

Email:- kolrrium@gmail.com

Phone: 033-26550108



# क्षेत्रीय यूनानी चिकित्सा अनुसंधान संस्थान, कोलकाता

Regional Research Institute of  
Unani Medicine, Kolkata

علاقائی ادارہ برائے تحقیقات طب  
یونانی، کولکاتا

(CCRUM, Ministry of AYUSH, Govt. of India)

First Floor, 250A/29, G. T. Road (North) Near Jaiswal Hospital, Liluah, Howrah -711204

## TENDER DOCUMENT FOR HIRING OF VEHICLE

This Institute invites sealed offers/tenders from reputed Parties/Travel Agents engaged in the business of providing commercial vehicle service for outsourcing service of hiring 1(One) vehicle (7-Seater, Non-AC) for this Institute's Mobile OPD under SCSP programme for the period of 1 year from the date of execution of agreement as per the terms and conditions mentioned in the schedule. The details of vehicle requirement/period covered are as under:—

Sr. No.	Category of vehicles	No. of Vehicles required	Remark
01	7-seater (non-ac)	One	To be used on week days except Sunday and Govt. holidays to carry clinical team members to approved spots.

- 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>>
- Last date for submission of bid/tender is 21 days (18-11-2024) after publication of tender.
- Tender can be sent by post/ or by hand clearly mentioning on the envelop "Tender of Hiring of vehicle on outsourcing basis".
- Tender will be opened on 22-11-2024 at 12:00 noon onwards at aforesaid address by the Purchase Committee in presence of tenderers.
- Any change or amendment will be uploaded on official website.

Research Officer In-charge, RRIUM, Kolkata



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**Research Officer In-charge  
RRIUM, Kolkata**

**TERMS AND CONDITIONS FOR HIRING VEHICLE IN RRIUM, KOLKATA**

Sealed tenders (double bidding) are invited for hiring Non-AC Vehicles (SUMO/SCORPIO/BOLLERO/INNOVA) for SCSP programme in Regional Research Institute of Unani Medicine, Kolkata on weekdays except Sunday and Govt. holidays to carry clinical team members to approved spots.

**1.** The duty point may be clarified in the Quotation, i.e., charges would be paid duty point to duty point. **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 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 West Bengal.

(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 "Kilometre 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 West Bengal.

(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 agency fails to provide vehicle or 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 In-charge, Regional Research Institute of Unani Medicine, Kolkata, 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 "**Tender of Hiring of vehicle on outsourcing basis**". The quotations should be addressed to

**Research Officer In-charge, Regional Research Institute of Unani Medicine, Kolkata and should reach by 18-11-2024 upto 04:00 PM, which shall be opened on 22-11-2024 at 12:00 Noon.**

Quotations in the prescribed format, supported by the required document should be submitted in sealed envelopes duly super scribed "quotation for hiring of vehicles" The quotation should be addressed to

**Research Officer In-charge**

Should reach by date: 18-11-2024 to 4:00 P.M, Which shall be opened on date 22-11-2024 at 12:00 Noon

**TECHNICAL BID**

TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE SUBSCRIBING "TECHNICAL BID" PRE-QUALIFICATION REQUIREMENTS FOR AWARD OF CONTRACT FOR HIRING OF VEHICLE

01.	NAME OF THE ORGANIZATION/ FIRMS/ TRAVEL AGENT WITH FULL ADDRESS, PIN CODE, MOBILE NUMBER	
02.	NAME OF THE PROPATOR / PARTNERS/ DIRECTORS	
03.	PAN OF THE FIRM (SUBMIT A COPY OF THE SAME)	
04.	GST OF THE FIRM (SUBMIT A COPY OF THE SAME)	
05.	TOTAL NUMBER OF TAXI/ VEHICLE AVAILABLE WITH SERVICE PROVIDER TOGETHER WITH MODEL/ MAKE (ATTACH A COPY OF REG. CERTIFICATE OF EACH)	
06.	VEHCILE VALID INSURANCE CERTIFICATE (ATTACH A COPY FOR EACH VEHICLES)	
07.	A COPY OF AUDITE BALANCE SHEET FOR THE LAST FINANCIAL YEAR	
08.	ANY OTHERS INFORMETION	

**UNDERTAKING**

I/we undertake that I/We have carefully studied all the terms & condition of contact as indicated by the institute. I/We further undertake that all the information given are correct to the best of my knowledge and belief.

Date.....

Signature of the authorized person with rubber stamp

**FINANCIAL BID**

TO BE SUBMITTED IN A SEPARATE ENVELOPE SUBSCRIBING "FINANCIAL BID"

SL. NO	Vehicle Type	Number of the vehicle required	JOB DESCRIPTION	Detail of quoted vehicle	Quoted amount per day (including all charges except GST)			
01	NON-AC, SUV (SUMO/SCORPIO/BOLLERO/INNOVA	ONE	HIRING OF ONE NON-AC VEHICLE FOR DAILY RUNNING OF NOT MORE THAN 80 Kms/8 hours		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Amount for extra run beyond 80 Kms.</td> </tr> <tr> <td style="height: 20px;"></td> </tr> </table>		Amount for extra run beyond 80 Kms.	
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Date.....

Signature of the authorized person with rubber stamp