



भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल, खंडवा रोड, इंदौर, पिन- 453552

Indian Institute of Technology Indore  
Simrol, Khandwa Road, Indore- 453552

### E-PROCUREMENT MODE

Bidding Document for  
RATE CONTRACT  
of  
HIRING of MPV Vehicles

Document to be submitted online for  
(Technical & Financial Bid as per Schedule of requirement)

सहायक कुलसचिव  
(सामग्री प्रबंधन विभाग)  
Assistant Registrar  
(Materials Management Section)

**GENERAL TERMS & CONDITIONS**

**1. Vehicle Required:** Quotation should be given for the exact vehicle as shown in the enquiry against Sl. No. of the item. In the view of the supplier, if there is any other alternative item which can serve the purpose, a quotation may also be given for the same separately. Client list along with the order copy of similar vehicle supplied to any IITs / any Govt. organization including detail of price & all charges must be attached. In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on an additional sheet.

**2.** No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.

**3.** IITI reserves the right to call for techno-commercial discussion before finalizing the service contract. The company should depute competent representative for such discussion whenever called for and the official should be competent to take on-spot decisions.

**4.** IITI does not bind itself to accept the lowest tender and may cancel/withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.

**5. Liquidated Damages/Penalty Clause:**

**RATE OF RECOVERY TOWARDS VIOLATION OF SERVICES**

Sr. No.	Shortage/ Defaults	Penalty
a	Vehicle's necessary documents i.e. Valid RC, Insurance, PUC & Driving license etc. not found.	Rs. 200/- per instance
b	Vehicle not properly maintained i.e. cleaned, sanitized, all accessories/ features not functional etc.	Rs. 200/- per instance
c	Vehicle delayed 15 minutes beyond the scheduled time	Rs. 200/- per instance
d	Driver not well maintained, groomed, or found misbehaved, etc.	Rs. 100/- per instance
e	Vehicle breakdown during the tour or found guilty by the statutory administration	Rs 500/- per instance
f	When the service provider/driver does not accept/ attend the requisite tour	Rs. 500/- per instance

As per above mentioned or any liability arising on IITI shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the contractor. There would be no liabilities towards the employee/driver of the contractor by IITI.

**6. Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this control caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and affects the implementation of this contract adversely.

**7.** The firm may give any of their commercial terms, if required, in their techno-commercial offer only, and price quotation should contain only price.

**8. IITI reserves the right to modify/alter/insertion or deletion on any part of the tender document to ensure fulfillment of its material & service requirement at any stage.**

**9.** The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.

**10. Cancellation:** IIT Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, no compensation will be paid towards progress of order/procurement.

