



NOTICE INVITING TENDER

National Institute of Bank Management (NIBM) was set up in 1969 by the Reserve Bank of India (RBI), in consultation with the Government of India as an apex level Institute for Training, Consultancy and Research in Banking Industry. The Institute has a self-contained campus with complete residential and educational facilities in Pune and is in the process to empanel service providers for its various requirements.

NIBM is operating from its own campus located at Kondhwe Khurd, NIBM PO, Pune 411048. The Institute require cars and buses of different capacities throughout the year for local and outstation visits for domestic/international participants/guest lecturers/visitors visiting the Institute, etc. Vehicles will be hired as per the requirement of the Institute. NIBM intends to shortlist eligible agencies for hiring of cars/bus for various usage on day-to-day basis.

The Institute is inviting **Sealed Tenders for "PROVIDING HIRE CAR / BUS SERVICES AT NIBM, PUNE CAMPUS"** from reputed firms based in Pune. **Two-bid system (Separate Technical Bid and Financial/Price Bid)** shall be adopted for this tender.

The terms and conditions for tender are as mentioned below:

1. The tender document can be downloaded from NIBM's website <https://www.nibmindia.org/tenders>.
2. **The tenderers will have to pay the Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand only).** This payment is to be made to NIBM's bank Account by NEFT/RTGS transfer. Details are as follows:
Beneficiary Name – National Institute of Bank Management
Bank – Bank of Maharashtra , NIBM Branch , Pune
Account number -20002400021
IFSC – MAHB0001124
3. All bidders are requested to check our website regularly for any update/ corrigendum etc. with respect to this tender. No separate / individual notification will be made in such cases.
4. Vendor is required to submit two sealed quotations Viz. Technical Bid and Price Bid separately super-scribing as 'Technical Bid – Providing Hire Car / Bus Services' on the first envelop and 'Price Bid - Providing Hire Car / Bus Services' on the second envelop. Both the envelope shall have name of company submitting the quotation. Both the envelopes are again to be sealed and put in a single envelope super-scribing "Providing Hire Car / Bus Services"
5. The important dates for the tender process are as follows:

Sr No.	Activity	Date
(i)	Date of Tender Notice	June 4, 2026
(ii)	Pre-bid meeting to resolve queries	June 9, 2026 @ 11:00 AM
(iii)	Last date for Tender Submission	June 18, 2026 on or before 4:00 PM
(iv)	Date and time for opening of Technical Bid	June 19, 2026 @ 11:00 AM
(v)	Date and time for opening of Financial / Price Bid	June 22, 2026 @ 11:00 AM

6. The Director, NIBM, Pune reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason, and is not bound to accept the lowest tender or any tender, it may receive. Incomplete or conditional offers will not be accepted. The decision of the Director, NIBM, Pune, in this regard shall be final and binding on all.
7. In the event of any dispute arising in the matter, the decision of the Director, NIBM shall be final and binding on both parties.

Thanking you

Yours faithfully



Chief Administrative officer

Enclosures:

- Tender Annexures I to III
- Bid Forwarding Letter Format (Annexure IV)
- Technical Bid - Part - I
- Client List & Vehicle Details - Part - II (A&B)
- Financial Bid - Part - III (Form 1 & 2)
- Evaluation Sheet - For Office Use - Part IV



**NATIONAL INSTITUTE OF BANK MANAGEMENT
PUNE**

TENDER

FOR

PROVIDING HIRE CAR / BUS SERVICES

(Ref No. NIBM/Tender-04/2026-27 dated June 04, 2026)

