

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

December 11, 2014

Notice Inviting Quotations for Hiring of Vehicles

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

1. The estimated total number of vehicles required is as follows.

Region	Estimate Total Number of Vehicles required
<b>Drop &amp; Pick up:</b> Airport/Rly. Station (Indore/Ujjain, Jammu, Udaipur, Bikaner, Jodhpur, Kota)	52
<b>NCR:</b> Bahadurgarh, Palwal, Faridabad, Ghaziabad, Greater Noida, Gurgaon & Delhi/New Delhi	258
<b>Outside:</b> Ajmer, Alwar, Hisar- Rohtak, Jaipur, Karnal, Mathura, Sikar	44
<b>Total</b>	<b>354</b>

*It is to be noted that on any given day maximum number of required vehicles will be Delhi NCR-55 and Outstation-15.*

2. The sequence of operations is as follows:
- a) Report for the duty at GATE office (as mentioned in table below).
  - b) Depart from GATE office for the centre.
  - c) 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.
  - d) Depart from the centre after the examination is over.
  - e) Report back to GATE office.
3. The details of operations are given below.

	Drop/ Pick up (Airport/Station)	Outside NCR	Delhi/ Faridabad/Gurgaon/ Ghaziabad/G. Noida
Date	<b>Drop:</b> 29/01/2015 or 30/01/2015 05/02/2015 or 06/02/2015  <b>Pick Up:</b> 01/02/2015 or 02/02/2015 08/02/2015 or 09/02/2015	30 Jan., 2015 (Friday) 06 Feb., 2015(Friday)	30 Jan., 2015 (Friday) 31 Jan., 2015 (Saturday) 01 Feb., 2015 (Sunday) 06 Feb., 2015 (Friday) 07 Feb., 2015 (Saturday) 08 Feb., 2015 (Sunday)
Reporting Time at GATE Office	Depends on Flight timings (will be informed)	<b>04:00 am</b>	<b>04.00 am</b>
Place of reporting	GATE Office, IIT Delhi, New Delhi 110016	GATE Office, IIT Delhi, New Delhi 110016	GATE Office, IIT Delhi, New Delhi 110016
Period of duty	Drop & Pick up from Airport/Rly. Stn.	Vehicles will return on: 30-02 Feb. (noon), 2015 06-09 Feb., (noon) 2015	<b>Till 7.00 pm</b>
Report back at	GATE office, IIT Delhi	GATE office, IIT Delhi	GATE office, IIT Delhi

\* The actual time may vary based on location.

*AKM*  
11/12/14

#### 4. Requirements

##### I Vehicle

- a) Only air-conditioned vehicles are to be provided.
- b) All vehicles must be registered and licensed commercial vehicles.
- c) 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.**
- d) For outside NCR, the vehicle must have inter-state permit.
- e) The vehicles must be clean and well maintained.
- f) 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, 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.

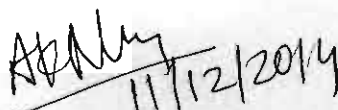
#### 5. Payment norms by IIT

- 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 one month after receiving the invoice and verification.

#### **PLEASE NOTE:**

4. 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.
5. 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 50 (Fifty).
6. 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 26<sup>th</sup> December, 2014 to GATE Office, IIT Delhi.**

  
11/12/2014  
(Prof. A.K. Nema)  
Chairman, GATE-JAM, IIT Delhi

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

Particulars	Innova	Xylo	Scorpio	Swift Desire	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.)							
Airport/ Rly. Stn. Pick Up/ Drop (Rs.)							
4 hours or 40 Kms. (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: \_\_\_\_\_

Handwritten signature and date:   
 \_\_\_\_\_  
 21/12/14