

Bid for Empanelment / Appointment of Car Hiring Agencies/ contractors

(I) General Instructions

1. (a) **Name of the Bid:** Empanelment/ Appointment of Agencies / Contractor for Hiring of **Air Conditioned Car** for the use of UTI-ITSL and or their clients.
(b) This tender is for the services to be provided in and around Mumbai, Navi Mumbai and Thane on monthly as well as daily basis.
(c) Any changes / clarification (corrigendum) will be uploaded on the website and will not be sent individually to anyone.
(d) The vendor / contractor / tenderer / bidder / agencies are advised to refer to the website for any Changes / addendum / corrigendum if any before participating in the bid for Empanelment / appointment of car hiring agencies / vendor / contractor.
2. **Date of Issue of Tender documents:** The Tender documents can be downloaded free of cost from the website www.utiitsl.com from 16th December 2010. The Tender documents are also available at our office address mentioned above during office hours.
3. **Last Date & Time of receipt of sealed tender bids:** upto 3:00 pm on 7th January, 2011. No bids will be accepted after 3.00 pm on 7th January, 2011
4. **Date of Opening:** Sealed tenders will be opened at 3:30 pm on 7th January, 2011. All the bidders are invited for the tender opening.

Address of the submission of the bids: The bids should be addressed to "Assistant Vice President (Admn), UTI Infrastructure Technology And Services Ltd, Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400 614" and deposited in the specified Tender Box at this address before the due date and time.

Signature of Authorized person

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UTIITSL - Bid for Empanelment / Appointment of Car Hiring Agencies/ contractors

यूटीआई इन्फ्रास्ट्रक्चर टेक्नोलॉजी एण्ड सर्विसेज लिमिटेड (पूर्ववर्ती नाम यूटीआई टेक्नोलॉजी सर्विसेज लिमिटेड), आईएसओ-20000:2005, आईएसओ- 27001:2005 एवं आईएसओ-9001:2008 प्रमाणित कंपनी
UTI Infrastructure Technology And Services Limited [Previously known as UTI Technology Services Limited], ISO – 20000:2005, ISO – 27001:2005 and ISO – 9001:2008 Certified Company

पंजीकृत कार्यालय : यूटीआई-आईटीएसएल टॉवर, प्लॉट नं - 3, सेक्टर - 11, सी वी डी बेलपुर, नवी मुंबई - 400614 • टेली : 022-67931023 / 25 • फैक्स : 022-67931007 • वेबसाइट : www.utiitsl.com
Registered Office : UTI-ITSL Tower, Plot No. 3, Sector - 11, CBD Belapur, Navi Mumbai : 400614 • Tele : 022-67931023 / 25 • Fax : 022-67931007 • Website : www.utiitsl.com

(भारत सरकार की एक कंपनी)
(A Government of India Company)

5. **Bank Guarantee:** For successful bidder/s a Bank guarantee of appropriate amount as decided by UTI ITSL will have to be given before the work order is placed.
6. **Superscription:** The envelope containing the tender must be superscribed as **“Bid for Hiring of Air conditioned vehicles.”** If the tender is not superscribed then there are chances of accidental opening and for liable rejection of the tender, therefore it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose at the address given.
7. **Validity of the bids:** The bids will be valid for a period of sixty days (60 days) from the date of opening of the financial bid for acceptance. However, in case of rate contract, the rates will be valid for a period of minimum one year. The agreement which would be entered into with the contractor / agencies /bidder / vendor or the work order which would be issued to the bidder / vendor would define the validity of the rates more specifically and that would be overriding this clause.
8. **Authorized Signatory:** The bid can be forwarded by owner or owner's representative. Representative will have to enclose the Letter of Authority/ the Power of Attorney along with this offer or when demanded by UTI ITSL, otherwise the offer will be considered null and void at any stage as per the decision of UTI ITSL.
9. **Conditions for tenders sent by post:** The tenders may also be sent by post to reach before the scheduled date and time as indicated above. The following are essential conditions to be followed for the tender sent by post, failing which the tender may not be opened and not considered or may be treated invalid:
 - A. Tender should be sent by Speed Post or Registered Post or by depositing in the specified Tender Box only. Tenders sent through any other means may not be considered at all.
 - B. Tender should be sent only to the address as given above in the name of the person specified i.e. **“Assistant Vice President (Admn), UTI Infrastructure Technology And Services Ltd, Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400614”.**
 - C. Acknowledgement will be given to Department of Post only for tender sent by Speed Post and Registered Post.
 - D. Tender should be superscribed as advised above (in para 8 above). The tenderer has to necessarily superscribe the envelope, failing which the tender may not be considered and may remain unopened

or may be accidentally opened before due date rendering it to be treated invalid as per the discretion of UTI ITSL.

