

No. 9-2/IWST/2016/Hir.Veh/  
**INSTITUTE OF WOOD SCIENCE AND TECHNOLOGY**  
(Indian Council of Forestry Research and Education)  
(An Autonomous Body of Ministry of Environment & Forests. Govt. of India)  
18<sup>th</sup> Cross, Malleswaram, Bangalore-560 003.  
Phone No. 080-22190100, 22190132, Fax No. 23340529.

Date: 25 / 05 / 2016

To,

List attached.

Sub: Inviting quotation for providing transport services - reg.  
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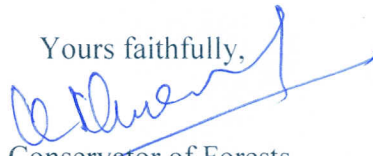
Dear Sir/ Madam,

Find herewith a request for quotation for providing transport services in Institute of Wood science and Technology, Bangalore, a research Institute under Indian Council of Forestry Research and Education, an autonomous council under the Ministry of Environment Forest and Climate Change, Government of India. The quotation should be sent in a sealed cover addressed to the **“The Director, Institute of Wood Science and Technology, 18<sup>th</sup> Cross, Malleswaram, Bangalore – 560 003.”**

Separate ‘Technical Information’ and ‘Financial Quotes’ in the enclosed format in the different sealed envelopes should be kept together in a **single sealed envelope and super-scribed with “Quotation for Hiring of Vehicle”** and should reach on or before **15/6/2016**.

Encl: As stated.

Yours faithfully,

  
Conservator of Forests  
IWST, Bangalore

**Format of Covering Letter with Undertaking (on the firm's letter head)**

**To:**

Director,  
Institute of Wood Science and Technology  
18<sup>th</sup> Cross, Malleswaram,  
Bangalore- 560 003.

**Date:**

Dear Sir,

Sub: Quotations for providing transport services

With reference to the Request for Quotation (RFQ) dated \_\_\_\_\_ from Institute of Wood Science and Technology (IWST), we, M/s----- (name and address of firm) would like to submit our bids with all the required supporting information. The sealed covers containing technical and financial bids are enclosed herewith.

We further undertake that:

1. I/We have carefully studied all the terms and conditions of contract as indicated in RFQ and understood the requirements of the proposed work and shall abide by them.
2. The information given in this quotation are true and correct in all respects.

Signature of Authorized person with date

Name & full address with Telephone No:

Office:

Fax No:

Email:

**REQUEST FOR QUOTATION  
(RFQ)  
(Vehicle Hire Service)**

Dear Sir / Madam,

Institute of Wood Science and Technology (IWST) invites quotations for "**Hiring of Vehicles on Hourly/Daily/Monthly basis with driver**", for the duration of one year from the date of contract for the types of vehicle mentioned separately in 'Financial Quotes'. While preparing your quotation, please be guided by the form attached hereto as Annexure.

Quotations may be submitted on or before **June 15, 2016** and in a sealed envelope titled "RFQ for Vehicle hiring services" to the address below:

**Director  
Institute of Wood Science and Technology (IWST),  
18<sup>th</sup> Cross, Malleswaram  
Bangalore- 560 003.  
Office: +91 80 23341731  
e-mail: dir\_ iwst @ icfre.org  
Fax: +91 80 23340529**

It shall remain bidder's responsibility to ensure that quotation reaches the address above on or before the deadline.

The detailed terms and conditions are mentioned hereunder and format of Technical information and financial rates to be quoted is given separately. Any enquiry/details regarding the work, and terms and conditions can be obtained from IWST on any working day during office hours on or before

The quotation received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

The quotation received unsigned/incomplete and/or filed after the said due date shall be summarily rejected. IWST reserves the right to accept or reject any or all Quotations without assigning any reason thereof.

**Illustrative Terms and Conditions**

1. The separate 'Technical Information' and 'Financial Quotes' in the enclosed format in the different sealed envelopes should be kept together in a **single sealed envelope and super-scribed with "Quotation for Hiring of Vehicle"**.
2. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The vehicle can be utilized in any manner even on Sunday and holiday on monthly basis by IWST.

