



भा. कृ. अनु. प. –केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान  
ICAR - Central Arid Zone Research Institute  
जोधपुर (राजस्थान) 342 003 / Jodhpur (Rajasthan) 342 003  
Website: [www.cazri.res.in](http://www.cazri.res.in), Email: [director@cazri.res.in](mailto:director@cazri.res.in)

Phone No. 0291 – 2787152



F. No. 2(11)/2015-2016/Adm.IV

Dated: 30.05.2015

### **TENDER NOTICE**

On behalf of the Director, ICAR - CAZRI, Jodhpur sealed tenders are invited for **Annual Rate Contract for hiring of vehicles i.e.** tempo traveller for out station visits and Tata Indica, Tata Indigo, Tavera, Inova, Bolero and Tempo Traveller for local visits. The tender form and other details are available at CAZRI's website- [www.cazri.res.in](http://www.cazri.res.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) which may be downloaded and submitted to this office with tender fee. The tender documents may also be purchased from Admn-IV, ICAR - CAZRI, Jodhpur. **The last date of submission of sealed tender is 20.06.2015 upto 2.30 p.m.**

Asstt. Administrative Officer (S)

*Note : This advertisement has published on 30.05.2015 in the newspapers namely the Rajasthan Patrika, Jodhpur and Dainik Bhaskar, Jodhpur (Jodhpur edition).*



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F. No. 1(8)2013-14/Adm-IV

Dated : 30.05.2015

**“Annual Rate Contract for hiring of vehicles as and when required basis”**

1. Date of start of selling the tender document : 30.05.2015
2. Last date and time for sale of tender form : 20.06.2015 up to 12.00 P.M.
3. Last date and time for submission : 20.06.2015 at 2.30 P.M.
4. Date and time for opening of Technical bid : 20.06.2015 at 03.00 P.M.
5. Date and time for opening of Financial bid : After finalization of the technical bids.

Note: The tender form and other details are available on CAZRI website [www.cazri.res.in](http://www.cazri.res.in). The interested Agency/Contractor/firm of repute may download or purchase the tender document from Adm-IV, ICAR - CAZRI, Jodhpur and submitted the same to this office by or before the due date & time.

From:-

Assistant Administrative Officer,  
Adm-IV, ICAR - CAZRI, Jodhpur 342 003

To

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:-** Annual Rate Contract for hiring of vehicles as and when required basis– regd.

Sir,

On behalf of the Director, ICAR - CAZRI, Jodhpur sealed tenders are invited from interested firm of repute for hiring of vehicles (as and when required basis) under Annual Rate Contract for a period of one year or as extended time to time. Other details and Terms & Conditions are enclosed herewith as Annexure-I & II.

2. The tender must be submitted to this Office by or before **Due Date i.e. 20.06.2015 up to 2.30 P.M.** by Courier/Registered Post/Speed Post in sealed cover, failing which it will not be considered.
3. The Tender is to be opened on **Due Date i.e. 20.06.2015 at 3.00 P.M.** at ICAR - CAZRI, Jodhpur by the Committee members in presence of the representative of firms/agency/Contractors those submitted their Tender.

Yours faithfully,

Enclosed : A-I (भाग अ से भाग ल) और A-II

Asstt. Administrative Officer (S)

तकनीकी बिड

(भाग— अ)

