

SATYAJIT RAY FILM & TELEVISION INSTITUTE

TENDER NOTIFICATION

TENDER NO. : 62051/01/2013-Admn./2262 dated 18.11.2013

Subject : **Hire of AC & non-AC vehicles**

Sealed tenders in prescribed form are invited from Transport Contractors for supply of AC and non-AC vehicles, as and when required, on hire basis, for 1 year.

i)	Earnest Money	Rs. 2,000/-
ii)	Security Deposit	May be fixed by the Office.
iii)	Pre-bid Meeting	At 15.00 hours on 27.11.2013 at Admn Block, SRFTI
iv)	Last date of submission of Tender	Upto 15.00 hours on 02.12.2013
v)	Date & time of opening of Techno-commercial bid of Tender	At 15.30 hours on 02.12.2013
vi)	Opening of Price Bid	Tentatively on 09.12.2013

The tender will be liable to be rejected if all requisite information are not furnished and all columns are not properly filled up and duly signed by the tenderer.

The SRFTI reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof.

Registrar

SATYAJIT RAY FILM & TELEVISION INSTITUTE
E. M. Bypass Road, Panchasayar, Kolkata 700 094

Subject : Hire of AC & non-AC vehicles

GENERAL INSTRUCTIONS TO TENDERERS

Sealed tenders are invited from Transport Contractors for supply of different types of AC and non-AC vehicles, as and when required, on hire basis, including supply of driver, fuel, lubricating oil and all other allied operational and maintenance expenditure, to the offices/officers and dignitaries of the SRFTI, for a period of one year, in accordance with the conditions of contract. Rate Schedule, "Special Condition of Contract" etc. are enclosed.

2. Each tenderer shall have to deposit with the Chief Accounts Officer, SRFTI a sum of Rs.2,000/- in cash only as 'Earnest Money' and the photo copy of the Receipt so obtained, should be submitted along with the techno-commercial part of the tender without which no tender will be accepted.

The amount of Earnest Money will be refunded to the unsuccessful tenderer(s) without interest, through A/C payee cheque, after finalization of the tender (& against surrender of the relevant original Receipt) and in case of successful tenderer(s), this amount will be converted into the Security Deposit for which a fresh Receipt will be issued (against surrender of the relevant original Receipt). The Security Deposit will be retained by SRFTI till expiry of the contractual period, without interest. In the event of the contractor failing to execute the contract without sufficient reason acceptable to SRFTI, the Security Deposit will be forfeited along with cancellation of the contract.

3. The tender shall remain valid for acceptance for a period of 6 (six) months from the date of opening of the price part of the tender. If any tenderer withdraws his/her tender before the aforesaid six months, the Earnest Money deposit will stand forfeited.

4. It is impressed upon the tenderer that such tender should be based on the conditions and specifications stipulated in the tender documents and that the tenderer shall not stipulate his own terms and conditions in deviation thereof, as apart from the likelihood of vitiating the tender, such deviations will lead to non-uniformity of tender & make evaluation of tenders difficult and accordingly, will render such tender liable to rejection/cancellation. However, if the tenderer feels that deviation is unavoidable, he should place the same, clause-wise with justification, in the Pre-Bid meeting. The decision taken in the aforesaid Pre-Bid meeting on the proposed deviations will, however, be binding on the tenderers.

5. The tenderer shall submit copies of the following documents along with the Tender:

- a) Valid & relevant Trade Licence,
- b) Proof of experience in supplying AC and non-AC vehicles (as the case may be) to any organization for at least last 01 year.
- c) Partnership deed (duly attested), in case the tenderer is a partnership firm,

O R

Certified copy of Memorandum of Association, in case the tenderer is a company,

OR

Statement indicating that the tenderer is a proprietorship firm,

- d) Documents relating to financial position including copies of the latest Balance Sheet, Profit & Loss Account.
- e) Service Tax Registration Certificate
- f) The successful tenderer must have an office in the Kolkata Municipal Corporation area or its suburban area, otherwise, his offer may not be accepted. Accordingly, the full address of the contractor's Office in the aforesaid area with the name of the contact officials alongwith the contact telephone Nos., fax Nos, mobile phone Nos., e-mail ID etc. should be furnished in Format A (**enclosed**) so that they may be contacted by the SRFTI officials/users, as and when required.

Tenderers may please note that non-submission of any of the aforesaid documents might lead to techno-commercial disqualification of their offers. The tenderer shall be required to produce the relevant Blue Book(s), valid Insurance and up-to-date Road Tax Clearance Certificates in respect of such vehicles and all other relevant documents as mentioned from (a) to (e) above in original, as and when called for by the SRFTI officials/users.

6. The tender must be submitted in sealed covers superscribed "**Tender for supply of AC and non-AC vehicles**" and put in the Tender Box bearing the same superscription kept for the purpose in front of the office of the under-mentioned by 15.00 hours on 02.12.2013. The manner of submission of tenders shall be as detailed below :

- i) The tender must be submitted in two parts, both under separate sealed covers duly superscribed "Price Bid" & "Non-price Bid i.e. Techno-commercial Bid & Un-priced Rate Schedule" and both the sealed covers should be kept within the main sealed cover superscribed "**Tender for supply of AC and non-AC vehicles**".
- ii) The sealed cover, superscribed "**Price Bid**", should contain only the Rate Schedule duly filled in.
- iii) The sealed cover, superscribed "**Techco-commercial Bid & un-priced Rate Schedule**" should contain the following :
 - a) Copies of documents as mentioned in Sub-clause (a) to (f) under Clause 5 above.
 - b) Signed & stamped copies of SRFTI's Tender Documents (i.e. each page of the tender document needs to be signed & stamped by the tenderer) including cancelled, blank Rate Schedule i.e. without any price.
 - c) Copy of the Receipt issued by SRFTI's Chief Accounts Officer against Earnest Money Deposit, as mentioned in Clause 2 above.

- d) Supporting documents regarding tenderer's maximum capability for supplying different AC and non-AC vehicles.

7. The contract may be terminated anytime within the currency period of the contract by SRFTI at its sole discretion for any of the following factors & for such cancellation, SRFTI will under no circumstance be subject to any liability:-

- a) Non-placement of vehicles as per requisition for more than 2 occasions.
- b) Breach of any terms and conditions of contract.
- c) Any unlawful act of the contractor(s) on any third party on behalf of the contractor entailing any damage/loss to the property/material of SRFTI or any inconvenience to SRFTI.
- d) Supply of defective car for more than three occasions.

The decision of the Director, SRFTI to this effect shall be final.

8. Before expiry of the contract, SRFTI at its discretion may extend the contract for a further period of maximum one year at the same rate, terms and conditions.

9. The contractor(s) shall strictly adhere to all rules and regulations as laid down by the State Government Authority, Regional Transport Authority and SRFTI in the matter of movement of man, material, equipment etc.

10. SRFTI will not be responsible for any damage to the vehicles supplied by the contractor during the course of operation and the Transport Contractor, in their own interest, should obtain suitable and sufficient coverage from the appropriate authority and no claim/correspondence on this account will be entertained.

11. The successful tenderer(s) shall be required to execute at his (their) own cost and expenses 'Contract Agreement' on a non-judicial stamp paper valued at least Rs.50/- (Rupees fifty only) signed jointly by the representatives of SRFTI & Tenderer under official seals, as per format **enclosed** with this tender document.

12. SRFTI is not bound to accept the lowest tender(s) in part or in full and/or may distribute the contract between two or more tenderers without assigning any reason. A panel of suppliers will be formed, in case the situation so permits.

13. The contractor shall pay income tax on all payments made to him under this contract. The income tax will be recovered from the contractor at source, at the appropriate rate, as per relevant provision of Income Tax Act, 1961 or any amendment thereof.

14. All Tenderers are advised to attend the Pre-bid meeting in order to make themselves fully aware of the work conditions. In the event of non-attendance of the Pre-bid meeting by the Tenderers, it would, however, be presumed that the tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the tenderer/contractor in this regard would be entertained. The 'Record Note of discussion' of the Pre-bid meeting, if circulated, would also be made available in the website of SRFTI. Any prospective tenderer who would not be present in the Pre-Bid meeting, may download the 'Record Note of discussion' of the Pre-bid meeting from the website of SRFTI, if circulated, and take necessary action accordingly.

