

**TENDER FOR PROVIDING VEHICLES
AT INDIAN MARITIME UNIVERSITY-MUMBAI CAMPUS**



**TENDER No: IMU/2016/0004
Issue Date: 26th December, 2016**

Issued To,

Issue of Tender Document	1000 Hrs 28/12/2016 to 1100 Hrs 13/01/2017
Last Date/ Time of submission of the Tender	1400 hrs on 13/01/2017
Date and Time of opening of the Bids	1500 Hrs on 13/01/2017 , IMU Mumbai Campus

TENDER DOCUMENTS

1. Tenders in sealed cover are invited by Deputy Registrar for and behalf of Indian Maritime University for award of contract for a period of one year from 1st February, 2017 for providing of **02 buses (49 Seater); 02 vehicles (08 seater) for Day duty; 01 vehicle (08 seater) for night duty and 01 Vehicle (04 Seater) for Daily basis** for the use of officials of Indian Maritime University, Mumbai Campus as per the terms and conditions detailed below.

2. You are requested to quote the rate for following vehicles on monthly/daily basis as per details given below:

Srl. No.	Description	Amount	Remarks
For Bus (49 Seater) (Monthly Basis)			
1.	For 22 days in a month from 0800hrs to 1800hrs upto 1000kms per month (5 days week)		
2.	Above 1000kms, Extra Kms charges		
3.	Above 10 hrs, Extra Hours charges		
4.	Night Stay allowance for driver		
5.	Saturday, Sunday & holiday		
6.	Other Terms & Conditions		
For 08 Seater (Day Duty) (Monthly Basis)			
1.	For 22 days in a month from 0800hrs to 2000hrs upto 1000kms per month (5 days week)		
2.	Above 1000kms, Extra Kms charges		
3.	Above 12 hrs, Extra Hours charges		
4.	Out Station Driver allowance		
5.	Night Stay allowance for driver		
6.	Saturday, Sunday & holiday		
7.	Other Terms & Conditions		
For 08 Seater (Night Duty) (Monthly Basis)			
1.	For 30 days in a month from 2000hrs to 0800hrs upto 1000kms per month (7 days week)		

2.	Above 1000kms, Extra Kms charges		
3.	Above 12 hrs, Extra Hours charges		
4.	Out Station Driver allowance		
5.	Night Stay allowance for driver		
6.	Other Terms & Conditions		
For 04 Seater (Daily Basis Duty)			
1.	For 4hrs 40 kms per day		
2.	For 8hrs 80 kms per day		
3.	For 12hrs 120 kms per day		
4.	Extra Kms		
5.	Extra Hrs		
6.	Out Duty		
7.	Other Terms & Conditions		

Terms and conditions

- a. All vehicles to be provided should have been purchased on or after 01.01.2009. All vehicles should have been duly registered with Transport authority as (Tourist)/ commercial.
- b. The contract will be for one year from the date of award of the contract but can be terminated at any time without assigning any reasons, if the service are not found satisfactory, at the sole discretion of the IMU.
- c. The last date for submission of bids is **1400hrs on 13.01.2017**. The bids will be opened **at 1500hrs on 13.01.2017**.
- d. Interested parties are requested to be present at the time of opening the quotation.
- e. Within two days receipt of supply order the successful bidder will furnish **security deposit of Rs. 5,000/- (Rupees Five Thousand only) by DD/Pay Order drawn in favour of Indian Maritime University- Mumbai Campus**. The security deposit will not bear any interest and in case the services are found not satisfactory during the course of the contract period, the security deposit shall stand forfeited.
- f. Penalty : If there is any disruption (or) non-performance of service due to any reason whatsoever, the following penal charges will be levied:-
 - (i) Rs. 1000/- towards penalty for each day.

- (ii) In addition to the above, the hire charges for those days will not be paid besides recovery of charges incurred by IMU- Mumbai Campus, if any, on account of deficiency of service.

- g. Monthly bills shall be submitted in duplicate to the authority specified in contract, along with photo copy of logbook duly signed by the controlling officer in duty slip and payment will be processed on monthly basis. Duty slip in duplicate copy to contain:
 - (i) Proper signature on invoice/duty slip along with,
 - (ii) Name and designation of the officer for whom the vehicle was engaged, and
 - (iii) Details of place (s) visited as advised by IMU – Mumbai Campus.

- h. The sealed quotation complete in all respect to be sent to Deputy Registrar, Indian Maritime University, Mumbai Campus, Karave, Nerul, Navi Mumbai – 400706, Tele No. 022-27706809.