फर्म/एजेन्सी का विवरण

1. निविदादाता फर्म/एजेन्सी के प्रोप्राईटर का नाम : .....
  2. निविदादाता फर्म/एजेन्सी का नाम व पता : मैसर्स .....  
.....  
.....
  3. (अ) टेलीफोन नं. कार्यालय: ..... निवास: ..... मोबाइल नं. ....  
(ब) ई.मेल पता : .....
  4. फर्म/एजेन्सी का विवरण : .....  
(साझेदारी डीड/संविधान यदि सोसाइटी है तो) .....
  5. अधिकृत डीलरशीप/एजेन्सी का प्रमाणपत्र नम्बर : .....
  6. आयकर विभाग द्वारा निर्गत पैन (PAN) नम्बर : .....
  7. केन्द्रीय उत्पाद शुल्क विभाग द्वारा निर्गत सर्विस टैक्स नम्बर : .....
  8. फर्म के बैंक का नाम व पता : .....  
बैंक का आई.एफ.एस.सी. कोड नम्बर :..... बैंक खाता नम्बर: .....  
(सही सूचना के लिए निरस्त बैंक की छाया प्रति संलग्न करें)
  9. निविदा शुल्क रु. 500/—रसीद नम्बर/डी0डी0 नम्बर: ..... दिनांक: .....  
यदि डी.डी./बैंकर चेक है तो ICAR Unit-CAZRI, के पक्ष में
  10. धरोहर राशि (Earnest Money Deposit): रु. 5,000/—ICAR Unit-CAZRI, के पक्ष में  
डी.डी./बैंकर चेक नं. .... दिनांक ..... बैंक का नाम .....
- निविदा प्रपत्र को बिना कांट-छांट के साफ-सुथरा भर कर मोहर सहित हस्ताक्षर कर स्वयं/अधिकृत प्रतिनिधि/पंजीकृत डाक/त्वरित डाक/कोरियर डाक द्वारा देय तिथि 20.06.2015 को मध्याह्न 2.30 बजे से पूर्व निदेशक, केन्द्रीय शुल्क क्षेत्र अनुसंधान संस्थान, जोधपुर के नाम प्रशासन अनुभाग-चतुर्थ के टेन्डर बॉक्स में डालें। लिफाफे पर “Annual Rate Contract for hiring of vehicles as and when required basis” लिखा होना चाहिए अन्यथा निविदा पर विचार नहीं किया जायेगा। डाक द्वारा देरी से प्राप्त निविदा पर विचार नहीं किया जायेगा।
- 11- विस्तृत जानकारी हेतु देखें काजरी वेबसाइट : [www.cazri.res.in](http://www.cazri.res.in)

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**IMPORTANT INFORMATION**

**1. PURCHASER:** The Director, ICAR - CAZRI.

**2. CONSIGNEE:** Assistant Administrative Officer (Admin-IV).

**3. PERIOD OF CONTRACT:** One year from the date of conclusion of Rate Contract. Contract period may be extended for further one year depending upon requirements with mutual agreement.

**4. FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.

**5. NON TRANSFERABILITY:** This tender is non-transferable.

**6. TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of the Authority.

**7. EARNEST MONEY:** An amount of Rupees Rs. 5,000/- (in lump-sum) only has to be submitted DEPOSIT by way of FDR/Bank Guaranty/Banker's Cheque/Demand Draft in favour of ICAR unit-ICAR - CAZRI, Jodhpur payable at Jodhpur, along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed tender but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of CAZRI. EMD is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.

**8. PRESCRIBED FORMS:** Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/ Email/ Letterhead/Quotations will not be accepted and ignored straightaway.

**9. TENDER FEE:** Tendering firms who downloaded the tender document from CAZRI website [www.cazri.res.in](http://www.cazri.res.in) will have to submit a non-refundable tender fee of Rs. 500 /-(Rupees five hundred only) in the form of DD/BC/Pay Order in favour of "ICAR Unit-CAZRI, Jodhpur" payable at Jodhpur along with the Tender. The firms who purchased tender documents from Admn. IV, ICAR, CAZRI, Jodhpur will have to submit Cash Receipt alongwith the tender.

**10. LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.

**11. CAZRI's RIGHTS:** The Director, CAZRI reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

**12. LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking in duplicate on stamp paper of appropriate value (charges to be borne by the supplier/travel agency), immediately after the receipt of the award letter but not later than by 15 days of the date of issuance of award letter. The subsequent matter will be got typed on judicial papers of appropriate Court fee Stamps worth Rs. 1/-affixed on each page. A copy of award letter duly stamped (Court) and signed on each page is also to be attached with this contract agreement. Each page of this contract agreement should be duly stamped & signed by the authorized signatory of the firm. A copy of power of attorney in respect of the authorized signatory, that he is authorized to sign the contract on behalf of the firm, is also to be attached with the contract agreement. All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in Jodhpur only.

**Note : - Contract agreement is to be signed at ICAR - CAZRI, Jodhpur. Contract agreement by post shall not be entertained.**

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**GENERAL INSTRUCTIONS**

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. ***Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.***
4. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN No, Service Tax No. with their tender.
6. Tenders received without Tender fee/Tender Fee Coupon, EMD amount by way of DD or Banker's Cheque /Pay Order in the name of ICAR Unit-ICAR - CAZRI, Jodhpur will not be considered at all.
7. The tender documents can be obtained from Admn-IV/Store Section of CAZRI, CAZRI Campus, Jodhpur, Rajasthan on payment of Tender Fee of Rs. 500/- (Rupees five hundred only) non- refundable on any working day between 10.30 am to 4:30 pm.
8. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in CAZRI will stand automatically extended up to 11:00 AM of the next working day in the Government offices.
9. Late/delayed tenders received in CAZRI due to any reason whatsoever will not be accepted under any circumstances.
10. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the tender opening process.
11. The tenders should be submitted in double cover. The First cover should contain DD/ Banker's cheque, Tender Fee Coupon/DD, Registration Certificate copy from DGS &D or trade license or any other, any other State Govt., copies of Supply Orders and successful execution of the Contract for past performance, Copy of PAN No., Audited Balance Sheets, or Income Tax return, Sale Tax registration or copy of Constitution of firm/company, The Second cover should contain the prescribed tender form duly filled in and signed along with the quoted prices. The covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be wax sealed. Both the covers shall be opened simultaneously on the original tender opening date itself. Sample(s) wherever required as per tender may be deposited separately on or before the tender opening date.

