main Bldg., 3rd Floor, Powai, Mumbai - 400 076 on or before 13.02.2009 upto 17.00 hrs. Please visit our website www.iitb.ac.in/tenders/vehicle-tender-09 to download the format for quoting rates and the terms and conditions. Preference may be given to the agency quoting for all the categories.

Assistant Registrar (Admin II)

1) FIXED RATES FOR:

A) AIRPORT DROP:

Type of Car (AC)	Charges From IIT Bombay to Domestic Airport	Type of Car (AC)	Charges From IIT Bombay to International Airport
Indica	Rs. _____	Indica	Rs. _____
Indigo	Rs. _____	Indigo	Rs. _____
Scorpio / Tavera	Rs. _____	Scorpio / Tavera	Rs. _____

B) AIRPORT PICK-UP:

Type of Car (AC)	Charges From Domestic Airport to IIT Bombay	Type of Car (AC)	Charges From International Airport to IIT Bombay
Indica	Rs. _____	Indica	Rs. _____
Indigo	Rs. _____	Indigo	Rs. _____
Scorpio / Tavera	Rs. _____	Scorpio / Tavera	Rs. _____

2) RATES FOR (AC) VEHICLES FOR 8 HRS / 80 KMS & 4 HRS / 40 KMS

LANCER / HONDA CITY

Hrs./Kms	Rate	Extra Kms	Extra Hrs.	Rate for Outstation Kms	Drivers Allowance
8 Hrs. / 80 Kms.					
4 Hrs. / 40 Kms.					

TOYOTA QUALIS / SCORPIO / TAVERA

Hrs./Kms	Rate	Extra Kms	Extra Hrs.	Rate for Outstation Kms	Drivers Allowance
8 Hrs. / 80 Kms.					
4 Hrs. / 40 Kms.					

INDIGO / ACCENT

Hrs./Kms	Rate	Extra Kms	Extra Hrs.	Rate for Outstation Kms	Drivers Allowance
8 Hrs. / 80 Kms.					
4 Hrs. / 40 Kms.					

INDICA

Hrs./Kms	Rate	Extra Kms	Extra Hrs.	Rate for Outstation Kms	Drivers Allowance
8 Hrs. / 80 Kms.					
4 Hrs. / 40 Kms.					

TERMS AND CONDITIONS FOR EMPANELMENT

1. The empanelment will be for a period of 3 years, which may be renewed yearly subject to satisfactory performance.
2. Rates quoted may be reviewed annually.
3. Time and kms should be calculated from IIT Bombay to IIT Bombay.
4. Extra kms, extra hours and drivers allowance (if applicable) would be charged as per stipulated rates.
5. Toll charges, parking charges etc. may be reimbursed at actuals (receipts must be enclosed).
6. Service tax would be applicable and paid as per Government of India rules. TDS (Tax Deduction at Source) norms as applicable according to the provisions of the Income Tax Act will be followed for all payments.
7. All bills must be accompanied by the duty slip duly signed by the user incorporating the record of time, kms etc.
8. All payments will be made within such time period as may be agreed upon in the event of empanelment.
9. Payment will be settled within 30 days from the date of receipt of the bills.
10. The agency shall supply only such vehicles which are registered as tourist vehicles having yellow coloured number plates.
11. The vehicles should be in perfect running condition, with sufficient fuel and all necessary documents, required by the RTO authorities.
12. Making alternate transport arrangement, in case of break down of a vehicle provided by the empaneled agency shall be the responsibility of the concerned agency. On failure to do so, no payment will be made, for such trip.

13. All cases of eventualities like accident, RTO inspection etc., should be dealt with the empaneled agency. Institute shall not be liable for any fine/compensation etc. in such cases.
14. Institute shall have no liabilities whatsoever for the vehicles / manpower provided by the empaneled agency.
15. The empaneled agencies should be responsible for the Drivers' behavior, demeanor and whereabouts.
16. The empaneled agencies are expected to ensure that the drivers are well aware of the Mumbai city routes.
17. The empaneled agencies are expected to instruct their drivers not to ask for tips, etc. from users.
18. In case of a report by a user of any misbehavior of the driver (e.g. playing loud music/ unnecessary arguments / being drunk on duty / rash driving etc.), the empanelment may be cancelled forthwith.
19. The Institute reserves the right to accept / reject any proposals / quotations without assigning any reason.
20. The Institute reserves the right to hire vehicle/s from any other agencies, which may not be on the panel.
21. The empanelment may be cancelled by either party by giving one month's notice in advance without assigning any reason.
22. All empaneled agencies are required to confirm in writing that the above terms and conditions are acceptable to them and they shall not demand any change in the terms and conditions so agreed upon.