

TERMS AND CONDITIONS FOR HIRING OF VEHICLES IN RRIUM, BHADRAK (ODISHA)
(A NABH Accredited Institute of CCRUM, Ministry of AYUSH, Govt. Of India, New Delhi)

Selected tenders (double bidding) are invited for hiring non-AC Vehicle (Eeco / SCORPIO / BOLERO) for the special scheme under Tribal Sub Plan (TSP) programme in RRIUM, Bhadrak (Odisha).

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. Vehicle 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 ground 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 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/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 Institute/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-receipt bill(s) duty 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 Institute/Unit should be in good condition (Model-2018 onwards). The Vehicles shall be kept in good condition running condition and it should have clean upholstery. Other accessories of the vehicle may also be kept in good condition. Vehicles with damaged body due to accidents etc, shall not be sent by the company.
- g. The tenderer should have sufficient experience in the "tours & travels" business in providing vehicles to the Central Government/State Government/Autonomous Bodies/Public Sector Undertaking 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 vehicle should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
- k. RRIUM, Bhadrak/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 Odisha.
- 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 Odisha.
- p. The drivers must always be in clean cloths, must be courteous and well mannered and should always carry a mobile phone with them for easy contact. The drivers must not have any criminal record.
- q. The Institute/Council will not pay parking & toll charges.
- r. A penalty of Rs. 2,000/- per day per vehicle for default will be levied, if any vehicle fails to meet the above terms & conditions on any day.

4. The following documents should be enclosed along-with the quotations.

- i. Name of the firm/status of the firm (Attached 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 Department/Public Sector Undertaking/Autonomous Bodies under Government of India.
5. Quotations received after the stipulated date will not be entertained.
 6. The Head, RRIUM, Bhadrak reserves the right to reject any quotation, in full or in part without assigning any reason thereof. The decision of the Head, RRIUM, Bhadrak in this regard shall be final and binding to all.
 7. DD/Pay order for Rs. 10,000/- (Rupees ten thousand only) in favour of the Head, RRIUM, Bhadrak, as Earnest Money Deposit (Refundable & no interest payable) is to be enclosed along-with filled tender form.
 8. The successful bidder will submit a Performance Bank Guarantee (PBG) of 5% (Five) of estimated annual value of contract.
 9. Quotation 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 the Head, Regional Research Institute of Unani Medicine, Near Rural Police Station, Chandbali By-pass Road, Bhadrak- 756100 and should reach by 18.09.2023 up to 03:00 which shall be opened on 19.09.2023 at 03:30 PM

Name Address of

Party/Firm/Agency.....

Company & Telephone

No.

UNDERTAKING

To,

The Head
Regional Research Institute of
Unani Medicine,
Bhadrak- 756 100.

Subject:- Tender for providing Vehicle for TSP Programme --- reg.

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender documents.
2. This is certified 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 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 of 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:

PART A- RATES

QUOTATION FOR HIRING OF NON-AC VEHICLE AT RRIUM, BHADRAK

S.No.	Details of Distance/Time	Eeco	SCORPIO	MAHINDRA BOLERO
1	Rates for 80 Kms / 8.00 hrs per day			
1-A	A rates per additional kms beyond 80 kms			
1-B	Rate per additional hrs beyond 8.00 hrs.			
2	Rates for 50 kms/ 8.00 hrs per day			
2-A	A rates per additional kms beyond 50 kms			
2-B	Rate per additional hrs beyond 8.00 hrs			

We accept all the terms and conditions mentioned in the form

Dated:

(SIGNATURE OF THE AUTHORIZED SIGNATORY)
SEAL OF THE COMPANY/FIRM

PART- B OF THE COMPANY/FIRM
QUOTATION FOR HIRING OF NON-AC VEHICLE AT RRIUM, BHADRAK

1.	Name of the firm/company	
2.	Complete address & Telephone No. e-mail ID	
3.	Location of garage	
4.	No. of types of vehicles owned by the agency	
5.	No. of vehicle attached with the agency	
6.	No. of years of experience in providing taxes of 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 No.	
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.

Date:

Signature of the Authorized Signature
Seal of company