

M/s _____

Tender No. AAPC:BGL:OT:04:AL dt. 23.08.2008

Dear Sirs,

**SUB : TENDER DOCUMENTS FOR ENGAGEMENT OF
VEHICLE ON CONTRACT BASIS.**

Sealed tenders are invited from established travel agency/other parties which are in valid possession of Maruti Van/Tata Sumo/Marshall Jeep/Tata Magic Van with seating capacity of 3 to 4 persons and space in the rear for keeping the materials for engagement/attachment of their vehicle for the use of Corporation for transportation of personnel/goods within the State of Karnataka on contract basis in accordance with the terms & conditions indicated in the following paragraphs:-

1. The vehicle should be of 2003 or later model.
2. The vehicle should be in perfect running condition and duly finished on the exterior and interior sides and having valid registration & Insurance. The required vehicle will normally have to be provided with white Turkish towel seat covers.
3. The vehicle may be engaged on contract basis for a period of 12 calendar months which may be extended for a further period of 12 months on mutual agreement/consent.
4. All the tenderers should offer a fixed monthly rental excluding the charges for fuel and other additional charges. Each tenderer would have to necessarily submit the offer along with a Demand Draft of Rs.5,000/- in favour of ALIMCO Auxiliary Production Centre, Bangalore - 13 as interest free Earnest Money Deposit (EMD). The corporation will refund the EMD of unsuccessful tenderers within 10 days of finalisation of the contract.
5. Complete details of the offer of the vehicle like fixed monthly rental considering 27 working days in a month, average fuel requirement in terms of Km per ltr., requirement of Mobil oil per 1000 km. and charges for providing the services beyond 27 days in a month along with night halting charges should be separately and clearly indicated in the offer in the enclosed format at appendix 'A' with this Tender.

(Contd.....2)

6. The Corporation shall have the right to fix the duty hrs. of the vehicle on "as required basis". The vehicle shall have to report for duty generally at 09:00 hrs. at the designated place and time. In case of delay in reporting at the assigned place beyond 1/2 hrs., the Administrative Officer or the Authorized person of the Auxiliary Production Centre shall have the right to treat the vehicle as "Not Available" for one complete day and make the deductions accordingly. The Vehicle will normally be required for 10 hrs.(Ten) per day and the duty will normally end at the starting location.
7. The vehicle is normally expected to be utilized for approximately 1800 kilometers every month.
8. In case of non-provision of the vehicle on any day, the Corporation shall be entitled to deduct two days rental for each day of non-availability.
9. The upkeep and repair of the vehicle (in both regular & accidental case) shall be responsibility of the owner of the vehicle/travel agency and such repair/upkeep shall have to be organized on immediate priority in times beyond the contracted working hrs of the vehicle. However in case of requirement of repairs during the working hrs on account of unavoidable circumstances, the vehicle owner / travel agency shall have to arrange for providing the services of an alternate vehicle.
10. The vehicle shall be manned by a suitable driver who has a minimum experience of five years of driving such vehicles. The driver should be conversant with both Kannada & Hindi/English languages and should be fully aware of all important routes & locations of Bangalore city. He shall also be in possession of an appropriate driving license. The assigned driver shall have to observe the rules & regulations of the Corporation for maintaining peace, discipline & good behavior during the duty hours.
11. The owner of the vehicle/travel agency shall be fully & solely responsible for all legal and constitutional requirements in respect of the offered vehicle and driver.
12. The vehicle can be allocated any number of duties in a day. The Corporation reserves the right to deduct an equivalent amount of a day's rental for failure / refusal to carry out any assigned duty for that particular day.
13. The vehicle driver may have to maintain a logbook and keep a written record of all the duties performed and shall have to get the same duly verified by the authorized representative of the Corporation.
14. The travel agency/owner of the vehicle shall be required to submit the monthly bill for utilization of the vehicle within three days of completion of the month. The duly checked, verified and evaluated, charges shall be payable within 15 Days of receipt of such bills subject to deduction of applicable taxes, if any.
15. The tenderer should necessarily submit a photo copy of all the relevant papers like registration certificate, Insurance cover & assigned driver's license etc. along with the tender itself duly signed and stamped on all pages as acceptance of all terms & condition of the tender.

