

Dear Sir,

Sub: Invitation of Quotation for Hiring of Vehicle for the use of MSACS on Monthly Basis for the Period of One Year (F.Y. 2023-24)

1. You are invited to submit your most competitive quotation for Hiring of Vehicle for the use of MSACS on Monthly Basis for the Period of One Year:

PRICE SCHEDULE (as an when required Basis)

Item Description (Minimum 12 Hrs. and 100 Kms. Per day)	Vehicle Type	Rate	After basic limit for every km Rate for Extra Km. (Rs.)	After basic limit for every Hour Rate for Extra Hour (Rs.)	GST As applicable For Govt. supplies (In)	Driver Charges for tour outside Mumbai
1	2	3	4	5	6	7
Rental Vehicle (AC) on as an when required basis within city B.M.C. and MRTA includes Thane, Vasai, Virar, Panvel City, Navi Mumbai, limit.	Swift D'zire					
	Ertiga					
	Verna					
	Mahindra Marazzo					
	Innova					
	Innova Crysta					

PRICE SCHEDULE (Monthly Basis)

Item Description (Minimum 250 Hours and 2500 Kms for 30 Days)	Vehicle Type	Rate	After basic limit for every km Rate for Extra Km. (Rs.)	After basic limit for every Hour Rate for Extra Hour (Rs.)	GST As applicable For Govt. supplies (In)	Driver Allowance for tour outside Mumbai
Rental Vehicle (AC) on Monthly Rental basis within city B.M.C. and MRTA includes Thane, Vasai, Virar, Panvel City, Navi Mumbai, limit.	Swift D'zire					
	Ertiga					
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	Mahindra Marazzo					
	Innova					
	Innova Crysta					

2. **Bid Price**

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initiating, dating and rewriting.
- All duties, taxes and other Levis payable on the raw materials and components shall be included in the total price.
- GST in connection with the sale shall be shown separately.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices shall be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation.

**“Quotation for Hiring of Vehicle for the use of MSACS on Monthly Basis for the Period of One Year
Do not open before 25-04-2023.”**

4. **Validity of Quotation**

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

5. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are

- a) properly signed; and
- b) Attested copy of Certificates of Incorporation issued by the respective registrar of firms/companies shall be acceptable.
- c) Attested copy of PAN.
- d) Last 3 year past performance statement
- e) attested copies of experience certificates
- f) GST registration certificate
- g) Affidavit on non-judicial stamp paper of Rs. 100/- regarding the firm has not been found guilty of malpractice, misconduct, or blacklisted.

The quotations shall be evaluated either on the basis of individual items or for all the items together, whichever is beneficial. Purchaser's discretion shall be final.

GST in connection with sale of goods shall be taken into account in evaluation.

6 Security Deposit & Contract Agreement

- 6.1 The successful Quotations shall furnish the security deposit in the form of Demand Draft in favor of "Project Director- Maharashtra State AIDS Control Society" payable at Mumbai from any Nationalized or Scheduled bank to the Purchaser within 7 days from the date of communication of Acceptance of Quotations for an amount of 5% of the contract value, valid up to 60 days after the date of completion of warranty obligations
- 6.2 The successful Quotations should enter into Contract Agreement within 7 days on Rs.100/- non-judicial stamp paper. The cost of Stamp paper should be borne by the Quotations.
- 6.3 The Security Deposit will be discharged by the Purchaser and returned to the Supplier on demand not later than 60 days following the date of completion of the Supplier's performance obligations, under the contract.
- 6.4 The security deposit shall be discharged (forfeited) as a compensation for any loss resulting from the failure to perform the obligations under the contract or in the event of termination of the contract or in any event as the Purchaser thinks fit and proper.

7 Award of Contract:

- 7.1 The Purchaser will award the contract to the successful Bidder whose Quotations has been determined to be substantially responsive and has been determined as lowest evaluated tender, provided further that the Quotations is determined to be qualified to perform the contract satisfactorily.
- 7.2 Notification of award of contract will be issued after completion of formalities regarding submission of Performance security deposit and contract agreement within 7 days from the date of issuance of notification of award of contract.
- 7.3 The Purchaser reserves the right to increase or decrease the vehicles to be served and also reserves the right to cancel or revise or any of the all the Bidder or part of tenders without giving any reasons thereto with no cost to the Purchaser.
- 7.4 Award of contract will be issued for the period of one year. If the service found satisfactory then extension will be given for one year with same rates.

