

भारत सरकार
GOVERNMENT OF INDIA

o/c
25 JUL 2020

दूरभाष /Tel No: 01792-272995,273207
फैक्स/Fax No : 01792-272016,272483.

Registered

संस्था/No.: Q- 35 /II-25/Pickup/20-21/St
केन्द्रीय अनुसंधान संस्थान, कसौली (हि०प्र०)
CENTRAL RESEARCH INSTITUTE,
KASAULI (HP), INDIA
दिनांक / Dated :

प्रेषक / From :

निदेशक /THE DIRECTOR,
केन्द्रीय अनुसंधान संस्थान, कसौली (हि०प्र०)--173204
CENTRAL RESEARCH INSTITUTE,
KASAULI (HP) - 173204, INDIA

To

List of addresses enclosed

Subject : Tender Enquiry for hiring of Pick up Van- regarding.

Sir,

Central Research Institute, Kasauli intend to hire pick-up vehicle as per defined scope of work in this document for a period of one year. The Services can be hired for following duration:

Scope:

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

- 1) Monthly basis: Normal usage & monthly duty hours 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 shall be charged to 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.

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.

It is, therefore, requested to submit your suitable rates accordingly **in the attached Form** for submission of quotation.

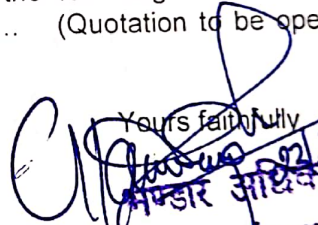
The Institute will not bear any liability of Driver, fuel, barrier taxes or local taxes etc. **The quoted rates should be inclusive of all overhead charges and reach to this Institute by 2:00PM on 18.08.2020 positively.** The vendor has to provide the following information alongwith quotation:

1. The quotation should be duly signed by owner and Vehicle No. & Mobile number should be written on the quotation.
2. Vehicle should have commercial Registration Number.
3. Owner has to provide his PAN/GST Registration number.
4. Owner has to provide ownership details of the vehicle.
5. **The lowest quotee firm can be asked for security deposit.**

The quotation shall be opened on 18.08.2020 at 2.30 P.M.

Note: On the left hand side of the envelope containing quotation the following should be clearly mentioned :- Rate Enquiry No: Q- 35 /II-25/Pickup/20-21/St dated..... (Quotation to be opened on 18.08.2020 at 2:30PM).

Encl: As above

Yours faithfully

 मन्डार अधिकारी
 केंद्रीय-आपूर्ति-संस्थान
 for Director, Stores
 कसोली - 173205
 23/7/20
 23/07/20

FORM FOR SUBMISSION OF QUOTATION

From :

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

(Name & full postal address
Of the Quotee)

To

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

Subject: Quotation for hiring of Pickup – regarding.

With reference to your Rate Enquiry No. Q- 35 /II-25/Pickup/20-21/St dated inviting quotations for hiring of Pickup, I hereby offer my rates on account of hiring of Pickup on as & when required basis to your institute for a period of one year:

Sr. No	From/To	Rate per trip (in figures)	Rate per trip. (in words)
1.	C.R.I.(Main Campus) to R & T Wing or vice-versa		
2.	C.R.I.(Main Campus) to Drumbar or vice-versa		
3.	C.R.I (Main Campus) to R&T Wing and back		
4.	C.R.I. (Main Campus) to Drumbar & back		
5.	Ration Godown (Chhota Bus Stand, Kasauli) to Drumbar		
6.	Within C.R.I. Campus (Bottling Section to new DPT or vice versa)		
7.	R&T wing to Drumbar Stables		
8.	R & T wing to Drumbar or vice-versa		
9.	R & T wing to Drumbar & back		
10.	CRI to Chandi & back		
11.	C.R.I. to Dharampur & back		
12.	C.R.I. to Kumarhatti & back		
13.	C.R.I. to Parwanoo & back		
14.	C.R.I. to Kalka & back		
15.	C.R.I. to Barotiwala & back		
16.	C.R.I. to Baddi & back		
17.	C.R.I. to Chandigarh & back		
18.	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 Rate Enquiry prescribed in this regard.
2. I agree that this quotation shall remain operative till the end of validity period of Rate Enquiry as prescribed in the terms and conditions of Rate Enquiry, referred to above, and I undertake that I shall

be bound by a communication of acceptance of this quotation as and when it is dispatched to me with the said validity period

3. The following documents are also sent herewith as per requirements of terms and conditions of tenders and contract.
- i) Copy of PAN Card/TIN/GST Regn No
 - ii) Copy of Registration Certificate of Vehicle

Yours faithfully,

(Signature of the quotee)
Mobile No

Note : For submission of quotations, quotee can use their own printed letter-head form also if they so desire, but its contents should be exactly on the above lines.