- E. UTI ITSL takes no responsibility for any tender not reaching in time.
- F. UTI ITSL takes no responsibility for tender not reaching at all.
- G. UTI ITSL takes no responsibility for tenders received in torn, opened or mutilated conditions. Such tenders may not be accepted at all and are liable for rejection.
- H. In case of tenders sent by post, the role of UTI ITSL is limited and restricted to put in the appropriate tender box if the aforesaid tenders are received in time as stipulated in the conditions laid out.
- I. It is, therefore, advised that prospective bidders should deposit the tender directly in the tender box to avoid any delay in submission of the tender or to avoid any tearing / accidental opening during sending by post.
- J. Tenders, which are not super scribed, will not be considered.
- K. Tenders, which are not addressed properly, will not be considered. If the tender is not superscribed then there are chances of accidental opening and for liable rejection of the tender, therefore it is advised that the tender be superscribed as above and deposited in the tender box kept for the purpose at the address given.

10. Taxes, Cess, Duty, VAT, Excise, Sales Tax, WCT, Service Tax and other taxes: The bid should be inclusive of all the applicable taxes, Cess and any other outgoing payable to any authority. The rates should be inclusive of any other present or future outgo (for the period of contract) by whatever name called. The Service Tax, if applicable now, or if made applicable in future, would be on account of the bidder/vendor. TDS as applicable will be deducted by UTI ITSL or its clients.

11. Central Excise: The bidder/ vendor merely by filling the tender form confirms that the payment to the central excise would be on his account and that if required under the tender, they would get registered with Central Excise. Merely by filling in the tender, the bidder indemnifies UTI ITSL of any liability from Central Excise by virtue of this contract.

12. Insurance: A Comprehensive insurance would have to be taken by the bidder for all their vehicles. No claim / payment will be borne by UTI ITSL or its clients towards any damages / accident while the vehicle is on duty of UTI ITSL or its clients.

- 13. Agreement:** A suitable agreement would have to be entered into with UTI ITSL, failing which the EMD/ the Bank Guarantee of Rs.5,000/- given may be forfeited or the work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then UTI ITSL or its clients reserves the right to reject the tenders.
- 14. Right of Rejection:** UTI ITSL reserves the right to reject all / any quotations without assigning any reasons whatsoever.
- 15. Eligibility:** The bidder should adhere to the eligibility criteria. In any case, they should have prior experience of carrying out such work / rendering such services to other organizations of repute and UTI ITSL or its clients reserves the right to check their credentials with the organizations they have been associated with.
- 16. Availability of requisite permissions and licenses and compliance with the statutory provisions:** The agency/contractor is required to follow all the statutory acts as may be applicable for such type of work which may also involve manpower. The bidder merely by filling the tender confirms that the bidder has all the requisite permissions and licenses to carry out all the works as stipulated by this tender. Further, merely by filling the tenders, the bidder reconfirms that the bidder has complied with all the statutory provisions of the central, state, local and municipal laws inforce. The bidder also confirms merely by filling the tenders, to comply with any future laws that may be enforced upon by the statute. Agencies which do not have requisite permissions / licenses or who do not comply with the statutory provisions are requested to fill in the tenders only if they are eligible in this respect. Valid registrations viz., Sales Tax / VAT / Central Excise and with any other authorities as per requirement should be available with the vendor and be produced as and when required.
- 17. Blacklisting/Debaring:** The bidder merely by filling the tender confirms that the bidder has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body.
- 18. False Information:** In case if it is found that the vendor has not given the correct information and flouted any condition or the vendor does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in these tenders and allied works then UTI ITSL reserves the rights to cancel the work order issued to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.
- 19. Indemnity:** Further, by submitting this bid, the contractor / vendor/bidder agencies indemnifies UTI ITSL for any of the consequences arising out of non availability of any of the requisite permissions/ licenses / any other statutory permission whatsoever required to carry out this work. Also by

submitting this bid, the vendor/bidder indemnifies UTI ITSL for any of the consequences arising out of non-compliance of any of the conditions laid by the statute for vendors/bidders or their representatives/ officials in carrying out this work.

