



भा.कृ.अनु.प. - राष्ट्रीय अनार अनुसंधान केन्द्र, सोलापूर  
ICAR-NATIONAL RESEARCH CENTRE ON POMEGRANATE  
(Indian Council of Agricultural Research)

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(ISO 9001:2008 Certified Institute)



F.No.4-10/Hiring of Vehicle/05

Dated: 07.01.2015

To

Sub: Enquiry for providing Vehicle (Innova) on monthly hire contract basis without diesel and oil - submission of quotation – reg.

Sirs,

Quotations are hereby invited for providing one **Innova** vehicle on monthly hire contract basis without diesel and oil as per the requirement to visit local & outstation. You are requested to submit your offer quoting the competitive rates as per the proforma **on monthly contract basis without diesel and oil, valid for the period of one year which is extendable for a maximum period of 2 years based on satisfactory performance** with effect from the date of commencement of contract on following terms and conditions.

**Submission of Tender:** Interested agency should submit both technical & financial bids in two parts namely: a) Technical Bid & b) Financial Bid. The technical and financial bids must be submitted in two separate sealed envelopes indicating clearly on envelopes as “TECHNICAL BID” and “FINANCIAL BID”. Envelope of financial bid should clearly indicate a warning “DO NOT OPEN WITH THE TECHNICAL BID”. The envelopes containing the Technical and Financial Bid shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment “Providing vehicle on monthly hire contract basis without diesel and oil”.

**A. TECHNICAL BID should contain the following documents**

1. Tender Cost of Rs. 500/-
2. EMD of Rs. 1000/-
3. Copy of RC book of vehicle indicating year of manufacture
4. Copy of valid fitness certificate
5. Copy of valid All India Permit
6. Copy of Taxi Registration in the name of the bidder.
7. Copy of previous supply order from central/state Govt. or PSU offices as a proof of experience

8. Bio-data of the Driver indicating past experience, qualification and conduct etc.

**B. FINANCIAL BID:** Duly filled in proforma for Financial Bid (Annexure-I).

**Terms and Conditions for the vehicles hired on monthly contract basis without diesel and oil:-**

1. **Tender Cost:** Tender cost of Rs. 500/- (Five hundred only) or the amount in the form of Demand Draft drawn in favour of “ICAR Unit: NRC on Pomegranate” payable at Solapur will have to be submitted along with the quotation.
2. The vehicle should be road worthy condition, trouble free, **with high clearance, able to enter in pomegranate orchards on untired roads.** In the event of any break down on the way, during local or outside journey another vehicle should be provided as early as possible on its place. The vehicle offered should not be older than 2009 model and should be in perfect well maintained condition.
3. **The vehicle offered should have Taxi Registration and All India Permit** granted to the actual owner/ travel agent who had participated in the competitive bidding.
4. **The agency should have experience for providing similar vehicles to central/ state Govt./PSU offices. A copy of such supply order should be enclosed as a documentary proof.**
5. **The agency should submit one page biodata of the driver employed by him indicating his credentials viz. min 10<sup>th</sup> standard pass, ability to read and write in English, Hindi and Marathi and experience in driving of vehicle for Class-I officers’ of Central or state govt.** The Driver provided should be healthy, bear good character, soft, obliging nature and well dressed.
6. **EMD:** An amount of Rs. 1000/- (Rs. One thousand only) or the amount in the form of Demand Draft drawn in favour of “ICAR Unit: NRC on Pomegranate” payable at Solapur will have to be submitted along with the quotation.**EMD in full will be refunded soon after the quotations are finalized to all except in case of the accepted quotation.**
7. **Performance Security. The successful bidder will have to submit the Performance Security for an amount of Ten (10) per cent of the value of the contract. Performance security may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in an acceptable form. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier. Bid Security (EMD) will be refunded to the successful bidder on receipt of performance security.**
8. Boarding and lodging of driver of the vehicle at out-station should be borne by the vehicle supplying agency.
9. **The vehicle should be parked in the office premises only.**
10. The expenditure on servicing, repair of vehicle should be borne by the vehicle supplying Agency.
11. The monthly hire charges shall be paid in the following month within one week time against the pre-receipted bill in duplicate submitted in the name of Director, ICAR-NRCP, Solapur.
12. The driver should report to office in time every day as per instructions of Vehicle Incharge/Authority of this Centre. The time schedule should be maintained strictly.
13. **As per the need, the agency should provide the services of Driver round the clock of 24 hrs a day and on holidays also, failing which the contract will be cancelled and the performance security deposited by the agency will get forfeited. However, the Agency may indicate/quote the rate, if any, for additional hours for the driver’s services.**
14. No advance will be given/ paid for repair etc. of vehicle.
15. The **Income Tax on prevailing rate** will be deducted from the bill amount.

16. This Center will deduct the service tax from your bill as applicable and deposit the same to the concern department.
17. Whenever vehicle is provided for outside station, the Driver should be provided with enough money to meet the expenditure for repair etc.
18. Toll fee and Parking Charges will be borne by this Centre.
19. **Terms of Rate Contract**: The term of the contract will be initially for **one year** extendable based on the satisfactory performance. The Supplier will have to sign the contract agreement soon after receipt of acceptance of their offer. The contract shall be effective only after the signing of contract agreement.
20. Quotations not complying with the above conditions are liable to be rejected.
21. **Decision**: The decision of the Director, ICAR-NRCP, Solapur on any dispute in the matter will be final and legally binding.
22. **Due date**: The last date for receipt of quotation is **05.02.2015 upto 4.30 p.m**
23. **Date of opening of bids: 06.02.2015**
24. **Acceptance or rejection of offer**: The Director, ICAR-NRCP, Solapur reserve the right to accept or reject any or all the offers without assigning any reason thereof.
25. It is at the discretion of the Competent Authority of ICAR-NRCP, Solapur to take any decision, if required, on any of the terms and conditions stipulated above.
26. **Date, time and venue for opening of Financial Bids** of successful technically qualified bidders will be intimated by the Institute separately through telephone, mail, fax or other e-mode.
27. All the bidders or their authorised representative are requested to attend the technical bid opening on the date time mentioned above and no separate information /letter will be sent.

Yours faithfully,

Encl: As above

(A.A. Goswami)  
**ADMINISTRATIVE OFFICER**

**FINANCIAL BID****Proforma - : Monthly hire basis without Diesel & Oil****Last date for Receipt of quotation:05.02.2015 up to 4.30 PM.****Opening of Bids:06.02.2015 at 11.00 AM**

Sl. No.	Name of the Agency	Vehicle's model of the year	Whether the vehicle is having Taxi Registration with All India Permit	Fixed rate per month without Diesel and Oil (Rs.)	Rate, if any, for extra hours of driver's services Rs. /per hour
1.	Innova				
	<b>Service Tax @12.36%</b>				
	<b>TOTAL</b>				

Note: The Photocopies of RC, Taxi Registration, All India Permit documents should be enclosed along with the quotation failing which the quotation will not be considered.

We have complied with all the terms and conditions stipulated in the enquiry letter.

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Signature

Name: ( )

Address:

Tel.No.

Mob. No.