3. IWST, shall be liable to pay the hiring charges as per the agreement only. Hiring charges include wages of driver, fuel charges, repair and maintenance of vehicle, insurance, oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc and any other incidental expenses. However, toll and parking charges will be reimbursed on monthly basis on production of bills to IWST.
4. Agreed rate as per agreement will not be revised during the agreement period.
5. The transport operator will ensure that the vehicle will be kept clean and tidy and in perfect running condition with shining body and clean interior with good upholstery. The vehicles provided should not be older than 3 years from the date of RFQ.
6. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, IWST would have a right to hire a vehicle from the market and the additional cost incurred by this office plus penalty of Rs. 1000/- per day per vehicle and proportionate rent of monthly vehicle will be borne by the Transport Operator.
7. Generally, vehicle would be utilized during the period from 08:00 hours to 20:00 hours; however, the vehicle will be engaged continuously, without any time limit, in case of exigency. The vehicle must be available at any time on any day as desired by IWST. The vehicle and the driver should not be changed unless requested by the IWST.
8. The Transport Operator would ensure that the drivers employed for the service are not changed in normal course and all the drivers have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. IWST will not have any statutory responsibility in connection with employment of DRIVER or any other person involved.
9. The Driver should have minimum 5 years work experience as driver, a safe and clean driving record, knowledge of driving rules and regulations and skills in minor vehicle repair and properly trained in operation and maintenance of vehicle.
10. The driver should not consume alcohol, smoke and chew pan masala/gutkha and should be properly attired during duty hours and observe all times basic courtesy to passenger(s), fellow motorists and road authorities. The driver while performing the duty must carry a mobile phone in working condition, for which no separate payment shall be made. Driver should be familiar with local routes and destinations.
11. The Transport Operator should have an adequate number of telephones or contact numbers round the clock to facilitate smooth contact.
12. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel/repair, the same should be reimbursed by the Transport Operator on production of the bill. The vehicle should be equipped with fire extinguisher.
13. As regard vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the IWST.
14. A daily record indicating time and mileage for each vehicle shall be maintained in a log

book and be duly signed by the official using vehicle and log book shall be submitted to IWST regularly for scrutiny.

15. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, IWST would have the right to hire a vehicle from the market and the additional cost incurred by the customer, penalty of Rs.1000/- per day per vehicle and proportionate rent of monthly vehicle will be borne by the Transport Operator.
16. The vehicle should be available/may be used for running in Bangalore as well as outside Bangalore as and when IWST so desires. For outside Bangalore Rs. 125/- per night per driver will be admissible as Night Halt Allowance.
17. The billing will be done on monthly/daily basis. Bills preferably should be typed and in duplicate, and should be submitted to this office in the 1<sup>st</sup> week of the following month.
18. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
19. The Transport Operator should approach the designated employee of IWST in case of any assistance or difficulty.
20. In case of any dispute of any kind and in any respect whatsoever, the decision of IWST shall be final and binding on Transport Operator.
21. If any of the terms & conditions as above are not found fulfilled during the period of agreement, IWST reserves the right to discontinue the contract without assigning any reasons thereof.
22. TDS and other taxes shall be deducted as per statutory compliance.
23. Service Tax Shall be charged as per government norms.
24. IWST will do physical verification of vehicles before entering into the contract. Also, IWST will interact with drivers for general awareness and knowledge about common routes in Karnataka.
25. Transporter shall have to provide additional vehicle as and when required by IWST on same terms and conditions as mentioned in the contract for regular hired vehicle. However IWST will inform at least one day before about such additional requirement.
26. IWST is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a "Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

**Above mentioned Terms and conditions are just illustrative, and detail terms and conditions will be stated in Agreement to be signed after selection.**

Thank you and we look forward to receive your most competitive quotation.

Sincerely yours,

For Institute of Wood Science and Technology (IWST)

Authorized Signatory

**TECHNICAL INFORMATION**

1	Name of the Organization/ Firm with full address with pin code, Phone No, Fax No, email etc.	
2	Name of all the Proprietor / Partners / Directors (Attach Certificate of Incorporation)	
3	PAN, VAT, CST Numbers and Service Tax registration copies	
4	Income tax return for last three years	
5	List of organizations where the Service Provider is currently providing services. (Please attach the job order/service certificate for at least 3 firms)	
6	List of vehicles registered in the name of the business firm	
5	Copies of vehicle Registration Certificate/Insurance cover as per Motor Vehicles Act and any other permit and relevant documentation needed to operate Private Service Vehicles in Bangalore  (Specifically for the vehicles to be provided to IWST)	
6	Name of the proposed drivers with copy of driving license and recent passport size photograph (Specifically those driver deployed to IWST)	
7	Details of registration with motor vehicle department as tour/travel agency.	
8	Any other information to be considered	

### FINANCIAL QUOTES

Sl. No.	Name of Vehicle	Rental for 3 Hours with minimum run of 30 Kms		Rental for 6 Hours with minimum run of 60Kms		Daily Rental on call with minimum run of 200 Kms		Monthly Rental with minimum run of 2000 Kms	
		Amount	Charges for every additional Km	Amount	Charges for every additional Km	Amount	Charges for every additional Km	Amount	Charges for every additional Km
1	SWIFT DZIRE								
2	INDICA								
3	INDIGO								
4	SUMO VICTA								
5	BOLERO								
6	INNOVA								
7	SCORPIO								
8	TAVERA								
9	XYLO								

\*Rates for AC vehicle only.

Signature of Authorized person with date  
Name & full address with Telephone No:  
Office:  
Fax No:  
Email: