

# FILM AND TELEVISION INSTITUTE OF INDIA

LAW COLLEGE ROAD, PUNE - 411 004



## TENDER DOCUMENT

Tender No.: D-21013/NP/1472/2017-18 Dated 22<sup>nd</sup> May, 2017

**Hiring of Vehicles for various purpose as and when required.**

**Bid Evaluation will be based on Technical and Commercial bid**

[All correspondence ie Postal and e-mail from tenderer shall be made only to the Purchase Authority, who has issued this tender otherwise it will not be accepted]

Price of Tender Document : Rs. 1500/- (Rupees One Thousand and Five Hundred Only)

Telephone } 25431817,  
Exchange } 25430363, 25430017 (Ext.210)  
Purchase Officer : 25431366

Fax No. : 91-020-25430416  
E-mail : [purchase@ftiindia.com](mailto:purchase@ftiindia.com)  
website : <http://www.ftiindia.com>

FILM & TELEVISION INSTITUTE OF INDIA  
LAW COLLEGE ROAD, PUNE 411 004

**INVITATION TO BID**

On behalf of the Director, Film and Television Institute of India, Law College Road, Pune - 411 004, sealed tenders are invited by this Organization in the prescribed Bid forms. The details of the Tender are given in the schedule below :

1		Tender No. & Date	D.21013/NP/1472/2017-18/PS, 22.05.2017
2		Issue of Tender Forms	From 22.05.2017 to 29.05.2017 download from website only
3		Last Date of Receipt of Tender	29.05.2017 before 3.00 p.m.
4		Date of opening of Technical Bid	30.05.2017 at 3.30 p.m.
5		Date of opening of Commercial Bid	31.05.2017 at 3:30 p.m. (tentative)
6		Description of stores and quantity	As per Annexure
7		Delivery period	Immediate as and when required
8		Tender Fee	Rs. 1500/- (Non refundable)
9.		Earnest Money Deposit EMD	Rs. 10,000/- (Rs. Ten thousand )only
10	i)	Bid bond Validity	90 days beyond bid validity
	ii)	Bid Validity upto	120 days from the date of opening of Technical Bid
11		Warranty	Required as per Appendix to Annexure-II (General Terms and Conditions)
12		Performance Bank Guarantee / Security Deposit	Rs. 25,000/- (Rs. Twenty five thousand ) only
	i)	Validity	90 days from the date of expiry of contract
12		Correspondence Address	Purchase Officer, Film & Television Institute of India, Law College Road, Pune 411 004., Ph. No. (020) 25431366 Fax : (020) 25430416
13		Paying authority	Accounts Officer, FTII, Pune 411 004

Tender No.D21013/NP/ 1472/2017-18/PS  
General Terms and Conditions

Hiring of Vehicles for various purpose as and when required\_

General Terms and Conditions

- 1) The tender should enclose a signed copy of the Terms and Conditions stipulated for award of the contract, conveying / his acceptance of the same and should be upload online only through Central Public Procurement Portal (CPPP) No physical bid /tender will be accepted by the office.
- 2) The said contract is initially for a period of one year which can be extended further for two years, subject to satisfactory performance/ mutual consent / agreement on the same terms and conditions.
- 3) The detailed tender documents can be downloaded from the website [www.ftiindia.com](http://www.ftiindia.com) and [eProcure.Gov.in](http://eProcure.Gov.in) from 22.05.2017 to 29.05.2017 (up to 3.00 PM).
- 4) Request for extension of the tenders will not be considered. If tender opening date is declared as holiday suddenly, the next working day tender will be opened at the same time.Tender should be submitted along with the Demand Draft/ Bankers Cheque of Rs.10,000/- (Rupees ten thousand only) drawn in favour of Accounts Officer, FTII, Pune towards Earnest Money Deposit (EMD) and Rs.1500/- (Rupees One Thousand Five Hundred ) towards tender fees which is non refundable.
- 5) The rate quoted should be quoted as per BoQ. The tenderer who fails to enclose service tax registration number, his bid will not be considered.
- 6) In case a tender is selected and withdrawn from the bids without the consent of FTII his EMD is liable to be forfeited. Selection of the L-1 tender will be based on the rates quoted by the agencies if technically found satisfactory.
- 7) The successful tenderer will have to submit a list of all cars proposed to be supplied by him indicating their make,Registration No. Model and type of fuel consumed by each car along with their letter of acceptance of this offer.
- 8) The commercial vehicles should be registered January 2014 onwards and should be in good running condition, seat covers and exterior should be in good condition.
- 9) All the vehicles must be equipped with GPS to monitor/track the movement of the vehicles. Vendors has to provide GPS based log sheet while submitting the transport bills.
- 10) The firm shall be responsible for providing the required number of vehicles as and when required, at any time , even at short notice. The firm should also be able to provide taxies on 365 days (including holidays / Sundays). The firm must have a 24 hrs working telephone system so that the cars can be requisitioned , if required, on short notice also. The drivers deployed by the firm should have mobile phones so that they could be contacted any time.

- 11) All the charges towards repairs /servicing , salary of the driver, fuel expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by Agency/Firm/Contractor . The department will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury. The car would be insured in all respect by Agency/Firm/Contractor .
- 12) The firm shall be liable for any prosecution in the event of any accident of challan/injuries and shall bear all the costs and consequences of prosecution of any type resulting from the violation of the Rules/Law of the Motor Vehicles Act in force. All liabilities, arising out of any legal dispute, accidents, etc. shall be borne/ paid by the agency and the FTII shall not be liable in any manner whatsoever. The firm will bear all the financial implications due to accident to the vehicle, driver and passenger.
- 13) The firm shall comply with all statutory enactments/provisions in relation to services offered by them.
- 14) Compensation and connected expenses, whatsoever, in case of any casualty (unforeseen) shall be borne/paid by the firm.
- 15) FTII shall be liable to pay the hiring charges only. Any other liability shall be borne by the Agency / contractor.
- 16) Vehicle supplied by the firm will be regularly inspected by nominated officers and in case of non-compliance of any of the conditions; if brought to the notice by the user or the Inspecting Officer, a penalty on each fault will be imposed as per schedule of penalty at Annexure-I. However, if lapses are noted for three consequent times in a row, the contract would be cancelled immediately. This is without prejudice to other stipulated terms and conditions mentioned in the contract and performance security amount will be forfeited.
- 17) The driver should possess valid driving license from the appropriate authority and also should have experience of at least 3 years. The driver should be in uniform and well trained to behave with officers/officials, courteous and should be punctual and conversant with the traffic/regulations and roads/routes in Pune,Mumbai and surrounding localities.
- 18) The character verification of drivers by local police should be got done by the firm and report submitted to FTII before putting them on duty.
- 19) No advance payment will be made by the FTII. The billing will be done on a monthly basis and the bill should be submitted by the firm by first week of the following month along with duty slips and log book. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle. It will be responsibility of the driver to get the Logos & duty slips duly filled & signed by the officer/staff on a day to day basis. No payment will be made for unsigned duty slips. Duty slips should be completed in all respects in terms of start Meter Reading,end Meter reading & total distance covered, place visited,etc. The bill would be preferred vehicles/officers wise,duly certified by the officer concerned.
- 20) Toll tax, Entry tax, permit fee for crossing border, if any, parking charges will be borne by FTII for which the original receipts should be verified by concerned officer. The bill raised by the firm should have all tax registration numbers printed on the bills.

- 21) At the time of payment of bills, income tax, and/or any other tax, surcharge etc shall be deducted at source.
- 22) No compromise will be made by the FT I I towards punctuality, cleanliness, obedience, and behaviour of the drivers deployed by the agency. If the Agency/Frim/Contractor, at any point of time during official duty, fails to perform duties, as directed by F T I I , the Security Deposit will be forfeited and contract will cancelled forthwith without any notice by the office.
- 23) The successful agency will have to deposit a Performance Security Deposit of Rs.25000/-(Rupees Twenty Five Thousand)in the form of a Demand Draft/FDR/Bank Guarantee issued by any scheduled bank in favour of the Accounts Officer FTII,Pune for the due fulfillment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty/ any liability of any kind imposed by FTII on account of unsatisfactory services.
- 24) Jurisdiction for legal disputes, if any, arising during the contract will be Pune courts only.
- 25) The bidder vehicle should be a registered with transport department and should provide to this effect like Registration No., TIN No., PAN No. Service Tax registration No. PUC License etc. must be enclosed along with the tender. Copy of registration certificate (RC) should be attached with the tender document.
- 26) In case condition of a vehicle is not found to be satisfactory, it shall be returned for immediate replacement. No payment will be made for cars found in unacceptable condition.
- 27) In case of break – down of the vehicle or non-availability of driver, Agency must provide replacement immediately at its own cost.
- 28) In case a vehicle is requisitioned and the same does not reach at the required time and place, the FTII will call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/ security, etc.
- 29) All the charges towards repair/ servicing , salary of the Driver, fuel expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by Agency/Frim/Contractor. FTII will not be responsible for any challan, loss, damage or accident to the vehicle of to any other vehicle or injury. The car would be insured in all respects by the Agency/Frim/Contractor.
- 30) The firm shall be liable for any prosecution in the event of any accident or challan / injuries and shall bear all the costs and consequences of prosecution of any type resulting from the violation of the Rules/ Law of the Motor Vehicles Act in force. All liabilities, arising out of any legal dispute, accidents, etc. shall be borne / paid by the agency and FTII shall not be liable in any manner whatsoever. The firm will bear all the financial implications due to accident to the vehicle, driver and passenger.
- 31) EMD for the unsuccessful bidder will be returned within 15 days after the decision of successful bidder. No interest shall be payable on EMD.
- 32) Director FTII, may cancelled this tender any time without information to the bidder at any stage.

