



# ICAR-Central Institute for Subtropical Horticulture

(Department of Agricultural Research & Education, Ministry of Agriculture & Farmers' Welfare, Govt. of India)

## Regional Research Station

Food Park, English Bazar, Malda, West Bengal- 732 103

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F. No. 1-1/2018-19/M/

Dated: 06-2018

### Notice for Inviting Quotations

Quotations in properly sealed envelopes are hereby invited from the willing travel agencies, vehicle owners and firms subject to fulfillment of the following terms and conditions to hire **as per need of ICAR- Central Institute for Subtropical Horticulture-Regional Research Station & CISH-Krishi Vigyan Kendra, Malda, W.B.- 732 103**

Types of vehicles :-

1. Maxicab Bolero/Xylo/Scorpio or equivalent( with Diesel Engine)- Monthly
2. Maxi van (1.0-1.25 ton capacity) – Daily
3. Truck (4.5 ton capacity) – Daily
4. Minibus (22-25 persons capacity) – Daily
5. Bus (40-45 persons capacity) – Daily

#### **Terms and Conditions:**

1. The vehicles to be provided should be registered in the name of the service provider/firm/ contractor or its subsidiary and it should be in very good condition. The vehicle should possess all requisite documents(s) like Registration certificate, pollution control certificate, insurance etc. All kinds of taxes must be paid by the owner of the vehicle in due time.
2. The vehicle(s) to be provided should have Taxi Registration, Insurance coverage and preferably having All India permit. Responsibility for obtaining National permit or State permit will be of the firm. The institute will not pay any charges on this account.
3. **The driver should have commercial trained driving license and should be in proper uniform during duty period.**
4. All kinds of allowances of the driver must be borne by the owner of the vehicle either within the district or outside of the station. The institute will not be responsible in any case for any compensation claimed by driver and cleaner under labour laws.
5. A log book is to be maintained for the vehicle by the driver and every detail of the journeys will be entered in the log book and each and every entry in the log book is to be signed by controlling officer or by his authorized representative of Director, CISH.
6. Toll tax, parking charges etc. will be paid at actual submission of receipt along with the bill.
7. Penalty etc. imposed by traffic police/department will not be paid by this office. In case of any death is occurred in accident or loss of vehicle will be totally responsibility of the firm/ owner.
8. Copy of PAN/TIN No. of the agency should be attached with quotation.
9. Rate should be quoted for monthly hiring charges (**for 25 working days**) and one day hiring basis vehicle can be deployed on sunday /holiday in public interest, if need arises, on usual payment.
10. **New or recently purchased vehicle with sound condition will be preferable (But should be registered after 2013).**
11. Contractor having a mobile phone arrangement for the driver will be preferred.
12. Normally the vehicle will be used for 10 hours per day during working days, but it may be used beyond the mentioned time limit. **Night halt (10 pm to 5 am)** will be paid if vehicle moves to out station and halt for a night or more. No escalation of tendered value with respect to the charges in any form whatsoever will be entertained during the contract period.
13. Payment on monthly basis shall be released within 30 days from the date of submission of bills.
14. The firm whose tender is accepted will be required to furnish performance guarantee of Rs. 10000/- before commencement of work or within 15 days from the date of order, whichever is earlier. The guarantee shall be in form of Demand Draft/Bank Guarantee from nationalized banks only, drawn in

favour of "ICAR Unit CISH" payable at par at Lucknow. Frequent change of the vehicles and driver without assigning valid reasons will not be allowed