8 COMMENCEMENT OF SERVICES

The Contract shall become legally binding and in force only upon:

- 8.1 The Contractor shall commence services in Client's premises within 15 days from the date of receipt of award of contract. If the Supplier fails to start the services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the contract value for each week or part thereof of delay until actual commissioning of project, up to deduction of 10%. Once the maximum is reached, the Purchaser may consider for termination of the Contract or may continue penalizing as per above rate.

9 CONTRACTOR'S OBLIGATIONS

- 9.1 The Contractor shall provide services at Client's premises as per Schedule of Requirements by the purchaser during the Contractual period and it shall always form part and parcel of the Contract. The Contractor shall abide by such assignments as provided by the Client from time to time.
- 9.2 The Contractor shall provide services through its trained personnel for the performance of its services hereunder and these personnel deployed shall be employee of the Contractor only and the Client shall not in any manner be liable and all statutory liabilities (such as ESI & PF etc.) shall be paid for by the Contractor.
- 9.3 The Client shall have the right, within reason, to have any personnel removed who is considered to be undesirable or otherwise and similarly the Contractor reserves the right to remove the any personnel with prior intimation to the Client, emergencies exempted.
- 9.4 The Contractor shall cover its personnel for personal accident and death whilst performing the duty and the Client shall own no liability and obligation in this regard.
- 9.5 The Contractor shall exercise adequate supervision to reasonably ensure proper performance of Services in accordance with Schedule of Requirements.
- 9.6 The personnel of the Contractor shall not be the employees of the purchaser and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement.
- 9.7 Adequate supervision shall be provided to ensure correct performance of the services in accordance with the prevailing requirements agreed upon between the two parties.
- 9.8 All necessary reports and other information shall be supplied immediately as per requirements.
- 9.9 The Contractor shall not employ any person below the age of 18 years old. Manpower engaged shall be trained for providing services.
- 9.10 The service provider will be solely responsible for the employment of persons and payment of salaries, allowances and other benefits to his laborers and Purchaser shall in no way responsible for the same. He should not wait for the Purchaser's payment to pay to his workman/Drivers.
- 9.11 In case any workman of the service provider suffers injury / damage or meets with an accident during the discharge of duties, the entire cost of compensation should be borne by the contractor and Purchaser shall stand indemnified against any such claim for compensation.
- 9.12 Proper substitute arrangement is required to be made when an employee/ Driver is absent.
- 9.13 The laborers shall also be given weekly off after six continuous working days.

10. CONTRACTOR'S LIABILITY

- 10.1 The Contractor shall completely indemnify and hold harmless the purchaser and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of the manpower services to the Client.
- 10.2 The Contractor shall not be liable in any way whatsoever and the Client hereby expressly waives any right to, any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly Caused by, resulting from or in connection with any Act of Terrorism or any Biological or Chemical Contamination or any Nuclear Risks; consisting of, caused by, resulting from or in connection with any loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data from any cause whatsoever (including but not limited to Computer Virus) unless such loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data was due to the negligence or default of the Contractor or any of its employees engaged in the provision of Services to the Client.
- 10.3 The Contractor shall not Sub-Contract or Sub-let, transfer or assign the contract or any other part thereof. In the event of the contractor contravening this condition, purchaser shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss

or damage, which the purchaser may sustain in consequence or arising out of such replacing of the contract.

11. PURCHASER'S OBLIGATIONS

- 11.1 The Purchaser shall comply with and fulfill the recommendations (if any), if deemed necessary by the Client, made in writing by the Contractor in connection with the performance of the Services. The Purchaser shall notify the Contractor of any dishonest, wrongful or negligent acts or omissions of the Contractor's employees or agents in connection with the Services as soon as possible after the Client becomes aware of them.
- 11.2 To enable the Contractor to provide the services, the Client shall ensure that their staffs are available to provide such assistance.
- 11.3 The Client shall not be under any obligation for providing empanelment to any of the personnel of the Contractor after the expiry of the contract. The Client does not recognize any employee employer's relationship with any of the workers of the Contractor.

12. TERMINATION

This Contract may be terminated forthwith by either party by giving written notice to the other if:

- 12.1 The other party is in material breach of its obligations under this Agreement and / or, in the case of such breaches capable of being remedied, fails to remedy that breach within thirty days of receiving notice of such breach; or
- 12.2 The Contract may be terminated forthwith by the Client by giving written notice to the Contractor, if:
- 12.3 In case of breach of any of terms and conditions of the Contract by the Contractor, the Competent Authority of the Client shall have the right to cancel the Contract without assigning any reason thereof, and nothing will be payable by the Client and in that event and the security deposit shall be forfeited.
- 12.4 The Contractor does not provide services satisfactorily as per the requirements of the Client or / and as per the Schedule of Requirements
- 12.5 The Contractor goes bankrupt and becomes insolvent.