**11. Governing Law:** The order placed will be a contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.

**12.** For any dispute, the place of jurisdiction shall be Indore, India only.

**SPECIAL TERMS & CONDITIONS**

1. Registration of the Vehicle should not be older than 2024.
2. The vehicle must have a commercial All-India tourist vehicle permit.
3. The driver should have his license copy displayed on dashboard.
4. The rates will be considered inclusive of all taxes, cost of petrol/diesel, lubricants, driver's salary and uniform, depreciation, profit to the owner, etc.
5. Toll tax or parking etc. will be initially paid by the agency and later will be reimbursed separately against claim with supporting documents except to the extent of permissible reimbursements.
6. In case of any breakdown, an alternate arrangement will have to be made by the agency immediately.
7. For monthly hiring, vehicle(s) will be parked for 24x7 service at the Institute. While taking out the vehicle, closing and opening of meter reading will be noted in the vehicle diary duly certified by the Transport Office In-charge while submitting with the bills for payment.
8. In case of sudden breakdown, such as any technical issues or the case may be, if the vehicle is unable to serve the request, another vehicle is to be replaced without causing undue delay in the service.
9. Vehicle to be well maintained to meet the standard of institute as well as driver must be well groomed.
10. The repair and maintenance charges for the vehicle(s) will be borne by the bidder and no extra charges whatsoever shall be payable by IIT Indore.
11. The vehicle(s) should be neat, clean, sanitized and equipped with all accessories/features.
12. The vehicle should have All India tourist permit to undertake journey anywhere in India, as and when required.
13. The driver should have a valid license for driving Public Service Vehicles (PSV) and should be medically fit for driving the vehicle(s).
14. The vehicle should be **white in color**.
15. The Institute reserves the right to brand the vehicle(s) linked with IITI Indore signages, designation plates etc.
16. No deviation in pickup and drop timings will be considered.
17. Any complaint received with regards to the condition of the vehicle(s) or the behavior of the driver(s), the vehicle/driver should be replaced on the same day.
18. The vehicle should be kept equipped with sufficient fuel in the vehicle.
19. The supervisor of the contractor responsible for the operations of vehicle(s) should be available round-the-clock on his own direct telephone/mobile (office as well as residence) to respond to the call for vehicle in any emergency situations.
20. In case vehicle(s) do not reach at the appointed time & place, IIT Indore will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending bills/security deposit, etc. and a penalty of Rs.500/- would also be imposed for every such lapse to the service provider or impose penalty.
21. All charges towards repair/servicing, any other incidental expenses like insurance, PUC etc. on operations & maintenance of hired vehicle would be solely borne by the firm.
22. The driver on duty should report to the Transport Office In-charge, IIT Indore before starting any journey unless otherwise instructed.
23. Payment will be made monthly consequent to timely submission of the bills/invoices duly certified by the user along with duty slip and other relevant supporting documents vetted through Transport Office In-charge, IIT Indore.
24. No escalation/extra charges whatsoever will be allowed over & above final awarded rates during the tenure of contract.
25. The driver should be courteous to the users, well-disciplined, well-dressed, well-groomed & should always be approachable over a mobile phone. In the event of any misbehavior reported on the part of driver, IITI may impose penal action as deemed fit.
26. IIT Indore reserves the right to terminate the contract at any time without assigning any reason thereof.

27. The vehicle(s) should be parked at IITI premises for 24x7 services. The duty allotment of driver(s) should be followed with the extant labour laws in terms of appointment, salary, manhours, etc.
28. All liabilities in respect of the vehicle(s) and driver(s) including the accident to the vehicle(s), injury to driver(s) and the passenger(s) traveling in vehicle or to the pedestrian(s), theft and other passing vehicles shall rest with the Travel Agency. The Institute will not accept any liabilities in this regard.
29. In the event of the security deposit falling short of the aforesaid amount due to recover/adjustment of the losses suffered by the Institute during the contract period, the contractor shall deposit/pay such an amount by which the security deposit falls short immediately on demand or the same may be recovered from the contractor's pending payments with the Institute. No claim shall be made against IIT Indore in respect of interest for any payment due on the security deposit or depreciation in value.
30. **Supporting documents with the bills:**
  - a) The duty slips in original on which the supplies have been made or to be charged for in the bill. The duty slip shall bear the certificate of user for the service as satisfactory/poor.
  - b) The charges in the bill not supported by original duty slips or certificate of receipts by the user, the bill will be disallowed during payment of the bill.
  - c) Otherwise, admissible supplementary bills of the contractor duly supported by the requisite certificates along with the receipt of the user/the concerned persons in proper and complete form may be considered for payments.
  - d) Appropriate supporting documents for parking, toll tax, etc. along with the bill, if any.
31. **Payment:** The contractor shall claim payment once a month through the bills as stated above and the same will normally be paid in 4 weeks from the date of bill submission. However, no claim shall be entertained against IIT Indore in respect of interest on damages if the payment is delayed for any reason beyond 4 weeks.
32. **Rights of acceptance:**
  - (a) IIT Indore does not pledge to accept the lowest or any tender and reserves the right to accept the whole or any part of the tender at the rate quoted. The terms and conditions of the contract stipulated in the schedule to the tender annexed herewith will form part of the contract and the tenderers/contractors will be bound by such terms and conditions.
  - (b) Acceptance of the finally qualified bidder by IITI will be communicated by a service order. In case the acceptance is communicated via email, the formal acceptance of the bidder will be forwarded as soon as possible but the instructions contained in the email should be acted upon with immediate effect. The acceptance of such email will be deemed as a contract enforceable in law.
33. **ARBITRATION CLAUSE:** In case of any dispute between IITI and the contractor arising out of the contract regarding the interpretation of the terms and conditions of the contract, the decision of the IITI or any other officer nominated by IIT Indore to act as arbitrator in the dispute shall be final and binding on the party to this contract.
34. **Period of the Contract:** Under normal circumstances the contract shall be valid for a period of 1 year on annual renewal basis, which will be extended to 4 years by the institute subject to review of satisfactory performance from the date of contract on the same rate, terms and conditions and acceptance by the service provider.
35. **Parking & Toll/other charges:** Payment of any Govt. tax on duty for plying the vehicles for IITI will be the liability of the contractor that may be claimed by producing the receipts along with the monthly bills.
36. **Termination of Contract:** IIT Indore reserves the right to terminate the contract simultaneously or at any time during the period of this contract.
37. **Fall Clause:** During the period of contract, charges for supply of vehicles to any other Central/State Govt. Public Sector Undertaking, etc. should not be at rates lower than the price offered to the IIT Indore or should there be any reduction in charges during this period, the prices charged to the Institute shall correspondingly be reduced for IIT Indore also.
38. The Institute shall have absolutely no responsibility to pay any compensation for any accident occurred to any person/representative of the Contractor during his/there to-&-fro

