



नैदानिक अनुसंधान एकक (यूनानी)  
ക്ലിനിക്കൽ റിസർച്ച് യൂണിറ്റ് - യൂനാനി  
**CLINICAL RESEARCH UNIT (UNANI)**  
(CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE, NEW DELHI)  
An autonomus organisation under the Ministry of AYUSH, Govt. of India)  
EDATHALA (N) P.O., ALWAYE, KERALA - 683 561  
Phone : 0484 - 2836006, E-mail : crukerala@gmail.com

**TENDER NOTICE**

Clinical Research Unit(U), Edathala, Aluva, Ernakulam (Dist.), Kerala invites tender in two bid system (Technical and Financial) for hiring of Eeco/Maruti omni-Gypsy/Xylo/Ertiga commercial Vehicle on alternate days of week ie., 03 days in a week as required for Mobile Clinical Research programme in and around Ernakulam District. Interested parties/Travel Agent/Dealer can obtain TENDER DOCUMENT from above address/Download from Council's website(<https://ccrum.res.in>) latest by **22.01.2025**

2. The detailed terms and conditions along with Technical and financial Bid forms may be procured from this Institute on any working day during Office Hours or can be downloaded from Website of CCRUM ([ccrum.res.in](https://ccrum.res.in))

3. Late date for submission of Tender is **22.01.2025**

4. Tender can be sent by post/ or by hand clearly mentioning on the Envelop "Tender of Hiring of Vehicle on Outsourcing basis".

5. Tender will be opened **on 23.01.2025 at 3.00 pm** aforesaid address by the purchase committee in presence of tenderers.

*M.A. Welch*  
21/1/2025  
Research Officer Incharge  
CRU, EDATHALA

Lr.no.

To

**Subject: - Hiring of vehicle for mobile health programme under MCRP in Clinical Research Unit (Unani), Edathala, Kerala- reg.**

Sir,

Clinical Research Unit (Unani) Edathala, Kerala, Central Council for Research in Unani Medicine, an autonomous body under the Ministry of AYUSH, Govt. of India, intends to hire non-AC vehicle of the type (Eeco/Maruti Omni /GYPSY/Xylo/Ertiga) for mobile health programme under Mobile clinical research programme scheme in the Unit, on alternate days of week, that is 03 days/week in and around Ernakulam District.

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

2. Quotation in sealed cover super scribed "Quotation for Hiring of Vehicle" along with a DD/Pay Order for **Rs. 10,000/-/ (Rupees Ten thousand only)** in favour of Research Officer Incharge, Clinical Research Unit (Unani), Edathala(N), Aluva, Kerala towards Earnest Money Deposit (Refundable & no interest payable), may be addressed to Research Officer Incharge, Clinical Research Unit (Unani), Clinical Research Unit (Unani), Edathala(N), Aluva, Kerala.

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

(i) Last Date for submission of Quotation: **22nd January, 2025 (1500 hrs.)**

(ii) Opening of Quotations: **23 JANUARY, 2025 (3.00 pm)** in Committee Office Clinical Research Unit (Unani), Edathala(N), Kerala (In the presence of tenderers or their representatives who wish to be present).

*M.A. Waheed*  
21/1/2025

**DR. M.A.WAHEED**  
Research Officer Incharge  
Edathala

CLINICAL RESEARCH UNIT (UNANI)  
Edathala(N), Aluva, Ernakulam (Dist),  
Kerala -683561  
Phone Number -0484 -2836006  
Email ID: [crukerala@gmail.com](mailto:crukerala@gmail.com)

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21/1/2025

Research Officer Incharge  
CRU, EDATHALA

**TERMS AND CONDITIONS FOR HIRING VEHICLE IN CRU EDATHALA,  
KERALA (CCRUM)**

Sealed tenders (double bidding) are invited for hiring Non-AC Vehicles(Eeco/Maruti Omni/GYPSY/ Xylo/Ertiga) for mobile research health programme under MCRP scheme in Clinical Research Unit (Unani), CCRUM, Edathala Kerala on every alternative days of a week ie.,03 days in a week, in and around Ernakulam District.

**1.** 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.

**2.** 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.

**3. TERMS AND CONDITIONS OF CONTRACT**

**(a)** The vehicles would be hired for the particular duration as specified by the Competent Authority 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 Unit. 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 Unit/council should be in good condition (Model-2017 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 license, 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/Unit 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 Kerala.

**(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 Ernakulam.

**(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 Unit will not pay parking & toll charges.

**(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 along with 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. Research Officer Incharge reserves the right to reject any quotation, in full or in part without assigning any reason thereof. The decision of the Research Officer Incharge in this regard shall be final and binding to all.

8. DD/Pay order for Rs. 10,000/- (Rupees ten thousand only) in favour of Research Officer Incharge, Clinical Research Unit (Unani), Edathala, Kerala, as Earnest Money Deposit (Refundable & no interest payable) is to be enclosed along with filled tender form

9. Quotations in the prescribed format, supported by the required documents, should be submitted in sealed envelopes duly super scribed "Quotation for Hiring of Vehicles". The quotations should be addressed to

**Research Officer Incharge, Clinical Research Unit (Unani), Edathala, Aluva Kerala Cantonment and should reach by 22.01.2025 upto 1500 hrs, which shall be opened on 23.01.2025 at 3.00 pm hrs.**

**PART A- RATES**

**QUOTATION FOR HIRING OF NON-AC VEHICLE CLINICAL RESEARCH UNIT  
(UNANI), EDATHALA, KERALA**

<b>SL. NO.</b>	<b>Details of Distance/time</b>	<b>Eeco</b>	<b>Maruti omni</b>	<b>Gypsy/xylo/Ertiga</b>
<b>1.</b>	<b>Rates for 80 kms/8.00 hrs per day</b>			
<b>1-A</b>	<b>A Rates per additional kms beyond 80 kms</b>			
<b>1-B</b>	<b>Rates per additional hrs beyond 8.00 hrs</b>			
<b>2.</b>	<b>Rates for 60 kms/8.00 hrs per day</b>			
<b>2-A</b>	<b>A Rates per additional kms beyond 60 kms</b>			
<b>2-B</b>	<b>Rates per additional hrs beyond 8.00 hrs</b>			

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

**Dated.....**

**(SIGNATURE OF THE AUTHORISED SIGNATORY  
SEAL OF THE COMPANY/FIRM)**

**PART -B**

**QUOTATION FOR HIRING OF NON-AC VEHICLE CLINICAL RESEARCH UNIT  
(UNANI), EDATHALA, KERALA**

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

**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.

Date: -----

(Signature of the bidder)

Name:-.....

Company Seal:-.....

Place.....