

F. No. CICR/RS/Stores/24-25/Vehiclehiring

Date: 03.01.2025

**NOTICE INVITING TENDER**

Sealed Tenders in a single bid system are invited on behalf of Director, ICAR- CICR, Panjari, Wardha Road, Nagpur from the reputed firms for rate contract for hiring of vehicle on monthly basis at ICAR-CICR, Regional Station, Coimbatore.

- ICAR-Central Institute for Cotton Research, Regional Station, Coimbatore invites sealed tenders in a single bid system from registered firms for **Rate contract for hiring of vehicle on monthly basis at ICAR – CICR, Regional Station, Coimbatore** as per requirement.
- Interested parties, who have sufficient experience in this field, can apply for tender. The Earnest Money Deposit (Refundable) for Rs.18,000/- (Rupees Eighteen thousand only) as Demand Draft drawn in favour of “The Head, ICAR - CICR, Regional Station, Coimbatore”, must be enclosed along with the tender document. **A valid exemption certificate may be enclosed for claiming exemption.**
- **Local office at Coimbatore is mandatory (Proof may be attached).**
- Tender in sealed cover superscribed “**Tender for rate contract for hiring of vehicle on monthly basis**” at ICAR- Central Institute for Cotton Research, Regional Station, Coimbatore should be sent by Speed / Registered Post, addressed to The Head, ICAR - Central Institute for Cotton Research, Regional Station, Lawley Road (Po), Marudhamalai Main Road, Coimbatore - 641 003. Tamil Nadu
- The schedule of receipt and opening of tender is as under:

<b>Last date and time of submission of Tenders in Office</b>	<b>23.01.2025 (03.00 PM)</b>
<b>Date and Time of Opening of Tenders</b>	<b>23.01.2025 (03.30 PM)</b>
- Tender received after the stipulated date & time will not be accepted.

NOTE:

1. The Director, ICAR- **C.I.C.R. Nagpur** may at his/her discretion, extend this date by a fortnight and such extension shall be binding on Tenderers.

In case the tender opening date is declared to be a holiday the tenders shall be deemed to remain open for next working day.

## Terms & Conditions:

1. Tender should reach this office **on or before 23.01.2025 (3.00pm)** through registered post / by hand / courier along with the following documents.
  - a) Company/Firm Registration Certificate
  - b) Proof of PAN Number / GST Number
  - c) Bank details viz., Bank account no., Name of the bank, Branch code etc.
  - d) Experience certificate/work order of Govt. Departments/agencies may be attached.
  - e) Correct address of the firm should be clearly mentioned in quotation with correct pin code, Mobile No. and e-mail ID etc.
  - f) Local office at Coimbatore is mandatory (Proof may be attached).
2. The rates should be quoted strictly as per **Annexure A**.
3. Allotted / Ordered vehicles should be in good condition and not older than 2-3 years (white colour only) and all the repairs should be done before beginning of the tour / trip / Journey as and when required.
4. It shall be the responsibility of the travel agency/contractor to depute the required vehicle (preferably of the latest model) in a neat and tidy condition with clear papers viz. proper registration, payment of Govt. valid FAST TAG dues, valid license of the driver etc., and shall provide only "Taxi" passing vehicle from RTO to the Institute.
5. All the expenses of POL, insurance, repair, tax, etc. is the responsibility of the contractor during the trip.
6. Any extra charges like Toll tax, parking, permit, etc., if required may also be shown separately as per the actual (on receipt).
7. No advance payment will be made.
8. Any breakdown of vehicles, replacement arrangements of vehicles at site should be provided by the contractor, within stipulated time.
9. Breakage and losses during the journey will have to be borne by the contractor. In case of any loss/damage of/to the property of the Institute by the personnel provided, the full damages will be recovered from the agency.
10. All the essential tools including Stepney, Jack, first aid kit, etc., must be ensured before commencement of the journey.
11. Income tax will be deducted as per rules.
12. The drivers should have minimum 3 to 4 years of experience and contractor is wholly responsible for any accident and/or compensation payable to the drivers engaged by him working under this contract. He shall keep CICR fully indemnified against any claims in this regard.
13. Drivers operating vehicles provided by the agency under this contract will not be the employees of the Institute and there will be no-employer relationship between the Institute and the personnel provided.

14. The firm/company/agency should follow all the rules laid down under Motor Vehicle Act 1988, Insurance Act 1938 and all such acts which may be applicable to the hiring of vehicle.
15. The kilometer will be calculated from CICR office to destination and return back to CICR office only.
16. Overwriting/erasing in rates to be quoted by the firm will not be allowed failing which the quotations may be rejected.
17. If the firm does not accept the offer, after the issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice and the firm will be black listed for further participation.
18. Rate Contract period will be for a period of six months. The contract can also be extended if found satisfactory at the discretion of the Competent Authority subject to mutual concern.
19. The contract can be terminated by giving one-month notice on either side.
20. Travel Agency should ensure that all the statutory requirements have been fulfilled in respect of the vehicles detailed for the journey.
21. The e-Payment will be made within 120 days on the receipt of bill after satisfactory service.
22. The Director, ICAR-CICR, Nagpur reserves the right to accept or reject one or all quotation/s without assigning any reason thereof.

Yours Faithfully,  
Sd/-

Drawing and Disbursing Officer

**Annexure A**  
**FINANCIAL BID**

To

The Head,  
ICAR-Central Institute for Cotton Research,  
Regional Station, Coimbatore - 641 003.

Sir,

I/We wish to submit our rates for **hiring of vehicles** on monthly basis in the following table.

Details	Consolidated Rate per month Excluding GST)
Vehicle Type: <b>Sedan</b> (2021 Model and above) <ul style="list-style-type: none"><li>• 2-3 years old vehicle (white colour)</li><li>• Driver should be in proper attire and uniform</li><li>• Five days per week (may be used on holidays on demand basis)</li><li>• The timing will be 8 AM to 6 PM on daily basis</li><li>• Daily meter reading will start and close at CICR, Regional Station only.</li><li>• On a pooled basis 2000 km/month.</li></ul>	

Details	Consolidated Rate per KM (Excluding GST)
<ul style="list-style-type: none"><li>• Over the above 2000 km/month limit, per KM rates may be proposed.</li></ul>	

Details	Consolidated Rate / hour (Excluding GST)
<ul style="list-style-type: none"><li>• If due to any exigencies if the time is extended on a day, per hour rate for that particular day may be mentioned (rate/hour)</li></ul>	

Signature \_\_\_\_\_

Name & Address of the Firm \_\_\_\_\_

Telephone No. / Mobile No. \_\_\_\_\_

Company GST No.. \_\_\_\_\_