SRFTI will not be responsible for any cost or expense incurred by the Tenderer in connection with preparation or submission of the tenders.

Registrar

SPECIAL CONDITIONS OF CONTRACT

1. **Scope of work :**

The work comprises supply & operation of required number of AC and non-AC vehicles in perfect running condition with expert Driver, fuel, lubricant, essential stores and spares including all other allied expenditure, on all days including Saturdays, Sundays, Holidays, if required, to the offices/officers & dignitaries of SRFTI, as and when required.

2. Supply of the following types of vehicles is in the scope of this contract:

- a) Diesel-driven AC and non-AC Ambassador cars.
- b) Diesel-driven AC and non-AC Indica cars.
- c) Diesel-driven AC and non-AC Indigo cars.
- d) Petrol-driven AC Honda City
- e) Diesel-driven AC and non-AC Tata Sumo
- f) Diesel driven Matador or Tata 407 or equivalent
- g) Diesel driven Ace/Magic or equivalent
- h) Diesel driven non-AC bus having seating capacity 56 persons
- i) Diesel driven non-AC bus having seating capacity 28 persons

3. All the vehicles shall be in excellent working condition. All AC vehicles must have at least the following facilities/fittings :-

- i) All AC Cars should preferably be white/cream in colour.
- ii) AC car should have window curtain, carpeted floor, foot mat, ceiling & reading lights, CD/Tape Player, windows with sealed joints.
- iii) The seats of AC car should be upholstered properly.
- iv) The seats of AC car should be covered with white, spotless towels.
- v) For AC car, there should be hand towels for individual users.
- vi) The Uniform & the cap of the driver of AC Luxury Car should be predominantly white in colour. The driver should generally be clean shaved. In case the driver is bearded, the beard should be properly maintained. In other words, the driver should be presentable enough to chauffeur a VIP vehicle.

The contractor should arrange to get the AC vehicle checked thoroughly before deployment of the same for VIP duty. The interior of the vehicle should not emit bad odour.

4. All vehicles to be supplied, should have registration with the Motor Vehicles Authority for '**Commercial use**'. The supplied passenger vehicles must have Insurance including Passengers' coverage, as per Motor Vehicles Act. Failure in this regard shall rest with the Contractor for making good all the losses and obligations whatsoever. All supplied vehicles should carry the following original documents:-

- a) Registration Certificate/Blue Book/Smart Card
- b) Insurance certificate
- c) Permit issued by Govt. of West Bengal, if any
- d) Token indicating payment of Road Tax
- e) 'Pollution under control' certificate.
- f) Appropriate valid Driving Licence of the driver

5. Refund of Security Deposit :

On due and satisfactory performance of the Contract and on completion of all obligations by the contractor under the contract, the Security Deposit will be refunded to them subject to the following conditions :

- a) After deducting the amount from the Security Deposit, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by SRFTI.
- b) The contractor shall have to apply for the refund of Security Money along with Original Money Receipt issued against Security Deposit.
- c) Before releasing the Security Deposit, the contractor shall also have to submit a certificate to the effect that they have no claim(s) against SRFTI under this contract. If any Bill(s) for the job done under this contract is/are left pending at the time of releasing the Security Money, the contractor may furnish the certificate in the following format :

"I/We hereby certify that there are no claims against SRFTI under contract No.....for the job..... except to the extent of the claims preferred by me/us as per the under-noted bills already submitted to you."

6. Requisition of vehicles :

Authorised officials of SRFTI [e.g. Registrar, AO, PS, Production Manager and Supdt(Admn)] shall inform the contractor in writing or over phone, the number and types of vehicles which will be required to be supplied on a given day. The required number and types of vehicles in perfect working condition and having sufficient fuel and lubricants, etc. must reach the reporting/duty point at the appointed time and date. The contractor shall accept telephonic requisitions for supply of vehicles, if required, and in such events, it will be their responsibility to obtain confirmatory written orders at the earliest available opportunity.

At present, SRFTI books one non-AC Indica car everyday. The same is likely to continue. But SRFTI reserves the right to discontinue booking of the same without any notice to the successful tenderer.

