



भा.अ.प.-राष्ट्रीय आर्किड्स अनुसंधान केंद्र

ICAR-National Research Centre for Orchids

पाक्योंग-737106, सिक्किम, भारत

Pakyong – 737 106, Sikkim, India

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File No. NRC (O )/S/40/ 2015-16/

Date:

Sub: - **Annual Rate Contractfor hiring of vehicles (2015-16).reg**

Sir,

Competent Authority , ICAR-NRC on Orchids, Pakyong ,Sikkimis pleased to invite quotation for Annual Rate Contract for hiring of vehicles for Reputed / registered Travel Agencies having sufficient number of vehicles and having sufficient experience in the field.

The tender document including terms and conditions is enclosed herewith which may be filled in and submitted to the undersigned **on or before 14. 08. 2015**. Any query/ doubt may be clarified from the undersigned.

**Encl:As above**

Your faithfully

Asst. Administrative Officer i/c

Copy to:

- 1) PA to Director, for his kind information.
- 2) Vigilance Officer, ICAR – NRC for Orchids, Pakyong, Sikkim.
- 3) Scientist (I/c), ARIS Cell for uploading the tender document on Institute's website and CPP Portal.

# **TENDER DOCUMENT**

**“Annual Rate Contract for hiring of Vehicles”**

ICAR- National Research Centre on Orchids  
Indian Council of Agriculture Research  
East Sikkim –Pakyong 737106

## DETAILS OF THE AGENCY

1. Name & Address of the Transport Agency:
2. Trade License No :  
(Attach photocopy of document) :
3. Service Tax Registration No :  
(Attach photocopy of document)
4. Name and address of the owner of the:  
Transport Agency
5. Contacting phone/ Mobile No:
6. TAN/PAN number  
(Attach photocopy of document)
7. Bank details of firm/ Agency for making payment
  - a) Name of the Banks & Branch :
  - b) Account Number:
  - c) IFSC code:
  - d) Date of issue:
8. Details of EMD
  - a) Amount:
  - b) Demand Draft No:
  - c) Issuing bank:
  - d) Date of issue:
9. If providing vehicle to other Govt. Department  
  
(Enclose copy of the order / Rate Contracts with  
  
Govt. Departments during last 5 Years)
10. Annual turnover of the firm (not less thanRs. 5.00laks per annum)  
  
(Attach photocopyof document):

Certified that the terms and conditions are acceptable to me and I will abide by the rates offered for the period of contract.

Signature of owner with seal

Place:

Date:

## Terms & Conditions:

1. The Tenderers should be authorized Transport Agency with trade licence. Copy of trade licence must be attached along with tender from filling with tender will be rejected.
2. The envelopes containing the bid should be super scribed as “ **Rate Contract for hiring of vehicles- 2015-16**” and should be addressed to” The Director , ICAR-NRC Orchids, Sikkim , Pakyong”
3. An EMD of Rs.2000.00(Rupees Two Thousand) only (refundable ) in from of demand draft drawn in favour of ”**Director, NRC (O) payable at SBI, Pakyong, Sikkim** must be enclosed along with the quotation. **The quotation without EMD will be Rejected.**
4. The rate- contract will be valid for one Year from the date of issue of work order, and no hike in the rate will be entertained ,during the contract period.
5. Mileage and time will be recorded from the point of reporting as per the instructions of the Vehicle i/c or Indenting Officer from time to time.
6. Vehicle provided on hire to the Institute should be Commercial Vehicles and registered as such with the Transport Authority. Driver of such vehicle should have a valid Driving licence.
7. Parking charge etc. will be paid by the Institute on submission of receipt along with duty slip certified by the Office who has used the vehicle.
8. Payment will be made on monthly basis by crossed cheque or through e-payment per rule on getting original bill along with duty slips certified by the officer of this office who has used the vehicle.
9. Vehicle should be provided at short notice. Cleanliness of vehicles and its condition should be excellent. The vehicles on requisition should be in time. The Driver should be polite and well mannered.
10. The successful bidder will have to deposit Security Money of Rs.5000.00(Five thousand) only in the form of Demand Draft of any nationalized bank in favour of Director, NRC Orchids, which will be refundable without interest after satisfactory completion of contract period.
11. Penalty etc. imposed by traffic police/ department, will not be paid by the Institute.
12. The applicable taxes will be deducted from your bill as per Govt. of India Guidelines.
13. If the Agency fails to provide the vehicle (s) on requested in time after receiving the message, the Institute reserves the right to cancel the above mentioned contract at any time without assigning any reason.
14. Incomplete quotation, quotation received late/ those not in compliance with the terms & conditions will be rejected.
15. Original Bill submitted by the Agency should accompany the “Duty Slips” Depicting out meter/ in meter; Total run in KM and out time/ in time; Total duty period in hours duly signed by the indenting/ Availing Officer.
16. Preference will be given to firms which have provided / are providing vehicles as rate contract basis to reputed Central Govt. Organization /State Govt. organization .
17. The tender document should be submitted along with all documentary proof / evidences failing which the tender will be summarily rejected.
18. The last date of submission of tender from is 14. 08. 2015 and will be opened on same date.

19. The Director, NRC(O) Pakyong sikkim, has the power to accept/ reject any or all Quotation received without assigning any reasons whatsoever. Alltenderers in which any of prescribed conditions are not fulfilled/ incomplete in any respect are liable to be rejected.
20. The Agency has to provide their bank details along with IFSC code, Branch Name & account No. for release of payment.
21. ICAR-NRC for Orchids, Pakyong will not be liable for payment of any kind of Repair, Insurance, accidental cost/ charges.

I acknowledge that I have read, understand, accept and agree to all of above Terms and Conditions.

Authorized Signatory of Supplier with Seal  
witness

Signature of

Date & Place  
Place

Date &

**Please note that this document should be typed on the Company letterhead and company rubber seal placed and will be submitted by interested bidders with their proposals.**

**Rate Contract for Yearly basis (as and when required, including Sunday & Govt. Holidays)**

| Sl No | Particulars                | Maruti van (Non A.C.)-8 seater | Tata Indica (Non A.C) | Tata Indica (A.C) | Indigo (A.C) | Indigo (Non A.C) | Scorpio (A.C) | Scorpio (Non A.C) | Tata sumo (Non A.C) | Tata sumo (A.C) | Honda city (A.C) | Bolero (A.C) | Bolero (Non A.C) | Innova (non A.C) | Innova (non A.C) | Vista (A.C.) | Vista (Non A.C.) | Any Other (More columns may be created) |
|-------|----------------------------|--------------------------------|-----------------------|-------------------|--------------|------------------|---------------|-------------------|---------------------|-----------------|------------------|--------------|------------------|------------------|------------------|--------------|------------------|---|
| 1.    | Rent Per Day               |                                |                       |                   |              |                  |               |                   |                     |                 |                  |              |                  |                  |                  |              |                  |   |
| 2.    | Fuel Cost Per. K.M.        |                                |                       |                   |              |                  |               |                   |                     |                 |                  |              |                  |                  |                  |              |                  |   |
| 3.    | Outstation charges, if any |                                |                       |                   |              |                  |               |                   |                     |                 |                  |              |                  |                  |                  |              |                  |   |
| 4.    | Any other charge (if any)  |                                |                       |                   |              |                  |               |                   |                     |                 |                  |              |                  |                  |                  |              |                  |   |
| 5.    | TOTAL                      |                                |                       |                   |              |                  |               |                   |                     |                 |                  |              |                  |                  |                  |              |                  |   |

TOTAL Cost/ Charges (row 5) quoted above is inclusive of all charges/cost/taxes and no extra claim will be made in any case.

Signature of the owner with seal

Place:

Date:

