

FORM NO \_\_\_\_\_

DATE OF ISSUE	
AMOUNT PAID RS.	200/-
RECEIPT No.	
Date	

**NATIONAL INSTITUTE OF NATURPATHY**

**( Govt. of India, Ministry of H.& F. Welfare, Deptt. of AYUSH)**

**Bapu Bhavan, 6, Tadiwala Road, Pune – 411 001**

**Phone: 020 -26059683/5 Fax 020-26059131**

**Email: ninpune@vsnl.com Website: www.punenin.org**

## **Tender Document**

**Name of the work**

**Hiring of one Road Petrol /Diesel Vehicle (Indigo CS , Maruti Swift, Palio or similar type Car) between 1100 to 1400 cc for Official use of N.I.N., Pune**

**TENDER NOTICE - CAR ON RENT**

Tender No. 1/NIN/STAFF CAR/2011/ Dt: 02.12. 2011

Sealed tenders are invited by National Institute of Naturopathy, Pune for supply of **one** Indigo / Maruti Swift/ Palio or similar type Car **without Driver and Fuel** on hire to be used as Staff Car for NIN for a period of one year, which on satisfactory services may be extended further .

**Cost of Tender documents:** Rs.200/- **Earnest Money:** Rs. 10,000/-

**Date of submission of Tender:** 15.12.2011 at 1400 Hrs.

**Date of Opening of tender:** 15.12.2011 at 1530 Hours.

Tender document can be purchased from the Office of National Institute of Naturopathy, Bapu Bhavan, 6, Tadiwala Road, Pune – 411 001 upto 11.00

hours of 15.12.2011 or same can be downloaded from the website:

[www.punenin.org](http://www.punenin.org)

DIRECTOR

**NATIONAL INSTITUTE OF NATURPATHY**

(Deptt. of AYUSH, Ministry of Health & Family Welfare, Govt. of India,)

**Bapu Bhavan**, 6, Tadiwala Road, Pune – 411 001

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## TENDER FORM

1. Name of firm:
2. Complete address:
3. Registration No of firm
4. Name of the owner of the Car
5. Pan No. /Tax Certificate etc.
6. Details of Bank A/c (With RTGS Detail)
7. Demand draft No./date (EMD)
8. Experience, if any (credential to undertake similar work with Govt. Deptt.)
9. Other information, if any

Signature & Seal of  
Tenderers

Date:

**DETAILS OF THE VEHICLE OFFERED**

1. Model and make : \_\_\_\_\_
2. Vehicle Registration No: \_\_\_\_\_
3. Chassis No.: \_\_\_\_\_
4. Capacity.: \_\_\_\_\_
5. Year of manufacture: \_\_\_\_\_
6. Colour of the car: \_\_\_\_\_
7. Seating capacity \_\_\_\_\_
8. Road Tax, Clearance : Yes / No
9. Fitness certificate: Yes / No

Signature & Seal of  
Tenderers

Date:

Note:- Please enclose attested copy of Registration certificate, Insurance, Road Tax paid receipt and all other relevant documents.

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No. 2-1/2011/NIN/Staff Car/

Dated : 02.12.2011

Tender No. 1/NIN/STAFF CAR/2011.

Name of the Work: **Hiring of one Road Vehicle (Indigo CS, Maruti Swift, Palio or similar type Car for Official use.**

Schedule of Items

Sr. No.	DESCRIPTION OF WORK	Rate in Rs.(Inclusive of all) per month.
1.	Supply of Indigo CS, Maruti Swift, Palio or similar type Car (Petrol/Diesel model) on hire to be used as Staff car for Director, NIN. The rates includes all taxes, license, fee, repair and maintenance cost etc. complete in all respects. (Toll tax, Parking will be paid by the NIN extra) Approx. Qty. : 1 No. of Vehicle for 1 year. Rate to be quoted for per month basis both in figures & Words. The model of car will be 2010 & above make and good condition.	
2	Fuel and Driver will be provided by the Institute.	—

Instructions:

1. The tender Documents will also be available on Website, [www.punenin.org](http://www.punenin.org). This facility is available during above mentioned period and the same can be downloaded and used as Tender Documents for submitting the offer. However the Demand Draft (**which should be drawn in favour of “Director, National Institute of Naturopathy,Pune)”** towards the cost of Tender Document, as prescribed above will have to be enclosed along with the Tender Document, while submitting the same. In case the offer is not accompanied with the valid Demand Draft towards the cost of the Tender Document, as detailed above, the tender will be summarily rejected.
2. The Tender received without prescribed Earnest Money will be liable to be summarily rejected.
3. Tenders completed in all respects and with all documents as stated above should be submitted in the Office of the National Institute of Naturopathy, Bapu Bhavan, 6, Tadiwala Road, Pune 411 001 before 15.12.2011 at 1400 hours.
4. The Tenders will be received in the office of the undersigned up to 14.00 hrs. on the date of opening indicated above and will be opened on the same day at 15.30 hrs. in presence of the Tenderers or their authorized representative, who wish to remain present. Tenders duly sealed in the prescribed manner as above can also be sent through Registered Post so as to reach in this office not later than 14.00 hrs. on the aforesaid date.
5. In case the Date of Opening mentioned above is declared Holiday or Bandh on any account the said date shall automatically be substituted by the next working days.
6. If the tenderer (s) deliberately gives wrong information/whose credentials/documents in his their tenders and thereby crease (s) circumstances for acceptance of his/their tender NIN, Pune reserves the right to reject such tender at any stage, besides shall suspend the Business for (1 One ) year.
7. Joint venture firms are not permitted to participate in this tender. Such offer if submitted will not be entertained at all.

### Terms & Conditions:

1. The rates quoted should **not include fuel and Driver charges**. The Driver and Petrol/Diesel will be provided by the NIN, Pune.
2. The rate includes all major/minor repairs, servicing of vehicles cost of lubricants and all other consumable required from time to time. All taxes, duties, incidental charges penalties etc. as imposed by Central/State/Local Govt. bodies for running of vehicles, statutory recoveries on account of income tax and other tax as applicable shall also be made from running account bills . Only Service Tax will be paid by NIN extra, as applicable.
3. If the vehicle is out of order an alternative vehicle in good shape will be temporarily made available to the NIN, failing which vehicle will be hired from the Open Market and actual payment made for it along with token penalty of Rs. 1000/- will be recovered from the dues payable to the contractor in additional to non payment of hiring charges for the period of break down.
4. The vehicle could be stationed at N.I.N., Pune office or any station as per direction of officers of N.I.N. The vehicle may be out of Pune for few days also for which no separate payment will be made.
5. Driver employed by NIN shall maintain a Log Book.
6. Payment of Hire charges will be made once in a month in the form of cheque after the verification of Log Book as necessary by NIN Official, after deducting taxes etc. as per rule.
7. Description of the Vehicle i.e. (a) Make (b) Registration Number (c) Year of manufacture (d) Copy of Road Tax clearance token (e) Fitness Certificate (f) Reference to blue book will be required to be submitted to the NIN.
10. The vehicle should be insured against accident etc. as per rules and statutory obligations.
11. The model of vehicle to be supplied will be Indigo , Maruti Swift, Pallio or similar type (Petrol /Diesel Engine) ( having 1100 to 1400 CC).

- 12.The Vehicle should be in good fettle always.
- 13.The Vehicle will be hired for one year from the date of order and on satisfactory performance may be continued further.
- 14.The vehicle should be of white/off white colored in good condition and should not be older than **one year** at the time of opening of tender.
- 15.The seats of the vehicle should have good and clean cloth covers
- 16.The vehicle shall move as per the direction of Controlling Officer or other NIN Official as per requirement.
- 17.The rates of hire are inclusive of road tax, Govt. levies and other levies and charges for inspection certificates as per statutory requirement from time to time.
- 18.Toll Tax, Parking and Boarder tax will be reimbursed by NIN.
- 19.The Tenderer should submit experience certificate for carrying out similar work with Government.
20. The successful tenderer shall, within 14 days after written notice of acceptance of the tender will have to deposit with the NIN, Pune a sum equal to 5% of the total value of the annual rent for which the Tender has been accepted or Rs.10,000/- whichever is less as security for the fulfillment of the contract. In case of selected tenderer the earnest money will be adjusted against the security deposit and the balance if any, will have to be made by him/them within the above said period.
- 21.The Director, NIN has right to accept or reject any or all Tenders & also reject/terminate the contract without assigning any reason.

Signature & Seal of  
Tender

Date: