

4th June 2025**Empanelment for Providing Hire Car Services as and when required on call basis**

National Insurance Academy (NIA) is a premier institution devoted to equip the insurance industry with the best of talents. We require cars of different capacities throughout the year for local and outside visits. We are in the process of finalising the Panel of Transport Agencies for this purpose.

Formats for submission of quotations can be downloaded from NIA website www.niapune.org.in. The same also can be obtained in person from the Administration Department, **National Insurance Academy, 25 Balewadi, Baner Road, Pune 411045** on any working day between 11.00 am to 1.00 pm and 3.00 p.m. to 5.00 p.m. Sealed quotations should be addressed to **The Chief Administrator, National Insurance Academy 25 Balewadi Baner Road Pune.**

Important Dates

Event	Date & Time
Submission of Quotation in NIA drop box	5th June 2025 to 20th June 2025
Last Date of Quotation Submission	20th June 2025 up to 5:00 PM
Opening of Quotation	23rd June 2025 at 4:00 PM
Venue	National Insurance Academy, Pune

The rates quoted will apply for the period of two years, from the date of finalization of the empanelment and no change in rates will be considered for what-so-ever reason. The empanelment may be extended for further period of one year if the services during the period are found satisfactory by the Academy.

Terms for tendering quotations are as follows:

1. Vehicles will be hired as per the requirement of the Academy on case-to-case basis.
2. The Vehicles should have FASTag mandatory.
3. The drivers should have valid DL for the class of vehicle and be well dressed, well mannered, maintain punctuality and will report to admin department.
4. The vehicles should be in good working condition and should have the requisite RTO permit to provide such services. All relevant documents like RC, fitness, Insurance, permit etc must be valid & effective and shall be kept with the driver to be produced as and when required by the concerned Authorities.
5. The envelope containing the quotation should be superscribed Sealed **"Quotation of Hire Car Services (on Call basis and As and when required)"**
6. All quotations should be signed by the person authorised to do so and should be stamped with the seal of the Agency
7. Rates quoted should be exclusive of all taxes, levies, cesses etc.
8. Parking & toll charges etc. will be paid at actuals.
9. Bills for services provided, if in order, will be settled within 15 days from the date of receipt.
10. Quotations sent by email will not be considered for evaluation.
11. NIA reserves the right to accept or reject all or any quotation without assigning any reason thereof.

You are requested to submit your quotes as per our requirement (attached) in the format.

Chief Administrator

Encl: FORM I & II

SCOPE OF WORK

1. The Vendor will provide AC Cars Swift Dzire/Etios/Amaze, Toyota Innova Crysta, (all AC) and all should have registration for commercial use.
2. The Company / applicants should own at least 2 cars each of Swift Dzire/Etios/Amaze, Toyota Innova Crysta, (all AC) (documentary proof is required) and they should not be more than 3 (three) yrs old.
3. All vehicles must have clean interior, upholstery, well maintained exterior & noiseless drive.
4. All vehicles must provide a) one newspaper b) one bottle of branded packaged drinking water and c) face tissue paper.
5. All the drivers should have valid driving licences, uniforms, ID Cards & mobile phones. They should be courteous, well conversant with roads / routes around Pune and Mumbai & suburbs and able to converse in English / Hindi & preferably Marathi.
6. The driver should report for duty at specified time and remain with the car during duty hours. He must ensure to fill the duty slip details – garage out time km release time k.m parking charges etc and have it signed by the guest
7. All the papers viz. insurance, registration, road tax, pollution control certificate, Fitness certificate must be valid and related to the vehicle. The documents should be available with drivers all the time.
8. Vendors should convey, without fail, at least 3 hours before reporting time, the car no, driver's name and mob no to officials of car desk and to the guest by SMSes
9. In case the vendor fails to provide cab / vehicle on our request, the National Insurance Academy (NIA) shall be free to cancel the contract of the vendor and de-list him from the panel without any notice
10. In case of any break down of the vehicle en-route, replacement should be immediately sent
11. Bills may be submitted to the National Insurance Academy (NIA), along with duty slips, fortnightly for payment by NEFT/RTGS only. Bank account details to be provided to NIA. While making payment, National Insurance Academy (NIA) will deduct applicable taxes at source and issue certificate in this regard.

