



भा.कृ.अनु.प. - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
प्रादेशिक केन्द्र, कृष्णपुरम (डाक), कायमकुलम, केरल 690 533, भारत  
ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE  
REGIONAL STATION, KRISHNAPURAM (PO), KAYAMKULAM 690 533,  
KERALA, INDIA



(An ISO 9001:2008 Certified Institution)

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F.No. 2(07) Vehicle-2016-17 Vol. II

Dated: 28.07.2016

To

Sub: Tender for Hiring of Vehicle – reg.

Sir,

Sealed tenders are invited from the firms/vehicle operators for providing of vehicles for official journeys by Head and Staff of CPCRI Regional Station Kayamkulam to Airport, field visits and other Official trips etc. on contract basis as and when required on need basis by this Regional Station as per the details given below:

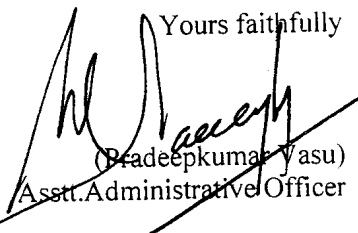
**The quotation should conform to the following terms and conditions**

- 1) The rates quoted should be valid for the entire duration of the contract upto 31.3.2017 from the due date of receipt of quotation.
- 2) The contract will be for a period upto 31.3.2017.
- 3) The rate should be given for different types of vehicles as indicated in the tender schedule. The AC and Non-AC rate should be indicated separately. (Formats enclosed)
- 4) Rates should include all taxes/levies.
- 5) Last date of receipt of Quotation is 20.08.2016.
- 6) Rates should be quoted on per Kilometer basis and as per the duration of time per k.m. rate for extra K.M, extra hours, etc. as given in the schedule. Rate should include taxes, driver charges, and toll fee etc. Out station entry tax/other statutory charges/parking fees shall be arranged by the Service Providers only and may include the same in their Bill/Invoice for arranging payment.
- 7) **The Agency/ Firm shall have the right to levy liquidated damages at a percentage not exceeding 10% per each service in respect of trips so delayed and refused.**
- 8) The successful bidder receiving the contract should furnish a performance security for an amount of Rs.10,000/- within 7 days from the date of award of contract from this end. Performance security may be furnished in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a commercial Bank in an acceptable form drawn in favour of ICAR Unit, CPCRI, Kayamkulam. The performance security will be refunded after completion of the contract.
- 9) In case of accidents, the service providers should take full responsibility for Insurance claims etc. and this Institute or its Officers/Officials will not take any responsibility what so ever. The Agency/ Firm should bear all expenditure connected with maintenance necessitated to the vehicle during the period of contract. The Institute will not be held responsible for any loss/damage to vehicle, other properties, life or other unforeseen incident that may occur during the period of engagement of the vehicle. The Institute will also not be responsible for any loss of life, or any injury to the driver or to any third party caused at the time of performing bonafide trips of the institute during the period of contract.
- 10) The 15 digit service tax code numbers allotted to each operator by the Central Excise Department may be furnished.
- 11) The Vehicles indicated by the Institute are to be used only for official purposes and not for private use.

- 12) Vehicles which are indented/booked by the Institute should possess up-to-date Insurance Coverage & Permit to enter other States (Inter-state & All India permit) on required. The owner of the vehicle /contractor shall maintain all up-to-date records as per the Govt. of India/ Kerala Motor Vehicles Act pertaining to the vehicle such as vehicle tax, license of the driver etc. and shall be presented before the Institute's authority along with the quotation for verification as and when required. He shall also be liable to pay service tax due to the Govt. as the case may be.
- 13) The rates quoted by the Tenderers are fixed during the period of contract and this Regional Station will not be responsible for any escalation in fuel charge/other lubricants/other statutory charges etc. And if the service providing firm withdraws from the contract, the performance security amount will be forfeited automatically. The service provider shall furnish 2 months notice to this Institute before withdrawing the contract during the period of rate contract.
- 14) In case vehicles are not provided at a given point of time and place, the contract will be terminated forthwith without any notice apart from initiating legal actions if any.
- 15) The Drivers allotted to the Vehicles shall wear neat & tidy Uniform and badge, etc. and should not perform the duty under the influence of alcohol.
- 16) The Drivers deputed should maintain proper discipline and should be in position to communicate in Regional language and Hindi/English.
- 17) The Tenderers are requested to furnish the profile of their firm clients/Latest & up-dated Registration certificate with No./validity/Establishment etc. compulsorily.
- 18) The Tender documents are not Transferable under any circumstances.
- 19) The Head, CPCRI, Kayamkulam reserves the right & reject any or all the tenders without assigning any reason thereof.
- 20) Only courts in Kerala shall have the jurisdiction over any dispute arisen out of the transaction.
- 21) The service provider shall be bound by the rates quoted by him and agreed upon herein and shall not ask for any enhancement of the rates quoted by him and agreed upon herein for the provision of vehicles during the period the agreement remains in force.
- 22) The emoluments of the driver and the cost of fuel etc. shall be borne by the contractor.
- 23) Payment will be made on monthly basis at the approved rate after due certification by the user/Officer-in-charge (vehicles) and trip sheet. No advance payment on any account will be made.
- 24) The contractor shall give an undertaking in writing to abide by the aforesaid terms and conditions within 7 days of receipt of award of contract.
- 25) The Institute reserves the right to terminate this contract after serving 15 days notice in writing to the contractor without assigning any reason thereof.
- 26) The technical bid and financial bid should be prepared in your letter head, (duly showing the PAN Number, Tax/Vat number) and put in separate covers duly sealed. These two covers are to be again put in a bigger cover duly sealed and super scribed "Quotation for HIRING VEHICLES ON RATE CONTRACT".
- 27) Quotation received after the due date will not be entertained.

The quotation should be submitted in your letter head in a sealed cover "Quotation for HIRING VEHICLES ON RATE CONTRACT" should reach this Office on or before 20.08.2016 before 4.00 PM.

Yours faithfully

  
(Pradeepkumar Vasu)  
Asstt. Administrative Officer

1. Officer-in-charge, Vehicle, CPCRI (RS), Kayangulam.
2. The Asst. Fin. & Accounts Officer, -do-
3. The Village Officer, Village Office, Krishnapuram.
4. The Secretary, Panchayat Office, Krishnapuram.
5. The Secretary, Municipal Office, Kayamkulam
6. Notice Boards, Farm/Office/KVK.

With a request to display  
this Notice in there  
Notice Boards.

7. Dr.C.K.Nampoothiri, ACTO (Statistics) for putting the same in ICAR-CPCRI Website.

Financial Bid**RATES FOR HIRING VEHICLES**

Particulars	Innova		Tavera/ Sumo/ Xylo		Indigo/ Swift D,zire		Indica/Ambassador	
	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC
Upto 4 hours (max. 40 km.)								
Upto 6 hours (max. 60 km.)								
Upto 8 hours (max. 80								
Night Halt Charges in Kerala								
Night halt charges Outside Kerala								
Parking Fees at Airport/ Railway station								
Additional rate per KM								

Name and Address of bidder

(Signature of the bidder)

Mob:

**Technical Bid**

SI No.	Type of vehicle	No. of Vehicles	Vehicle No. & Reg. No.	Valid Licence No.	Whether the vehicle has insurance coverage (Yes/No)	

Name and Address of the Bidder

(Signature of the bidder)

Mob:

PAN Number

TAX/VAT Number