journey(s) and/or while attending to the services of the Institute and no other charges whatsoever shall be payable by the Institute to the Contractor.

39. The Institute shall have the liberty to execute a similar contract with any other party(s) engaged in Travel Agencies parallelly without making any reference.
40. **Responsibilities of the Contractor:**
- a. The Contractor will always maintain sufficient vehicles of the standard quality to avoid inconvenience to IIT Indore beneficiaries.
  - b. In case of failure or refusal on the part of the Contractor to supply the vehicles to the Institute, the contract is liable to be cancelled at the risk and cost of the contractor. Any extra cost involved in arranging supply from alternative source will be recovered from the Contractor.
  - c. The vehicles to be supplied will be of standard quality. In case it is found that vehicles supplied are old model or substandard or spurious, the firm will be liable to be black-listed for a period of 5-years besides any other appropriate legal action to be taken in this regard.
  - d. If for any unavoidable reason, it is not possible for the contractor to immediately supply the requisite service and the beneficiaries are compelled to procure the same from some other local Travel Agent, the entire amount towards the replaced arrangement will be adjusted towards the payments to the contractor. However, the claim in this regard will be paid as per the terms and conditions of the contract. The brand of the vehicle should not be substituted in case of indent for a particular vehicle by the contractor.
41. **Provision of Penalty:** In the event of the contractor failing to:
- a) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates IITI may charge the amount of such excess cost to the contractor and the same may at any time thereafter be deducted from any amount that may become due to the contractor under this or any other contract or from the security deposit or may be demanded of him to be paid within seven days to the credit of the IITI.
  - b) In the event of discovery of any error or defect due to the fault of the contractor at any time, the contractor shall be bound if called upon to do so, to rectify such error or defect at his own cost to satisfaction of and within the time fixed by the IITI.
  - c) In the event of a supply being wholly rejected, the IITI may at its discretion either permit the contractor to re-do the same within such time as he may specify at contractor's own cost which shall include the cost of all sorts i.e. transportation etc., or other source than the contractor in which case the amount of extra cost, if any, shall be recovered from the contractor.
  - d) The powers of the IITI under this condition shall in no way prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 8 above.
  - e) Service order awarded firm must complete the important nature services (i.e. VIP, Delegates, etc.) the time schedule must be adhered to, failing which a penalty at the rate 10% per hour delay will be recovered from separate/pending bill.
  - f) The compliance of the Clause 9, 11 & 17 above, failing which a penalty at the rate 10% per incident will be recovered from separate/pending bill.

**TECHNICAL BID**

(Bidder should submit compliance matrix along with Technical Bid)

**PART-I : Eligibility criteria**

Sl. No	Details	Compliance Yes/No	Deviations/Remarks, if any
01	Name of the firm: Permanent Address & Telephone No. Full Postal Address, Telephone/Fax No./E-mail:		
02	Incorporation Certificate of the company		
03	Partnership/Proprietor/Pvt. Ltd.		
04	The firm should have a strong support team available in Indore to rectify the issues related to the supplied vehicle services.		
05	Whether the firm is Local Indore/ Other District/State.		
06	a) Income Tax Return (last three years), b) PAN No., c) Professional Tax, d) GST Regn. Nos. (enclose photocopies)		
07	License: a) Light Moving Vehicle License. b) Heavy Moving Vehicle License.		
08	Experience Certificate from last Five years. (Please attach experience certificate/feedback certificate)		
09	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any		
10	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been blacklisted or changed the name of the firm (in original).		
11	Details of ESIC Registration with Date and proof of registration.		
12	Details of EPF Registration with date and proof of registration		
13	MSME/Startup		
14	Whether Small/ Medium/ Large Scale Company.		
15	Number of vehicle owned / provided.		
16	Person responsible for conduct of business. (Full Contact Details)		
17	Bank/RTGS Details of the supplier along with Firm Name, Address, Contact details & Firm Registration details		
18	Acceptance Certificate		
19	Declaration Regarding Clean Track		
20	Declaration Of Annual Turnover And Income Tax Return		
21	Performance Report for Hiring of Vehicles service provided in Government/ Semi-Government		
22	Copy of a valid License issued by the		

**NIT No. IITI(MM)/NIT/RC/TR/757/SP/2023-24**

	State/Central Labour Department under Contract Labour Act duly attested by a gazetted officer/notarized.		
<b>23</b>	Firm participating in bid must have done the same kind of services (of the quoted item having desired specifications) in any government organizations and international reputed organization to establish the reliability of the vehicle services in last 03 years. Necessary proofs must be provided.		
<b>24</b>	Certificate from CA as a Turnover of last Three Financial Years.		
<b>25</b>	The bidder should have their own (Vehicle Registration on the firm's name) at least 15 vehicles registered as Taxi. The same vehicle (or later model) is to be provided in case the bid is successful.		



PRICE BID

**PRICE BID - Schedule of price bid:**

1. Any element of cost, taxes, duties levy etc. not specifically indicated in the BOQ, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later.**
2. The tender shall remain valid for acceptance for **180 days**, from the date of tender opening.

Sr. No.	Particular	Qty.	Number of Months	Price per Months	Total price
01.	Hiring Service for MPV category vehicles	02 nos.	60		

**OTHER CONDITIONS FOR PRICE BIDS**

1. No unilateral revision in price will be admissible.
2. Rates should be quoted in the accounting units (A/U) mentioned in this tender. Rates must be quoted clearly.

**Signature of the Tenderer**

**Name of the Firm:**

**Contact No.:**

**Email:**

**Seal:**

प्रपत्र -1 / FORM-I

वार्षिक कारोबार की घोषणा और इनकम टैक्स रिटर्न

**DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN**  
(To be submitted on Firm/Company Letterhead)

To,  
The Registrar  
Indian Institute of Technology Indore

Date:

**Sub: RFP No. IITI(MM)/NIT/RC/TR/757/SP/2023-24 for "RATE CONTRACT OF HIRING OF MPV Vehicles"**

Dear Sir,

I/we hereby declare that our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

F.Y 2020-21	F.Y 2021-22	F.Y 2022-23

And,

I/we hereby declare that our firm had filed Income Tax Returns for last three years i.e. F.Y. 2020-21, 2021-22, & F.Y. 2022-23. Supported by copy of ITR of three years.

\_\_\_\_\_  
(Signature of the Tenderer)

Company Seal:

Date:

**प्रपत्र -2 / FORM-II**

**डीपीआईआईटी पंजीकरण के लिए घोषणा पत्र**  
**Declaration for DPIIT Registration**  
**(on OEM's Letter Head)**

**CERTIFICATE BY BIDDER- DPIIT REGISTRATION**

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a county, has been registered with the Competent Authority (copy of the Registration Certificate enclosed).

I hereby certify that his bidder fulfils all requirements in this regard and is eligible to be considered.

