

## NON-TRANSFERABLE TENDER

- |  |    |
|--|----|
| a) Cash receipt/DD No. & Date  | :- |
| b) Amount  | :- |
| c) Bank in the case of D.  | :- |
| 1. Sold to<br>(As recorded in the R.C. Book<br>or the name of the Association) | :- |
| 2. Address with contact No.  | :- |
| 3. Date of Issue   | :- |
| 4. Cost of Tender  | :- |
| 5. Sale of Document  | :- |
| 6. Last date of receipt of<br>completed Tender documents                       | :- |
| 7. Date to be opened on  | :- |

## UNDERTAKING

I hereby tender for the execution for the Director, RIMS, Imphal on the items specified in the Written Memorandum at the rate specified therein in accordance in all respect with the specification and instructions in writing (like the terms and conditions etc. annexed herewith) with such materials as are provided for and such other conditions so far applications on the subject.

Signature:

Name in Block letter:

Place:

Date:

## MEMORANDUM

- (a) General Description : For hiring 3 (three) good condition buses of about 40 to 50 seats/4 Maruti Van/2 (two) Scorpio/Bolero/1 (one) Maruti Suzuki Sx4/Hyundai Verna/Honda Civic/ Honda City vehicles for use of RIMS, Imphal
- (b) Model of the Bus and Year of Manufacture :
- (c) Model of the Maruti Van & Year of Manufacture :
- (d) Model of Scorpio/Bolero & Year of Manufacture :
- (e) Model of Maruti Suzuki Sx4/Hyundai Verna/Honda Civic/Honda City & Year of Manufacture :
- (f) Earnest money : Rs. 10,000/- (Rupees ten thousand)

Should this tender be accepted I hereby agree to abide by and fulfill all the terms and provisions of the said conditions annexed hereto and all the terms and provisions contained in the Notice inviting tender so far applicable and/or in default thereof to forfeit and pay to the Director, RIMS, Imphal the sum of money mentioned in the said condition. A sum of Rs. 10,000/- (Rupees ten thousand) only is hereby enclosed in cash or Bank DD as earnest money. If I fail to start or give service within the stipulated time I agree to the cancellation of the Order and forfeiture of the earnest money absolutely and shall have no right to make any further claim/objection in taking up any step which the RIMS authority think deem fit and proper.

Dated: Imphal the \_\_\_\_\_ day of \_\_\_\_\_ of 2012

Witness:-

Signature:-

Signature:-

Name in Block letter

Name in Block letter

Address

Address

Occupation

Occupation

## ACCEPTANCE

The above tender which fulfills all the criteria is accepted by me on behalf of RIMS, Imphal.

Date Imphal the \_\_\_\_\_ day of \_\_\_\_\_ of 2012.

Signature:

Name in Block letter:

Designation:

## TERMS AND CONDITIONS FOR BUS

1. The tenderer should be the owner of a good condition bus. A Xerox copy of the valid RC book duly attested by gazette officer should be submitted along with the completed tender form.
2. The bus must be one registered in the name of the tenderer.
3. Ownership document cannot be substituted by the documents like affidavit, Power of Attorney.
4. The vehicle must be a good condition one and to the satisfactory of the authority.
5. The bus must have to 40 to 50 seating capacity.
6. Fuel (either diesel or petrol) shall be provided by the owner of the bus.
7. Repairing and maintenance shall be at the cost of the bus owner/tenderer.
8. Driver and the handyman/ conductor shall be provided by the owner/tenderer.
9. Credentials, if any, should be supported by attested Xerox copies.
10. The buses must be parked at the place identified by RIMS authority.
11. The owner/tenderer shall enter into a deed/agreement renewable for every 11 months.

Sd/-

**(Prof. S. Sekharjit Singh)**  
Director  
Regional Institute of Medical Sciences,  
Imphal

## TERMS AND CONDITIONS FOR MARUTI VAN

1. The tenderer should be the owner of good condition Maruti van(s). A Xerox copy of the valid RC book duly attested by gazette officer should be submitted along with the completed tender form.
2. The van must be one registered in the name of the tenderer.
3. Onwership document cannot be substituted by the documents like affidavit, Power of Attorney.
4. The vehicle must be a good condition one and to the satisfactory of the authority.
5. The van must have 4/7 seating capacity.
6. Fuel (either diesel or petrol) shall be provided by the owner of the van.
7. Repairing and maintenance shall be at the cost of the van owner/tenderer.
8. Driver shall be provided by the owner/tenderer.
9. Credentials, if any, should be supported by attested Xerox copies.
10. The vans must be parked at the place identified by RIMS authority.
11. The owner/tenderer shall enter into a deed/agreement renewable for every 11 months.