2026 – 2027

**National Institute of Bank Management (NIBM)
NIBM Post Office, Kondhwe Khurd
Pune – 411 048**

**Website: <https://www.nibmindia.org>
Telephone: 0091 20 6904 6000 (EPABX)
Email: purchase@nibmindia.org**

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ELIGIBILITY CRITERIA

1. The offers are invited from reputed/ professional RTO-registered Travel firms having their own facilities in Pune need to quote. The firm's profile with supporting copies of the credentials is to be submitted in **Form I**.
2. The Agency must have a minimum of three years' experience in supplying Vehicles to reputed private companies/Public Sector Companies/Banks/Central and State Government Departments. Proof of at least two successfully implemented contracts relating to supplying of Vehicles services to Central Government/State Governments/PSUs/Bank/similar kind of Institutions/reputed private firms in last three years along with attested copies of the supply order be enclosed with the tender document.
3. The quoted rates must be valid for a period for 120 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
4. The rates quoted shall include driver/labour, fuel cost, and any other allied charges as specified in the terms and conditions for this tender and, as per work specifications given in **Form III**. Parking & toll charges will be paid in addition to the rate quoted. The agency must also ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Institute.
5. In case of breakdown of any vehicle during duty, it shall be the responsibility of the agency to provide a substitute vehicle, which is of similar make as replacement immediately.
6. The liability of the Institute will be limited to the hiring charges agreed in the contract.
7. The agency will be responsible for compliance of all statutory provisions related to minimum wages, other dues and welfare schemes applicable to the drivers etc., in respect of the drivers deployed by it.
8. The Bid forwarding letter (Annexure -III) along with the Profile of the firm (Form-I), List of Clientele/References/Vehicle details (Form -II A & B) and the Price Bid (Form – III (1) & (2)) with all supporting documents should be signed by the person authorized to do so and should be stamped with the seal of the firm.
9. In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney along with the attested copy of the certificate of registration of firm is required to be submitted on successful selection of the tender.
10. The Agency should have a minimum annual turnover of Rs.50 lakh each year during last three financial years i.e. 2022-23, 2023-24 and 2024-25. A copy of turn-over statement duly certified by the C.A. along with ITR must be uploaded/enclosed with the tender document.
11. The Agency must attach proof of successful and satisfactory completion of at least three contracts/ works each amounting to at least Rs.25.00 Lakh per annum or 2 works amounting to Rs.40 Lakh each or 1 work amounting to Rs.50 Lakh per annum during the last three years from the tender opening date. The certificate should be from prominent organizations (Government organizations/PSUs/Bank reputed private firms).
12. The Agency or individual should be registered with GST. Certified copy of the registration shall be enclosed with the Bid document.
13. The Agency must have a minimum of 10 vehicles not older than July, 2016 registered in its name in Pune. A list of such vehicles with registration details should be provided in given format Form II-B of the tender. The Institute may ask the agency to produce the original RCs at the time of examination of Technical Bid of the successful bidder.

14. The assigned job will be a contract between the Institute and the Travel agency only. The contract agency/ firm shall not sublet the work/contract or transfer the work/contract to any other agency/ firm or person in any manner.
15. While deciding upon the selection of agencies, emphasis will be given on the ability and competence of applicants in providing good quality services, fleet of good cars (of various types) available and similar services undertaken by the agency in past. NIBM may decide to physically inspect and/or conduct enquiry with the establishments, where similar services have been/are being provided by the agency, to confirm the information provided in the application.
16. These vehicles should be in good working condition and must comply with the existing RTO Rules and Regulations, to be used as Tourist Vehicles. All such relevant documents shall be kept with the driver to be produced as and when required by the Regional Transport Authorities.
17. The vehicles provided for outstation travel must have FASTag installed on it.
18. All the drivers should have valid driving license issued by the competent authorities for the respective type of vehicle. The drivers should be well dressed, well mannered, maintain punctuality and will report to Transport In-charge or any other persons as instructed. All the drivers should understand two languages, English and Hindi.
19. The booking will be conveyed/confirmed either by email or through phone by Transport In-charge of the Institute. The agency should have a provision to take bookings 24x7.
20. "Full Day" would imply a run of the vehicle up to 8 hours duration and 80 KMs. The agency is hereby requested to mention the charges beyond 80 KMs and 8 hours. Half day would imply 4 Hours and 40 KMs.
21. The contract will generally be for a period of one year, commencing from the date of issue of Order and no changes in rates will be considered for what-so-ever reason. However the empanelment may be further extended for a maximum period of three years, one year at a time, based on regular/annual evaluation, if the services are found satisfactory by the Institute.
22. Increase in rates may be considered during such extensions, based on prevailing conditions purely at the discretion of the Institute.
23. Any complaint from the users regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for drivers not being met would attract a penalty/ deduction from the bill for that day(s) on pro rata basis @ 25% in the first instance, 50% in the second instance and removal of driver and/or vehicle from the fleet on the third instance either from per day rate or pro rata basis.
24. The Institute in its own discretion may change the quantity/quality/parameters/upgrade or drop any item(s) or part thereof at any stage. The decision of NIBM shall be final and binding on the bidders/ tenderers.
25. No Advance or part payment will be made.
26. **GST retention clause:** The Institute shall be entitled to retain the GST component of each payment payable to the service provider/vendor until the GST amount is reflected in GSTR 2B. In cases where the service provider/vendor has collected applicable GST and not deposited the same with the GST/Tax Department, due to which the Institute loses the GST credits, the Institute shall reserve the right to recover such losses from the service provider/vendor along with applicable interest and penalty.

