

Indian Institute of Technology, Bombay

No.TPT/Hir.Veh-Circular/16

27th July, 2016

C I R C U L A R

Institute has entered into contract with the following transport agencies for providing hired vehicles on "as and when required" basis w.e.f. 1st August, 2016 :

1. M/s. Siddhivinayak Travels
2. M/s. Shruti Travels
3. M/s. Auto Furze
4. M/s. Ambaji Travels

The approved rate card, along with their contact details and terms and conditions of the contract are appended. Faculty/staff members are requested to book vehicles only from these agencies for official purposes. Vehicles from these agencies at prescribed rates can be hired for personal use also, if desired.

Heads / In-charges of Depts/Centres/Sections, Principal Investigators, Faculty Members, JEE and GATE offices, may directly hire vehicles from any of these agencies whenever Institute vehicle is not available for official/quasi-official and non-official requirements.

The bills of the transport agencies for the usage should be paid directly by the concerned departments / faculty member, from the departmental funds / specific fund codes / project funds / own funds, as the case may be, within 15 days.

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.

Whenever, Head of the Department/Professor In-charge approves a transport requested by faculty / staff, it should be ensured that all such bills are paid from the respective department / project funds.

Bookings with these agencies should be made necessarily 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

PA to Deans

PA to Registrar

Dy. Registrar (Admin-II)

TERMS AND CONDITIONS OF THE CONTRACT

1. The contract shall be initially for a period of one year 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.
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 or will be recovered from the dues / pending bills etc. of the travel agency whichever failed to meet the requirement
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 agency 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 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 the 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 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 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. 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.
31. 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.
32. IIT Bombay reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
33. The decision of the Institute in regard to interpretation of the terms and conditions shall be final and binding on the agency.

AIRPORT PICK-UP* (FIXED RATES)										
Agencies	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. Siddhi - vinayak Travels	575	-	750	1000	1100	550	-	700	1000	1100
M/s. Shruti Travels	-	-	-	-	-	-	-	-	1000	1100
M/s. Auto Furze	-	640	-	-	-	550	595	-	-	-
M/s. Ambaji Travels	-	-	-	-	-	-	-	-	-	-

* Parking charges extra as per actuals

PART B

8 HRS. 80 KMS / 4 HRS. 40 KMS

SMALL CARS:

Agencies	8 hrs. 80 kms	4 hrs. 40 kms	Per Extra Km	Per Extra Hour	Outstation kms rate (min 250 kms)	Driver's allowance
M/s. Siddhivinayak Travels	-	-	-	-	-	-
M/s. Shruti Travels	1200	800	10	60	10	250
M/s. Auto Furze	-	-	-	-	-	-
M/s. Ambaji Travels	-	-	-	-	-	-

MEDIUM CARS:

Agencies	8 hrs. 80 kms	4 hrs. 40 kms	Per Extra Km	Per Extra Hour	Outstation kms rate (min 250 kms)	Driver's allowance
M/s. Siddhivinayak Travels	-	-	-	-	-	-
M/s. Shruti Travels	-	900	12	70	11	250
M/s. Auto Furze	-	-	-	-	-	-
M/s. Ambaji Travels	1375	-	12	70	11	250

PREMIUM CARS:

Agencies	8 hrs. 80 kms	4 hrs. 40 kms	Per Extra Km	Per Extra Hour	Outstation kms rate (min 250 kms)	Driver's allowance
M/s. Siddhivinayak Travels	1650	1100	16	100	15	250
M/s. Shruti Travels	-	-	-	-	-	-
M/s. Auto Furze	-	-	-	-	-	-
M/s. Ambaji Travels	-	-	-	-	-	-

MUV - I:

Agencies	8 hrs. 80 kms	4 hrs. 40 kms	Per Extra Km	Per Extra Hour	Outstation kms rate (min 250 kms)	Driver's allowance
M/s. Siddhivinayak Travels	-	-	-	-	-	-
M/s. Shruti Travels	1600	1050	12	80	12	250
M/s. Auto Furze	-	-	-	-	-	-
M/s. Ambaji Travels	-	-	-	-	-	-

MUV - II:

Agencies	* 8 hrs. 80 kms	4 hrs. 40 kms	Per Extra Km	Per Extra Hour	Outstation kms rate (min 250 kms)	Driver's allowance
M/s. Siddhivinayak Travels	-	-	-	-	-	-
M/s. Shruti Travels	-	-	-	-	-	-
M/s. Auto Furze	-	1270	13	100	12.5	250
M/s. Ambaji Travels	1700	1270	13	100	12.5	250

Sd/-
REGISTRAR