



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



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F.No. ST-I/2-10/16-17/

Dated: 07.12.2016

Quotation

Sealed quotations are invited by the undersigned for providing vehicles on hiring basis as per the specification detailed in Annexure-A from reputed and registered firms and as per the terms & conditions given below.

Terms & Conditions:

1. Sealed quotations should reach this office on or before 23.12.2016 by 12.00 Noon.
2. Rates should be quoted strictly as per Annexure-A and no charges will be permitted for local and outside journey for all the eight vehicles.
3. As per our requirement, the firm who will be able to send the vehicles immediately with good condition without any liability on **ICAR-Central Institute for Cotton Research, Regional Station, Coimbatore – 3** should quote.
4. **The original copy of the quotation is to be enclosed in sealed cover/envelope. The quotation (Two cover system one for technical aspects and another for financial bid). The envelop may please be super scribed with the word “Quotation for hiring of vehicles”. All quotations should be sent by Speed/Registered Post/by hand/courier so as to reach the office before due date.**
5. The EMD amount of **Rs.5,000/- in the form of D.D.** drawn in favour of **“The Project Coordinator & Head, CICR, Regional Station, Coimbatore”**, should be enclosed with the quotation.
6. **The rates should be quoted individually against each vehicle specified in the Annexure-A.** Submit your rates, if you are in a position to furnish the requisite services in accordance with the requirements stated in the Financial bid against each vehicle in a separate cover / Envelope.
7. Vehicles will be hired as per requirement for any period on the basis of a confirmed letter with the name of concerned Officer/Official/Scientist/Indenting Officer.
8. The firm/company/agency should abide by all the rules laid down by Motor Vehicles Act 1988, Insurance Act 1938 and all such acts which may be applicable to the hiring of vehicle.
9. Rate contract period will be for a period of one year. However the Director, ICAR-CICR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the firm.

10. 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.
11. 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.
12. Experience Certificate/work order received from at least one Govt. Departments/agencies may be attached along with the satisfactory certificate.
13. No advance payment will be made.
14. Travel agency should ensure that all the statutory requirements have been fulfilled in respect of the vehicles detailed for the journey.
15. No interest on EMD deposit shall be paid by the Institute to the firm.
16. The firm is being permitted to give quotations in consideration of the stipulations on his/her part and after submitting his quotations, he / she will not resile from his offer or modify the terms and conditions thereof.
17. Overwriting/erasing in rates to be quoted by the firm will not be allowed failing which the quotations may be rejected.
18. 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.
19. Acceptance by the Institute will be communicated by FAX, Express letter or any other form of communication.
20. Service tax registration certificate obtained from Tamilnadu State Govt. / Central Govt. must be enclosed.
21. Any extra charges like Toll tax, parking etc., if required may also be shown separately as per the actual (on receipt).
22. Tax will be deducted as per Income tax Act 1961 where ever applicable.
23. The agreement is terminable within one month notice on either side.
24. The Payment will be made within 45 days on the receipt of bill after satisfactory service.
25. The Director, ICAR-CICR reserves the right to accept or reject one or all quotation/s without assigning any reason thereof.
26. The quotations, without the above desired information/received after the due date are liable to be rejected.
27. The Project Coordinator & Head, CICR, Regional Station, Coimbatore may at his/her discretion, extend the last date of the quotation by a fortnight and such extension shall be binding on firms.

Sd/
Project Coordinator & Head

Annexure A
FINANCIAL BID

To
The Project Coordinator and Head,
Central Institute for Cotton Research,
Regional Station, Coimbatore 641003.

Sir,

I/We wish to submit our rates for **hiring of vehicles** in the following table against each vehicle.

S.No.	Vehicles	Day Basis		Fuel Charges		KM Basis	Driver Bata	Min KM
		Plains	Hills	Plains	Hills	Per KM	Per day	
1	4-5 seater (Non AC) Ambassdor / Tata Indica							
2	4-5 seater (AC) Ambassdor / Tata Indica							
3	7-9 seater (Non AC) Qualis / Tavera / Sumo							
4	7-9 seater (AC) Qualis / Tavera / Sumo							
5	7-9 seater (AC) Innova / Scorpio							
6	12-15 seater (Non AC) Tempo Traveller/ Alwyn Nissan / Swaraj Mazda							
7	17-19 seats (Non AC)							
8	25 Seater (Mini Bus)							

I / We agree to forfeit of the EMD amount if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the quotation form.

We have carefully read the terms and conditions of the quotation and are agreed to abide by these in letter and spirit.

Signature _____

Name & Address of the Firm _____

Telephone No. / Mobile No. _____