



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



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F.No.ST-I/1-3/17-18/

Date: 29.11.2017

To

Sir,

Sub: Quotation for providing driver to drive tractor cum heavy vehicle on monthly basis -reg.

Sealed quotations under two bid system are invited by the Project Coordinator & Head, Central Institute for Cotton Research, Regional Station, Coimbatore-3 for providing driver to drive tractor cum heavy vehicle on monthly basis. Quotations should be submitted in two different sealed envelopes containing technical and financial bid separately, kept in one cover superscribing the word “**quotation for providing driver to drive tractor cum heavy vehicle on monthly basis**”.

a) The documents to be enclosed for Technical Bid are as under:

1. Registration certificate of the firm under the work contract of the Appropriate Authority.
2. Employee EPF registration certificate issued by local government
3. Employee ESI registration certificate issued by local government etc
4. GST registration certificate and number
5. Income tax permanent account number allotted by Income Tax Department

b) Financial Bid

S.No.	Description	Rates per month
1	Monthly wages Central Government minimum wages	
2	EPF contribution @ 13.36 / as applicable at the time of service	
3	ESI contribution @4.75% / as applicable at the time of service	
4	Service charges per person	
5	GST	
	Grand Total per Man power	
	Deductions	
a)	Contribution by the employee for EPF to be deducted @ 12% per man power	
b)	Contribution by the employee for ESI to be deducted @1.75% per man power	
	Deductions total (a+b)	
	Net amount to be paid to the employee (Grand total – deductions total)	

Authorized Signatory

Terms & Conditions:

1. Envelops may please be super scribed with the word **“Quotation for providing driver to drive tractor cum heavy vehicle on monthly basis”**
2. Sealed quotation should reach this office on or before **18.12.2017**.
3. Quotations should be delivered at CICR, Regional Station, Coimbatore
4. Other terms and conditions of working if any may also be stated.
5. The Project Coordinator & Head, CICR reserves the right to accept or reject one or all quotation/s without assigning any reason thereof.
6. The quotations, without the above desired information/received after the due date are liable to be rejected.
7. The driver should posses badge for driving heavy duty vehicle as well as should be an experienced person in driving tractor in agricultural fields with various farm implements.
8. A copy of the license should be submitted to office on receipt of the contract.
9. The driver has to maintain the office vehicle / tractor in proper conditions.
10. The challan copy of EPF and ESI should be submitted to this office along with the bill
11. The Payment will be made within 120 days on the receipt of bill after satisfactory service.
12. Income tax will be deducted as per rules
13. Overwriting/erasing in rates to be quoted by the firm will not be allowed failing which the quotations may be rejected.

Yours faithfully,

Sd/-

Drawing and Disbursing Officer