## Penalty Clauses

Sr.No.	Problems	Penalty
1	a) By 10 minutes b) Between 10 -30 minutes c) 30 minutes and beyond or does	a) Rs.100/- In all the above cases, the officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the Agency/Frim/Contractor
2	Attire / turnout of the driver a) Inappropriate b) Very Inappropriate	a) Rs. 500/- to Rs.1000/- depending upon the inappropriateness b) The driver with the vehicle will be sent. back and a penalty of Rs.1000/- will be imposed. A taxi will be hired for the day and payment for the same will be borne by the contactor Rs.100/- for the 1 <sup>st</sup> day Rs.500/- per day for 2 <sup>nd</sup> consecutiveday and beyond.
3	Unclean vehicle or seat covers	The contractor to provide another vehicle in an hours time or else the office can hire a taxi for the day, payment of which will be borne by the Agency/Frim/Contractor.
4	AC not working /Malfunctioning	Office to hire a taxi to reach the destination, payment to be borne by the Agency/Frim/Contractor.
5	Breakdown en-route	The vehicle will be returned . A taxi will be hired, payment of which will be borne by the contractor alongwith a daily fine of Rs.500/- till such time a proper vehicle is provided.
6	Recurrent malfunctioning / dissatisfactory vehicle condition	
7	Driver's poor knowledge of route	Driver to be change by the contractor . If the contractor does not change the driver in 03 days, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine @ Rs. 500/- per day.
8	Driver's behaviour	Rs.500/- to Rs. 1000/- depending upon the gravity of the misdemeanour. If the misbehaviour continues, then the driver will have to be changed by the contractor. If the contractor does not change the driver in 03 days time, his contract may be liable to terminate with immediate effect.
9	Old Vehicle	Vehicle provided older than 2014 model will bot be accepted.

## Hiring of Vehicles for various purpose as and when required

Sr No	Vehicles Specification	AC (Rate IN Rs/km)	
1.01	Tavera AC	40km/4hours	
1.02	Tavera AC	80km/8hours	
1.03	Tavera AC	300km/8hours	
1.04	Tavera Non -AC	40km/4hours	
1.05	Tavera Non -AC	80km/8hours	
1.06	Tavera Non -AC	300km/8hours	
1.07	Swift Dzire AC	40km/4hours	
1.08	Swift Dzire AC	80km/8hours	
1.09	Swift Dzire AC	300km/8hours	
1.1	Swift Dzire Non-AC	40km/4hours	
1.11	Swift Dzire Non-AC	80km/8hours	
1.12	Swift Dzire Non-AC	300km/8hours	
1.13.	Tempo Traveller – 14 / 17 Seaters	40km/4hours	
1.14	Tempo Traveller – 14 / 17 Seaters	80km/8hours	
1.15	Tempo Traveller – 14 / 17 Seaters	300km/8hours	
1.16	Logan	40km/4hours	
1.17	Logan	80km/8hours	
1.18	Logan	300km/8hours	
1.19	Hyundai Accent	40km/4hours	
1.2	Hyundai Accent	80km/8hours	
1.21	Hyundai Accent	300km/8hours	
1.22	Mini Bus – 27 /32 Seater	40km/4hours	
1.23	Mini Bus – 27 /32 Seater	80km/8hours	
1.24	Mini Bus – 27 /32 Seater	300km/8hours	
1.25.	Tata Indigo	40km/4hours	
1.26	Tata Indigo	80km/8hours	
1.27	Tata Indigo	300km/8hours	
1.28	Toyota Innova	40km/4hours	
1.29	Toyota Innova	80km/8hours	
1.3	Toyota Innova	300km/8hours	
1.31	Toyota Corolla	40km/4hours	
1.32	Toyota Corolla	80km/8hours	

1.33	Toyota Corolla	300km/8hours	
1.34	Tata Indica	40km/4hours	
1.35	Tata Indica	80km/8hours	
1.36	Tata Indica	300km/8hours	
1.37	Xylo	40km/4hours	
1.38	Xylo	80km/8hours	
1.39	Xylo	300km/8hours	
1.4	Tata Truck 409/ 709	40km/4hours	
1.41	Tata Truck 409/ 709	80km/8hours	
1.42	Tata Truck 409/ 709	300km/8hours	
1.43	Scorpio - AC	40km/4hours	
1.44	Scorpio - AC	80km/8hours	
1.45	Scorpio - AC	300km/8hours	
1.46	Bolero - AC	40km/4hours	
1.47	Bolero - AC	80km/8hours	
1.48	Bolero - AC	300km/8hours	
1.49	Extra charges/per km		
1.50	Haulting Charges/per Hours		