Blacklisting: The Institute has all the right to cancel/terminate the contract on an immediate basis and withheld the balance payment payable if the service provider/vendor is blacklisted or its rating (as per the rating system announced by the government for GST compliance) is downgraded below accepted level due to noncompliance or its actual or alleged act, failure to act, error, or omission in the performance.

Indemnity Clause: The service provider/vendor agrees to defend, indemnify, and hold harmless the institute with respect to any claim arising from the service provider/vendor's actual or alleged act, failure to act, error, or omission in the performance of its obligation under this agreement/work order or any governing law or regulation including relating to the GST law. GST Number of the Institute – 27AAATN0040P1ZJ.

27. The final payment shall, however, be reimbursed only after adjusting all the dues/claims of the Institute. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.
28. **Annual Reconciliation and No Dues-** The Vendor must submit a signed No Dues Certificate within 15 days of the financial year-end. This certificate must confirm that due invoices have been cleared/uncleared, no pending claims exist, and that no future financial liabilities or pay-outs will be raised for the preceding period.
29. The Vendor will raise monthly /fortnightly GST Tax one single invoice with all supporting and duty slip.
30. Confidentiality: Both NIBM and the contracting firm shall hereby undertake that under no circumstances what-so-ever they shall disclose any Confidential Information belonging to the other like plans of visits, pick-up/drop, study tours and others, declared confidential to which they might have access during the association with one another in terms of this contract, except to the extent that is already in public knowledge/domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of contract and thereafter for a period of two years from the date of termination for whatever reason.
31. Institute may at any time after opening of the tender depute a team of its officials to the site/ work place/office of the Tenderer for verifying the present infrastructure, quality of work & services and to get the credentials of the information furnished by the Tenderer verified by collecting the spot information as to the status, workmanship & quality of the services rendered by them. If any information furnished by the Tenderer is found to be incorrect, the tender of such Tenderer shall be liable for rejection.
32. The successful Tenderer whose tender is accepted shall, within seven days from issuing / receiving the Letter of Acceptance, be required to deposit an amount of **Rs.20,000/- (Rs. Twenty Thousand only) as a Security Deposit (SD)** either by Demand Draft or by Electronic Fund Transfer in the Name of National Institute of Bank Management, payable at Pune and to attend in person or through a duly authorized representative at the Office of the Institute and execute the Contract Agreement with the Institute as per the General Conditions / Special conditions enumerated in the tender documents, on a **Non-Judicial Stamp Paper of Rs.500/-**. If he / she / they decline/s or fail/s to remit the Security Deposit or to execute the contract agreement within the stipulated time, the entire amount of EMD of **Rs.5,000/- (Rs. Five Thousand only)** shall stand forfeited, without prejudice to Institute's right to rescind the contract and other rights and remedies warranted by the law.
33. The Security Deposit of **Rs.20,000/- (Rs. Twenty Thousand only)** will be refunded to the Tenderer within 60 days of completion of the contract subject to satisfactory performance of the Tenderer's obligations under the contract and subject to such deductions as may be necessary for making up Institute's claims against the Tenderer.
34. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
35. Tenderers are warned that Cash/Bearer Cheque/Bank or Insurance Guarantee/Fixed Deposit Receipt in lieu of the aforementioned form of Earnest Money Remittance will not be accepted.
36. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Director, NIBM.
37. In the event of bidder backing out before actual award or execution of agreement, NIBM will have right to forfeit the EMD. In case the successful bidder declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited.

