

Indian Institute of Technology, Bombay

No.TPT/Hir.Veh-Circular/19

18th February, 2019

C I R C U L A R

Institute has renewed contract with the following transport agencies for providing hired vehicles on "as and when required" basis w.e.f. 1st January, 2019 :

M/s. Siddhivinayak Travels
M/s. Mastakar Travels
M/s. Radiant Limousine Service Pvt. Ltd.

The approved rate card, along with their contact details and terms and conditions of the contract are appended. Heads / In- charges of Deptts/Centres/Sections, Principal Investigators, Faculty/ Staff Members, JEE and GATE offices, where payment is to be made from their respective fund may directly hire vehicles from any of these agencies for official/quasi-official and non-official requirements. Faculty members hiring vehicles for attending conferences/ seminars/ workshops/ symposiums etc. may claim reimbursement of these transport charges along with TA/DA claim from the sanctioning authority. The bills of the transport agencies for the usage should be paid directly by the concerned officials from the departmental funds / specific fund codes / project funds / own funds, as the case may be.

Bookings with these agencies should be made through email only. In urgent situations, if made over phone, the same should be followed by email.

**Sd/-
REGISTRAR**

Encl: As Above

To

All Heads / Incharges of Depts / Centres / Sections : (To kindly bring the contents of the circular to the Wardens of all Hostels notice of all concerned faculty/staff members)

CC to: PA to Director
PA to Dy. Directors (FEA & AIA)
PA to Deans
PA to Registrar
All Dy. Registrar

TERMS AND CONDITIONS OF THE CONTRACT

- 1) The contract shall be initially for a period of one year i.e. from 01 January, 2019 to 31 December, 2019 and may be extended for a further period subject to satisfactory performance at the discretion of competent authority of IIT Bombay on the same terms and conditions.
- 2) Rates may be reviewed in case of change in Government Levies and fuel price and revision, if any will be proportional to such revision in rates, as determined by IIT Bombay. During the contract period one year, no increase in rate will be permissible.
- 3) Time and Km will be calculated from actual reporting point to the desired destination for 4 hrs. / 40 kms & 8 hrs. / 80 kms.
- 4) Team of IIT Bombay may visit the clients of the eligible bidders to receive on the spot information regarding the quality of services provided, etc.
- 5) IIT Bombay may enter into a parallel rate contract with more than one contracting agency/firm/company for providing hired vehicles.
- 6) The contracting agency/firm/company shall provide the services continuously as per the contract terms. In case of discontinuation of services during the tenure of contract or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the agency shall be liable for necessary legal action and performance security deposit will be forfeited.
- 7) The Institute reserves the right to terminate the contract at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- 8) The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.
- 9) The contracting agency/firm/company shall get suitable instructions from the Registrar / designated Official of IIT Bombay and shall provide the services promptly as per requirement. The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.
- 10) The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Maharashtra / India particularly applicable to the business.
- 11) The vehicles to be supplied should be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. should be decent looking and are well maintained during the contract period.
- 12) The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same/equivalent type of vehicle. On failure to do so, no payment will be made, for such trip.
- 13) In case a vehicle is requisitioned and the same does not reach at the designated time and place, IIT Bombay will be free to call required vehicle from any other supplier from open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues / pending bills etc.

- 14) The drivers of the vehicles deployed at IIT Bombay should be fully conversant with the routes of Mumbai City and the suburbs and should possess valid driving license in his name. The drivers must wear uniform while on duty, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him.
- 15) The successful agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with IIT Bombay so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays / Sundays also for satisfying IIT Bombay vehicle requirements.
- 16) In case of delay in reporting the vehicle, a penalty of Rs.100/- per 15 minutes delay shall be imposed.
- 17) Vehicles supplied by the firm/agency will be randomly inspected by Officers of IIT Bombay and in case of non-compliance of any of the conditions, if brought to the notice by Inspecting Officers /Users, a penalty of Rs.500/- on each fault will be imposed.
- 18) The drivers of the vehicle shall obtain signature of the user's on the duty slip immediately after every duty is performed.
- 19) The IIT Bombay will not be responsible for any kind of fine/challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost. Damage /Loss to the IIT Bombay official will be recovered from the contracting agency/firm/ company.
- 20) In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
- 21) Default in providing the appropriate/requisitioned vehicle, may lead to removal of the contracting agency / firm / company.
- 22) It shall be the responsibility of the service providing agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it and IIT Bombay shall have no liabilities in this regard.
- 23) IIT Bombay shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers engaged by agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.
- 24) The drivers assigned by the successful agency / firm / company for executing transport requests from IIT Bombay shall be medically fit.
- 25) Designated Officer of Administration Section will place indent for vehicles. The agency / firm / company shall submit the bills to the Administration Section as per the agreed rates on fortnight basis along with duly signed duty slips for payment. No interest will be payable on the non-payment due to delayed submission of bill and non-satisfactory services. No advance payment will be made.
- 26) Besides above, faculty / staff / student of IIT Bombay may hire the vehicle directly from the contracting agency/firm/company for official or personal visits to various places. The bill(s) should be settled by agency / firm / company directly with the the concerned faculty / staff / student.