Signature with Date and Stamp  
Of the Bidder

प्रपत्र -3 / FORM-III

स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र  
DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(to be provided on letter head of the firm)

I hereby certify that the above firm namely \_\_\_\_\_ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner/ partners anywhere in India preceding three years from the date of publishing of tender.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Contact No.:

Designation:

प्रपत्र -4 / FORM-IVबोलीदाता सूचना प्रपत्र**BIDDER INFORMATION FORM**

	Company Name	
	Registration Number	
	Manufacturer /Distributor for the quoted product	
	Registered Address	
	Name of Partners /Director	
	City /Postal Code	
	Company's Establishment Year	
	Company's Legal Status (tick on appropriate option)	1) Limited Company 2) Undertaking 3) Joint Venture 4) Partnership 5) Others (In case of Others please specify)
	Company Category	1) Micro Unit as per MSME 2) Small Unit as per MSME 3) Medium Unit as per MSME 4) Ancillary Unit 5) SSI 6) Others (In case of Others please specify)
	Contact Name Email Id MOBILE NO.	
	<b>BANK DETAILS</b>	Name of Beneficiary : A/c. No. CC/CD/SB/OD: Name of Bank : IFSC NO. (Bank) : Branch Address and Branch Code:
	Vendor's PAN No. (Should be attached)	
	Vendor's GST No. (Should be attached)	

**प्रपत्र -5 / FORM-V**

**पिछली आपूर्ति आदेश सूची प्रारूप**

**PREVIOUS RATE CONTRACT/KIOSK/COUNTER ORDER LIST FORMAT**

Order placed by {Full address of Purchaser}	Order No. and Date	Description and quantity of ordered equipment	Value of order	Contact Person along with Telephone no., Fax no. and e-mail address.

Note: The Technical Committee may seek additional information from the existing users at IIT Indore or from other Institutes, this feedback will be considered for technical evaluation.

Signature and Seal of the Manufacturer/ bidder .....

Place:

Date:

प्रपत्र -6 / FORM-VI

निविदा शर्तों की स्वीकृति हेतु  
ACCEPTANCE OF TENDER TERMS

(To be given on Company Letter Head)

Date: DD/MM/YYYY

To,  
The Registrar  
Indian Institute of Technology Indore

**Sub: Acceptance of Terms & Conditions of Tender**

**Dear Sir,**

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Service Rate Contract from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein and I have no objection for any of the content of the bid document. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I/We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
6. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install/test the equipment and dispatch the same within the specified period.
7. **I/We agree that in case if we fail to deliver the goods/complete the work/supply within the stipulated time, then institute has full power to compound the liquidity damages or forfeit the Bid Security/Security Deposit or any necessary action as deemed fit can be taken by the IIT Indore.**
8. The articles shall be of the best quality and of kind as per the requirement of the institution. The decision of the IIT Indore, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me. Should the said officer deem it necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
9. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the bidding firm or manufacturer.
10. I/We undertake that the items supplied are as per Demonstration/Catalogue/technical literature description.
11. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in India for the same items during the current Financial Year.
12. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of State/Central//Institute/Department/PSUs. I/we also offer to supply the Equipment/stores at the prices and rates not exceeding those mentioned in the price bid.

Yours Faithfully,  
(Signature of the Bidder, with Official Seal)

प्रपत्र -7 / FORM-VII  
बोली-पूर्व प्रश्न प्रपत्र/ प्रारूप  
PRE-BID QUERY FORM/FORMAT

Name of the Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email ID: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/ Deviation sought	Clarification/Response from IIT Indore
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			



**प्रपत्र -8 / FORM-VIII**

परफॉरमेंस सिक्योरिटी प्रारूप

**PERFORMANCE SECURITY FORMAT**

To,

.....

**WHEREAS** ..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. .... Dated .....to supply (description of goods and services) (hereinafter called "the contract").

**AND WHEREAS** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee:

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal:

Name & address of the Bank

Address of the Branch:

Phone No.:

E-mail ID:.

## SCHEDULE OF REQUIREMENT/SCOPE OF WORK

Sr. No.	Type of Vehicle	Period and Frequency			Eligibility for Drivers					Essential requirement for vehicles							
		Daily	Monthly	Occasionally	Qualification	License	Language Proficiency	Techno savvy for Vehicle Operational	Age	Permit of the vehicles	Fitness	Road Tax	GPS	PUC	Registration card	Name of owner as per registration certificate	Model should not be older than
1	Toyota Innova Crysta	Yes	Yes	Yes	Intermediate	Yes	Yes	Yes	24-40	Yes	Yes	Yes	Yes	Yes	Yes	2024	Yes

Signature of Bidder/Authorized Signatory with seal of the firm \_\_\_\_\_

  
**सहायक कुलसचिव**  
**(सामग्री प्रबंधन विभाग)**  
**Assistant Registrar**  
**(Materials Management Section)**