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Government of India : Ministry of Railways
Research Designs & Standards Organization
First floor, NewAnnexeBuilding, Western Railway,
Churchgate Mumbai - 400 020

No : I&L/BB/G-30/Vehicle Hiring/2020-21

Dtd : 09.11.2020

QUOTATION NOTICE

Sub : Contract for hiring of One AC Multi-Utility vehicle & One Non – AC Multi-Utility vehicle for the office of Executive Director/QA/Mech/RDSO/Mumbai.

It is proposed to hire a AC Multi-Utility Vehicle and One Non-AC Multi-Utility vehicle for the office of Executive Director/QA/Mech/RDSO/Mumbai for a period of 6 months on quotation basis. Details are given below:

- (i) Quotations should be sent in the attached format (Annexure-A) in a sealed cover in favour of Executive Director/QA/Mech, RDSO, New Annexe Building, Western Railway, Churchgate, Mumbai – 400 020 and the contractor or his authorized representative should sign on the envelope alongwith their seal. The rates are to be offered as per format given in the attached work schedule.
- (ii) The other terms & conditions of the work are as per the attached format (Annexure – B).

You are requested to send your quotation as per above so as to reach this office latest by 17.11.2020(11.00 hrs)

DA: As above.


(Rajneesh Kumar Tomar)
Executive Director/QA/Mech
RDSO/Mumbai



Annexure A

WORK SCHEDULE

Sub: Hiring of One AC Multi-Utility vehicle & Non-AC Multi-Utility vehicle for Office of Executive Director/QA/Mech, RDSO/Mumbai for a period of 6 months.

Approximate cost of the work: Rs.53624/- (For AC Multi-utility vehicle) and Rs.43500/- (For Non-AC Multi-utility vehicle) (under the work schedule of 320 hrs/ 2000 kms. per month. (Total cost of work –Rs.582747/-)

Time period: 6 months

| S.No. | Particulars | Offer rates | |
|-------|---|---------------------------|--------------------------|
| | | Figure in Rs. (Per month) | Words Rupees (Per month) |
| 1 | Hiring charges for 320 hrs/2000 kms. per month AC Multi-Utility vehicle like Ciaz, Vento/Honda City, Innova for ED/QA/Mech/Mumbai | | |
| 2 | Hiring charges for 320 hrs/2000 kms. per month Non-AC Multi-Utility vehicle like Scorpio, Xylo, Ertiga) for Jr.officers | | |

Declaration:

1. The rates mentioned above are all inclusive of all taxes with fuels and driver and no further charges will be claimed.
2. We agree to supply the vehicles at above rates as per terms and conditions to the RDSO/Ministry of Railways, Mumbai.
3. Rate is to be given in words as well as figure. In case of discrepancy among two rates, rates given in words will be taken as final.
4. The tenderer will provide bank name, branch, address, A/c.No and specified bank details i.e. CBS A/c.No, MICR Code, IFS Code, etc, for payment purpose.
5. Month means calendar month.

Annexure - B

| S.NO. | Name of the firm | |
|-------|------------------------------|--|
| 1. | Description of work | (i) Hiring of One AC Multi Utility Vehicle like Ciaz, Vento/Honda City, Innova for ED/QA/Mech/Mumbai for use of Executive Director/QA (Mech), RDSO/Mumbai for a distance of 2000kms. or 320 hrs. per month with firm's driver, fuel, oil, lubricants, accessories including minor and major repairs, etc. (ii) Hiring of One Non-AC Multi Utility Vehicle like Scorpio, Xylo, Ertiga similar for use of Jr.officers of QA/Mech/RDSO/Mumbai for a distance of 2000kms. or 320hrs. per month with firm's driver, fuel, oil, lubricants, accessories including minor and major repairs, etc. |
| 2. | Hiring of charges | Rs._____ (Rs._____ only)including all taxes per month. |
| 3. | Service tax, if any | Rates are inclusive of all taxes. Toll/Parking/Entry charges will be paid extra on actuals on production of bill. |
| 4. | Contract period | 6 months. |
| 5. | Payment terms | Payment shall be arranged by Railway up to every month, after receipt of bill from the firm. Firm shall submit the bill duly certified by Gazetted officer. Payment will be made by ED/Finance, RDSO/Lucknow. |
| 6. | Special conditions, distance | Approx. 2000 km. or320 hrs per month |
| 7. | Availability of vehicle | Vehicle should be available on all the working days at the place advised by Railway officer on phone for minimum 12 hrs. per day. In case of emergencies, the vehicle will be made available within 30 minutes of intimation. |
| 8. | Condition of vehicle | Vehicle will be less than 3 years old on the date of operation of contract and should be in good fettle, mechanically sound and decently maintained with neat and clean seat covers etc and free from any history of accident. The seats must be well cushioned and in very good condition. Firm shall provide good quality cover on the seats, which shall have to be washed periodically at contractors costs. Railway reserves the right to reject the vehicle if condition is not acceptable and a penalty as per absence clause shall be imposed. |
| 9. | Log Book | Log book will be maintained by the Driver of the firm, as per proforma approved by Railway's authorised representative. The driver shall obtain the signature of the nominated officer concerned for having performed the duty and the mileage run by the vehicle every day. |
| 10. | Penalty clause | <ol style="list-style-type: none">1. For absence of vehicle, penalty of Rs. 1500/- per day will be deducted from monthly bills.2. If vehicle/ driver reports late by half an hour then penalty of Rs. 300 per each late reporting will be deducted from monthly bills.3. For any misbehaviour/indecent language use penalty of Rs. 400 per each incident will be deducted from monthly bills.4. In case Railway authority feels that condition of vehicle provided is not satisfactory then vehicle will |