Administration, IIT Bombay shall not be responsible for payments for the services provided by agency / firm / company directly to the above category on their requests.

- 27) Toll charges, parking charges, etc. may be reimbursed at actuals (Original receipts must be enclosed). The Institute reserves the right to verify the authenticity of claims pertaining to parking slips and if the same is not found genuine, no payment shall be made / if already made, the same will be recovered.
- 28) The successful agency / firm / company shall display IIT Bombay placard to receive IIT Bombay staff / guests / user/ traveller/ officials from the Airport / Railway Station.
- 29) The agency / firm / company shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IIT Bombay to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 30) In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIT Bombay is put to any loss / obligation, monetary or otherwise, IIT Bombay shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
- 31) The price shall be exclusive of taxes.
- 32) The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by IIT Bombay to the agency.
- 33) PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period.
- 34) IIT Bombay reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
- 35) The decision of the Institute in regard to interpretation of the terms and conditions shall be final and binding on the agency.
- 36) If the contracting agency/firm/company institutes any legal proceedings against IIT Bombay to enforce any of its rights under this agreement it shall be in the legal jurisdiction of IIT Bombay where the vehicle has been hired and not the place where the contracting agency/firm/company has its registered office.

APPROVED RATES FOR HIRING VEHICLES w.e.f. 1st January, 2019

Details of Agencies on Institute Panel for provision of hired vehicles on “as and when required” basis.

Agency	M/s. Siddhivinayak Travels	M/s Mastakar Travels	M/s Radiant Limousine Service Pvt. Ltd.
Contact Person	Mr. Selvaraj Nadar	Mrs. Mastakar	Ms. Seetha
Telephone No	8286828169	022-24229556	022-28301713
Mobile No	9820183957	98338-34133/ 98200-24900	99309-21121/ 98197-20722
Email	siddhivinayak.tt67@gmail.com	ashokmastakartrv@gmail.com	reservation@radiantlimo.com sales@radiantlimo.com

Classification of Vehicles

<u>Small Cars</u> Below 1200 CC	<u>Medium Cars</u> Above 1200 & below 1500 CC	<u>Premium Cars</u> Above 1500 & below 1700 CC	<u>MUV-I</u>	<u>MUV-II</u>
Indica/WagonR/EE ECO etc.	Indigo/Dzire/Accent/ Logan/Etios etc.	Honday City/Verna/ Maruti SX4/Vento etc.	Scorpio/ Tavera	Innova

PART A

AIRPORT PICK UP

Agency Name	Domestic Airport to IIT Bombay					International Airport to IIT Bombay				
	Small Cars	Medium Cars	Premium Cars	MUV-I	MUV-II	Small Cars	Medium Cars	Premium Cars	MUV-I	MUV-II
M/s. Siddhivinayak Travels	-	700	750	-	1200	-	650	700	-	1200
M/s Radiant Limousine Service Pvt. Ltd.	-	-	-	1200	1200	-	-	-	1200	1200

AIRPORT DROP

Agency Name	IIT Bombay to Domestic Airport					IIT Bombay to International Airport				
	Small Cars	Medium Cars	Premium Cars	MUV-I	MUV-II	Small Cars	Medium Cars	Premium Cars	MUV-I	MUV-II
M/s. Siddhivinayak Travels	-	650	675	-	1150	-	625	650	-	1150
M/s Radiant Limousine Service Pvt. Ltd.	-	-	-	1200	-	-	-	-	1200	-

PART B
SMALL CAR

Agency Name	8 hrs. 80kms	4 hrs. 40 Kms	Per Extra Km	Per Extra Hour	Outstation Kms rate (min 250 kms)	Driver's allowance
M/s Mastakar Travels	1200	-	11	70	11	200
M/s Radiant Limousine Service Pvt. Ltd.	-	700	11	70	11	200

MEDIUM CAR

Agency Name	8 hrs. 80kms	4 hrs. 40 Kms	Per Extra Km	Per Extra Hour	Outstation Kms rate (min 250 kms)	Driver's allowance
M/s Mastakar Travels	1350	-	12	80	12	250
M/s Radiant Limousine Service Pvt. Ltd.	-	800	12	80	12	250

PREMIUM CAR

Agency Name	8 hrs. 80kms	4 hrs. 40 Kms	Per Extra Km	Per Extra Hour	Outstation Kms rate (min 250 kms)	Driver's allowance
M/s. Siddhivinayak Travels	1750	1200	15	100	15	250
M/s Radiant Limousine Service Pvt. Ltd.	-	1200	15	100	15	250

MUV-I

Agency Name	8 hrs. 80kms	4 hrs. 40 Kms	Per Extra Km	Per Extra Hour	Outstation Kms rate (min 250 kms)	Driver's allowance
M/s Mastakar Travels	1800	-	13	100	13	250
M/s Radiant Limousine Service Pvt. Ltd.	1800	1200	13	100	13	250

MUV-II

Agency Name	8 hrs. 80kms	4 hrs. 40 Kms	Per Extra Km	Per Extra Hour	Outstation Kms rate (min 250 kms)	Driver's allowance
M/s Mastakar Travels	1900	-	13	100	13	250
M/s Radiant Limousine Service Pvt. Ltd.	-	1200	13	100	13	250

Sd/-
REGISTRAR