13. INSOLVENCY

- 13.1 The competent authority of the Office of the Project Director, MSACS, Wadala may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-If the contractor being an individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or
- i) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
- ii) If the contractor commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

14. FORCE MAJEURE - OBLIGATIONS OF THE PARTIES

- 14.1. "Force Majeure" shall mean any event beyond the control of Client or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:
- (i) War, hostilities, invasion, act of foreign enemy and civil war;
- (ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;

- (iii) Strike, sabotage, unlawful lockout, epidemics, quarantine and plague;
 - (iv) Earthquake, fire, flood or cyclone, or other natural disaster.
- As soon as reasonably practicable but not more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:
- 14.2 The date of commencement of the event of Force Majeure;
 - 14.3 The nature and extent of the event of Force Majeure;
 - 14.4 The estimated Force Majeure Period,
 - 14.5 Reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.
 - 14.6 The measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.
 - 14.7 Any other relevant information concerning the Force Majeure and /or the rights and obligations of the Parties under the Contract.

15. Confidentiality

- 15.1 Information relating to the examination, clarification, evaluation, and comparison of Bidder, and recommendations for the award of a Contract shall not be disclosed to Participator or any other persons not officially concerned with such process until the notification of Contract award is made.
- 15.2 Any effort by the Participator to influence the Purchaser in the Purchaser's bid evaluation, bid comparison, or contract award decisions may result in the rejection of the Participator 's bid.

16. PAYMENTS

- 16.1 After selection of the Successful bidder as Contractor, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the Contractor by the Client for the services rendered.
- 16.2 The prices in the Price Schedule shall be inclusive of all taxes except GST as may be levied by the Government from time-to-time.
- 16.3 The Contractor shall raise invoice per month and submit the same to Client by 5th of every following month. The Client shall make all endeavors to make payments within 15-20 days from the date of the receipt of the invoice, to the Contractor.
- 16.4 The initial cost of the Contract shall be valid for a period of 12 months. No price escalation shall be entertained by the client.
- 16.5 In addition to the Contract payments, the Client shall pay for any additional services required by the Client, which are not specified in the **Price Schedule**, the cost for which will again be mutually decided by the Client and the Contractor.
- 16.6 All payments shall be made in Indian Currency by means of RTGS/NEFT only.
- 16.7 Client shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. Client shall provide a certificate certifying the deduction so made.
- 16.8 No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.
- 16.9 The services are to be provided for the entire month, including weekly offs, as per labour laws prevailing in the state.
- 16.10 For Rental vehicles on monthly basis the amount paid for whole month running KM and Hours. Extra charges will be paid after total limit of 2500 km and 250 hours. While tour outside Mumbai no extra charges will be paid for the monthly hired vehicles except toll, parking and driver allowance.
- 16.11 While tour outside Mumbai extra charges will be paid for the daily basis hired vehicles after exceed the Limit of Minimum 12 Hrs. and 100 Kms. Per day. Office will also pay toll, parking and driver allowance for this .

17. Corrupt or Fraudulent Practices

- 17.1 The Purchaser as well as Bidder shall observe the highest standard of ethics during the execution of such contracts.
- 17.2 “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and.
- 17.3 “Fraudulent practice” means a misrepresentation or omission of facts in order to Influence a procurement process or the execution of a contract to the detriment of purchaser and includes collusive practice among Bidder (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
- 17.4 “Collusive practice” means a scheme or arrangement between two or more Bidder, with or without the knowledge of the Purchaser, designed to establish Quotation prices at artificial, non competitive level; and.
- 17.5 “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or effect the execution of the contract.
- 17.6 “The Purchaser will reject a tender for award if it determines that the Bidder recommended for award has directly or through an agent engaged in corrupt or fraudulent practices in competing for the contract in question;.
- 17.7 The Purchaser will declare a firm or individual as ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

18. OFFICIAL RECORD :

- 18.1 The Contractor shall maintain complete official records of Vehicle/ Insurance/ Fitness Certificates of Vehicle etc.
- 18.2 The Contractor shall maintain a personal file in respect of all the staff who is deployed in Client’s office as driver. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary/ Permanent), Driving License, addhar Card and all grievances recorded by the staff face to face action taken etc.