Generally, successful tenderers would be given 12 hours' notice to supply any kind of vehicle for which tender is being invited. However, successful tenderer(s) will be bound to supply **cars** (and not bus or Matador or Tata 407 or Tata Axe or equivalent) of required category, even if 2 hours' notice is given, in case of emergency.

7. Timing :

The aforesaid fixed duty non-AC Indica might be booked from 08-30 hrs. to 20-00 hrs. on all weekdays of SRFTI.

The duty hours of the casual vehicles will be variable as per requirement of the users. The vehicles may also be booked on Saturdays, Sundays & Holidays, if required. The vehicles may also be booked in late night &/or early morning for pick up &/or drop the guest at airport/railway station.

8. Rates to be fully inclusive of all expenditure :

The successful contractor(s) must have cleared all duties with regard to Road Taxes, Insurance and otherwise complied with all rules and regulations of the Central & the State Government.

SRFTI shall not be liable to pay any money to the contractor at all in way of operation of this contract except for specific hire charges only of vehicles and all other charges/costs (except toll charges and parking charges duly certified by the users) should be borne by the contractor.

9. Accommodation for Garage :

- a) The contractor shall make his own arrangement for parking the vehicles after duty hours.
- b) Maximum 10 Kilometer between the garage of the vehicle and the place of reporting/release (both ways inclusive) or one hour's hiring charges (both ways inclusive), whichever is convenient to the transport contractor, may be allowed towards reporting/garaging, provided the vehicle is released or required to report within Kolkata Municipal Corporation Area.
- c) However, in cases where the releasing/reporting point is not within Kolkata Municipal Corporation Area, the contractors shall be paid the reporting/garaging kilometer for reporting/release which will be the distance from the point of reporting/release to SRFTI's campus or the garaging/reporting time on the basis of the following formula, whichever is convenient to transport contractor:-

Allowable garaging/reporting km. \div 30 = the allowable garaging/reporting time (in hours) [it is presumed that a Car normally travels 30 km. in one hour in and around Kolkata].

10. **Escalation :**

During the period of contract for 1 year or the extended period thereafter, as the case may be, the contractor shall not be entitled to receive any escalation for any increase in the price of labour, materials, spares or any other items except for fuel oil (HSD & Petrol). The rate of escalation shall be the actual difference between the rate in price of fuel prevailing on the date of opening of the price bid and the date from which the escalation is effected. For the purpose of calculating the escalation on account of fuel oil (HSD & petrol), the rate of consumption of HSD/petrol per km. run of a vehicle shall be considered as follows :

- | | | | |
|----|---|-------|---------------|
| a) | Rate of consumption of HSD per Km. run of AC Ambassador/Indica/Indigo/Sumo | | 0.1 Ltr/Km. |
| b) | Rate of consumption of petrol per km. run of AC Honda City | | 0.12 ltr/km. |
| c) | Rate of consumption of HSD per Km. run of non-AC Ambassador/Indica/Indigo/Sumo | | 0.09 Ltrs/Km. |
| d) | Rate of consumption of HSD per Km. run of non-AC Matador/Tata 407 | | 0.2 Ltrs/Km. |
| e) | Rate of consumption of HSD per Km. run of non-AC Tata Ace/Magic | | 0.09 Ltrs/Km. |
| f) | Rate of consumption of HSD per Km. run of non-AC bus having seating capacity 56 persons | | 0.2 Ltrs/Km. |
| g) | Rate of consumption of HSD per Km. run of non-AC bus having seating capacity 28 persons | | 0.2 Ltrs/Km. |

Escalation will be payable only on the per km. rate of hire (Item III or V of Rate Schedule),

Example : Fuel price I) pre-escalation = A
II) post-escalation= B

Extent of escalation shall be = Rs[(B-A) x 0.1] for HSD driven AC Car.

Extent of escalation shall be = Rs.[(B-A) x 0.12] for petrol driven AC Car.

Extent of escalation shall be = Rs.[(B-A) x 0.09] for HSD driven non-AC car.

Extent of escalation shall be = Rs.[(B-A) x 0.2] for HSD driven non-AC Matador/Tata 407.

Extent of escalation shall be = Rs.[(B-A) x 0.09] for HSD driven non-AC Tata Axe.