38. The National Institute of Bank Management (NIBM) reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.
39. The Contract can be terminated by either party by giving one-month notice. NIBM reserves the right to terminate the contract without notice if it deems necessary or that terms of the contract are not followed by the contracting firm.
40. Force Majeure: For purposes of this clause, “Force Majeure” means an event beyond the control of the contractor/ firm and not involving NIBM or contractor/ firm’s fault or negligence and not foreseeable. Such events may include, but not restricted to wars, revolutions, epidemics, natural disasters etc or other events beyond reasonable control.
- If force majeure situation arises, the affected party shall promptly notify the other party in writing of such condition and cause thereof. Unless otherwise directed by NIBM in writing, the contractor/ firm shall continue to perform its obligations under contract as far as possible. The decision of NIBM in this regard should be final and binding on the contractor/ firm and will not be open to question before any court/forum in any proceedings.
41. Applicable law: The Court of jurisdiction shall be Pune only for all purposes.

X-----O-----X

Conditions for Technical and Financial Bid

Tenderer will be qualified technical bidder if the following conditions are fulfilled:

1. Minimum 35 marks out of 50 marks allotted for technical criteria evaluation.
2. Tenderer will not be allowed to submit any further information after opening the tender.
3. The original copies of the document required for the purpose of tender as mentioned for Technical Bid as per PART- I (Form- I) may be verified by the official of the NIBM within 7 days from the date of opening of the tender. If any original document is not made available for the verification, then the marks for the concerned item will be subtracted by the Selection Committee.
4. If any tenderer declares or files misleading statement, misrepresentation then he will be disqualified from the process of selection.
5. NIBM will prepare merit list of eligible tenderers according to their marks of technical evaluation and financial evaluation of bid.
6. NIBM is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counteroffer rate is offered to the bidders. NIBM reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the NIBM.
7. NIBM will not provide any residential space for accommodation to the Agency/deployed staff. The agency has to make its own arrangement for the residential accommodation to the deployed staff, if required.
8. Misconduct: The conduct/characters/antecedents and proper bonafide of the workers shall be the sole responsibility of the Agency. However, the Agency should provide the necessary details of all its employees to the Institute. All the employees should be police verified. The persons employed by the Agency will be the employees of the Agency and NIBM, Pune shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against NIBM, Pune and the personnel employed by the Agency shall have no right whatsoever to claim employment or other rights from NIBM, Pune.
9. NIBM reserves right to select a tenderer on the basis of above-mentioned criteria from out of the successful bidders as per merit list of the above.

Draft of the Letter to be submitted by the contractor
along with the tender with Forms I to III

Date:

The Director
National Institute of Bank Management
NIBM Post Office
Kondhwe Khurd
Pune 411048

Sub: Tender for “PROVIDING HIRE CAR / BUS SERVICES AT NIBM, PUNE CAMPUS
(Ref No. NIBM/Tender-04/2026-27 dated June 04, 2026)

Dear Sir,

With respect to the Tender Notice published in NIBM Website, we hereby submit our tender in the required forms after carefully understanding all the terms and conditions of the tender/ contract as mentioned herein.

We have understood the terms and conditions and accept the same without any alterations/ modifications. We agree to adhere to the requirements of work as prescribed by NIBM Pune.

We declare that presently our firm is not blacklisted/ineligible for corrupt/fraudulent practices by any Central/State Govt. departments. Also there is no case pending with the police against the Proprietor/ Firm / Partner or the Company (Agency). All information given/declarations made in our tender are correct. We will ensure that all necessary rules & regulations of the Institute are complied with under all circumstances.

Thanking you

Yours faithfully

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

Encl: Form I, II (A&B) and III (1 & 2)

PART - I
TECHNICAL BID
Form- I

PROFILE OF AGENCY / FIRM / COMPANY		
Sr. No	Particulars	
1.0	Name of the Agency/ Firm/Company	
1.1	Legal Status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.)	
1.2	Registration Number of the Agency / Firm / Company	
1.3	Year of Commencement of Business	
1.4	Registered Address	
1.5	Communication Address (in Pune)	
2.0	GST Number (Submit copy of GST certificate)	
2.1	Name in which GST registration has been obtained	
3.0	PAN (Submit copy of PAN card)	
3.1	TIN Number (Enclose the copy of certificate issued by the Authorities)	
4.0	Bank Details	
4.1	- Account No.	
4.2	- Name of the Account	
4.3	- Name and address of the Bank	
4.4	- IFSC of the Bank	