- 20. Claim for increase in rates:** Any claim for increase in rates on account of any reason whatsoever will not be entertained for the initial period of One year from the date of work order.
- 21. Readiness:** The Agency should ensure that the Manpower/ Vehicle/ Service are provided well in time to ensure quality of work / service and adherence to the time period and the work / service is not interrupted / delayed irrespective of volume of work / vehicles required.
- 22. Delay:** If the agency does not start the work or if it is felt at UTI ITSL that the pace of work is slow and is likely to delay the work/ service / supply, UTI ITSL reserves the right to terminate the contract, levy the penalty and also reserves the right apart from legal remedies available, to carry out such work / service / supply at the risk and cost of the contractor / bidder.
- 23. Right to reject the work/ service which is not as per the specifications or the terms:** UTI ITSL has right to reject the work/ services if they are not found to meet the specifications laid out or are not as per the terms and conditions. No Charges will be paid for the imperfect work service. UTI ITSL reserves the right to reject the vehicles provided other than specified.
- 24. Penalty:** UTI ITSL reserves the right to levy penalty at its discretion for the delay in execution of the work/ delay in supply/ delay in service. The penalty amount would be of Rs.500/- per day per vehicle will be charged if any vehicle fails to meet above terms and conditions on any day.
- 25. Termination of Contract:** In case it is found that the work/supply/service is not as per requirement / standards, time lines, or the frequency of corrective measures required is high then UTI ITSL retains the right to terminate the Contract with the selected vendor and in such case, the Vendor will not be entitled to claim any damages from UTI ITSL or make any claim for fees in respect of such unsatisfactory / substandard services / supply / work.
- 26. Volume of work:** Volume is only indicative and the same may vary as per the requirement of UTI ITSL. The volume indicated is for 1(One) year.
- 27. Confidentiality:** The Agency shall maintain strict confidentiality of all the documents, information, data coming in possession of the Agency as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Agency.

- 28. Usage of data / documents / information:** The Agency should safeguard confidential information of UTI ITSL or its clients and the Agency shall take all necessary actions to protect UTI ITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle UTI ITSL to claim damages from the vendor apart from taking action under the appropriate Law. This is an irrevocable condition and it will continue to be in force even if the agreement between the vendor / bidder/agency is terminated with UTI ITSL.
- 29. Breach of clause:** In the event of any breach or threatened breach of any clause by the Agency and/or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by UTI ITSL. Apart from the above, UTI ITSL shall have the right to proceed against the Agency and/or its assigned person/s under appropriate law.
- 30. Time is the essence of contract:** The Vendor shall carry out the work / provide the services/ complete the supply as per the specifications and standards laid out within the stipulated time. Hence provision of services / supply as per quality in time is the essence of the contract. Not adhering to the time shall entail UTI ITSL or its clients to rescind the contract and forfeit the security deposit and in which case, there shall not be any claims for damages against UTI ITSL by the Vendor. Further the UTI ITSL shall have the right to get the unfinished services done, if any by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the Vendor in default. The Vendor shall also indemnify UTI ITSL against any loss, damage, expenses, costs etc, incurred by UTI ITSL as a result of the said delay in timely completion of the said services / jobs, by the Vendor.
- 31. Jurisdiction:** All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai only.
- 32. Submission of bills:** The Vendor shall submit the bills correct/accurate in all respects with required challans / receipts / toll receipts / parking receipts along with initial / certifications of UTI ITSL staff or its clients and any relevant documents as specified by UTI ITSL from time to time, by 10th of every month for the work carried out / services rendered / material supplied in the previous month and the same shall be settled by UTI ITSL by the end of the month. Applicable TDS, etc. will be deducted at source as per rules.
- 33. Inspection:** UTI ITSL reserves the right to depute its Officers, Auditors, Income Tax Officials etc. to visit the office / commercial / manufacturing site/s of the selected vendor/s for checking their infrastructure, man power and other related documents mentioned and for checking documents records, quality controls, work processes without advance intimation and

the vendor/s will have to provide the necessary documents etc to UTI ITSL to help UTI ITSL ensure presence of appropriate and adequate controls on various processes. Inspection will be done, as decided by UTI ITSL on periodic basis also.