Extent of escalation shall be = Rs.[(B-A) x 0.2] for HSD driven non-AC bus having seating capacity 56 persons or 28 persons.

In case the transport bill is raised on km. basis, the contractor will be allowed escalation as per the aforesaid formulae. In case the transport bill is raised on hourly basis, escalation will be allowed on the km. actually covered, **in addition to the charges payable on hourly rates.**

Escalation will be allowed maximum once a month irrespective of the number of hikes in the price of HSD/petrol during that month, basing on the price of HSD/petrol on the last day of the previous month. In case of decrease in the price of HSD/petrol, the running charges will be lowered as per the aforesaid formula of escalation.

11. Terms of payment :

- a) Hire charges will be paid for the period during which the car is actually used by SRFTI.
- b) Monthly bills along with the written instructions obtained from the department should be submitted for cars supplied during the month, payment of which will be made within 30 days from the date of submission, provided bill in order is submitted within next month.
- c) One item of charges i.e. either the cost of running of vehicle per km. (Item III or IV or V) or detention charge (Item IV or V or VI) or minimum hire charges of Rate Schedule, whichever is the highest, will be paid.

12. Damage payable by the contractors :

In case SRFTI is deprived of the use of any car during the contractual period on any day, by reason of non-supply of any vehicle, SRFTI may hire suitable cars from other sources, and in that case, the contractor would have to reimburse SRFTI the additional cost paid, if any, by SRFTI to such other source(s). Additionally, a fine of Rs.500/- would be imposed on the contractor. The total amount to be so reimbursed by the contractor, would be deducted from the running bill of the contractor.

13. Compliance of relevant Acts, Ordinances etc. :

It will be the duty of the contractor to abide by all the provisions of the Acts, Ordinances, Rules, Regulations, By-laws, procedures as are lawfully necessary in the execution of the works. The contractor will be fully responsible for any delay, damage, etc. and shall keep SRFTI indemnified against all penalties and liabilities of any kind for non-compliance or infringement of any kind, for non-compliance or infringement of any Act, Ordinance, Rules, Regulations, By-laws and Procedures etc.

14. Dispute :

In the event of any dispute, question or difference arising during the contractual period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Director, SRFTI shall be final and binding upon all parties.

15. **Formal order :**

Formal order will be placed on the successful tenderer(s) after signing of the contract agreement.

16. **Damage & loss to private property & injury to workmen :**

The contractor(s) shall at his (their) own expenses reinstate and make good to the satisfaction of SRFTI and pay compensation for any injury, loss or damage accrued to any property or rights whatever, including property and rights of SRFTI or Agents or servants or employees of SRFTI, the injury, loss or damage arising out of or in any way in connection with the execution or purported execution of the contract(s) and further, the contractor(s) shall indemnify SRFTI against all claims enforceable against SRFTI (or any Agent, servant or employees of SRFTI) or which would be so enforceable against SRFTI where SRFTI is a private person, in respect of any such injury (including injury resulting to death), loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

17. **Details of cars to be booked :**

At present, SRFTI books one non-AC Indica / Ambassador car everyday from 08-30 hrs. to 20-00 hrs.on all weekdays of SRFTI.

Apart from this, AC and non-AC vehicles of different makes would be booked, as and when required. SRFTI does not give any guarantee for booking of any number of vehicles of any make during the contractual period. This is a rate contract and SRFTI intends to utilize the rate contract as and when there would be requirement for AC and non-AC vehicles. However, whenever there would be any such booking for any number of vehicles, the contractor for that particular category of vehicle, should be in a position to supply the same as per agreed rates, terms and conditions. The different kinds of vehicles which might be booked by SRFTI are as follows:-

AC car	Non-AC car
Diesel-driven Ambassador cars	Diesel-driven Ambassador cars
Diesel-driven Indigo cars.	Diesel-driven Indigo cars.
Diesel-driven Tata Sumo	Diesel-driven Tata Sumo
Diesel-driven Indica	Diesel-driven Indica
Petrol-driven Honda City	Diesel-driven Matador or Tata 407 or equivalent
	Diesel-driven Ace/Magic or equivalent
	Diesel-driven Bus (seating capacity 56 & 28 persons

18. **Log Book & Reckonable Kilometrage :**

Printed daily Log in prescribed format shall have to be supplied by the contractor(s) at his/her (their) own cost for each vehicle. Log shall be maintained by the authorised user. The contractor(s) or the driver(s) of cars shall not write anything in the Log Book. The opening and closing reading of the odometer shall be recorded in the Log and the same shall be signed

by the authorised official/user. The corresponding timings shall also be recorded in the Log regularly.

The details recorded in the Log and duly signed by the authorised user shall form the basis of payment.

The to and fro distance between the contractor's garage and the reporting/releasing places shall not be reckoned for the purpose of calculation of total actual run of the vehicle, except for what has been stated in Para 9 of this "Special Conditions of Contract".

The reading on the odometer of the vehicle at the time of reporting shall be considered as the opening reading (Kilometerage) for the concerned day. The closing reading (Kilometerage) for any day shall be the one on the vehicle's odometer at the time of its release. These opening and closing readings of the odometer shall form the basis of calculation of actual run of vehicle for any given day.

In case the odometer of the vehicle is totally non-functional and/or the odometer is not functioning properly and showing inflated kilometerage, payment to the contractor shall be made on the basis of detention charges per hour. User shall indicate the same in the Log Book.

Payment shall be made strictly as per the provisions of the 'Bill of Quantity'. No other charges, except the following charges duly certified by the user/authorized official, shall be admitted.:-

Parking charge,
Toll charge

19. Evaluation criteria of the price bids :

Tenders will be evaluated make-wise (i.e. separately for Ambassador, Tata Sumo, etc.) separately for AC and non-AC.

For casual duty vehicles, the lowest tenderer will be the firm for which the total financial implication of SRFTI as per the following average booking pattern, will be the least:

Types of vehicle	Ave. km./day Rate Per K.M.	Ave. hrs. per day Rate per Hour
AC vehicle	80	10
Non-AC vehicle	100	10

For fixed duty vehicle, the lowest tenderer will be the firm for which the total financial implication of SRFTI as per the following average booking pattern and garaging/reporting kilometer/hour (the tenderer will be required to indicate garaging/reporting kilometer in the 'Rate Schedule'), will be the least:

Types of vehicle	Ave. km./day Rate Per K.M.	Ave. hrs. per day Rate per Hour
Non-AC vehicle	100	11.5

One item of charge i.e. either the charge for running of car (Item III or IV or V of the Rate Schedule) or charge for retaining a car (Item IV or V or VI of the Rate Schedule) or the minimum hire charges, whichever will be the highest, will be considered for the purpose of evaluation.

20. **Minimum hire charge:**

a) Minimum hire charge per day per car :

6 x charges for hourly detention per car [as quoted in column (IV) or (V) or (VI) of the Rate Schedule].

21. In case it is found that the AC equipment of the supplied car is not functioning properly or not functioning at all, SRFTI may continue to use such car on payment of half of the applicable rates or may ask the contractor to replace the supplied vehicle with another vehicle of the same make (AC machine of which is in working condition) immediately. If the contractor fails to replace the car immediately, SRFTI would be at liberty to hire a similar car from any other source where the difference of rates, if any, will be deducted from the next available bill of the contractor.

22. **Distribution of business**

SRFTI intends to empanel more than one transport contractor for each category of vehicle, if the situation so permits. In order to form the panel of two suppliers of cars, rates would be negotiated with the original L1 & L2 tenderers. If there are two empanelled suppliers, the distribution of business would be as follows:-

- the original L1 tenderer – 60% of the requisitioned vehicle.
- the original L2 tenderer (who has matched the negotiated rates of original L1 tenderer) – balance 40% of the requisitioned vehicle.

In this case, if the original L1 tenderer is incapable of supplying 60% of the requisitioned vehicles, the original L2 tenderer would be offered to supply 40% of the requisitioned vehicle and the shortfall of the original L1 tenderer.

However, the users of SRFTI would be at liberty to switch over from one empanelled contractor to the other, in case the performance of the former is not satisfactory. So, there will always be a possibility of deviation from the aforesaid ratio of distribution of business, with the passage of time. Contractor(s) should be in a position to supply the revised number of vehicle, as per agreed rates, terms and conditions.

23. SRFTI paid Rs.20 lakhs approx towards transport charges in 2012-13. SRFTI, however, does not guarantee similar expenditure in future.

Registrar

RATE SCHEDULE

A) Fixed duty : [where the car is to report and is released at Tobin Road, 24 Paraganas (North)]

	For non-AC vehicle			
Make of the car	Whether Petrol driven or Diesel driven	Garaging & reporting KM required (both ways inclusive) (in KM)	Charges for running from reporting point to releasing point (in Rs per km.)	Charges for detention reckoned from the reporting time to releasing time (in Rs. per hour)
(I)	(II)	(III)	(IV)	(V)
Ambassador				
Indica				

_____.

_____.

_____.

Signature of the witness along

with Address

Date :

_____.

Signature of the Tenderer along with

official seal

RATE SCHEDULE

B) Casual duty

Make of the car	Whether Petrol driven or Diesel driven	For AC vehicle		For non-AC vehicle	
		Charges for running reckoned from reporting point to releasing point (in Rs per km.)	Charges for detention reckoned from the reporting time to releasing time (in Rs. per hour)	Charges for running from reporting point to releasing point (in Rs per km.)	Charges for detention reckoned from the reporting time to releasing time (in Rs. per hour)
(I)	(II)	(III)	(IV)	(V)	(VI)
Ambassador					
Indica					
Indigo					
Honda City				Not applicable	Not applicable
Tata Sumo					
Matador/Tata 407/equivalent		Not applicable	Not applicable		
Ace/Magic or equivalent		Not applicable	Not applicable		
bus having seating capacity 56 persons		Not applicable	Not applicable		
bus having seating capacity 28 persons		Not applicable	Not applicable		

_____.

_____.

Signature of the witness along

with Address

Date :

Signature of the Tenderer along with

official seal

SATYAJIT RAY FILM & TELEVISION INSTITUTE

FORM OF AGREEMENT

Agreement made this day of _____2013 between Satyajit Ray Film & Television Institute (hereinafter called 'SRFTI'), an academic Institution under Ministry of Information & Broadcasting, Govt. of India, of one part and _____(hereinafter called the 'the Contractor' which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part. Whereas SRFTI is desirous that certain work should be undertaken viz., supply & operation of required number of AC and non-AC Cars, on hire basis, for a period of one year with effect from _____ and has accepted the Tender submitted by the Contractor for the execution of such works against the Tender No.62051/01/2013-Admn./2262 dated 18.11.2013. Now this Agreement witnesseth as follows :

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1. In the Agreement, words and expressions shall have the same meanings as are respectively assigned to them in "General Instructions to Tenderers" hereinafter referred to.
 2. The following documents shall be deemed to form and be read and construed as part of this Agreement and form the provisions of contract, hereinafter referred viz.,
 - a) The said Tender document and the acceptance of the Tender
 - b) The General Instructions to the Tenderers
 - c) Special Conditions of Contract
 - d) Rate Schedule
 - e) All correspondence by which the contract is added, amended, varied or modified in any way, by mutual consent.
 3. In consideration of the payments to be made by SRFTI to the Contractor as hereinafter mentioned, the Contractor hereby covenants with SRFTI to execute the work in conformity in all respects with the provisions of the contract.
 4. SRFTI hereby covenants to pay the Contractor in consideration of such execution at the contract prices at the time and in the manner prescribed by the contract.

In witness whereof the parties hereunto set their respective hands and seals the day and year first above mentioned.

Name.....

Address.....
.....
.....

Director, SRFTI

Signed, Sealed and delivered
at Kolkata in the presence of

Name.....

Address.....
.....
.....

Contractor

Format 'A'**To be filled up by the Tenderer**

1. Name of the Tenderer :
2. Address of the Tenderer :
-
3. Address of the Kolkata office of the Tenderer :
-
4. Name, Telephone Nos. of the contact persons of the aforesaid office at Kolkata :-

Name	Mobile Phone No.	Residential Tel. No.	Office Tel. No.	Fax No.
a)				
b)				
c)				

5. Telephone No. of the Kolkata Office :
6. Fax no. of the Kolkata Office :

Signature of the Tenderer