

# *Central Automobile Workshop*

Aligarh Muslim University, Aligarh  
*Member-in-Charge*

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Dated: 13.03.2010

## **ENQUIRY**

Quotation are invited for providing two Maruti Vans / Ambassador Cars (white), for Proctor's Office, Aligarh Muslim University, Aligarh, on monthly hiring charge basis. **The quotation in sealed covers along with an earnest money deposit of Rs.5000.00 (Rupees Five Thousand Only) in the form of a Demand Draft/ FDR in favour of Finance officer, AMU Aligarh, should be deposited in the office of the undersigned before 3:00 p.m. on 29.03.2010.** The quotations will be opened on the same day at 4:00 p.m. in the office of Member-In-Charge, Central Automobile Workshop, AMU, Aligarh. Important terms and conditions covering the hiring of vehicles are as follows:

1. Quotation submitted without the earnest money will be summarily rejected. The Demand Draft/FDR received, as earnest money shall be returned if quotation is not accepted.
2. Taxes like Service Tax etc., if any, may be quoted separately failing which no amount towards any tax will be paid.
3. The vehicles to be provided to the University should not be more than three years old and should be in good looking and running condition to the satisfaction of the University. (Attach the registration papers of the vehicle and also specify year of manufacturing of the vehicles and if possible, kilometers covered.)
4. The vehicles are required round the clock.
5. The vehicles are required with drivers.
6. Petrol/ Diesel for the vehicles will be provided by the Proctor's Office.

7. The Invoice/Bill for the services rendered should be raised in the name of Proctor, AMU.
8. The vehicles to be provided to the University should be registered for commercial purpose only and taxes; insurance etc. due on such vehicles shall be the liability of the contractor.
9. The firm should be registered with the Central Excise Department and a copy of the registration certificate is to be submitted with the quotation.
10. Any past similar experience for providing vehicles may also be indicated
11. The University reserves the right to obtain the service from other sources as well.
12. The approved rates will not be changed during the currency of the contract.
13. The University reserves the right to reject any/all quotation(s) without assigning any reason.
14. The University reserves the right to cancel the contract, at any time without assigning any reason. The Contractor will not be entitled to claim any compensation against any such termination. However, while terminating the contract, if any payment is due to the contractor for services already provided in terms of the contract, the same would be paid to it as per the contract terms.
15. The number of vehicles required may vary during the period of contract and more similar vehicles may be increased or decreased according to the requirements of service by the University and the Contractor shall provide the same to the University if the requirement of vehicles is increased.
16. In the event of any mechanical failure/breakdown of vehicle, the Contractor shall arrange for replacement by another similar Commercial Vehicle on the same day.
17. In case of any accident resulting in loss or damage to property or life, the sole responsibility for any legal or financial implications would vest with the Contractor. University shall have no liability whatsoever.
18. If, for any reason, the university is dissatisfied in any way with the standard of the vehicle or quality of services rendered during the hiring period; it will be reported to the Contractor in writing. The Contractor without raising any dispute on such assessment by the university regarding the standard of the vehicle provided or quality of services rendered by him will immediately replace it with another similar commercial vehicle on receipt of such complaint.

19. The Contractor shall also be liable for all fines & penalties of violating traffic rules, like parking, no entry etc. The Contractor shall also be liable for other criminal offences arising out of or concerning the use of the vehicle during the hiring period. Taxes payable locally and the Contractor accordingly indemnifies the university against all such liability.
20. In the event of any question, dispute or difference arising under the agreement or in connection there with the same shall be referred to the sole arbitration of the Vice-Chancellor, AMU or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection if the arbitrator so appointed is an employee of AMU.
21. The Contractor shall be responsible for compliance of all the laws / rules/ regulations and Government instructions that are/ will be applicable to and aimed at to protect the interest of the employees/ workers engaged by him and shall ensure payment of all the statutory dues/ liabilities as may have arisen during the past 'or' may arise during the course of performance of this contract.
22. The contractor shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the concerned government agencies. The University will not be responsible for any lapse on the part of contractor during or after the expiry of contract.
23. The drivers provided should wear proper uniform as specified by the University at the cost of the contractor and should have valid driving license and sufficient experience to perform their duties.
24. The Contractor will have to deposit Rs.25,000.00 (Rupees Twenty Five Thousand Only) as interest free Performance Security for each vehicle hired by the University.
25. In case of violation of the above terms and conditions, the contract will be cancelled and the security deposited will be forfeited.

(Mujib Ullah Zuberi)

**Note:** The service provider may mention other terms and conditions, if any, which may /may not be acceptable to the University.