16. The tenderers are required to sign all the pages of their tender including all annexures attached to the tender in totality.

17. The initial meter reading shall be taken at the starting place of duty and may also get terminated at the starting location. The corporation can permit additional compensation of actual travel of the vehicle from the parking palace to the place of duty for a maximum of 5 kms. Per side (up & down) based on actual travel to and from the place of parking to the place of reporting for the duty on the basis of actual place of parking of the vehicle (subject to verification). The total distance both ways (to & fro) should be indicated (maximum 10 km.) to ascertain additional liability.

18. The Corporation shall enter into a contract with the successful tenderer on a non-judicial stamp paper of Rs.100/-. The successful tenderer would also have to deposit a security amount of Rs. 5,000/- in cash/Demand Draft payable in favour of ALIMCO Auxiliary Production Centre, Bangalore before execution of the contract. The EMD of Rs.5,000/- deposited along with the tender can also be adjusted against the requirement of submission of security deposit.

19. The sealed tenders should reach the office of the undersigned at ALIMCO Auxiliary Production Centre, Plot No.8, Peenya, Jalahalli, Bangalore-13 latest by 1400 hrs on 12th Sept. 2008 superscribing Tender No. & due date on the envelope. Offer received late, shall not be considered by the Corporation. All the tenders received by the Corporation within the stipulated time of closing shall be opened at 1500 hrs on 12th Sept. 2008 by the assigned Tender Opening Committee in presence of the tenderers or their authorized representatives who may like to be present.

20. The Corporation shall have the right to accept or reject any or all the tenders without assigning any reasons thereof.

21. In case of breach of any of the clauses of this tender or the final contract and in emergent circumstances, the corporation shall have the right to terminate the contract at any time within the duration of the contract without assigning any reasons by giving 15 days notice.

22. The tenderer shall also have the right to terminate the contract by giving a written notice of one month.

23. In case of any dispute, efforts shall be made to resolve it by mutual discussions failing which the matter will be referred to the Chairman & Managing Director (CMD), ALIMCO, Kanpur, for arbitration who will be sole arbitrator for this purpose and the decision of CMD, ALIMCO, Kanpur or his authorized representative shall be final and binding on both the parties. Referral of any dispute shall be admissible in Kanpur city courts only.

For AAPC, Bangalore

Encl: Appendix 'A'

APPENDIX – 'A'

DETAILS TO BE FURNISHED BY THE TENDERERS

1. MAKE & MODEL OF THE VEHICLE :
2. VEHICLE REGISTRATION NUMBER :
3. NAME OF THE OWNER :
4. FIXED MONTHLY RENT (EXCLUDING FUEL) :
5. (a) MOBILE OIL REQUIRED FOR 1000 KMS. RUN :
(b) RATE OF MOBILE OIL : Rs...../Ltr.
6. (a) MILAGE RUN PER LITRE OF DIESEL/PETROL/GAS:
(b) RATE OF DIESEL/PETROL/GAS_____ Rs._____/Ltr. OR KG.
7. EXTRA HOUR CHARGES FOR RUNNING
BEYOND 10 HOURS OF RUNNING IN A DAY :
8. EXTRA CHARGES BEYOND 27 DAYS OF
RUNNING IN A MONTH :
9. NIGHT HALT CHARGES
10. BOTHWAYS DISTANCE FROM YOUR OFFICE/
PARKING PLACE TO AAPC & BACK
11. OTHER CHARGES, IF ANY :
12. INSURANCE :
13. DRIVER'S LICENSE VALIDITY * :

Signature of Tenderer
With date & seal

Place:

Date:

* **NOTE:** Photocopy of vehicle registration certificate & Insurance policy of the proposed vehicle along with photocopy of Driving License of the proposed Driver & EMD is to be necessary attached with the tender.