

### NON-TRANSFERABLE TENDER

- |    |                                 |    |
|----|---------------------------------|----|
| a) | Cash receipt/DD No. & Date      | :- |
| b) | Amount                          | :- |
| c) | Bank in the case of D.          | :- |
|    |                                 |    |
| 1. | Sold to                         | :- |
|    | (As recorded in the R.C. Book   |    |
|    | or the name of the Association) |    |
| 2. | Address with contact No.        | :- |
|    |                                 |    |
| 3. | Date of Issue                   | :- |
| 4. | Cost of Tender                  | :- |
| 5. | Seal of Document                | :- |
| 6. | Last date of receipt of         |    |
|    | 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 1 (one) Maruti Suzuki  
Sx4/Hyundai Verna/Honda Civic/ Honda  
City vehicles for use of RIMS, Imphal
- (b) Model of Maruti Suzuki :  
Sx4/Hyundai Verna/Honda  
Civic/Honda City & Year of  
Manufacture
- (c) 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 2014

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 2014.

Signature:

Name in Block letter:

Designation:

**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) & Driver shall be provided by the Owner/Tenderer.
6. Repairing and maintenance shall be at the cost of the Maruti Suzuki Sx4/Hyundai Verna/Honda Civic/ Honda City owner/tenderer.
7. Credentials, if any, should be supported by attested Xerox copies.
8. The Maruti Suzuki Sx4/Hyundai Verna/Honda Civic/Honda City must be parked at the place identified by RIMS authority.
9. The owner/tenderer shall enter into a deed/agreement renewable for every 11 months.



(Prof. Ch. Arun Kumar 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 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. 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.
6. 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.
7. 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.

## SCHEDULE OF REQUIREMENTS AND HIRING CHARGES

Classification of Vehicles Rate Quotation

Sl. No.	Type Model of Vehicle	Manufacture year limit	Class	Composite quoted rate inclusive all charges and service tax & cess @ 10.3%	
1.	Maruti Suzuki Swift Hyundai Verna Honda Civic Honda City	2013	Good Condition	Upto 1500 km/month	Additional charge/km beyond

*N.B. The rate of the vehicle is negotiable subject to the condition, model and year of manufacture of the vehicles.*

(Signature of the tenderer)