

F.No. 13-75/2017-CCRUM/Estt.

CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

Dated 22nd December 2017

To,

Subject:- Hiring of vehicles for official use in Central Council for Research in Unani Medicine, New Delhi.

Sir,

Central Council for Research in Unani Medicine, an autonomous body under the Ministry of AYUSH, Govt. of India, intends to hire AC vehicles of the following types (Honda City/Innova/ Swift Dezire/ Indigo/ Swift/ Indica/Tempo Traveller (16 seater)/Bus(53 seater) for official work in the Council.

2. Interested parties can send their quote in the prescribed Quotation Form enclosed.

3. Quotation in sealed cover superscribed "Quotation for Hiring of Vehicles" alongwith a DD/Pay Order for Rs. 20,000/-/ (Rupees Twenty thousand only) in favour of Director General, CCRUM towards Earnest Money Deposit (Refundable), may be addressed to Assistant Director (Admn.), CCRUM, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058.

4. The schedule of receipt and opening of quotations is as under:-

- (i) Last Date for submission of Quotation : **1st January, 2018 (1500 hrs.)**
- (ii) Opening of Quotations : **1st January, 2018 (1530 hrs)** in Committee Room at 5th Floor, CCRUM, New Delhi (In the presence of tenderers or their representatives who wish to be present).

(R. U. Choudhury)
Assistant Director (Admn)
for Director General

CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

TERMS AND CONDITIONS FOR HIRING VEHICLE IN CCRUM

Sealed Quotations are invited for hiring AC Vehicles (Honda City/ Innova/Swift dezire/ Indigo/Swift/Indica/Tempo Traveller (16 seater)/ Bus(53 seater)) for official use in CCRUM.

2. The duty point may be clarified in the Quotation, i.e., charges would be paid garage to garage. The time and mileage would be calculated from duty point to duty point so the duty point may be clarified in the quotation.

3. Vehicles will be hired on the following terms and conditions. The tenderer should satisfy himself with the terms and conditions of the contract. No claim on the grounds of lack of knowledge, in any respect, shall be entertained.

4. TERMS AND CONDITIONS OF CONTRACT

- (a) The vehicles would be hired for the particular duration as specified by the Council at the time of hiring of vehicles.
- (b) Commercial vehicles will be entertained for official duties. Commercial vehicles must have the commercial permit for performing duty. The rates quoted in the quotation shall remain fixed for one year irrespective of any change in petrol/diesel/gas process, etc.
- (c) The rates quoted will be inclusive of all taxes.
- (d) Vehicles shall report as per time schedule given to the firm by the Council. Drivers should have Mobile Telephones also for the purpose of contacting them.
- (e) The payment to the Transporter will be made after completion of the one month on submission of pre-receipted bill(s) duly supported by Duty Slip(s)/Log Sheet(s), duly signed by concerned officers. Bills should immediately be submitted by the company after completion of one month, late submission of bills will not be entertained.
- (f) The vehicles to be provided to the Council should be in good condition (Model-2014 onward). The Vehicles shall be kept in good running condition and it should have clean upholstery. Other accessories of the vehicles may also be kept in good condition. Vehicle with damaged body due to accidents etc. shall not be sent by the company.

- (g) The tenderer should have sufficient experience in the “tour & travel” business in providing vehicles to the Central Government/State Government/Autonomous Bodies/Public Sector Undertakings etc.
- (h) The tenderer should ensure that the driver to be provided must possess valid driving licence, with two years experience and carry with him all necessary documents like registration certificate, insurance papers, pollution control certificate etc.
- (i) Police Verification of the Drivers should have been done by the Company.
- (j) The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
- (k) CCRUM will not be responsible for any challan, loss, damage, injury, accident etc. to the vehicle or to any other party.
- (l) The transporter must have all requisite clearance certificates from the concerned Government agencies as required under relevant rules for travelling in NCR areas.
- (m) The transporter has to maintain proper records to show the number of hours and mileage travelled by every vehicle.
- (n) The transporter has to submit a certificate, obtained from the Competent Authority certifying proper status functioning of “Kilometer Meter”.
- (o) The drivers of the vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important routes in Delhi including places in the National Capital Region.
- (p) The drivers must always be in clean clothes, must be courteous and well mannered and should always carry a mobile phone with them for easy contact. The driver must not have any criminal record.
- (q) The Council will pay parking charges, wherever applicable, when the vehicle is on official duty.
- (r) A penalty of Rs. 2000/- per day per vehicle for default will be levied if any vehicle fails to meet the above terms & conditions on any day.

