

نے ہر صلع میں ڈیٹیکٹو سٹ بڑھانے اور متاثرہ افراد کی طبی نگرانی کرنے کا حکم دیا۔

سریت نوجہ سے صورتی ہیں۔

Email:- kolrium@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)

### 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 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 03-12-2022 date at aforesaid address by the Purchase Committee in presence of tenderers.
- Any change or amendment will be uploaded on official website.

Sd/- Deputy Director  
RRIUM, Kolkata



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علاقائی ادارہ برائے تحقیقات طب  
یونانی، کولکاتا

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

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

## **TERMS AND CONDITIONS FOR HIRING VEHICLES IN RRIUM, KOLKATA**

Sealed tenders (single bidding) are invited for hiring **7 seater vehicle for mobile health programme under SCSP scheme in Regional Research Institute of Unani Medicine, Kolkata.**

1. The duty point may be clarified in the Quotation, i.e. charges to be paid garage to garage. The time and mileage to 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 grounds of lack of knowledge, in any respect, shall be entertained.

### **3. TERMS AND CONDITIONS**

- a) The vehicle would be hired for particular duration as specified by the Competent Authorities 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 the period of one year irrespective of any change in petrol/diesel/gas, etc,
- c) The rates quoted will be inclusive of all taxes.
- d) Vehicle shall report as per time schedule given to the firm by the authorities. 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 of submission of pre-receipted bill (s) duly supported by Duty Slip (s) / Log Sheet (s), duly signed by concerned officer. 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. The vehicles shall be kept in good running condition and should have clean upholstery. Vehicle with damage due to accidents shall not be sent by the company.
- g) The tenderer should have sufficient experience in the "Tour & Travel" business in providing vehicle 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 drives should have been done by the company.
- j) The vehicles should be insured comprehensively and should have necessity 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 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 “Kilometer Meter”
  - o) The drivers of the vehicle 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 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 and 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.
  - s) If on any day vehicle is not required the transporter will be informed 12 hours earlier.
4. The following documents should be enclosed alongwith the quotations:—
- i. Name of the firm//status of the firm (Attach copy of the 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.
    - a) Copy of Income Tax Assessment for the last three years
    - b) Firm's/Company's Income Tax PAN No. and GST No. (A copy thereof may be attached)
    - c) Proof of past performance in Government Departments/ Public Sector undertaking/Autonomous Bodies under Government of India.
5. Quotations received after the stipulated date will not be entertained.
6. Deputy Director, reserves the right to reject any quotation, in full or part without assigning any reason thereof. The Decision of the Deputy Director in this regard shall be final and binding to all.
7. DD/Pay order for Rs. 10000/- (Rupees Ten Thousand Only) in favour of Deputy Director, Regional Research Institute of Unani Medicine, Kolkata as Earnest Money Deposit (Refundable & no interest payable) is to be enclosed alongwith filled tender forms.
8. 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 quotation must be addressed to Deputy Director, Regional Research Institute of Unani Medicine, 250A/29, G. T. Road (N), Liluah, Howrah – 711204 and should reach within 21 days after publication of tender, which shall be opened on 03-12-2022.

-Sd-

**Deputy Director**  
**RRIUM, Kolkata**

## TECHNICAL BID

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

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

### UNDERTAKING

**I/we undertake that I/We have carefully studied all the terms & condition 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 the authorized person with rubber stamp**

**Date: \_\_\_\_\_**

**FINANCIAL BID**

**TO BE SUBMITTED IN A SEPARATE ENVELOPE SUBSCRIBING “FINANCIAL BID”**

<b>SL. NO</b>	<b>Vehicle Type</b>	<b>Number of the vehicle required</b>	<b>JOB DESCRIPTION</b>	<b>Detail of quoted vehicle</b>	<b>Quoted amount per day (including all charges except GST)</b>
<b>01</b>	<b>NON-AC,SUV (SUMO/SCORPIO/BOLLERO/XYLO</b>	<b>ONE</b>	<b>HIRING OF ONE NON-AC VEHICLE FOR DAILY RUNNING OF NOT MORE THAN 60 Kms./8 hours</b>		
					<b>Amount for extra run beyond 60 Kms.</b>

**Signature of the authorized person with rubber stamp**

**Date** \_\_\_\_\_