

CLINICAL RESEARCH UNIT (UNNAI)

NATIOANL INSTITUTE OF UNANI MEDICINE CAMPUS, MAGADI MAIN ROAD, KOTTIGEPLAY,
BENGALURU-560091

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TENDER DOCUMENT FOR HIRING OF VEHICLE

This Unit invites sealed offers/tenders from reputed PARTIES/ Travel Agent engaged in the business of providing Commercial vehicle services for outsourcing the service of hiring of 1 (One) non AC Vehicle (Eeco/Maruti Omni/GYPSY/ Mahindra Xylo) for this Institute's Mobile OPD healthcare under SCSP for the period of 1 (One) year from the date of execution of agreement as per the terms and condition mentioned in the schedule. The details of vehicle requirement /period covered are as under:-

Sr. No.	Category of vehicles	No. of Vehicles required	Remark
1	Eeco/Maruti Omni/GYPSY/ Mahindra Xylo MODEL 2014 ONWARDS	ONE	TO BE USED IN WEEK DAYS EXCEPT SUNDAY AND GOVT. HOLIDAYS to CARRY CLINICAL TEAM MEMBERS TO APPROVED SPOTS.

2. The detailed terms and conditions along with Technical and Financial Bid forms may be procured from this Institute on payment of Rs.100/- in cash on any working day during office hours.
3. Last date for submission of bid/tenders is **09th June 2022 at 5.00 pm.**
4. Tender can be sent through by **post/ or by hand** clearly mentioning on the envelope "**Tender for Hiring of vehicle on outsourcing basis.**
5. Tender will be opened on **11th June 2022** in the aforesaid address by the Purchase Committee in presence of tenderes.

DEPUTY DIRECTOR



TERMS AND CONDITIONS FOR HIRING VEHICLE IN CRU BENGALURU (CCRUM)

Sealed tenders (double bidding) are invited for hiring non AC Vehicles **Eeco/Maruti Omni/GYPSY/ Mahindra Xylo**) for mobile health programme under SCSP scheme in Clinical Research Unit (Unani), CCRUM, Bengaluru.

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 (Modle-2014 onwards). The Vehicles shall be kept in good running condition and in 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 Karnataka.
 - (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 Bengaluru
 - (p) The driver 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 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.
 - (i) Copy of Income Tax Assessment for the last three years
 - (ii) Firm's/Company's Income Tax PAN No. and GST No. (A copy thereof may be attached)
 - (iii) 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) Deputy Director, reserves the right to reject any quotation, in full or in part without assigning any reason thereof. The decision of the Deputy Director 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 Deputy Director, Clinical Research Unit (Unani), Bengaluru, as Earnest Money Deposit (Refundable & no interest payable) 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 super scribed" Quotation for Hiring of Vehicles" The quotations should be addressed to

Deputy Director, Clinical Research Unit (Unani) , National Institute of Unani Medicine Campus Magadi Main Road , Kottigepalya Bengaluru (Karnataka) and should reach by **09.06.2022 at 5.00 pm**, which shall be opened on **11.06.2022 at 12.30 pm**.

TECHNICAL BID

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

1.	NAME OF THE ORGANIZATION/FIRMS/ TRAVEL AGENT WITH FULL ADDRESS , PIN CODE,MOBILE NUMBER	
2.	NAME OF THE PROPRIETOR/PARTNERS/DIRECTORS	
3.	PAN OF THE FIRM (SUBMIT A COPY OF THE SAME)	
4.	GST OF THE FIRM (SUBMIT A COPY OF THE SAME)	
5.	TOTAL NUMBER OF TAXIS/VEHICLE AVAILABLE WITH SERVICE PROVIDER TOGETHER WITH MODEL/MAKE (ATTACH A COPY OF REG. CERTIFICATE OF EACH)	
6.	VEHCILE VALID INSURANCE CERTIFICATE (ATTACH A COPY FOR EACH VEHICLES)	
7.	A COPY OF AUDITED BALANCE SHEET FOR THE LAST FINANCIAL YEAR	
8.	ANY OTHER INFORMATION	

UNDERTAKINGS

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

Signature of authorized person with rubber stamp

Dated _____

FINANCIAL BID

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

S.No.	Vehicle Type	Number of vehicles required	JOB DESCRIPTIONS	Detail of quoted vehicle	Quoted amount per day (including all charges except GST)
1.	NON-AC, SUV (SUMO/SCORPIO/BOLERO/XYLO)	ONE	HIRING OF ONE NON AC VEHICLE FOR DAILY RUNNING OF NOT MORE THAN 60 Kms./8 hours		Amount for extra run beyond 60 Kms.

Signature of authorized person with rubber stamp

Dated _____