| | | |
|-----|------------------------|---|
| | | be returned and will be treated as absence from duty. |
| 11. | Security Deposit | The total security deposit amounting to 10% i.e. Rs..... of the contract value. The security deposit of Rs..... will be deducted at the rate of 10% of the bill amount till it reaches the full security deposit. |
| 12. | Price variation clause | Price variation to the accepted price shall be not beapplicable. |
| 13. | Replacement of vehicle | In the event of any unforeseen circumstances, if the vehicle in question becoming unplayable, the firm shall replace the vehicle of equivalent model only with the prior consent of user officer. |

OTHER TERMS & CONDITIONS

1. Driver must have his own mobile phone and sufficient imprest to meet with contingencies en-route, Railway will not bear any expenditure for mobile communication.
2. One day's off will be given per week.
3. The driver attached to this vehicle should be smart, well behaved, polite, well mannered, in proper attire and clean shaven during working hours. At any circumstances, he should not misbehave with the Railway Officer.
4. The drivers put on the job must always possess valid driving license, registration papers, road tax paid receipt and other necessary documents, etc.
5. The firm shall ensure that all the meters particularly the kilometre counter/speedometer and other devices of vehicle are always in working condition. In case any defects are pointed out by the Railway authority, the same shall immediately be rectified by the firm at their own cost and in the meantime another vehicle shall be arranged by the firm so that Railway work does not get hampered. If the kilometre counter gets out of order instantaneously, the reading given by the officer shall be final and binding on the firm. Railway shall have the right to reject the vehicle/driver, if found unsatisfactory.
6. The driver shall ensure that the vehicle is always having sufficient fuel. He should have sound knowledge of roads in Mumbai, especially shortest routes from Churchgate to Mumbai Central, Badhwar Park Rly.Colony, Nirmal ParkRly.Colony, other Railway installation and also the routes of Airports.
7. The firm shall be liable to honour Central & State Govt's laws, statutory rules, regulations, notifications like legislating, local self Govt/Municipal requirements etc and shall be solely responsible for any breach thereof. Railway stands indemnified against any penalty/prosecution consequent to the violations (deliberate or inadvertence) by the firm or its employees, representatives etc. of such statutory provision in force.
8. The vehicle should have both vehicle insurance and 3rd party insurances.
9. Duty hours and km will be counted from reporting to this office upto releasing from this office i.e. RDSO Office at Churchgate, Mumbai. In case of situations where this is not applied, Railway authority will decide the count of duty hours and km for both reporting and releasing of vehicle. Any delay in reporting to duty will be considered as absence for the duty and viewed seriously.
10. During the emergency inspection at odd hours, the driver and vehicle shall be available within 30 minutes of call given. Duties performed during the emergency inspection shall be adjusted against overall ceiling limit of 2000 Kms or 320 hours and no extra payment will be made for extra Kms/hours incurred during the emergency inspection. Further, no special allowances will be admissible for performing the duty during the night as an emergency inspection.
11. Consecutive absence of driver from the duty for more than 5 days will be treated as violation of this contract and in such cases; the contract may be terminated by issuing seven days notice. Decision of the Railway Authority will be final and binding on the contractor.