



ICAR - CENTRAL INSTITUTE FOR COTTON RESEARCH
REGIONAL STATION, COIMBATORE 641003



Fax: 0422 – 2454021
Phone: Off: 0422-2430045

Email: cicrcbe@gmail.com
Web: www.cicr.org.in

F.No. CICR/RS/Stores/22-23/VIC/VehicleHiring

Dated: 21.04.2023

To

Sir,

Sub: Quotation for rate contract for hiring of vehicle for local & outside journey – reg.

Sealed quotations are invited by the Head, ICAR – Central Institute for Cotton Research, Regional Station, Coimbatore to provide rates for hiring of vehicles for a period of one year. The award of contract will be governed by the following terms and conditions.

Terms & Conditions:

1. Sealed quotations should reach this office **on or before 02.05.2023 (5.30pm)** 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.
2. You are requested to quote your rates in a sealed cover superscribing envelop "**Quotation for hiring of vehicle**". The rates should be quoted strictly as per **Annexure A**. No Charges / cutting will be permitted for local and outside journey for all the vehicles.
3. Allotted / Ordered vehicles should be in good condition and all the repairs should be done before beginning of the tour / trip / Journey as and when required.
4. All the expenses of POL, insurance, repair, tax, toll etc. is the responsibility of the contractor.
5. No advance payment will be made.
6. Breakage and losses during the journey will have to be borne by the contractor.
7. Income tax will be deducted as per rules
8. Experience certificate/work order of Govt. Departments/agencies may be attached.
9. Correct address of the firm should be clearly mentioned in quotation with correct pin code, Mobile No. and e-mail ID etc.

10. The 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.
11. 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. dues, valid license of the driver etc., and shall provide only "Taxi" passing vehicle from RTO to the Institute.
12. The firm/company/agency should be 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.
13. GST as applicable may be shown separately.
14. Any extra charges like Toll tax, parking etc., if required may also be shown separately as per the actual (on receipt).
15. Overwriting/erasing in rates to be quoted by the firm will not be allowed failing which the quotations may be rejected.
16. 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.
17. Rate Contract period will be for a period of one year. The contract can also be extended if found satisfactory for another year upto a period of one year subject to mutual concern.
18. Travel Agency should ensure that all the statutory requirements have been fulfilled in respect of the vehicles detailed for the journey.
19. The e-Payment will be made within 120 days on the receipt of bill after satisfactory service.
20. The Head, ICAR-CICR 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** in the following table against each vehicle.

Local Journey				
S.No.	Details of Vehicles	Basic Rate 8 hours / 80 Km including Driver Bata	Price per Hour for additional Hours (10 km free)	Price per km for more than 80 km in Rs.
1	4-5 Seater AC Hatch Back Type (Tata Indica etc.,)			
2	4-5 Seater AC Sedan Type (Tata Indigo, Swift Dzire & Etios etc.,)			
3	7-9 Seater AC (Sumo/ Xylo/ Qualis/Scorpio/Tavera etc.,)			
4	Innova AC			
Per Hr. 10 KM free for all the above. Additional KM will be charged extra. The vehicles hired will be charged for an hour basis. Above hours rent will be charged on hourly or daily rent basis whichever is lower.				

Outstation Journey				
S.No.	Details of Vehicles	Rs. Per Day	Fuel Charges/KM	Driver Bata
1	4-5 Seater AC Hatch Back Type (Tata Indica etc.,)			
2	4-5 Seater AC Sedan Type (Tata Indigo, Swift Dzire & Etios etc.,)			
3	7-9 Seater AC (Sumo/ Xylo/ Qualis/Scorpio/Tavera etc.,)			
4	Innova AC			
Driver Bata will be paid on outstation trips only on journey more than 12 hours.				

Signature _____

Name & Address of the Firm _____

Telephone No. / Mobile No. _____