

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
CENTRAL ARID ZONE RESEARCH INSTITUTE, JODHPUR**

No. F. 1(8)2011-2012/Admn.IV

Dated : 22.10.2011

To,

M/s.
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Sub: Quotation for Hiring of vehicles

Dear Sir(s),

You are requested to kindly quote your lowest rates keeping in view the following conditions in respect of the articles indicated overleaf/as per statement enclosed (Schedule to Tender).

1. No advance payment will be made. However, the payment is normally made Within 30 days from the date of receipt of material in good condition as per order.
2. The quantity proposed in the quotation may be increased or decreased at the discretion of the authority while placing the order.
3. Quotations not found according to specification will be rejected/not considered.
4. The firm should supply the printed literature, operational manual etc., if applicable. The firm should also supply a copy of the authorised dealership certificate of the item, if applicable.
5. Quotations should remain valid for 6 months from the date of quotation.
6. The rate should be on F.O.R. CAZRI, Jodhpur basis for indigenous items.
7. No. form 'C' & 'D' for sales tax will be issued. Payment will be made at full rate, if applicable. However, the firm is required to produce the valid sales tax Registration No. The firm should also indicate PAN/TIN as per Income Tax Rules.
8. The Rates quoted should **be clearly indicated in figure as well as in words.** While quoting the rates, it may be clearly indicated whether the items are inclusive or exclusive of ST, CST, Excise Duty, Custom Duty, Octroi, etc. either in terms of percentage or in absolute term.
9. Delivery will have to be made normally within 30 days from the date of issue of our order or as mentioned in the supply order unless such extension is allowed by the Institute **failing which suitable penalty as indicated in the supply order will be imposed.**
10. The quotation may be sent to the office by courier/Reg. Post/Speed Post in sealed cover superscribed with **"Quotation for "Hiring of vehicles"** due date 08.11.2011 and the same must be reach to this Office on or before 08.11.2011 **upto 3.00 PM** failing which it will not be considered. The quotation should be dropped in the Tender Box placed in the Store Section (with A.A.O. IV). The quotations will be opened on the same day i.e. 08.11.2011 at 3.30 PM in presence of the representative of the firms if they desire to attend.
11. In case of any disputes, the decision of the Director, CAZRI, Jodhpur shall be binding on the part of the contractor/supplier.

P.T.O. ☆

12. Director, CAZRI, Jodhpur reserves the right to accept or reject any or all the quotation without assigning any reason.
13. All bids must be accompanied by a bid security/Earnest money deposit (EMD) @ 2% of the estimated value of the item, if the cost of the item is Rs. 1.00 lac or more, in the form of a Demand Draft on a scheduled commercial bank in India, in favour of **ICAR Unit – CAZRI, Jodhpur**. Without EMD as above, quotation will not be considered (Offer less than Rs. 1.00 lac need not require EMD).
14. Guarantee/Warranty may be provided for the item(s) for which rates are quoted.
15. The firm awarded the contract may/will have to furnish a performance security in the form of Bank Guarantee as per the proforma to be supplied alongwith supply order or FDR pledged to “ICAR Unit – CAZRI, Jodhpur” from a scheduled Commercial Bank for an amount which may vary from 5% to 10% of the value of the contract at the discretion of Director, which should remain valid for the entire period of warranty plus two months.
16. In case, rates are quoted in terms of foreign currency, the rates must be quoted as on FOB basis and NOT on CIF basis indicating all the terms and condition. The foreign banking charges shall be borne by the beneficiary.
17. No part supply will be allowed.
18. Installation/Demonstration where-ever required will have to be done by the firm free of cost by their representative/engineer.
19. The items required is for the Headquarter CAZRI, Jodhpur and therefore, supply will have to be made accordingly.

Yours faithfully,

ASSTT. ADMINISTRATIVE OFFICER(S)
for Director

Schedule to Tender

S.No.	Particulars	Period	Place of supply
	Hiring of vehicles on contract basis <u>for out station duty</u>	One year (as and when required basis)	CAZRI, Jodhpur
1.	Tata Indica Non-A.C. /A.C.		
2.	Tata Indigo Non-A.C./A.C.		
3.	Qualis/Tavera Non-A.C./A.C.		
4.	Toyota/Innova Non-A.C./A.C.		
5.	Ford Fiesta Non-A.C./A.C.		
6.	Mahindra Logoan Non-A.C./A.C.		
7.	Xylo Non-A.C./A.C.		

Other Terms & conditions :

1. The rate of hire charges per km. should be quoted separately for each vehicle inclusive of all charges i.e. P.O.L., Maint. /Repair of vehicle, Insurance, Permit, fitness etc. etc.
2. The vehicle should be in good conditions.(preferably the model of year 2006 and onwards).
3. The Institute shall not be responsible/liable for any type of wear & tear/repair/accident etc. in respect of vehicle(s) to be hired. In case the hired vehicle meets an accident/or is damaged due to ignorance/carelessness of the driver of the travel agency , the travel agency will be held responsible for any type of loss/damage/claims.
4. The vehicle(s) as and when required should be provided/made available to this Institute within 12-24 hours after receipt of order.
5. Driver of travel agency on providing hired vehicle should have valid license and good character and conduct. TA/DA will have to pay by the Agency to their driver while on tour for outstation duty.
6. Driver shall all times obey traffic rules while driving the hired vehicle and if he disobeyed the traffic rules and any penalties imposed /caused , the same will be paid by the driver of travel agency and if he fails to pay the same on the spot , the penalty amount if paid by any officer of the Institute, the amount will be recovered from the monthly bill of the firm before making payment.
7. All the related documents of hired vehicle will accompanied with the driver of hired vehicle.
8. The vehicle will be hired on contract basis. The contract is made for a period one year subject to the above terms & conditions of the contract.
9. The driver will not consume intoxicating drinks or drug while on duty of hired vehicle.
10. The firm having Registration of Cab operators with Central Excise Dept.
11. The Contract is remain valid for a period of one year, this may be terminated before the one year period without ascertaining any reasons or extended the same, this is at the discretion of the Director CAZRI, Jodhpur.

ASSTT. ADMINISTRATIVE OFFICER(S)
for Director