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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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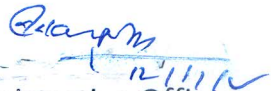
No.F.2(7)/OIC (Vehicle)/Est./2017-2018/Vol.III

Dated :08-01-2018

NOTICE INVITING TENDER

Sealed tenders are invited from the Registered/Licensed Agencies for Hiring of vehicles at this Regional Station.

The last date for receipt of the Tender is 27-01-2018 at 4.00 PM. The schedule for the Tender along with terms and conditions can be downloaded from the Institute website www.cpcri.gov.in


Asstt. Administrative Officer



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No.F.2(7)/OIC (Vehicle)/Est./2017-2018/Vol.III

Dated : 08-01-2018

To

Sub: Tender for hiring of Vehicle at this Regional Station – 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 by this Regional Station as per the terms & conditions given below:

The quotation should conform to the following terms and conditions

- 1) The contract will be for a period of one year. The rates quoted should be valid for the entire duration of the contract (one year) from the date of issue of the order.
- 2) An amount of Rs.2000/- should be deposited towards EMD by D.D.drawn in favour of ICAR Unit, CPCRI, Kayamkulam. The quotations without EMD shall not be considered
- 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 27.01.2018.
- 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. The contractor shall furnish the PAN/GST No. in the quotation.
- 11) The Vehicles indented by the Institute has to be arranged at a given point of time and place with sufficient fuel and without delay.
- 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 annual 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 period of one year (validity period) of the contract would be reckoned from the date of issue of this confirmation letter/work order and as decided by CPCRI.
- 27) Quotation received after the due date will not be entertained.
- 28) The quotation should be submitted in your letter head, (duly showing the PAN Number, Tax/Vat number) and to be submitted in a sealed cover indicating our reference number and subject "**Quotation for HIRING VEHICLES ON RATE CONTRACT**". **To the Head, CPCRI Regional Station, Kayamkulam on 27-01-2018 before 4.00 PM**
- 29) Quotation received after the due date will not be entertained.

Yours faithfully


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

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

Q
1611

Technical Bid

Sl 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

GST No.

RATES FOR HIRING VEHICLES

Particulars	Innova		Tavera/ Sumo/ Xylo		Indigo/ Swift D; zire		Indica/Ambassador		Pickup Van /Carrier Ape/Ace Asok Leyland Mahindra pickup Van	Signature of Bidder
	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC		
Upto 4 hours (max. 40 km.)	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC		
Upto 6 hours (max. 60 km.)	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC		
Upto 8 hours (max. 80 km.)	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC		
Night Halt Charges in Kerala										
Night halt charges Outside Kerala										
Parking Fees at Airport/ Railway station										
Additional rate per KM										

Name & address of bidder

Mob.:

Signature of Bidder