Sr. No	Particulars			
5.0	Name of the Authorised Contact Person			
5.1	Designation of Authorised Contact Person			
5.2	Mobile No. of the Contact Person			
5.3	Alternate Contact Number/s			
5.4	Email id of the Contact person			
6.0	Statutory Registrations (Photocopies to be attached)			
6.1	Registration number of the firm (As per Shop and Establishment Act)			
7.0	Financial Capabilities (Photocopies to be attached)			
7.1	Income Tax Acknowledgement for the last 3 years along with gross taxable income declared in income tax returns.			
	Gross Income			
	2022-2023			
	2023-2024			
	2024-2025			
7.2	Last three years audited statement of Accounts by C.A. from FY 2022-25 giving following details:			
	Particulars	2022-2023	2023-2024	2024-2025
7.2.1	Annual Turnover			
7.2.2	Net Profit			
7.2.3	Fixed Assets/ Investments/Cash and Bank balance including (FDRs) as on 31.03.2025. Confirmation certificate from Bank is required to be produced.			
7.2.4	Capital Accounts (closing balance as on 31.03.2025)			

8.0	List of present and past clients, as per the Form - II . Existing manpower deployed in such services (along with letters from these firms)
9.0	Any Special award or recognition / certificate from PSU / Govt. Bodies / Training Institutions.
10.0	Any other relevant information:

Signature of Authorized Person with
Seal of Bidder/Agency/Firm/Company

Date:

Check List of documents to be submitted along with the Tender

1. Registration number under the Shop and Establishment Act.
2. PAN No.
3. GST – Registration number
4. IT Returns for last 3 years (2022-23, 2023-24 & 2024-25)
5. Total Manpower Strength (Organizational Profile)
6. Photo-copies of any two recent Contract (MOUs or Purchase Orders) with similar organizations as stated in Technical Bid.

FORM – II (A)

**List of Important Clients where similar Hire Car/ Bus Services
have been undertaken during last five years (2020 to 2025)**

Sl No	Name of the Organisation / Company	Work order value (Rs. in Lakh)	Period of Contract (mm/yy to mm/yy)*	Name of Person/ Reference (Contact No. / Email)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Part II

FINANCIAL / PRICE BID

Form III (1)

Quotation for Providing Car on Hire for the Period of One Year

Sr. No.	Type of Vehicle / Make	Details of Vehicles Owned					Drop or Pick (one way rate from/to NIBM)		General Rates in Rs. For Pune, Mumbai and other Metro cities				Outstation Rates in Rs.			
		AC / Non-AC	Seating Capacity	Year of Manufacturing	Registration No.	Whether Tourist/Private Registered Vehicle	Pune Rly Station (Rs.)	Pune Airport	8 Hrs / 80 Kms	4 Hrs / 40 Kms	Charges for Extra Kms	Driver Charges for Extra Hrs	Minimum Kms / day	Rate / Km	Charges for Pick-up from Mumbai & drop at NIBM	Driver charges for Night Detention, if any
1																
2																
3																
4																
5																
6																
7																

Distance from the Agency to NIBM : _____ KM

Please note:

- 1) The rates quoted should be exclusive of parking, taxes, levies, cess etc.
- 2) Parking, taxes, levies, GST will be reimbursed on actual basis against the receipts/valid documents, etc.

We hereby 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.

Signature of Authorized Person

Seal of Bidder/Agency/Firm/Company

Part II

FINANCIAL / PRICE BID

Form III (2)

Quotation for Providing Bus on Hire for the Period of One Year

Sr. No.	Type of Vehicle / Make	Details of Vehicles Owned					Drop or Pick (one way rate from/to NIBM)		General Rates in Rs.				Outstation Rates in Rs.			
		AC / Non-AC	Seating Capacity	Year of Manufacturing	Registration No.	Whether Tourist/ Private Registered Vehicle	Pune Rly Station	Pune Airport	8 Hrs / 80 Kms	4 Hrs / 40 Kms	Charges for Extra Kms	Driver Charges for Extra Hrs	Minimum Kms / day	Rate / Km	Charges for Pick-up from Mumbai & drop at NIBM	Driver charges for Night Detention, if any
1																
2																
3																
4																
5																

Distance from the Agency to NIBM : _____ KM

Please note:

- 1) The rates quoted should be exclusive of parking, taxes, levies, cess etc.
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Seal of Bidder/Agency/Firm/Company