

**INDIAN INSTITUTE OF TECHNOLOGY DELHI
GATE/JAM OFFICE**

December 21, 2012

Notice Inviting Quotations for Hiring of Vehicles

Sealed quotations are invited from reputed tour/taxi operators for supplying air-conditioned Innova/Xylo/Scorpio/Sumo/Indigo vehicles on hiring basis. The details of our requirements are as follows:

1. The approximate number of vehicles required is as follows.

Region	Number of vehicles required
Dropping & Pick up: Airport/Station	112
NCR: Faridabad/Ghaziabad/Greater Noida/Gurgaon & Delhi	116
Outside: Ajmer, Alwar, Bikaner, Jaipur, Kota, Mathura, Sikar	41
Total	269

2. The sequence of operations is as follows:

- a) Report for the duty at GATE office (as mentioned in table below).
- b) Load the vehicle with material.
- c) Depart from GATE office for the centre.
- d) Wait at the centre until the examination is over. The driver and vehicle will remain stationed at the centre throughout the duration of the examination.
- e) Depart from the centre after the examination is over.
- f) Report back to GATE office.

3. The details of operations are given below.

	Dropping/ Pick up (Airport/Station)	Outside NCR	Delhi/ Faridabad/Gurgaon/ Ghaziabad/G. Noida
Date	Dropping: January 18, 2013 & February 08, 2013 Pick Up: January 20-21, 2013 & February 10-11, 2013	18 th /19 th January, 2013 & 9 th February, 2013 (SATURDAY)	20 th January, 2013 10 th February, 2013 (SUNDAY)
Reporting Time at GATE Office	Depends on Flight timings (will be informed)	02:00 AM	11.00 pm of previous day
Place of reporting	GATE Office, IIT Delhi, Hauz Khas, New Delhi 110016	GATE Office, IIT Delhi, Hauz Khas, New Delhi 110016	GATE Office, IIT Delhi, Hauz Khas, New Delhi 110016
Period of duty	Dropping & Pick up from Airport	4.00 AM on 19 th January, 2013/2.00 am on 9 th February, 2013 until 11 PM* of 20th January/10th February or 1.00 pm of 21 st January/11 th February if team is not returning on 10 th February.	(i) From 3.00 am on 20 th January till 8.00 pm on 20 th January, 2013 & (ii) From 11.00 pm on 9th February till 7.00 pm on 10th February, 2013
Report back at	GATE office, IIT Delhi	GATE office, IIT Delhi	GATE office, IIT Delhi

* The actual time may vary based on location.

4. Requirements

I Vehicle

- a) Only air-conditioned vehicles are to be provided.
- b) Each vehicle should be able to carry 2 steel trunks weighing each about 45 kgs and accommodate 3 persons. Approximate size of each trunk is 78x45x26 cms. **So the back seats of the vehicle must be foldable.**
- c) All vehicles must be registered and licensed commercial vehicles.
- d) Each vehicle must carry the necessary documents, such as original license, pollution control certificate, permit etc. with the driver. **The vendor must ensure that the tax payment as applicable has been made for the appropriate period from the date of start of travel till it reaches the GATE Office, IIT Delhi.**
- e) For outside NCR, the vehicle must have inter-state permit.
- f) The vehicles must be clean and well maintained.
- g) The tyres should be in good condition.

II Drivers

- a) The drivers should be well trained and experienced.
- b) Each driver must carry his original driving license.

III Others

- a) During the period of duty, the vendor shall make arrangements to pay charges such as toll tax, highway tax, pollution tax, parking charges etc. and bill them to GATE. **Original receipts must be submitted. No payment will be made for the above charges if Original receipts are not submitted. Driver should carry adequate cash for the above purpose.**
- b) For interstate travel the vendor shall make arrangement to pay all state entry permit charges. The driver should carry adequate cash for this purpose.

5. Payment norms by IIT

- a) No advance payment shall be made.
- b) The payment shall be strictly based on the kilometers covered starting from GATE office and back to the GATE office.
- c) Payment shall be made within two weeks after receiving the invoice and verification.

PLEASE NOTE:

1. Compliance with conditions stated in this notice is a must. Any deviation must be explicitly stated. If no deviations are stated, it shall be presumed that the vendor will comply with the requirements as stated in this notice.
2. If the vendor is not in a position to provide the required number of vehicles, he may quote for the maximum number of vehicles he can provide. The minimum number of vehicles to be quoted for is 30 (thirty).
3. The Purchase Committee has the right to accept or reject the quotations without assigning any reason. The committee reserves the right to split the order among the vendors and also has the right to distribute the vehicles among the vendors for different locations.

The vendor shall quote the rates in the enclosed Annexure keeping the above requirements in mind, indicating clearly the number of vehicles he will be able to provide. **The sealed quotation should be submitted latest by 5 pm on 4th January, 2013 to GATE Office, IIT Delhi.**



(Prof. Mukesh Khare)
Chairman, GATE 2013, IIT Delhi

Annexure

After filling rates in the table below this sheet should be submitted to the GATE Office

Particulars	Innova	Xylo	Sumo	Scorpio	Indigo
No. of Vehicles the vendor can provide for each type of vehicle (Rs.)					
Charges for 8 hours or 80 Kms (Rs.)					
Extra running per kilometer (after 80 Kms) (Rs.)					
Extra running per hour (after 8 hours) (Rs.)					
Night detention charges (Rs.)					
Outside Delhi rates (Rs.)					
Charges for 21 hrs. Local duty starting from 11.00 pm to next day 8.00 pm. (Rs.)					
Airport Pick Up/ Dropping 4 hours or 40 Kms (Rs.)					
Any other charges (Please specify) (Rs.)					

For outstation, minimum running in one day shall be 200 km.

I have read the terms and conditions in the NIQ and I agree with all the terms and conditions and will abide by them if I am given an order.

Name: _____

Signature: _____

Contact Nos: _____

Company Seal: _____

Date: _____