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भारत सरकार  
GOVERNMENT OF INDIA

Registered

दूरभाष /Tel No: 01792-272995,273207  
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संख्या/No.:Q- 60/II-25 /Pickup/18-19/St

केन्द्रीय अनुसंधान संस्थान, कसौली (हि0प्र0)  
CENTRAL RESEARCH INSTITUTE,  
KASAULI (HP), INDIA

दिनांक / Dated the:

30 OCT 2018

प्रेषक / From :

निदेशक /THE DIRECTOR,  
केन्द्रीय अनुसंधान संस्थान, कसौली (हि0प्र0)-173204  
CENTRAL RESEARCH INSTITUTE,  
KASAULI (HP) - 173204. INDIA

To

Nodal Officer, Website Committee, CRI Kasauli

Subject : Contract proposal for providing services of Pick up vehicle – regarding.

Sir,

Central Research Institute, Kasauli intend to hire pick-up vehicle as per defined scope of work given below for a period of one year.

**Scope of Work/Contract :**

Service provider shall render the services under the scope defined in this section. Accordingly, transport services on hiring basis are required for the following:

- 1) **Monthly basis** (for normal usage & approx. monthly duty : 250 hrs.)
- 2) **Daily basis : As and when required** for performing day to day work within the three premises (Main Wing, R&T Wing & Drumbar Stables) of the institute. The vehicle is also required to be sent outside the premises of the Institute to the surrounding areas viz. Dharampur, Kumarhatti, Solan, Kalka, Barotiwala, Baddi & Chandigarh etc. The rate of hiring of vehicle are invited exclusively on **per trip basis**.

**Obligations of the Contractor:**

- 1) Contractor will have to provide quality service.
- 2) Contractor shall ensure that assigned vehicle and driver report as per schedule provided by user department/buyer. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other pick-up services (which may or may not be of similar hired category). The fare/charges in such case shall be charged from service provider.
- 3) Contractor will have to ensure full compliance of terms & conditions of the contract.
- 4) Contractor to ensure that all maintenance works related to assigned vehicle shall be carried out in off duty hours.
- 5) Contractor will have to ensure that deployed vehicle shall arrive at designed location on time.
- 6) In the event of break down, servicing and repairs of vehicle, the contractor will have to make alternate arrangement by providing similar vehicle.
- 7) Contractor shall not be allowed to sub-let the contract.
- 8) Contractor shall have to ensure that vehicle provided, is having comprehensive insurance.

**Terms & Conditions:**

- 1) Vehicle should be registered as a commercial vehicle in the HP state.
- 2) The vehicle should be not older than 5 years from the date of contract agreement.
- 3) Vehicle should have valid Registration Certificate(RC), insurance, fitness certificate any other relevant permits/licenses essentially required by the RTO or any other statutory bodies for commercial purposes.



- 4) Vehicle should be equipped with emergency medical kit and fire extinguisher.
- 5) Driver /staff of the vehicle deployed for user department should not be in inebriated state or consume alcohol while on duty.
- 6) Contact details of the driver to be provided by the Contractor
- 7) Any complaint from the user/staff of user department with respect to behavior of Driver will be viewed seriously and it will be brought to the notice of the Contractor to take suitable action.
- 8) Successful contractor can be asked for security deposit before start of contract.

**Statutory Law & Regulations:**

- 1) Hiring charges should be inclusive of all fuel cost, lubricates, spare parts, maintenance, salary of the Driver/Staff, payment of insurance/road/state taxes/permit/certificates etc.
- 2) Contractor shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.
- 3) Contractor shall submit his monthly bills in triplicate towards the service rendered on the previous month.

**Termination of services**

Either parties, buyer or service provider, may with their mutual consent can end this contract after serving 2 months prior notice to other party. Termination of services of either parties will not attract any penalties or shall not be liable for any extra payments other than payment of invoices raised till the time of termination including notice period.

**Payment terms :**


- 1) Payments shall be made to vendor within 15 days of receipt of invoice.
- 2) The payments shall be made after deduction of relevant penalties, if any.
- 3) The contractor may ensure that the rate quoted by him/her are inclusive of : fuel costs, night charges(in case of night service), GST, Service charges, toll tax, Ootroi, parking charges and other statutory levies etc.

You are requested to submit your suitable offers/rates for providing the services of pick-up for (1) monthly basis and (2) on per trip basis in view of above scope of work/contract. **The quoted rates should be inclusive of all overhead charges and reach to this Institute by 2:00PM on 20.11.2018 positively.** Proforma for submission of offer/contract proposal for providing pick-up services (covering destinations for which per trip based quote would be required) is also attached for reference and necessary action.

The quotation/proposal for above contract shall be opened on 20.11.2018 at 2.30 P.M.

**Note:** On the left hand side of the envelope containing quotation/rate contract proposal, the following should be clearly mentioned :- Tender Enquiry No: Q-60/II-25/Pickup/18-19/St dated ..... (to be opened on 20.11.2018 at 2:30PM).

Encl: As above

Yours faithfully,  
  
Stores Officer  
for Director  
26/10



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**PROFORMA FOR SUBMISSION OF QUOTATION/CONTRACT PROPOSAL FOR PROVIDING THE SERVICES OF PICK-UP**

(Contractors/Quotees can use their own printed letter-head form also if they so desire, but its contents should be exactly as per proforma)

From :

.....  
.....  
.....

( Name & full postal address  
of the Quotee)

To

The Director,  
Central Research Institute, KASAUJI.  
**Distt. SOLAN(HP)-173204.**

Subject: **Contract proposal for providing the services of Pick-up – regarding.**

Sir,

With reference to your Tender Enquiry No.Q- 60/II-25/Pickup/18-19/St dated ..... inviting there in contract proposal for providing the services of Pickup, I hereby offer my rates for contract proposal for a period of one year, as under:

I	Monthly rate of pick-up (full working day services inclusive of all charges)	Rs...../- per month (Rupees.....)
II	<b>Per trip based rates:</b>	
a)	C.R.I.(Main Campus) to R & T Wing or vice-versa	
b)	C.R.I.(Main Campus) to Drumbar or vice-versa	
c)	C.R.I (Main Campus) to R&T Wing and back	
d)	C.R.I. (Main Campus) to Drumbar & back	
e)	Ration Godown (Chhota Bus Stand, Kasauli) to Drumbar	
f)	Within C.R.I. Campus (Bottling Section to new DPT or vice versa)	
g)	R&T wing to Drumbar Stables	
h)	C.R.I. to Dharampur & back	
i)	C.R.I. to Kumarhatti & back	
j)	C.R.I. to Parwanoo & back	
k)	C.R.I. to Kalka & back	
l)	C.R.I. to Barotiwala & back	
m)	C.R.I. to Baddi & back	
n)	C.R.I. to Chandigarh & back	
o)	C.R.I. to Hissar & back	

Above quoted rates are inclusive of all charges.

1. I have gone through and understood the terms and conditions of tender enquiry prescribed in this regard.
2. I agree that this quotation shall remain operative till the end of validity period of contract as prescribed in the terms and conditions of tender enquiry and I undertake that I shall be bound by a communication of acceptance of this contract proposal as and when it is dispatched to me with the said validity period.
- 3.

Yours faithfully,

Date:.....

(Signature of the quotee)  
Mobile No.  
Address: