

## **INSTITUTE OF COOPERATIVE MANAGEMENT, IMPHAL.**

Institute of Cooperative Management (ICM), Cooperative Complex, Near RCS Office, Lamphelpat- 795004, an Institution of National Council for Cooperative Training, New Delhi an autonomous society promoted by Ministry of Cooperation, Govt. of India, has invited sealed rate quotation from interested registered Cab Service Provider/ Taxi Service Agency/firm for hiring CAB/Taxi service on monthly rent for office use in the prescribed format as under.

### **FORMAT FOR QUOTATION OF VEHICLE ON MONTHLY RENTAL**

Sl. No.	Types of vehicle available on rent	Rent of the vehicle per month		
		With fuel and Driver	With fuel and without Driver	Without (both) fuel and Driver
1	2	3	4	5
	Bolero/SUV			
	Scorpio			
	Rent Charges per month			

\*\* Rate should be quoted on each column. No. 3, 4 & 5. Only quotation submitted in the above prescribed format, will be accepted for consideration. Incomplete quotation will not consider.

### **Terms and Conditions of the Contract.**

1. The Institute will engage AC vehicle on monthly rental basis on contract without driver & fuel for one year from the date of agreement from a registered Cab Service Provider/ Taxi Service Agency/firm.
2. The agreement will be signed on non judicial stamp Paper between ICM Imphal and vehicle provider/service agency on rent.
3. The Vehicle must have valid registration No. for commercial use and must have a valid commercial use licence.
4. The service provider /agency will be required to comply with all safety and technical regulations applicable under the Motor Vehicles Act.
5. It is mandatory that the vehicle provided on rent must have covered valid Package Insurance Policy.
6. The service provider(agency) of the vehicle will be fully responsible for road taxes, and other mandatory compliance of the rules of Motor Vehicle Act and Govt. rules or civil and criminal laws in relation to the vehicle on monthly rental hired on contract. ICM Imphal will be free from the responsibility and compliance of all rules act and laws relating to vehicle hired on contract.
7. Expenditure on Driver and diesel/petrol used in the vehicle under the contract will be borne by the Institute. It is mandatory on the part of agency/Service Provider to submit details of kilometer travelled per month by the vehicle to the Institute.
8. Interior of the vehicle should be in good condition, seat covers should be new or cleanly washed. The AC vehicle should always be in good condition. The registration, model No., year of the vehicle manufactured should not be before 2022.
9. Vehicle provided on monthly rates under the contract will not be changed except in unavoidable reasons (such as accident, sudden breakdown or other unavoidable reasons). It will be changed only after prior notice in unavoidable circumstances/reasons.
10. Monthly permissible maximum limit for vehicle with monthly rental will be upto **2000 Kms.** per month.
11. It is the responsibility of the service provider/agency to make the vehicle available on time as and when require. The contracted vehicle will not be used by anyone other than the Institute during the contract.
12. The agency/service provider will have to submit the monthly bill/rent of the vehicle on contract to the Institute by 10<sup>th</sup> of the next month alongwith No. of kilometers traveled during the month. It will be mandatory to submit signed and duplicate copy of monthly bill alongwith bank details for transfer through RTGS.
13. The agency/vendor will be responsible for maintenance and repairing of the Vehicle rented. No expenditure will be borne by Institute in this regard.

14. Vehicle should always be available at the Institute as and when require. Normal office hour start from 9.00 AM to 5.30 P.M. daily except Govt./Public and weekend holidays.
15. Institute will arrange driver for the vehicle.
16. It will be responsibility of the service provider/agency to keep mile meter of the vehicle always in working condition, if the mile meter is found to be faulty Rs. 500/- (for every day the mile meter is faulty) will be deducted from the bill.
17. If the service provider/agency does not provide or fail to provide vehicle on any working days or on holiday where institute require the vehicle, appropriate/proportionate deduction will be made from monthly bill.
18. Institute will bear the reimbursement of expenses incurred on parking/toll tax only after submission of original bill alongwith monthly bill.
19. The Director ICM, Imphal reserve the right to cancel the agreement during the agreed period and accordingly rent charges for the period will be settled accordingly after adjustment of mandatory taxes if any.
20. In case of any dispute jurisdiction of Imphal West District court will be applicable.

Director  
ICM Imphal