Sd/-

**(Prof. S. Sekharjit Singh)**  
Director  
Regional Institute of Medical Sciences,  
Imphal

## **TERMS AND CONDITIONS FOR SCORPIO/BOLERO**

1. The tenderer should be the owner of a good condition Scorpio/Bolero. A Xerox copy of the valid RC book duly attested by gazette officer should be submitted along with the completed tender form.
2. The Scorpio/Bolero must be one registered in the name of the tenderer.
3. Ownership document cannot be substituted by the documents like affidavit, Power of Attorney.
4. The vehicle must be a good condition one and to the satisfactory of the authority.
5. The Scorpio/Bolero must have 6 seating capacity.
6. Fuel (either diesel or petrol) shall be provided by the owner of the Scorpio/Bolero.
7. Repairing and maintenance shall be at the cost of the Scorpio/Bolero owner/tenderer.
8. Driver shall be provided by the owner/tenderer.
9. Credentials, if any, should be supported by attested Xerox copies.
10. The Scorpio/Bolero must be parked at the place identified by RIMS authority.
11. The owner/tenderer shall enter into a deed/agreement renewable for every 11 months.

Sd/-

**(Prof. S. Sekharjit Singh)**  
Director  
Regional Institute of Medical Sciences,  
Imphal.

**TERMS AND CONDITIONS FOR MARUTI SUZUKI SX4/ HYUNDAI**  
**VERNA/HONDA CIVIC/HONDA CITY**

1. The tenderer should be the owner of a good condition Maruti Suzuki Sx4/Hyundai Verna/Honda Civic/Honda City. A Xerox copy of the valid RC book duly attested by gazette officer should be submitted along with the completed tender form.
2. The Maruti Suzuki Sx4/Hyundai Verna/Honda Civic/Honda City must be one registered in the name of the tenderer.
3. Ownership document cannot be substituted by the documents like affidavit, Power of Attorney.
4. The vehicle must be a good condition one and to the satisfactory of the authority.
5. Fuel (either diesel or petrol) shall **be provided by the RIMS authority.**
6. Repairing and maintenance shall be at the cost of the Maruti Suzuki Sx4/Hyundai Verna/Honda Civic/ Honda City owner/tenderer.
7. Driver **shall be provided by the RIMS authority.**
8. Credentials, if any, should be supported by attested Xerox copies.
9. The Maruti Suzuki Sx4/Hyundai Verna/Honda Civic/Honda City must be parked at the place identified by RIMS authority.
10. The owner/tenderer shall enter into a deed/agreement renewable for every 11 months.

Sd/-

**(Prof. S. Sekharjit Singh)**  
Director  
Regional Institute of Medical Sciences,  
Imphal

### **SERVICE TO BE PROVIDED**

1. Service	Provision of registered vehicle with licensed driver on hiring basis for running in Manipur state.
2. Period	Under normal circumstances, the contract shall be valid for a period of 1 year from the contract date of issue of work order. However contract may be extended for a further period upto 3years if agreed by the contractor and RIMS, Imphal on the same rate, terms and conditions after ensuing competitiveness of the rates.
3. Quantity	Estimated number of vehicles to be hired is 10 (ten). However, it should be clearly noted that RIMS, Imphal shall place the order only as per the actual requirement from time to time.
4. Duty Hours	8 hrs per day and all days of month except Sundays and holidays. However, actual hours to be deployed shall be specified by users of the vehicles.
5. Reporting Place	Actual place of reporting shall be specified by users of the vehicles.
6. Counting distance	From garage to garage but chargeable distance in this respect shall not be more than 5 kms in each way.
7. Accuracy of metres	The meter reading should tally the actual distance of run. At any instant an authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.
8. Penalties	In case of breakdown or any eventuality of vehicles, it has to be replaced by another vehicle immediately. In case of unavailability of vehicles, a penalty of Rs. 200/- per day may be imposed in addition to deduction on pro-rata basis for the period. If the number of breakdowns exceeds 3 times a month, a penalty of Rs. 300 per breakdown shall be imposed.
9. Others	a) Payment of state/central Government tax or duty for plying the vehicle in Manipur state will be liability of the contractor. b) Parking and toll charge, if any, may be claimed by producing valid parking/toll slips.