**The sealed tender envelope should be super scribed as under:**

**"TENDER No. -----"**

**"TENDER FOR "Annual Rate Contract for hiring of vehicles as and when required basis for a period of one year" TO CAZRI"**

12. The sealed tender should be dropped in the Tender Box kept Admn-IV/Store Section of CAZRI, CAZRI Campus, Jodhpur, Rajasthan.

**Signatures of the bidder**

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**OTHER TERMS AND CONDITIONS**

1. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.

2. EMD will be returned to the unsuccessful bidders within 30 days after award of the Rate Contract to successful bidders.

3. CAZRI reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.

4. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Director, CAZRI and his decision shall be binding to both the parties.

5. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Jodhpur only.

6. Intending Tenderers will have to furnish a copy of their PAN No., TIN No. and Sale Tax Registration Number (proof to be attached).

7. Authorized Signatory/ Signing of Tender:

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:

a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;

b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

**NOTES:**

i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

ii.) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

iii.) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, CAZRI may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

8. The tenderers should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.

9. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.

10. The prices charged for the stores supplied under the Contract by the supplier shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organization (s) including the CAZRI or any office of Central Govt. or a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organization (s) including the Purchaser or any Statutory Undertaking of the Central Government or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the CAZRI and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.

10.2 The supplier shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract. "I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to CAZRI under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organization (s) as the case may be up to the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to CAZRI."

**11. Indenting Authority:** CAZRI.

**12. Consignee:** Assistant Administrative Officer, Admn-IV/Store Section, ICAR - CAZRI, Jodhpur, Rajasthan, 342 003.

**13. Delivery Period:** Within 12-24 hours or as ordered or as stipulated in the terms & conditions of AMC/Agreement deed.

**14. Payment Terms:** 100% payment shall be released within 15 days on satisfactory receipt of the goods/articles ordered and satisfactory services. Advance payment will not be made under any circumstances.

**15. Dispatch Instructions:** Stores are required to be delivered at the Admn-IV/Store Section, ICAR - CAZRI, Jodhpur, Rajasthan, 342 003 on free delivery without any extra charges to the consignee's premises.

16. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

**17. GUARANTEE/ WARRANTY:**

The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The supplier shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the supplier and in such an event, the above mentioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.

18. All firms are required to submit the following along with their quotation/tender failing which their offer will be ignored:

- a) Name and full address of their Banker with their Account Number.
- b) List of organisation/offices to whom the bidding firm has made supply for the last 3 years.
- c) Financial status of the firm- enclosed tax returns for 2012-2013, 2013-2014 and 2014-2015.

19. Tenderers who are registered with DGS&D/NSIC for a particular item should submit the photocopy of Registration Certificate with all amendments up to date.

**20. Duties & Taxes**

Service Tax: Tenderers should indicate whether the prices quoted are exclusive or inclusive of Service tax. They should indicate the rate (s) Tax (as may be applicable) . In case, they are exempted from payment of any tax (es), a copy of the Exemption Certificate issued by the appropriate authority may be furnished.

**21. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).**

22. The decision of the CAZRI shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.

23. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

24. **Liquidated Damages:** In case the firm does not complete the supply/part supply within delivery period or failure to provide the hiring vehicle (s) in time, action will be taken against the firm / travel agency and the vehicle(s) may be hired from another sources at their risk and cost and recover the additional expenses paid by the Institute, if any from the travel agency including administrative expenses under the contract, the total damages, so claimed shall not exceed 10% of the total price of stores required/hiring vehicle(s).

25. CAZRI reserves the right to conclude parallel Rate Contract with a number of suppliers and place orders on any of such firm that may be the most economical to it or suitable to its requirements.

26. The CAZRI reserves the right to reject any or all the quotations without assigning any reason.

Signature of authorized representative of firm with Name & Seal



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**Other Terms & conditions of Contract for hiring of vehicles as and when required basis :**

1. The rate of hire charges per km. should be quoted separately for each vehicle inclusive of all charges i.e. P.O.L., Maintenance. /Repair of vehicle, Insurance, Permit, fitness etc. etc.
2. The vehicle should be in good conditions.(preferably new vehicles/model of year 2010 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 licence 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 of 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 ICAR - CAZRI, Jodhpur.
12. The vehicle provided should be of comprehensive Insurance and covers all risks/losses.
13. Copy of PAN/ITCC issued by Dept. of Income Tax may be submitted with the quotation.
14. Copy of Service Tax/CST clearance certificate may be attached with the quotation.
15. Users list, and photo copies of the Contract awarded to firm/travel agency by the other Govt.dept./organizations etc. for the said item of last years may also be attached with the quotation.
16. The successful bidder/service provide travel agency to whom the contract awarded may ensure that no such vehicle to be provided under the contract period which is financed by the bank/or finance company and the firm is defaulter to deposit EMI of such vehicle to them in time of any reason. In case such vehicle provide by the travel agency and during travel of any officer of the Institute with the vehicle any incident happens cause of/come in the notice /faced irregularities, an appropriate action will be taken against the service provide travel agency.
17. Any Police Case lodged in respect of hired vehicle/ driver of hired vehicle will be dealt by the service provide travel agency and no claims for any penalty/legal expenses etc. imposed by Police /Court will be admitted by the Institute.
18. Toll tax, Parking, Border Tax or any other charges will be paid on submission of Cash Receipt with the bill.
19. The rate should be quoted as per the schedule attached.

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**DECLARATION**

**From:-**

M/s.....  
.....  
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**To**

The Director,  
ICAR - CAZRI, Jodhpur,  
Rajasthan, 342 003

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Assistant Administrative Officer, Admn-IV/Store Section, ICAR - CAZRI, Jodhpur, Rajasthan, 342 003 immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderers)

Name :

Designation with Seal of the Firm:

Dated :

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**Check list of documents to be submitted by the tenderer in Technical Bid**

Name of Bidder: \_\_\_\_\_

\_\_\_\_\_

Sl.No.	Documents required	Yes/No	Page No.
1	Tender fee: C.R./D.D. /Banker'sCheque /Pay Order for Rs. 500/-		
2	Earnest Money: FDR/Bank Guaranty/Banker'sCheque/Demand Draft/Pay Order in favour of ICAR unit-ICAR - CAZRI, Jodhpur payable at Jodhpur for Rs. 5,000.00		
3	Registration certificate of the firm issued by the Central Govt./ State Govt.		
4	Service Tax Registration certificate of the firm issued by appropriate authority.		
5	Duly Certificate questionnaires'/ Technical bid –Part A (Annexure-I of tender documents)		
6	Certified copy of PAN/ITCC issued by Department of Income Tax		
7	Users list and photocopy Job of the P.O. received		
8	Experience of the firm of last 3 years in the field of providing such services in Central Govt.		
9	Copy of Last 3 years Income Tax Return		

Signature of authorized representative of firm with Name & Seal

**Annexure - II****FINANCIAL BID  
(SCHEDULE – I)**

	Particulars	For Non- A/C		For A.C		Remarks
		Rate (quoted in figures) per Km	Rate quoted (in words) Per km.	Rate (quoted in figures) per Km	Rate quoted in words per km.	
1.	Hiring of vehicles on contract basis For out station duty (as and when required basis)					
(i)	Tempo Traveller					

Note 1: The Grand Total of rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

Note 2: The work will be awarded to the firm which total of rate for each unit of all type of items as mentioned above is lowest.

Signature of authorized representative of firm with Name & Seal

**FINANCIAL BID  
(SCHEDULE –II)**

	Particulars	For Non- A/C		For A.C		Remarks
1.	Hiring of vehicles on contract basis For local duty Duration -12 hours Kilometers-100 kms (as and when required basis)	Rate (quoted in figures) per Km	Rate quoted (in words) Per km.	Rate (quoted in figures) per Km	Rate quoted in words per km.	
(i)	Tata Indica					
(ii)	Tata Indigo					
(iii)	Tavera					
(iv)	Inova					
(v)	Mahindra Bolero					
(iv)	Tempo Traveller					

Note 1: The Grand Total of rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

Note 2: The work will be awarded to the firm which total of rate for each unit of all type of items as mentioned above is lowest.

Note 1: The Grand Total of rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

Note 2: The work will be awarded to the firm which total of rate for each unit of all type of items as mentioned above is lowest.

Signature of authorized representative of firm with Name & Seal