



# Regional Institute of English, South India

Jnanabharathi Campus, Bengaluru-560056

Ph: +91 - 080 - 35101131

Email: [riesi.bangalore@gmail.com](mailto:riesi.bangalore@gmail.com) / [director@riesi.ac.in](mailto:director@riesi.ac.in)

Web: [www.riesi.ac.in](http://www.riesi.ac.in)



RIE/Vehicle/Hiring/2023-24

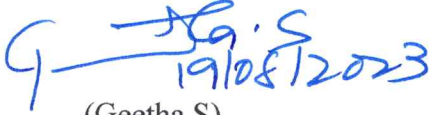
Date: 19.08.2023

## NOTICE INVITING QUOTATION FOR HIRING OF VEHICLE

The Office of the Director, Regional Institute of English South India, Bengaluru, desires to hire 1 no. SEDAN AC CAR, on monthly rental basis.

The vehicle is required for the financial year 2023-24. Sealed quotations are invited from eligible/reputed service providers. The interested service providers may submit their quotations in the format as given in the terms and conditions, on or before 26/08/2023 within the office working hours.

The Director, Regional Institute of English South India, Bengaluru reserves the right to accept or reject any or all the offers without assigning any reasons.

  
(Geetha S)

Director, RIESI  
Bengaluru

Copy to:

1. Notice Boards
2. [www.riesi.ac.in](http://www.riesi.ac.in) (RIESI WEBSITE)
3. File Copy

## TERMS & CONDITIONS

- 1) The quotations duly signed with seal, may be given in the following format. The rates should be both in figures and words. In case of any difference, the rates quoted in words will prevail. Any over writing or corrections in rate should be attested by the bidders with seal and signature.

<b>AC Sedan Car</b>	<b>Amount for One Vehicle (In Rs)</b>
Monthly 2,500 K.M or 300 Hrs	Rs. 40,000/- per month Taxes
2,500 KM and Above	Rs.12/- + Taxes
300 KMs and Above per Hr	Rs.150/- + Taxes

- 2) Minimum qualification for Quotation by the service providers should be 3 years experience in supply of minimum of 10 vehicles to any Government Department/Public Sector undertaking or to any reputed company. Proof for the same should be submitted along with the Quotation.
- 3) The vehicles to be provided to the department should be of January 2015 or later model.
- 4) The service provider shall abide by the Rules and Regulations framed by the Transport Department of Karnataka and all the liabilities/taxes related to RTO within Karnataka shall be borne by the Service Provider.
- 5) The vehicle is required for a maximum of 2500 Kms for 30/31 days in a month. In case the vehicle runs less than 2000 kms, as the case may be, in any month, the balance kilometers remained unutilized in that month shall be carried forward to the next month. In case the vehicle runs more than 2000 kms in any month, the balance kilometers available, if any, shall get adjusted.
- 6) The vehicles shall be deemed to be at the disposal of the Director, Regional Institute of English South India, Bengaluru to be used within entire Karnataka.
- 7) The billing shall be charged from the reporting place to the relieving place.
- 8) The agreed hire charge includes cost of repairs, cost of fuel and other maintenance charges and all other incidental expenses.
- 9) In case of any accidents, the bidder shall meet all the claims arising out of it through vehicle insurance.

- 10) The vehicle shall be kept neat and clean with seat covers, perfume, tissue paper and shall be kept in perfect running conditions.
- 11) If the vehicle is out of order, the bidder shall provide a substitute vehicle immediately. In case the vehicle doesn't report on time/does not report at all, the Regional Institute of English South India, Bengaluru would have a right to hire a vehicle from the market and the additional cost incurred by the Regional Institute of English South India, Bengaluru will be borne by the bidder.
- 12) The vehicle must be available at any time or any day as desired by the Regional Institute of English South India, Bengaluru
- 13) The drivers of the hired vehicle must follow traffic rules and other regulations prescribed by the Government from time to time. Any liability on violation of traffic rules shall be borne by the bidder.
- 14) The driver must observe all the etiquettes while performing the duty. The driver must be neatly dressed and should wear white uniform to be provided by the bidder. The driver must be provided with a mobile phone at the expense of the service provider with residential address.
- 15) The bidder and the driver shall be bound to carry out the instructions of the Director Regional Institute of English South India, Bengaluru as well as the competent officers to whom vehicle is assigned.
- 16) A daily record indicating time and mileage for the hired vehicle shall be maintained as per the Trip Sheet and will have to be certified by the competent authority of the Regional Institute of English South India, Bengaluru.
- 17) A penalty of Rs.1000/- per day may be levied if any vehicle fails to meet the above terms and conditions on any day.
- 18) The Regional Institute of English South India, Bengaluru shall deduct all taxes as per law and TDS certificate to that effect is issued once in a year. GST as applicable will be paid on billing by the Regional Institute of English South India, Bengaluru and the service provider shall remit the same to the Government Treasury.
- 19) The bills for payment shall be submitted on or before 10<sup>th</sup> of subsequent month. The payment shall normally be made by the end of the month in which the bills are submitted.
- 20) The bidder shall get into a vehicle hire agreement with the Regional Institute of English South India, Bengaluru. The said vehicle hire agreement can be terminated by either party after giving a prior notice of not less than one month.
- 21) In the event of vehicle breakdown, the bidder has to give immediate replacement identical to the one attached to the Regional Institute of English South India, Bengaluru.

- 22) In case of any doubt or inquiry the bidder may contact Director, Regional Institute of English South India, Bengaluru on any working days.
- 23) In case of dispute or unsatisfactory service, the matter will be decided by the Director Regional Institute of English South India, Bengaluru after giving due notice.
- 24) The bidder should indicate their PAN and TIN and submit the necessary registration certificates with Central or Local Government in support of the same.
- 25) This office reserves the right to accept or reject any or all the bids without assigning any reasons whatever.

G — J.G.S  
19/08/2023

(Geetha S)

Director, RIESI  
Bengaluru

\*\*\*\*\*