

**ICMR – Vector Control Research Centre
Indian Council of Medical Research
Department of Health Research
(Ministry of Health & Family Welfare, Govt. of. India)
Indira Nagar, Puducherry-605 006.
Telephone: 0413-2272199, Email:-vcrc.purchase@gmail.com**

No: ICMR-VCRC/ST/Vehicle Hiring/2022-2023

Dated: 07.12.2022

TENDER ENQUIRY

Sub: Quotation for Hiring of Vehicles for Local Transportation and outstation on requirement basis - reg.

Sealed quotations are invited for Hiring of Vehicles for Local Transportation and outstation on requirement basis of ICMR-VCRC, Puducherry for the period of one year. The sealed quotation should reach The Director ICMR- Vector Control Research Centre, Puducherry-605006.

The hiring of vehicles for local transportation on requirement basis are subject to the terms and conditions stated below. The offers are liable to be rejected if the supplier FAILS to comply with the conditions.

Quotation Due Date and Time	28.12.2022 @ 4.00 P. M
Quotation Opening Date and Time	29.12.2022 @ 10.00 A.M
Bidder Details	Annexure-I
Eligibility Criteria	Annexure-II
Instruction for price bid	Annexure-III & IV
Terms and Conditions	Annexure-V
“Only sealed quotations will be accepted. Quotation sent through open letter or email will not be entertained”	


Administrative Officer
For Director 12/12/22

BIDDER DETAILS

The following information is required for entering into contract for "Hiring of Vehicles for Local Transportation on requirement basis of ICMR – Vector Control Research Centre, Puducherry" for a period of one year.

No.	Description	Details	Page No. of attached Proof
1.	Name & full address of the applicant (in Block Letters)	Give details	
2.	Description of rate contract proposed to be provided by the firm	Hiring of Vehicles for Local /outstation/other state camp Transportation on Requirement Basis	
3.	Copy of Registration Certificate	Attach as Annexure	
4.	If the firm is under Rate Contract with other Govt. Department / Research Institute / reputed Private Sectors, give details along with certified copies of the contract issued by the Department /Institute	Attach as Annexure	
5.	Copy of IT Return filed for the last three financial years	Attach as Annexure	
6.	a) Certified copies of GST Registration No. with date of validity b) Latest copy of GST Return (Please enclose copies of relevant papers.)	Attach as Annexure	
7.	a) Income Tax / PAN No. (In the name of firm/company & not individual) b) Latest copy of Return filed to Income Tax Dept.	Attach as Annexure	
08.	Please indicate Name and full address of your Banker along with your Account Number, IFSC Code	Attach as Annexure	
09.	Details of vehicles and employees available	Attach as Annexure	
10.	Any other information vital for entering into rate contract	Give details and Attach as Annexure	

Date:

Signature of the Applicant

ELIGIBILITY CRITERIA

1. The bidder should be a Puducherry based agency or located in the nearby area of ICMR- Vector Control Research Centre, Puducherry.
2. The bidder should have engaged in providing similar services to any Govt / PSU / reputed private sectors for period of last three years.
3. Copy of Registration with GST Nos and PAN number.
4. The vehicles to be deployed should be either Petrol or Diesel driven.
5. The bidder should have minimum vehicles of Etios, Dzire, Xcent, Ciaz, Amaze, Innova, Xylo, Crysta, Tempo traveller (13 seats, 17 seats, 25 seats) types with an ability to lend the vehicles on our requirement basis.
6. The vehicles to be deployed should not be older than 2017 model.
7. The decision of the ICMR – Vector Control Research Centre, Puducherry shall be final and binding in this regard.

Date:

Signature of the Applicant

INSTRUCTIONS FOR PRICE BID
(To be submitted in Letter Head as a separate cover)

Hiring of vehicles for Chennai Transfers (Airport/Railway station/city):-

Particulars of Transfers (Inclusive of Rent & Fuel Charges)	Etios/Dzire/Zest Amaze/Xcent/ Sunny	Honda City	Xylo	Innova	Innova Crysta	Traveller MB/Swaraj Mazada/Eicher		
						13 seated	17 seated	25 seated
						A/C	A/C	A/C
Chennai Airport (300 km & 10 hrs limit)								
Chennai Railway station/city (330 km & 12 hrs limit)								
Driver's bata per night								
Halt charge per night								
Rent charge per extra hour (if exceeding the time limit)								
Fuel charge per extra KM (if exceeding the KM limit)								

Note: The rate quoted shall be valid for a period of one year

Terms & Conditions:

- The rate should be inclusive of service charges, if any.
- The rate should be exclusive of toll fee, parking, entry fee and permit charges. These charges will be borne by the institute on production of original receipt in this regard along with bill.
- The rate should be exclusive of GST/TDS/Service tax, if any.

Date:

Signature of the Applicant

INSTRUCTIONS FOR PRICE BID
(To be submitted in Letter Head as a separate cover)

Hiring vehicles on day rent basis for local trip, outstation trip and other state camp:-

Particulars (12.00 hrs/300 Km limit)	Etios/Dzire/Zest /Xcent/Amaze/ Sunny	Honda City	Xylo /Scorpio	Innova	Innova Crysta	Traveller MB/Swaraj Mazada/Eicher		
						13 seated	17 seated	25 seated
						A/C	A/C	A/C
Rental Charges per day (12 Hrs limit)								
Rental charges for extra per hour (if exceeding the 12 Hrs limit)								
Fuel Charge per KM (300 km limit)								
Fuel charge for extra per KM (if exceeding the 300 KM limit)								
Driver's bata per day								
Halt charge per day								

Note: The rate quoted shall be valid for a period of one year

Terms & Conditions:

- The rate should be inclusive of service charges, if any.
- The rate should be exclusive of toll fee, parking, entry fee and permit charges. These charges will be borne by the institute on production of original receipt in this regard along with bill.
- The rate should be exclusive of GST/TDS/Service tax, if any.

Date:

Signature of the Applicant

TERMS & CONDITIONS

1. The period of Contract under the scope of work shall be normally for a period of one year from the date of signing contract and commencement of services. This period may be extended / curtailed without assigning any reason or giving prior notice.
2. The rate quoted shall be valid for a period of one year from the date of signing the contract.
3. The contractor must have trained drivers on their employee roll.
4. This office shall not be responsible for any traffic penalties, challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the service provider/contractor.
5. The details of the vehicles and drivers allotted for the duty shall be intimated to the competent authority well in advance time.
6. The contractor will provide well-behaved drivers having knowledge of different routes, as well as repair of cars and valid driving license and also having proper uniforms and name badge.
7. The drivers shall be exceptionally talented in navigating routes to destinations and shall know how to make good use of standard maps and the GPS.
8. The driver needs to be polite and patient, they may have to wait for specified periods when picking or dropping officials.
9. The trip sheet shall be maintained by the drivers. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the users.
10. The driver would also be equipped with Mobile phone.
11. No charges will be given for lunch/tea to the driver. Driver should carry his lunch.
12. The rate of GST tax to be indicated.
13. Rates charged by the contractor for the services given under the contract shall not be higher than the rates quoted in his bid.
14. Parking charges and Toll charges shall be paid as per actual on production of documentary evidence.
15. The bills shall be submitted along with trip sheets / log book duly signed by the user or his representatives to this institute on completion of trip and the payment will be made towards the submitted bill. No advance payment shall be made under any circumstances.

Date:

Signature of the Applicant