- 34. Nomenclature:** In the said tender, the bidder or the agency or the vendors or the contractor or the firm have the same meanings with reference to the context.
- 35. Corrections:** All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication will be liable to be rejected.
- 36. PSU:** UTI ITSL reserves the right to give preference to Public Sector Enterprises/ Government undertakings.
- 37. Quotes:** The vendors / contractors / agencies can apply for all the three options or they can apply for two options or can apply for one option.
- 38. Criteria for Selection:** The Empanelment/ appointment of vendors / agencies / contractor will be done on the basis of the lowest quote (L1) received in the Bid Form, subject to acceptance of all the terms and conditions mentioned in the Tender Document.
- 39. EMPANALLEMENT:** UTI ITSL reserves the right to empanel one or more than one vendors at L1 rates for various options (options A, options B, options C) mentioned in the bid forms subject to willingness of all the other participating agencies / vendors / contractors other terms and conditions as per Tender.

(II) TENDER TERMS, CONDITIONS & SCOPE OF WORK:

Sealed quotations are invited in the enclosed format from reputed tours and travels agencies/ contractors/ for hiring of cars **(Air conditioned)** on monthly/ fortnightly as well as on day to day basis for the official use of UTI Infrastructure Technology and Services or its clients presently having it offices at Bandra Kurla Complex Bandra (E), and at CBD-Belapur for a period of one year on the following terms and conditions:-

- 1. VEHICLE:** The vehicle should be brand new in excellent conditions, clean and mechanically fit. The car should be in good condition and should be kept clean and maintained in running and trouble-free condition. It must be washed and be provided with clean and proper upholstery/ seat covers. The car should be equipped with the below mentioned standard amenities.
- Tissue Box with Wet and Dry paper tissues and Air Freshener.
 - Rubber Floor Mats.

c. Music System.

1. 1. ELIGIBILITY CRITERIA: The vendor / agency / firm should have

- a. At least **two** years of experience in the tour and travels business in providing Cars in the Government / Banking / Financial Institution Sector.
 - b. Should have minimum **(15) vehicles** of its own with them. Also they should be able to arrange another 5 cars in emergency if required by the Company.
 - c. Annual Turnover of the agencies / vendor should be not less than **50 lakh per annum.**
- 2. REGISTRATION:** The vendor / agency / firm should provide the details such as the type and registration number of the car, name and mobile number of the driver (or visiting card) to UTI ITSL or its clients before deploying him on duty. All vehicles should have standard accessories and should be registered as a Tourist registration vehicles (yellow number plate) & "T" Mark. All the necessary documents required to be kept in the vehicle as per the laws; rules & regulations in force should always be available in the vehicle. It is the duty of the service provider to ensure that the guest / official are not put into any inconvenience owing to non adherence to these requirements by the Agency.
- 3. SERVICE TAX / PAN NUMBER:** The vendor / agency / firm should provide a copy of the certificate issued by the Commissioner of Central Excise, Mumbai in respect of Service Tax paid by them as well as the Permanent Account Number (PAN Card No.) issued by the Commissioner of Income Tax.
- 4. VEHICLE:** Dedicated vehicles should be provided to our Officials. The vehicle provided should not be changed without intimation to the users. Any change in vehicle or drivers will be allowed only in exceptions circumstances and that too with the prior information / approval from UTIITSL or its clients.
- 5. INSURANCE:** The vendor / contractor / agencies / firm should have comprehensive insurance for all the vehicles provided. The cover of the insurance should be as per the best insurance coverage available in the market.
- 6. PERMITS:** The vehicles provided to UTI ITSL or its clients should have necessary permits / Licenses from the Transport Department / Local Municipal or Any other Licensing Authority.

