



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

Phone: Off: 0422-2430045

Web: www.cicr.org.in

Email: cicrcbeddo@gmail.com

F.No. CICR/RS/Stores/26-27/Vehicle

Dated: 11.08.2026

To

Sir,

Sub: Quotation for rate contract towards hiring of vehicle – reg.

Sealed quotations are invited by the Head, ICAR – Central Institute for Cotton Research (CICR), Regional Station, Coimbatore from local firms 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:

The kilometer will be calculated from ICAR-CICR office to destination and return back to CICR office only.

1. Sealed quotations should reach the office **on or before 24.08.2026 (5.00pm)** 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 local address of the firm should be clearly mentioned in quotation with correct pin code, Mobile No. and e-mail ID etc.
 - f) Proof of local office at Coimbatore.
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**.
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. 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.
5. The vehicle supplied on hire should be in good driving condition and offering comfortable travel. The vehicle should not be older than two years of purchase ensure latest model.
6. All the expenses of POL, insurance, repair, tax, etc. is the responsibility of the contractor during the trip.
7. Any extra charges like Toll tax, parking, permit, etc., if required may also be shown separately as per the actual (on receipt).

8. No advance payment will be made.
9. Any breakdown of vehicles, replacement arrangements of vehicles at site should be provided by the contractor, within stipulated time.
10. 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.
11. All the essential tools including Stepney, Jack, first aid kit, etc., must be ensured before commencement of the journey.
12. Income tax will be deducted as per rules.
13. 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 ICAR-CICR fully indemnified against any claims in this regard.
14. Drivers operating vehicles provided by the agency under this contract should not be the employees of this Institute and there will be no-employer relationship between the Institute and the personnel provided.
15. 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.
16. GST as applicable may be shown separately.
17. Overwriting/erasing in rates to be quoted by the firm will not be allowed failing which the quotations will 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. Rate Contract period will be for a period of one year. The contract can also be extended if found satisfactory for another year subject to mutual consent.
20. The contract can be terminated by giving one month notice on either side.
21. Travel Agency should ensure that all the statutory requirements have been fulfilled in respect of the vehicles detailed for the journey.
22. The e-Payment will be made within 120 days on the receipt of bill after satisfactory service.
23. The lowest bidder in each category of financial bid (Local Journey; Outstation Journey and Peelamedu International Airport / Coimbatore Railway Station (Pick-up / Drop)will be award the contract separately.
24. The Director, ICAR-CICR, Nagpur reserves the right to accept or reject one or all quotation/s without assigning any reason thereof.

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 categories (I, II and III) against each vehicle.

The kilometer will be calculated from ICAR-CICR office to destination and return back to CICR office only.

I. Local Journey (Ten hours per day on Trip Basis)

S.No.	Details of Vehicles	Basic Rate for 10 hours including 100 Km with Driver Bata (In Rs.)	Additional Price per km (In Rs.)	Additional Price per Hour (In Rs.)
1	4-5 Seater AC Sedan Type (Swift Dzire / Etios / Ciaz / Equivalent vehicle)			
2	7 Seater AC (Innova/Ertiga)			
3	Innova (Crysta) with Bucket seat			
Note : The vehicle supplied on hire should be in good driving condition and offering comfortable travel. The vehicle should not be older than two years of purchase and should be of latest model.				

II. Outstation Journey on Trip Basis

S.No.	Details of Vehicles	Hiring Charges Rs. Per Day including 100 kms	Additional rate per KM (Rs.)	Driver Bata (Rs.)
1	4-5 Seater AC Sedan Type (Swift Dzire / Etios / Ciaz / Equivalent vehicle)			
2	7 Seater AC (Innova/Ertiga)			
3	Innova (Crysta) with Bucket seat			
Note : 1) Driver bata is eligible only for outstation trips and covers the duration of the stay 2) The vehicle supplied on hire should be in good driving condition and offering comfortable travel. The vehicle should not be older than two years of purchase and should be of latest model. 3) Accommodation and other charges if any will not be provided during outstation stay for drivers				

III. Peelamedu International Airport and Coimbatore Railway Station (Pick-up / Drop either from CICR, Institute or from Residence to Destination) on Trip Basis

S.No.	Details of Vehicles	Rate/Trip (For Railway Station) (20 kms)	Rate/Trip (For Airport) (30 kms)
1	4-5 Seater AC Sedan Type (Swift Dzire / Etios / Ciaz / Equivalent vehicle)		
2	7 Seater AC (Innova/Ertiga)		
3	Innova (Crysta) with Bucket seat		
Note : 1) Parking Fee may be claimed along with the bill 2) The vehicle supplied on hire should be in good driving condition and offering comfortable travel. The vehicle should not be older than two years of purchase and should be of latest model.			

Signature _____

Name & Address of the Firm _____

Telephone No. / Mobile No. _____

Company GST No.. _____