



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



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F.No. ST-I/2-10/18-19/

Dated: 25.10.2018

To

Sir,

Sub: Quotation for hiring of vehicle – reg.

Sealed quotations are invited by the Project Co-ordinator and Head, ICAR – Central Institute for Cotton Research, Regional Station, Coimbatore from the professionals to provide rates for hiring of vehicles in this office for the period of one year which is extendable. You are, accordingly, requested to quote your rates in a sealed cover superscribing envelop “**Quotation for hiring of vehicle**” which should reach the undersigned up to **15.11.2018** through registered post / courier. The proforma for providing rates of various vehicles is attached as Annexure A. 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 15.11.2018**
2. The vehicles in good condition should be provided as and when required.
3. All the expenses of POL, insurance, repair, tax etc. is the responsibility of the contractor
4. No advance payment will be made by this office.
5. Breakage and losses during the journey will have to be borne by the contractor.
6. Income tax will be deducted as per rules
7. **Proof of PAN Number / GST Number to be enclosed.**
8. Bank details viz., Bank account no., Name of the bank, Branch code etc to be enclosed
9. Envelops may please be superscribed with word “**Quotation for hiring of vehicle**”

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. Overwriting/erasing in rates to be quoted by the firm will not be allowed failing which the quotations may be rejected.
13. 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accept the offer, after the issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice.
14. Any extra charges like Toll tax, parking etc., if required may also be shown separately as per the actual (on receipt).
15. The Payment will be made within 120 days on the receipt of bill after satisfactory service.
16. The Project Co-ordinator and 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 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	Four seater car / Dzier / Etios / Liva (with AC)							
2	Four seater car / Dzier / Etios / Liva (NON AC)							
3	Seven seater car Innova / SUV (with AC)							
4	Seven seater car Innova / SUV (Non AC)							
5	12 / 14 seater tempo traveler (with AC)							
6	12 / 14 seater tempo traveler (Non AC)							
7	17-19 seats ( Non AC)							

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. \_\_\_\_\_