7. **Motor Vehicle Act:** The Contractor / Agencies / Firms / should be registered with the authority concerned of State and / or Central Government and should fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for Hiring of Vehicles.
8. **HOLIDAYS:** Saturday, Sunday & other public holidays will be covered in the definition of month. As such the Contractors / agencies/ company / firm should provide the vehicles on these days as per the request of the users at the same rate and Terms and conditions. Normally the duty hours per day will be 8 hours including holidays.
9. **VEHICLE REPORT:** The vehicle should report to the place and time of requirement as per directions / instruction given on day to day basis by UTI ITSL or its clients.
10. **MILAGE:** The mileage will be counted from the place where the duty starts up to the place where the duty ends and the billing will be affected from the place of Reporting and Relieving of the vehicles by the users of UTI ITSL or its clients.
11. **AVAILABILITY OF VEHICLES:** The vehicle must be made available at any given time and day (including Public Holidays) as informed by the UTIITSL or its clients.
12. **DAMAGES:** UTI ITSL or its clients will not be responsible for any loss, damage or accident to the vehicle or to any other vehicle or injury. It will be the responsibility of the Vendor / Bidder to ensure immediate replacement of vehicle is done so that the user is not put in inconvenience.
13. **REPLACEMENT:** The firms should have the arrangements for repairing their vehicle in a short time and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience / disruption in the work of the UTI ITSL or its clients.
14. **BREAKDOWN:** In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, then UTI ITSL or its clients would have right to hire a vehicle from the market and the additional cost if any incurred will be deducted from the bill payable to the agencies / contractor.
15. **DRIVERS : The drivers employed with the vehicle should satisfy the following conditions :**
 - a. Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licensees for driving passenger vehicle on hire

- b. Drivers should be decently dressed in uniform and with and black / brown shoes.
 - c. Drivers should be well versed with the roads and the places in Mumbai, Thane and Navi Mumbai city and should have experience in city driving.
 - d. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 1 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is effected.
 - e. Driver should be provided with a mobile phone.
 - f. Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents. Drivers shall have a police verification certificate or character & good conduct certificate from a Gazetted officer of Central/State Government
 - g. The Driver should keep the vehicle clean and odour free daily and suitable for use.
- 16. TRAFFIC RULES:** The Drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Mumbai / Navi Mumbai.
- 17. WAITING:** The driver while on duty must always be available at the place where the car is parked.
- 18. PLACARD:** The driver must carry placard depicting particulars of the arriving guest/ officer at the Airport/ Railway Station, etc. The Agency should ensure that there is no room for complaints from any guest/ officials of UTI ITSL or its clients.
- 19. RULES & REGULATIONS:** The drivers will carry out the orders given by the officers/ guests of UTI ITSL or its clients and will also observe the rules and regulations of UTI ITSL regarding safety and security, in addition to the general traffic rules and regulations. The Agency shall be responsible for any breach/ non-observance of guidelines/ instructions/ rules/ laws/ regulations, by the driver.
- 20. VEHICLE AVAILABILITY:** The vehicle must be made available at any given time and day as informed by the UTI ITSL.

