

(Annexure –I)

**NON-TRANSFERABLE TENDER**

- a) Cash receipt/DD No. & Date :-  
b) Amount :-  
c) Bank in the case of D.D. :-
1. Sold to :-  
(As recorded in the R.C. Book  
or the name of the Association/Agency)
2. Address with contact No. :-
3. GST No. of the Firm/Agency/Person :-
4. Insurance for the vehicle  
a) Name of the Insurance Firm/Company:-  
b) Name of the person insured :-  
c) Period of insurance :-
5. Date of Issue :-
6. Cost of Tender Form :- Rs. 500/-
7. Last date of receipt of  
completed Tender documents :- 11/11/2020, 4.00 pm
8. Date of Technical bid to be opened on :- 12/11/2020, 2.00 pm

**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 of 3 (three) good condition buses of about 40 to 50 seats , 3 (three) Maruti Van vehicles for use of RHTC, Bishnupur & Nursing College, 1 (one) Maruti Gypsy, 1 (one) Sedan Car (Honda City/ Honda Civic/ Maruti Suzuki Ciaz/ Hyundai Accent/ Hyundai Elentra), 3 (three) cars (Maruti Suzuki Dzire/ Honda Amaze), 3 (three) Scorpio/ Bolero/ Honda BR-V / Maruti XL6 Smart Hybrid. All the vehicles should be commercially registered and have valid insurance. Manufacture year limit of the different vehicles should be as mentioned in the Tender Notice.
- (b) Model of the Bus and Year of Manufacture :
- (c) Model of Maruti Van :
- (d) Model of Car :
- (e) Model of Scorpio/Bolero/ Honda BR-V / Maruti XL6 Smart Hybrid & Year of Manufacture :
- (f) GST No. :
- (g) 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 2020

Witness:-

Signature:-

Name in Block letter

Address

Occupation

Signature:-

Name in Block letter

Address

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 2020.

Signature:

Name in Block letter:

Designation:

### **TERMS AND CONDITIONS FOR BUS**

1. The tenderer should be the owner of a good condition bus. A Photo copy of the valid RC book and valid insurance duly attested by gazetted officer should be submitted along with the completed tender form.
2. The bus must be one registered in the name of the tenderer and must also possess GST No. of the Firm/Agency/Owner.
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 satisfaction of the RIMS authority.
5. The bus must have to 40 to 50 seating capacity.
6. Fuel shall be provided by the owner of the bus.
7. Repairing and maintenance and the cost thereof shall be the responsibility 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 Photo copies.
10. The buses must be parked at the place identified by RIMS authority.
11. The owner/tenderer shall enter into a deed/agreement which may be renewed for every 12 months or a shorter period as decided by RIMS authority.

### **TERMS AND CONDITIONS FOR MARUTI VAN**

1. The tenderer should be the owner of good condition Maruti van(s). A Photo copy of the valid RC book and valid insurance duly attested by gazetted officer should be submitted along with the completed tender form.
2. The van must be one registered in the name of the tenderer must also possess GST No. of the Firm/Agency/Owner.
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 satisfaction of the RIMS authority.
5. The van must have 4/7 seating capacity.
6. Fuel shall be provided by the owner of the van.
7. Repairing and maintenance and the cost thereof shall be the responsibility of the van owner/tenderer.
8. Driver shall be provided by the owner/tenderer.
9. Credentials, if any, should be supported by attested Photo copies.
10. The vans must be parked at the place identified by RIMS authority.
12. The owner/tenderer shall enter into a deed/agreement which may be renewed for every 12 months or a shorter period as decided by RIMS authority.

**TERMS AND CONDITIONS FOR Sedan Car (Honda City/ Honda Civic/ Maruti Suzuki Ciaz/ Hyundai Accent/ Hyundai Elentra) 1400 cc and above**

1. The tenderer should be the owner of good condition Sedan Car (Honda City/ Honda Civic/ Maruti Suzuki Ciaz/ Hyundai Accent/ Hyundai Elentra) 1400 cc and above. A Photo copy of the valid RC book and valid insurance duly attested by gazetted officer should be submitted along with the completed tender form.
2. The car must be one registered in the name of the tenderer must also possess GST No. of the Firm/Agency/Owner.
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 satisfaction of the RIMS authority.
5. Fuel shall be provided by the owner of the car.
6. Repairing and maintenance and the cost thereof shall be the responsibility of the car owner/tenderer.
7. Driver shall be provided by the owner/tenderer.
8. Credentials, if any, should be supported by attested Photo copies.
9. The cars must be parked at the place identified by RIMS authority.
13. The owner/tenderer shall enter into a deed/agreement which may be renewed for every 12 months or a shorter period as decided by RIMS authority.

