



विकास प्रबंधन संस्थान
Development Management Institute

**REQUEST FOR QUOTATION (RFQ)
(Vehicle Hire Service)**

Development Management Institute invites quotation for **'Hiring of Five-Six Number of Vehicles on Hourly/ Daily/ Monthly basis with driver'**, to facilitate the travel of faculty and officials of DMI within and outside Patna. The contract will be for a period of one year, can be extended further on mutually agreed terms.

About DMI

Development Management Institute (DMI) was set up on February 13, 2014 pursuant to a desire of the Government of Bihar to establish a High Performing Knowledge Institution (HPKI). Inspired by and recognising the growing need for development management professionals, the Government of Bihar took the initiative to establish DMI as an autonomous institution. The rationale of DMI is best captured in its mission "To empower and usher in participatory governance and management of institutions, enterprises and resources for enhancing livelihoods and generating sustainable development".

Bid Submission

1. Quotations may be submitted on or before October 12, 2017 in a sealed envelope titled "RFQ for Vehicle hiring services" to the address below:

Development Management Institute,

Udyog Bhawan, 2nd Floor,
East Gandhi Maidan, Patna
Attention: Shri Subodh Kumar

2. The bidder should submit separate 'Technical Information' and 'Financial Quotes' in the enclosed proforma in two different envelopes, which would be kept together in a single sealed envelope and super-scribed with **"Quotation for Hiring of Vehicle"**.
3. Quotations that are received by DMI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.
4. Any enquiry/details regarding the work, and terms and conditions can be obtained from DMI on any working day during office hours on or before October 12, 2017.

5. DMI is not bound to accept any quotation, nor award a Contract/ Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
6. The quotation received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.
7. The quotation received unsigned/incomplete and/or filed after the said due date shall be summarily rejected. DMI reserves the right to accept or reject any or all Quotations without assigning any reason thereof.

Illustrative Terms and Conditions

1. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The vehicle are to be provided even on Sunday and Holiday depending on the requirements.
2. Generally, Vehicle are required during the period from 08:00 hours to 20:00 hours; in case of urgency however, the vehicle will be utilized continuously, without any time limit. The vehicle must be available at any time on any day as desired by the officers of DMI. The vehicle and the driver should not be changed unless requested by the DMI.
3. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol, diesel, oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc and any other incidental expenses. However, toll and parking charges will be reimbursed on monthly basis on production of bills to DMI.
4. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
5. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, DMI would have a right to hire a vehicle from the market and the additional cost incurred by this office, penalty of Rs. 1000/- per day per vehicle and proportionate rent of monthly vehicle will be borne by the Transport Operator.
6. The Transport Operator would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. DMI will not have any statutory responsibility in connection with employment of DRIVER or any other person involved.
7. The Driver should have minimum 5 years work experience as driver; a safe and clean driving record, knowledge of driving rules and regulations and skills in minor vehicle repair and properly trained in operation and maintenance of vehicle.

8. The driver should not consume alcohol, smoke and chew pan masala/gutkha and should be properly attired during duty hours and observe all times basic courtesy to passenger(s), fellow motorists and road authorities.
9. The Transport Operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty, should carry a mobile phone in working condition, for which no separate payment shall be made. Driver should be familiar with local routes and destinations.
10. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel/repair, the same should be reimbursed by the Transport Operator on production of the bill. The vehicle should be equipped with fire extinguisher. The driver should keep one English newspaper/package drinking water/tissue paper in the vehicle.
11. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, DMI would have the right to hire a vehicle from the market and the additional cost incurred by the customer, penalty of Rs.1000/- per day per vehicle and proportionate rent of monthly vehicle will be borne by the Transport Operator.
12. The vehicle should be available/may be used for running in Patna as well outside Patna as and when DMI so desires.
13. In case of any dispute of any kind and in any respect whatsoever, the decision of D M I shall be final and binding on Transport Operator.
14. TDS and other taxes shall be deducted as per statutory compliance.
15. DMI will do physical verification of vehicles before entering into the contract. Also, DMI will interact with drivers for general awareness and knowledge about common routes in Patna.
16. Transporter shall have to provide additional vehicle as and when required by DMI on same terms and conditions as mentioned in the contract for regular hired vehicle. However DMI will inform at least one day before about such additional requirement.

Above mentioned Terms and conditions are just illustrative, and detail terms and conditions will be stated in Agreement to be signed after selection.

Coordinator

(Utilities and Facilities Management, Purchase and Contracts Committee)

TECHNICAL INFORMATION

1	Name of the Organization/ Firm Full address with pin code Phone No, Fax No, Email etc.	
2	Name of all the Proprietor / Partners / Directors (Attach Certificate of Incorporation)	
3	PAN, GST registration copies as applicable	
4	Income Tax return for last three years	
5	List of organizations where the Service Provider is currently providing services. (Please attach the job order/ service certificate for at least 3 firms)	
6	List of vehicles registered in the name of the business firm	
5	Copies of vehicle Registration Certificate/ Insurance cover as per Motor Vehicles Act and any other permit and relevant documentation needed to operate Private Service Vehicles in Patna (Specifically for the vehicles to be provided to DMI)	
6	Name of the proposed drivers with copy of driving license and recent passport size photograph (Specifically those driver deployed to DMI)	
7	Any other information to be considered	

Signature of Authorised Person with Seal

FINANCIAL QUOTES

#	Name of Vehicle	Monthly Rental (Fuel Extra)	Daily Rental on call (Fuel Extra)		Fuel Charges (No. of Km/Litre)	Rental for 4 Hours with minimum run of 40 KM		Rental for 8 Hours with minimum run of 80 KM	
			Local	Outstation		Rental (all inclusive) up-to 40 Km	Rate for every Additional Km	Rental (all inclusive) up-to 80 Km	Rate for every Additional Km
1	SWIFT DZIRE								
2	INDICA								
3	INDIGO								
4	SUMO VICTA								
5	BOLERO								
6	HONDA CITY								
7	FORTUNER								
8	INNOVA								
9	XUV 500								
10	SAFARI STORM								
11	SCORPIO								
12	TAVERA								
13	XYLO								
14	ERTIGA								
15	WINGER								
16	TRAVELLER								

Name & Full Address:

Telephone Nos:

Fax No:

Email:

Signature of Authorised Person with Seal

Undertaking on the Cover Letter of the Firm/ Agency

1. I/ We undertake that I/ We have carefully studied all the terms and conditions of contract as indicated in RFQ and understood the parameters of the proposed work and shall abide by them.
2. I/ We further undertake that the information given in this quotation are true and correct in all respect.

Name & Full Address:

Telephone Nos:

Fax No:

Email:

Signature of Authorised Person with Seal