19 Penalties :

- i) In case of break down, vehicles have to be replaced by other immediately within an hour. In case of non- availability of suitable vehicle, cost of hiring of vehicles/Taxi hired from other source or penalty of Rs. 1000/- per break down whichever is maximum will be recovered from agency. If the number of break down exceeds two within 30 days of first breakdown, a penalty of Rs. 5000/- shall be imposed additionally.
- ii) In case of non availability of vehicles, cost of hiring of vehicles/Taxi from other source and additional penalty of Rs. 1000/- per incident will be recovered from agency.
- iii) If the vehicle/ vehicles are not provided in time the MSACS may procure vehicles from any other source on hire basis and if those charges are more than the contract rates, then the cost of hiring vehicle and additional penalty of Rs. 1000/- per incidence will be recovered from agency.
- iv) In case of non availability of vehicles during extra hrs. Penalty of Rs. 500/- per incident shall be imposed.
- v) In case of vehicles condition is bad and not clean (seat covers all the time while on duty) penalty of Rs. 200/-.
- vi) In case of miss behave of driver and smoking, consumption of liquor/alcohol, Pan Masala/ Gutka, Tobacco, if report to the duty under influence of alcohol then imposed penalty of Rs. 1000/-.

- vii) If any of the incidents above exceeds the limit of 5 times, the contract will be terminated and performance security will be forfeited.

20. Rider A

- 20.1 **Resolution of dispute:** In the event of any question, dispute or differences in respect of contract or terms and conditions of the contract or interpretation of the terms and conditions or part of the terms and conditions of the contract arises, the parties may mutually settle the dispute amicably.
- 20.2 **Arbitration:** In the event of failure to settle the dispute amicably between the parties, the same shall be referred to the sole arbitrator Project Director, MSACS. The award passed by the sole Arbitrator shall be final and binding on the parties. The arbitration proceedings shall be carried out as per the Indian Arbitration and Conciliation Act, 1996 and the rules made hereunder.
- 20.4 **Applicable Laws:** The contract shall be governed in accordance with the law prevailing in India, Act, Rules, Amendments and orders made thereon from time to time.
- 20.5 **Indemnification:** The contractor shall indemnify the purchaser against all actions, suit, claims and demand or in respect of anything done or omitted to be done by contractor in connection with the contract and against any losses or damages to the purchaser in consequence of any action or suit being brought against the contractor for anything done or omitted to be done by the contractor in the execution of the contract.
- 20.6 **Jurisdiction:** All the suits arising out of the contract shall be instituted in the court of competent jurisdiction situated in Mumbai only and not elsewhere.
- 20.7 **Saving clause:** No suits, prosecution or any legal proceedings shall lie against the Project Director, MSACS, Wadala or any person for anything that is done in good faith or intended to be done in pursuance of Quotation

You are requested to provide your offer latest by 24-04-2023 upto 5.30 p.m.
Quotations will be open in the presence of the bidders or their representative
who choose to attend 11.00 pm on 25-04-2023 in the office of the MSACS.