NATIONAL INSURANCE ACADEMY, PUNE

QUOTATION FOR PROVIDING HIRED CAR SERVICES - AS & WHEN REQUIRED ON CALL BASIS {RATES QUOTE NIA TO NIA BASIS}

Name of the Agency _____

Established On : _____

Registered Address _____

Name of the Contact Person : _____

Email : _____ Fax No : _____

Telephone Nos. Res. _____ Office _____

Distance of Agency to NIA (Kms): _____

Mobile _____

Sr. No.	No. of Vehicles Owned	AC Vehicle (Make)	Details of Vehicles Owned			Drop or Pick-up Duty (Only one way rate)		General Rates {Pune City & Local Area}				Pune Outstation Rates			Drop or Pick-up Duty (Only one way rate)		General Rates {Mumbai City & Local Area}			
			Seating Capacity	Year of Manufacture	Registration No.	NIA-Pune Stn.or Pune Stn-NIA (Rs.)	NIA- Pune Airport or Pune Airport-NIA (Rs.)	8 Hrs / 80 Kms. (Rs.)	4 Hrs / 40 Kms. (Rs.)	Charges for Extra Kms. (Rs.)	Charges for Extra Hrs. (Rs.)	Minimum Kms. per day	Rate per Km. (Rs.)	Night Detention if any (Rs.)	Drop NIA Pune to Mumbai (Airport/ Other Area)	Pick up Mumbai (Airport/ Other Area) to NIA Pune	8 Hrs / 80 Kms. (Rs.)	4 Hrs / 40 Kms. (Rs.)	Charges for Extra Kms. (Rs.)	Charges for Extra Hrs. (Rs.)
		Swift Dzire/Etios/Amaze																		
1																				
2																				
3																				
		Toyota Innova Crysta																		
1																				
2																				
3																				

Please note: 1) The rates quoted should be exclusive of all i.e. parking, taxes, levies, cesses etc.
2) Parking, taxes, levies will be reimbursed on actual basis against the receipts etc.

We 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.

Date :

Stamp and Signature of the
Proprietor / Authorised Person

NATIONAL INSURANCE ACADEMY, PUNE
QUOTATION FOR PROVIDING HIRED CAR SERVICES - AS & WHEN REQUIRED ON CALL BASIS {RATES QUOTE GARAGE TO GARAGE BASIS}

Name of the Agency _____
Registered Address _____
Email : _____ Fax No : _____
Telephone Nos. Res. _____ Office _____
Mobile _____

Established On : _____
Name of the Contact Person : _____
Distance of Agency to NIA (Kms): _____

Sr. No.	No. of Vehicles Owned	AC Vehicle (Make)	Details of Vehicles Owned			Drop or Pick-up Duty (Only one way rate)		General Rates (Pune City & Local Area)				Pune Outstation Rates			Drop or Pick-up Duty (Only one way rate)		General Rates (Mumbai City & Local Area)			
			Seating Capacity	Year of Manufacture	Registration No.	NIA-Pune Stn.or Pune Stn-NIA (Rs.)	NIA- Pune Airport or Pune Airport-NIA (Rs.)	8 Hrs / 80 Kms. (Rs.)	4 Hrs / 40 Kms. (Rs.)	Charges for Extra Kms. (Rs.)	Charges for Extra Hrs. (Rs.)	Minimum Kms. per day	Rate per Km. (Rs.)	Night Detention if any (Rs.)	Drop NIA Pune to Mumbai (Airport/ Other Area)	Pick up Mumbai (Airport/ Other Area) to NIA Pune	8 Hrs / 80 Kms. (Rs.)	4 Hrs / 40 Kms. (Rs.)	Charges for Extra Kms. (Rs.)	Charges for Extra Hrs. (Rs.)
		Swift Dzire/Etios/Amaze																		
1																				
2																				
3																				
		Toyota Innova Crysta																		
1																				
2																				
3																				

Please note: 1) The rates quoted should be exclusive of all i.e. parking, taxes, levies, cesses etc.
2) Parking taxes levies will be reimbursed on actual basis against the receipts etc.

We 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.

Date :

Stamp and Signature of the
Proprietor / Authorised Person

Name and References of the Organisation / Company where similar supply of Transport Services was provided by the Agency :

Sr. No.	Name of the Institution / Organisation / Private Units / Individuals	Name of Person Incharge with Designation and Contact Tel. No.	Experience
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			