



Regional Institute of English, South India

Jnanabharathi Campus, Bengaluru-560056

Ph: +91-080 - 2321 8452 / 2321 3243 Fax: +91 - 080 - 2321 1732

Email: riesi.bangalore@gmail.com

Web: www.riesielt.org

RIE/Hiring Vehicle /A1/2025-2026/

31.07.2025

INVITING QUOTATION

SUB: INVITING QUOTATION FOR SUPPLY OF CAR ON MONTHLY HIRE -REG

The Director, Regional Institute of English, South India (a Premier Institute for improvement of English Language Education in southern state. It is run by the Govt. of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana and Puducherry of School Education department) requires a vehicle on monthly hire basis for its official use.

Interested parties may submit their Rate / Quotation in sealed cover by **07.08.2025 at 5.00pm** to the office quoting their lowest rates for vehicles of Eritiga /Toyota Etios/Tata Indigo / Maruti (Desire/Ciaz/SX4) make or equivalent of A/C vehicle on the following terms and conditions:

Terms and Conditions:

1. The car to be provided **2021 and above model** old as on the date of hiring. The car to be maintained with good and clean upholstery.
2. The vehicle to be provided should be registered as Taxi/public transport vehicle with transport Department/Authority.
3. The supplier/Individual/Company/firm should have experience in the tour and Travels business in providing taxis in the Government / private and should have adequate numbers of vehicles of its own with them.
4. The Driver shall have either a police verification certificate or good conduct certificate from two Gazetted officers of Centre/State Government.
5. The Driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. The driver should be familiar with all important places in Bengaluru.
6. As the vehicle is to be used by the Director and by the order of the Director vehicle may be used for Institute. The firm should ensure the driver must possess valid driving license with two years experience and carry all the necessary documents (Registration Certificate, Insurance Papers, Puc Certificate etc) with him. The driver must always carry a mobile phone with him, as it will enable the officer to contact him at any time.
7. The vehicle should be available on all working days ie from Monday to Saturday normally from 8.00 am to 9.00 pm ie 12 hours daily and also on Sunday and other holiday on demand as per the requirement.



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8. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information/approval.
9. The vehicle must be made available at any given time and day as informed by the respective office.
10. The vehicle should report to the place of requirement as per directions of the respective office. The mileage will be counted from the place where the duty starts up to the place where the duty ends, and the billing will be effected from the place of Reporting and Relieving.
11. The Vehicle should be insured comprehensively and should have necessary permits from the Transport Department/ Authority.
12. The office will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
13. The payment will be made on monthly basis on submission of pre-receipted bills duly supported by duty slip(s) log sheet(s) duly signed by the concerned officer.
14. The Agency/ firm should have the arrangements for repairing their vehicle in a short time and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Institute.
15. The transporter must have all requisite clearance certificates etc. from the concerned Government Agencies as per rules.
16. The telephone facility (24 hrs) must be available with the transporter/agency.
17. The office will be responsible for parking charges when the vehicle is on official duty. However, the transport shall pay the parking charges during use and the same shall be reimbursed to the transporter on raising of the monthly bill.
18. Service tax as applicable will be paid on billing.
19. A Penalty of ₹ 2000/- per day for the vehicle for the vehicle may be levied if the vehicle fails to meet the above terms and conditions on any day.
20. The successful contractor/firm will have to deposit an amount of ₹5000/- as Security Deposit" (Non-interest bearing) by way of DD drawn in favour of The Director RIESI, Bengaluru the said deposit shall be refunded at the end of contract period as applicable.



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21. The successful agency /bidder will have to enter into an Agreement for eleven months of ₹ 500/ Non Judicial paper . However the Office reserves the right to cancel the Agreement at any time without assigning any reason whatsoever.
22. Logbook has to be maintained for the vehicle by the agency /firm.
23. The Government of Karnataka Order No GOK DPAR 30 Shi va ni 2019, Bengaluru dated 31.03.2022,

The Rate quoted should be

- a) monthly charges up 2500KM or 300 Hours
- b) After 2500 KM rates/ charges per Kilo meter
- c) After 300 hours rates charges per hour


(Krishnaji S Karichannavar)
DIRECTOR
RIESI Bengaluru

To:

1. Notice Board
2. Website of RIESI
3. Publicity
4. Leading news papers