5. The following documents should be enclosed alongwith the quotations:-

- (i) Name of the firm/status of the firm (Attach copy of Deeds/Articles of Association/Memorandum Association, whichever applicable).
- (ii) Copy of Registration No. of the firm/company with date and validity under Shops/Establishment Act.
- (iii) Copy of Income Tax Assessment for the last three years.
- (iv) Firm's/Company's Income Tax PAN No. and GST No. (A copy thereof may be attached).

(v) Proof of past performance in Government Departments/Public Sector Undertaking/Autonomous Bodies under Government of India.

6. Quotations received after the stipulated date will not be entertained.

7. CCRUM reserves the right to reject any quotation, in full or in part without assigning any reason.

8. DD/Pay order for Rs. 20000/- (Rupees twenty thousand only) in favour of Director General, CCRUM, as Earnest Money Deposit (Refundable) is to be enclosed alongwith filled tender form.

9. Quotations in the prescribed format, supported by the required documents, should be submitted in sealed envelopes duly superscribed "Quotation for Hiring of Vehicles". The quotations should be addressed to the **Assistant Director (Admn.), Room No. 606, Central Council for Research in Unani Medicine, 61-65, Institutional Area, Opp. "D" Block, Janakpuri, New Delhi 110058** and **should reach by 01.01.2018 upto 1500 hrs, which shall be opened on 01.01.2018 at 1530 hrs.**

PART A-RATES

**QUOTATION FOR HIRING OF AC VEHICLE CENTRAL COUNCIL FOR
RESEARCH IN UNANI MEDICINE**

S.No.	Details of Distance/Time	Honda City	Innova	Swift Dzire/ Indigo	Swift/ Indica	Tempo Traveller (16 Seater)	Bus (53 Seater)
1.	Rates for 40 kms/5 hrs per day						
1-A	Rates per additional kms beyond 40 kms						
1-B	Rates per additional hrs beyond 5 hrs						
2.	Rates for 80 kms/10 hrs per day						
2-A	Rates per additional kms beyond 80 kms						
2-B	Rates for additional hrs beyond 10 hrs						
3.	Rates for Outstation travel(per km)						
3-A	Other Charges for Outstation travel						
4.	Airport Pick-up Or Airport Drop						

WE ACCEPT ALL THE TERMS AND CONDITIONS MENTIONED IN THE FORM.

Dated.....

(SIGNATURE OF THE AUTHORISED SIGNATORY)

SEAL OF THE COMPANY/FIRM

PART-B DETAILS OF THE COMPANY/FIRM

QUOTATION FOR HIRING OF AC VEHICLE IN CCRUM

1.	Name of the firm/company	
2.	Complete address & Telephone No. email ID	
3.	Location of Garage	
4.	No. and type of vehicles owned by the agency	
5.	No. of vehicle attached with the agency	
6.	No. of years of experience in providing taxis in Government/Public Sector	
7.	Name & Address of the Govt. offices where at present taxis are engaged on regular/monthly basis (copy of contract letter to be attached)	
8.	PAN No.	
9.	GST Registration No.	
10.	Telephone No.	
11.	Mobile Nos	
12.	E-mail address:	
13.	EMD Details DD No. & Bank Name	

We accept to all the terms and conditions as mentioned in the Tender Form.

Dated:

Signature of the Authorized Signatory

Seal of company

Name, Address of Party/Firm/Agency_____

Company & Telephone No._____

UNDERTAKING

To,

Director General,
CCRUM,
61-65, Institutional Area,
Opp. "D" Block, Janakpuri,
Delhi-110058

Subject:- Tender for providing Staff Car Service

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
3. I/we hereby undertake that our party /firm has never been debarred or blacklisted from any Govt./Autonomous/Private or any other organization.
4. I/We hereby undertake that there is no pending legal case or liability towards our party/firm from any Authority under any Law/Act.
5. The Driver engaged has no legal or criminal case pending against him. Police verification or driver has been got done and that the firm/ company takes full responsibility of the driver related to his character and antecedents etc.

(Signature of the bidder)

Name:-.....

Company Seal:-.....

Place:-

Date:-