15. In the case of breakdown of the vehicle, the agency should be able to provide another vehicle immediately and no expenses towards break down shall be borne by CISH.
16. The contractor shall provide the desired vehicle at the agreed time and place and in case of default, a fine of an amount of Rs. 1000/- (Rs. One thousand) per duty/per day shall be levied. Further CISH-RRS, Malda shall reserve the right to engage another vehicle from the market and the charges of the vehicle so hired shall be recovered from the contractor as decided by CISH in addition to Rs 1000/-. No amount shall be paid for the duty or day even if the vehicle had finally arrived late at the location of reporting. For levying penalty, the decision of Director, CISH will be final and binding.
17. The contract will be valid for an initial period of one year. Contract can be terminated any day if services are not found satisfactory without stating any reason. No explanation will be entertained in this regard. Upon successful completion, ***the contract can be extended to next 12 months subject to mutual agreement and approval of Director, CISH-Lucknow.***
18. The payment will be made on submission of bill in triplicate which is to be submitted by owner/ firm of the vehicle and the bill will include hiring charges of vehicle, cost of diesel and engine oil on standard rate as fixed by the Government. No advance shall be paid by CISH for fuel, service and repairs etc. The deduction of income tax and other Govt. levies etc. from the bills of the owner/ firm will be made at source as per rates applicable.
19. Diesel, Engine Oil etc. as required will be supplied by the owner of vehicle and the cost of same will be paid as per the quoted rate **in the case of monthly hired vehicle only. In other cases rates quoted should be per day with fixed km and thereafter for additional @ per kilometer.**
20. Security money deposited by the contractor may be forfeited in the event of contractor's failure to fulfill any of the obligations under the agreement.
21. ARBITRATION- All disputes and differences of any kind whatsoever arising out of or in connection with this agreement shall be referred to the arbitration of a sole arbitrator to be appointed by the Director, CISH, Lucknow. The place of arbitration shall be Lucknow. The decision of the arbitrator shall be final and binding on both the parties. The venue of arbitration will be the office of Director, CISH, Lucknow or as decided by the arbitrator.
22. The firms /owner shall ensure the successful implementation of the terms and conditions of the agreement. Terms and conditions stipulated in tender document shall be part of the agreement.
23. The contract shall be subject to the conditions that the firms shall comply with all the laws and by laws of Central Govt. / State Govt. as applicable relating to this contract.
24. All personnel posted at premises shall time and for all purpose be deemed to be employee of the firm/ owner and CISH/ICAR shall have no liability of this account in any manner. No accommodation/no living place will be provided by the Institute
25. The firm or its worker shall not misuse the premises allotted to them for any purpose other than for which contract shall be awarded. The contractor cannot sublet the contract to any other agency in any case. The institute will not be responsible from any case for any compensation claimed by driver and cleaner under labour law.
26. The firm/ owner shall devote its full attention in service to ensure standard quality in all aspects and discharge its obligations under the contract with trust diligently and honestly. The vehicle should be neat and clean and in good running condition.
27. The Director, CISH, Lucknow reserves the right to accept or reject any tender at any time prior to, after award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenders.
28. If agency is already providing vehicles on hiring basis to any other Govt. Ministry/Department/Autonomous body/Corporations/PSU's details thereof may also be furnished along with the quotations.
29. This Institute is under the provisions of RTI Act 2005. All information provided by you under this is liable to be disclosed.

30. That this agreement may be terminated on any of the following contingencies: ·

- i) On expiry of the contract period. · Giving notice by CISH on account of losses suffered by CISH, Lucknow due to lapses in the service provider ·
- ii) For committing breach by the service provider of any terms and conditions of the contractual agreement.
- iii) On assigning the contract or any part thereof or any benefit or interest therein or there under by the service provider to any third person for subletting whole or part of the contract to any third person.
- iv) On service provider being declared insolvent by competent Court of Law. It shall be the duty of the service provider to remove all the persons deployed by him on termination of the contract on any ground and ensure that no person creates any disruption/hindrance/problem of any nature to CISH/ICAR.

The quotation must be properly sealed and it be reached to the office of the undersigned **within 20/07/2018 (2:00 PM) and will be opened on 20/07/2018 at 03:00 PM for finalization on the same date.**

For details, please visit [www.cish.res.in](http://www.cish.res.in)

Scientist & In-charge, CISH-RRS, Malda

Price Bid

Type :-

1. Name of the vehicle-
2. Monthly rent of vehicle (26 days in a month) Rs. ....(fixed)
3. Diesel required for .....km/liters
4. Moil/ lubricants required for .....km/ liters
5. Tax, if any ..... (rate of tax specify
6. Night Halt charges (Between 10.00 pm to 5.00 am) Rs..... each night.
7. Extra charges, if any, on hourly basis for running vehicle beyond normal working hour -----  
Rs.----- / per hour.

Documents to be enclosed with Quotation:-

1. Copy of registration certificate of the firm/Agency, if any
2. Copy of registration of vehicle.
3. Copy of insurance of the vehicle
4. Copy of pollution certificate.
5. Copy of PAN card of the firm/ individual
6. Copy of Aadhar card of the quotation, if individual.
7. Copy of experience certificate in tour /travel/ services given to govt. Dept? Agencies, if any.
8. Copy of registration of GST.

**Note:** All enclosures must bear the signature/ seal of the firm/Agency/Individual.