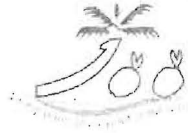




भारतकृअनुप - केन्द्रीय रक्षण प्रमल अनुसंधान संस्थान
 कासरगाडु, कर्णल - ६२६ ६२१ भारत
 CPCRI - Central Plantation Crops Research Institute
 Kasargod 671 124, India



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F. No.31 (1)HOV -2016-Estate

Dated :- 01.11.2016

Shri Damodara Naik,
 Balimogru House,
 Near SDP Temple,
 Koruvailu,
 Kasaragod 671 124.

Sub :- Providing vehicle on hire/contract basis at CPCRI, Kasaragod - reg.
 Ref :- Your quotation dated - 30.07.2016.

Sir,

With reference to the above, the rates quoted by you for "Providing vehicle on hire/ contract basis at CPCRI, Kasaragod" has been accepted and order is hereby placed for as & when required on need basis as below.

Particulars	Innova	Tavera/Sumo	Indigo	Indica
Up to 8 Hours (Max 80 Kms)	AC: Rs. 2400/- Non AC- Nil	AC: Rs.2200/- Non AC: Rs.2000/-	AC: Rs.1800/- Non AC: Rs.1700/-	AC: Rs.1800/- Non AC: Rs.1700/-
Per KM extra	Rs.15/-	Rs.14/-	Rs.13/-	Rs.13/-
Parking Fee	Actual cost	Actual cost	Actual cost	Actual cost
Halt charges	Rs.500/-	Rs.500/-	Rs.350/-	Rs.350/-
State Toll Fee	Actual cost	Actual cost	Actual cost	Actual cost

Term & Conditions

- 1) The rates quoted should be valid for the entire duration of the contract (one year i.e 1st November 2016 to 31th October 2017).
- 2) The contract will be for a period of one year
- 3) The above rate includes all taxes/levies/Driver charges 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.

- 4) 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.
- 5) The Agency/Firm 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 an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a commercial Bank in an acceptable form. The performance security will be refunded after completion of the contract.
- 6) 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.
- 7) The Vehicles indented by the Institute has to be arranged at a given point of time and place with sufficient fuel and without delay.
- 8) 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.
- 9) The rates quoted by the above are fixed during the period of contract and this Institute will not be responsible for any escalation in diesel; price/other lubricants/other statutory charges etc. and the services of the firm will be withdrawn 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 annual rate contract.
- 10) 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.
- 11) 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.
- 12) The Drivers deputed should maintain proper discipline and should be in a position to communicate in Regional language and Hindi/English.
- 13) The Director of this Institute reserves the right to reject the contract as a whole, if the execution is not satisfactory or does not conform to the approved specification.
- 14) Only courts in Kerala shall have the jurisdiction over any dispute arisen out of the transaction.
- 15) 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.
- 16) The emoluments of the driver and the cost of fuel etc. shall be borne by the contractor.

- 17) 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.
- 18) The contractor shall give an undertaking in writing to abide by the aforesaid terms and conditions with in 7 days of receipt of award of contract.
- 19) The Institute reserves the right to terminate this contract after serving 15 days notice in writing to the contractor without assigning any reason thereof.
- 20) The period of one year (validity period) of the contract would be reckoned from the date of issue of this confirmation letter/work order as w.e.f. 01.11.2016, whichever is later.

Yours faithfully

Prabhavathi

(K.Prabhavathi)

Asst. Administrative Officer (Estate)

For Director

Copy to :

1. The Finance & Account Officer, CPCRI, Kasaragod.
2. The Officer-in-Charge, Vehicle, CPCRI, Kasaragod.
3. Institute Website.
4. Guard File.

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