Annexure A

Scope Of work

1. The agency should be Sole proprietary concern/ partnership firm or company registered with copy of registration to be attached the registrar of firms/ registrar of companies whichever applicable.
2. The agency should have at least 3 numbers of cars each and vehicles should not be older than 3 years and should be registered on or after 01-03-2020.
3. Said vehicles should be registered with the local regional transport authority as tourist vehicles and should have valid road permit to carry passengers and PUC.
4. The accepted rates of the successful bidder have to be firmed for a period of 12 months from the date of award of contract. No change of rates during these 12 months will be allowed on any grounds what so ever.
5. Driver should have authentic and valid driving licenses and shall wear uniform with ID. Copy of the same should be submitted to the MSACS.
6. Vehicles to be provided on demand on phone to the MSACS office or any other specified place.
7. Regular maintenance, servicing and up keep shall be done. Vehicle and seat cover (as far as possible of White color) should be cleaned properly. Vehicles upkeep shall be in good condition all the time while on duty.
8. MSACS, Mumbai shall not pay any amount of repairs, damages including third party damages on any reason during the period of contract when the vehicle is on MSACS, Mumbai duty. The responsibility of insurance etc. will be of the contractor.
9. If vehicle/ Vehicles are not provided to MSACS, Mumbai as per contract the MSACS reserves the right to cancel the contract and to forfeit the security deposit.
10. The TDS shall be deducted from the bill and remitted to concerned authorities.
11. In no case any revision in price is admissible, clarification may be sought and obtained but no change in substance or price is permissible.
12. More than one offer from one agency and also conditional offers other than the specified conditions may not be considered and if offered, such tenders are liable to treated as invalid. Also if it is accepted by purchaser, It supposed to be treated as unconditional.
13. Payment will be made on receipt of bill accompanied by following documents.
 1. Bills along with the duty slip duly signed by the user.
 2. Toll and parking slips.
14. The right to reject any tender without assigning any reason what so ever is reserved with MSACS, Mumbai.
15. The entire document required should be true and each signed by competent authority.
16. The bidder should participate for both 1 (as & when requirement) and 2 (Monthly basis). Both rates will be evaluated separately and agencies quoted lowest rate in each category will be appointed.
17. Insurance
The provided vehicle must be fully and comprehensively insured covering the risk to the driver/ victim by service provider.(Documents should be provided to MSACS)
18. Driver should follow all the rules and regulations specified by the authorities from time to time. This includes the regulations related to proper uniform.
19. The complete bio data of driver along with a copy of his driving license should be submitted to the department before commencement of work. Driver shall be provided with a mobile connection provided by the vehicle owner which shall be active during the hire period.
20. The driver shall not be addicted to smoking, consumption of liquor/alcohol, Pan Masala/Gutka, Tobacco, and shall never report to the duty under influence of alcohol.
21. Punctuality will have to be ensured and log book shall be maintained by the drivers. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the user.
22. **The time and mileage shall be taken into account from the reporting/release place. In other words there shall be no dead mileage and the to and from journeys from the taxi stand or garage to the reporting place and releasing place to taxi stand or garage will not be counted for computing the mileage or time.**

FORMAT OF QUOTATION (On Your Letter Head)**PRICE SCHEDULE (as an when required Basis)**

Item Description (Minimum 12 Hrs. and 100 Kms. Per day)	Vehicle Type	Rate	After basic limit for every km Rate for Extra Km. (Rs.)	After basic limit for every Hour Rate for Extra Hour (Rs.)	GST As applicable For Govt. supplies (In)	Driver Charges for tour outside Mumbai
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PRICE SCHEDULE (Monthly Basis)

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	Ertiga					
	Verna					
	Mahindra Marazzo					
	Innova					
	Innova Crysta					

Note :

- Payments shall be made by the Client as per the terms and conditions of the Tender Documents.
- The services are to be provided for the entire month, including weekly offs, as per labour laws prevailing in the state.
- The quoted consolidated monthly amount prices shall be inclusive of all charges & taxes.
- For Rental vehicles on monthly basis the amount paid for whole month running KM and Hours. Extra charges will be paid after total limit of 2500 km and 250 hours.
- While tour outside Mumbai no extra charges will be paid for the monthly hired vehicles except toll, parking and driver allowance.
- While tour outside Mumbai extra charges will be paid for the daily basis hired vehicles after exceed the limit of Minimum 12 Hrs. and 100 Kms. Per day. Office will also pay toll, parking and driver allowance for this .
- The time and mileage shall be taken into account from the reporting/release place. In other words there shall be no dead mileage and the to and from journeys from the taxi stand or garage to the reporting place and releasing place to taxi stand or garage will not be counted for computing the mileage or time.

Gross Total Cost : Rs. _____

We agree to render the above services in accordance with the technical specifications for a total contract price of Rs. _____ (amount in figures) Rs. _____ (amount in words) within the period specified in the invitation for Quotations. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

INFORMATION TO BE FILLED IN BY THE QUOTATIONER / TENDERER

Sr. No.	Particulars	To be filled by Quotationer / Tenderer
1	Quotation / Tender No and Date	
2	EMD Amount, Receipt no. and date	
3	Quotationer / Tenderer Firm Name	
4	Quotationer / Tenderer Address	
5	Name of Contact Person and Contact No.	
6	E-mail ID	
6	If is proprietary concern if so name of the owner	
7	If it partnership concern Name of Each partner	
8	Partnership deed and copy of registration certificate	
9	If it is company if so the documentary proof to show that the company is registered Name of the Director	
10	Details of the bank	
	A. Name of the bank	
	B. Name of the Branch	
	C. Address of the branch	
	D. Type of bank Account	
	E. Bank account No.	
	F. IFC Code	
	G. MICR Code	
11	Registration under GST Act	Yes / No
12	GST Registration No.	
13	GST Registration Certificate	
14	The Certificate of PAN documents and Photograph	Self-attested

Join Director Finance/ Procurement
MSACS

