

January 24 2017



**National
Institute of
Bank
Management**

NIBM Post Office, Kondhwe Khurd, Pune 411 048 (India)
Telephone : 0091-20-26716000 (EPABX) □ Fax : 0091-20-26834478
E-mail : nibmweb@nibmindia.org □ Website : www.nibmindia.org

Lt Col Ranvir Singh (Retd)
Head
Administrative Services

Dear Sir

**Sub : Quotation for Empanelment for Providing Hire Car/Bus Services for the period
April 01, 2017 to March 31, 2018**

As you are aware National Institute of Bank Management (NIBM) is an apex level Institute for Training, Consultancy and Research in Banking Industry. We require cars and buses of different capacities throughout the year for local and outside visits. We are in the process of finalising the Panel of Transport Agencies for this purpose. The sealed quotations in the prescribed form (enclosed) addressed to the **Director, National Institute of Bank Management, Kondhwe Khurd, P.O. NIBM, Pune 411 048**, should be deposited in the tender box kept in Room No. 1109, First Floor, Block I, at NIBM. Between 2.00 p.m. to 5.00 p.m. on any working day, on or before February 6, 2017.

Terms for tendering quotations are as follows:

1. The rates quoted will apply for the year 2017-2018, commencing April 01, 2017 till March 31, 2018 and no change in rates will be considered for what-so-ever reason. The empanelment can be extended for a maximum period of three years, one year at a time, if the services are found satisfactory by the Institute. Increase in rates would also be considered during such extensions, based on prevailing rates.
2. Vehicles will be hired as per the requirement of the Institute.
3. The drivers should be well dressed, well mannered, maintain punctuality and will report to Transport In-charge or any other person as instructed.
4. The vehicles should be in good working condition and should have the requisite R.T.O. permit to provide such services. All such relevant documents shall be kept with the driver to be produced as and when required by the Regional Transport Authorities.
5. The envelope containing the quotation should be **superscribed "Sealed Quotation for Providing Hire Car/Bus Services"**.
6. All quotations should be signed by the person authorised to do so and should be stamped with the seal of the Company.
7. Rates quoted should be exclusive of all taxes, levies, cesses etc.
8. Parking & toll charges etc. will be paid in addition to the rate quoted.
9. Bills for services provided, if in order, will be settled within 15 days from the date of receipt.
10. Quotations sent by fax will not be considered for evaluation.
11. NIBM reserves the right to accept or reject all or any tender without assigning any reason thereof.

Thanking you

Yours faithfully

Lt Col Ranvir Singh (Retd)
Head
Administrative Services

Encl : Forms I & II

NATIONAL INSTITUTE OF BANK MANAGEMENT
QUOTATION FOR THE PERIOD FROM APRIL 01, 2017 TO MARCH 31, 2018

Name of the Agency : _____
 Registered Address : _____
 Email : _____ Fax No : _____
 Telephone Nos. Res. _____ Office _____
 Mobile _____

Established On : _____
 Name of the Contact Person : _____
 Distance Kms. : Agency to NIBM _____

Sr. No.	Type of Vehicle/Make	AC / Non AC	Statement of Vehicles Owned				Drop or Pick-up Duty (Only one way rate)		General Rates				Outstation Rates		
			Seating Capacity	Year of Manufacture	Registration No.	Whether Tourist/Private Registered Vehicle	NIBM-Stn. or Stn-NIBM (Rs.)	NIBM-Airport or Airport-NIBM (Rs.)	8 Hrs / 80 Kms. (Rs.)	4 Hrs / 40 Kms. (Rs.)	Charges for Extra Kms. (Rs.)	Charges for Extra Hrs. (Rs.)	Minimum Kms. per day	Rate per Km. (Rs.)	Night Detention if any (Rs.)
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

Please note: 1) The rates quoted should be exclusive of all i.e. parking, taxes, levies, cesses etc.
 2) Parking, taxes, levies will be reimbursed on actual basis against the receipts etc.

We certify that the above mentioned vehicles are owned by us and that they comply with the existing RTO Rules and Regulations, to be used as Tourist Vehicles.

Date : _____

Stamp and Signature of the Proprietor / Authorised Person

Form II

Name and References of the Organisation / Company where similar supply of Transport Services was provided by the Agency :

Sr. No.	Name of the Institution / Organisation / Private Units / Individuals	Name of Person Incharge with Designation and Contact Tel. No.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		