**TERMS AND CONDITIONS FOR  
Car (Maruti Suzuki Dzire/ Honda Amaze)**

1. The tenderer should be the owner of good condition Car (Maruti Suzuki Dzire/ Honda Amaze). A Photo copy of the valid RC book and valid insurance duly attested by gazetted officer should be submitted along with the completed tender form.
2. The car must be one registered in the name of the tenderer must also possess GST No. of the Firm/Agency/Owner.
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 satisfaction of the RIMS authority.
5. Fuel shall be provided by the owner of the car.
6. Repairing and maintenance and the cost thereof shall be the responsibility of the car owner/tenderer.
7. Driver shall be provided by the owner/tenderer.
8. Credentials, if any, should be supported by attested Photo copies.
9. The cars must be parked at the place identified by RIMS authority.
10. The owner/tenderer shall enter into a deed/agreement which may be renewed for every 12 months or a shorter period as decided by RIMS authority.

### **TERMS AND CONDITIONS FOR Maruti Gypsy**

1. The tenderer should be the owner of good condition Maruti Gypsy. A Photo copy of the valid RC book and valid insurance duly attested by gazetted officer should be submitted along with the completed tender form.
2. The car must be one registered in the name of the tenderer must also possess GST No. of the Firm/Agency/Owner.
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 satisfaction of the RIMS authority.
5. Fuel shall be provided by the owner of the vehicle.
6. Repairing and maintenance and the cost thereof shall be the responsibility of the vehicle owner/tenderer.
7. Driver shall be provided by the owner/tenderer.
8. Credentials, if any, should be supported by attested Photo copies.
9. The vehicle must be parked at the place identified by RIMS authority.
10. The owner/tenderer shall enter into a deed/agreement which may be renewed for every 12 months or a shorter period as decided by RIMS authority.

### **TERMS AND CONDITIONS FOR Scorpio/Bolero/Honda BR-V / Maruti XL6 Smart Hybrid**

1. The tenderer should be the owner of good condition vehicle Scorpio/Bolero/Honda BR-V / Maruti XL6 Smart Hybrid. A Photo copy of the valid RC book and valid insurance duly attested by gazetted officer should be submitted along with the completed tender form.
2. The vehicle must be one registered in the name of the tenderer must also possess GST No. of the Firm/Agency/Owner.
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 satisfaction of the RIMS authority.
5. Fuel shall be provided by the owner of the vehicle.
6. Repairing and maintenance and the cost thereof shall be the responsibility of the vehicle owner/tenderer.
7. Driver shall be provided by the owner/tenderer.
8. Credentials, if any, should be supported by attested Photo copies.
9. The vehicle must be parked at the place identified by RIMS authority.
10. The owner/tenderer shall enter into a deed/agreement which may be renewed for every 12 months or a shorter period as decided by RIMS authority

### SERVICE TO BE PROVIDED

1. Service	Provision of registered vehicle with licensed driver on hiring basis for running in Manipur state.
2. Period	The contract shall be valid for a period of 1 year from the issue of work order. However, contract may be extended for a further period upto a maximum of 3 years if agreed by the contractor and RIMS, Imphal on the same rate, terms and conditions after ensuring competitiveness of the rates.
3. 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.
4. Reporting Place	Actual place of reporting shall be specified by users of the vehicles.
5. Counting distance	From garage to garage but chargeable distance in this respect shall not be more than 5 kms in each way.
6. Accuracy of metres	The meter reading should tally the actual distance of run. At any time an authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.
7. 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 of hiring charges 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.
8. 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.

(Annexure-II)

SCHEDULE OF REQUIREMENTS AND HIRING CHARGES

Classification of Vehicles

Rate Quotation

Sl. No.	Type/Model of Vehicle	Manufacture year limit	Composite quoted rate inclusive all charges and (GST)	
			Upto 1500 km/month (for vehicles at Sl. No. 1 to 5) Upto 100 km / day (for vehicles at Sl. No. 6)	Additional charge/km beyond
1.	Bus	2013 or later		
2.	Maruti Gypsy	2015 or later		
3.	Sedan Car (Honda City/ Honda Civic/ Maruti Suzuki Ciaz/ Hyundai Accent/ Hyundai Elentra)	2018 or later		
4.	Car (Maruti Suzuki Dzire/Honda Amaze)	2018 or later		
5.	Scorpio/Bolero/Honda BR-V / Maruti XL6 Smart Hybrid	2018 or later		
6.	Maruti Van	2015 or later		

- Rates for hiring of vehicles from Sl. No. 1 to 5 must be quoted for per month and per day for Sl. No. 6

(Signature of the tenderer)