- 21. MILEAGE POOLING:** Mileage of all hired vehicles will be calculated monthly. However in the event the vehicle has not run for more than the 2500 km than the unutilized mileage will be carried over to the next month till the total unutilized mileage is fully adjusted. This will not apply to payment of charges for extra hours by any driver of any vehicle.
- 22. KILOMETER CERTIFICATE:** A certificate to be produced by the transporter from the competent authority to certify proper status/functioning of the “Kilometer Meter”.
- 23. DAILY REPORT:** The daily record indicating date, time, place of reporting / reliving and mileage for each vehicle shall be maintained by the contractor / agencies. The initial of the users should be obtained on the Duty Slip /Report card / challan on day to day basis.
- 24. TELEPHONE:** Telephone facility (24 hours) must be available with the transporter/ agency.
- 25. RATES VALIDITY:** The rates quoted will remain valid for one year from the date of work order approval and it will not change on any account.
- 26. TERMINATION:** The contract between the UTI ITSL or its clients and the Contractor can be cancelled with a notice period of one month by UTIITSL or its clients only without assigning any reason.
- 27. MILEAGE CALCULATION:** For hiring car on monthly / daily rental basis Mileage, would be calculated from residence to residence for payment.
- 28. PAYMENT TERMS:** The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet (s) duly signed by the concerned Officers.
- 29. RATES:** The rates quoted should be inclusive of all expenses such as Drivers Salary, Taxes, Fuel (diesel / petrol) oil, maintenance, repair and servicing of the vehicle etc.
- 30. PARKING / TOLL:** The UTI ITSL or its clients will pay parking / toll charges when the vehicle is on duty on production of parking / toll receipt on actual basis on submission of bills.
- 31. SERVICE TAX:** Service Tax as applicable will be paid on billing on production of Service Tax number by the vendor / contractor.
- 32. TDS:** TDS will be deducted as applicable as per Government rules from the monthly bills payable.
- 33. AGGREGEMENT:** The successful bidder will have to enter into an Agreement for one year on Rs.100/- Non-judicial paper. However, the UTI

ITSL reserves the right to cancel the Agreement at any time without assigning any reasons whatsoever.

- 34. MINIMUM MILEAGE:** There will be no guarantee on the part of the UTI ITSL for use of vehicle for a certain minimum mileage in case it is hired on monthly / daily basis.
- 35. ERROR:** The quotes submitted shall be free from typographical errors, deletions, cancellations, and overwriting, indecipherable print to the extent possible. Any such errors, deletions, cancellations, overwriting or indecipherable print shall be initiated by the authorized signatory on all copies also stamped with vendor's official seal. If, in the opinion of UTI ITSL, such errors, deletions, cancellations, overwriting or indecipherable print has been made with the intention of being unfair to the spirit of the proposal, such quotes will be disqualified immediately, without assigning any reason thereof.
- 36. PAYMENT CALCULATION:** Payment shall also be made on monthly basis on the actual usage of the Vehicles by UTI ITSL or its clients. Additional charges per Km will be paid only in the event monthly kilometer exceeds 2500 km in that particular month after Mileage pooling (refer point 22) Similarly additional charges per hour will be paid only in the event monthly hours exceeds 250 hour in that particular month.
- 37. NEGOTIATE:** It will be open to UTI ITSL to negotiate the rates and terms with vendors based on the L 1 rates under all options and for all types of Vehicle, keeping the same tender terms and conditions.
- 38. COST COMPARISON / RANKING:** For cost comparison / Ranking UTI ITSL will prepare a Cost-Comparative Statement of vendors who have quoted for Option A, Option B and Option C.

Within the same option, ranking of vendors will be done for various cars as mentioned in the column I, II, III & IV for Options-A, Option-B, and Option-C based on rates quoted by the vendors i.e. L1 First lowest, L2 Second Lowest, L3 Third Lowest and so on.

For empanelment / appointment either monthly / fortnightly or on day to day basis will depend upon on UTI ITSL or its client's requirement of the vehicle/s.

- 39. EMPANELMENT:** UTI ITSL reserves the right to empanel one or more than one vendors for various options (options A , options B, Options C) and for various cars (cars mentioned in column I, II, III & IV) and rate wise also as mentioned in the bid form **based on the overall Lowest rate (L1) received.**

Though not binding empanelment / appointment of vendor / agency either monthly or on day to day basis will depend upon the requirement of vehicle for UTI ITSL officials or its clients officials.

Also continuity of the services of the empanelled / appointed vendor / agencies / contractor will depend upon its quality of services, quality of Cars and Drivers provided etc and the same will be reviewed periodically.

40. Please send your sealed quotation super scribed as “**Quotation for Car Hiring**” and addressed to The Department of Administration, UTI Infrastructure & Services Ltd, UTI Tower, Plot 3, Sector 11, CBD Belapur, Navi Mumbai 400614. Please note that the quotation should be reach our office on or before 7th January, 2011 by 3.00 p.m.

41. DETAILS OF DOCUMENT TO BE SUBMITTED :

- a) Duly signed Tender form
- b) EMD for Rs.5,000.00
- c) Duly filled and signed Technical Bid form
- d) Duly filled and signed Financial bid form

TECHNICAL BID FORM:

Sr. No	Details	
1	Name & Address and Telephone Number	
2	Permanent Account Number	
3	Service Tax number	
4	Number of Vehicles owned by applicant (Documentary Certificate and Tax Certificate issued by Govt authority)	
5	Annual Turn over	
6	List of Reputed clients	
7	No of years experience of running fleet of vehicles	
8	Details of Demand Draft	

(To be printed on Company Letter head)

FINANCIAL BID FORM

To,
The Assistant Vice President
UTI Infrastructure Technology & Services Limited,
Plot 3, Sector 11, CBD Belapur,
Navi Mumbai 400051.

Sub: Selection / Empanel of Vendors for Supply of Air Conditioned Car on Monthly / 15 Days / Daily hiring basis.

Sir,

This is with reference to your tender due on 7th January, 2011. We are interested in getting our Company / firm/ agency empanelled in your organization for providing cars on hire basis for Monthly / 15 Days/ daily requirement basis.

We have read and understood the Tender Terms and Conditions details as given in the tender form regarding the Scope of Work and Terms and Conditions for the selection of vendors for providing Air Conditioned cars on Monthly / 15 Days / daily hire basis and the same are acceptable to us. We also accept that UTI-ITSL has reserved the right to empanel/ select the vendor on the basis of L1 for all options (Options A, B, C) car wise & also rate wise. We have been given all the required information from UTI ITSL. We certify that we are eligible as per the said Terms, conditions and specification of the tender forms. The duly signed following document is enclosed.

An EMD of Rs.5,000/- (Rupees Five Thousand only) is enclosed.

The Cars will be provided as per the specifications mentioned in the tender form and the rates quoted by us are as per following details.

Thanking You,

Yours truly,

Seal & Signature of the Authorized Person

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OPTION A

FOR SOUTH MUMBAI AREA (For users at Nariman Point, WTC, Fort, CST, Parel, Dadar and Mahim):

Details of Rates	Indica / Santro /Wagnor Rs. Ps	Accent / Indigo / Esteem/ Logan Rs. Ps	Honda City / Ford Icon / Skoda / Corolla / Rs. Ps	Toyato / Inn ova Rs. Ps
	I	II	III	IV
Rate for 2500 Km per month / 250 hours per month with 8 hour duty per day.				
Rate for 1250 Km for 15 days / 125 hours for 15 days with 8 hour duty per day.				
Rates for 8 hours or 80 kms				
Rate for 4 hours or 40 kms				
Rate per additional hour				
Rate per additional kilometer				

OPTION B

FOR WESERNT SUBURB (For users From Bandra to Borivali, IIT Powai, & Sion):

Details of Rates	Indica / Santro /Wagnor Rs. Ps	Accent / Indigo / Esteem/ Logan Rs. Ps	Honda City / Ford Icon / Skoda / Corolla / Rs. Ps	Toyato / Inn ova Rs. Ps
	I	II	III	IV
Rate for 2500 Km per month / 250 hours per month with 8 hour duty per day.				
Rate for 1250 Km for 15 days / 125 hours for 15 days with 8 hour duty per day.				
Rates for 8 hours or 80 kms				
Rate for 4 hours or 40 kms				
Rate per additional hour				
Rate per additional kilometer				

OPTION C

FOR EASTERN SUBURB & NAVI MUMBAI (For users from Thane, Vashi to Panvel)
:

Details of Rates	Indica / Santro /Wagnor Rs. Ps	Accent / Indigo / Esteem/ Logan Rs. Ps	Honda City / Ford Icon / Skoda / Corolla / Rs. Ps	Toyato / Inn ova Rs. Ps
	I	II	III	IV
Rate for 2500 Km per month / 250 hours per month with 8 hour duty per day.				
Rate for 1250 Km for 15 days / 125 hours for 15 days with 8 hour duty per day.				
Rates for 8 hours or 80 kms				
Rate for 4 hours or 40 kms				
Rate per additional hour				
Rate per additional kilometer				

Thanking you,

Yours faithfully,

Signature of Authorized Person

Name of the Signatory: _____

Date : _____

Place : _____