

भारत सरकार
GOVERNMENT OF INDIA

Registered

दूरभाष /Tel No: 01792-272995,273207

फैक्स/Fax No: 01792-272016, 272483.

संख्या/No.Q-12/01-Hiring Pickup/25-26-27/St(IW)

केन्द्रीय अनुसंधान संस्थान, कसौली (हि0प्र0)

CENTRAL RESEARCH INSTITUTE,

KASAU LI (HP), INDIA

दिनांक / Dated the:

20 MAR 2026

प्रेषक / From :

निदेशक /THE DIRECTOR,

केन्द्रीय अनुसंधान संस्थान, कसौली (हि0प्र0)-173204

CENTRAL RESEARCH INSTITUTE,

KASAU LI (HP) - 173204. INDIA

To

Nodal Officer, Website Committee,
CRI Kasauli

Subject: **Tender Enquiry for hiring services of Pick up vehicle for transportation of goods/material – regarding.**

Sir,

Central Research Institute, Kasauli (HP) working under the control of Ministry of Health & Family Welfare is interested in hiring the services of a pickup type vehicle as per below defined scope of work for a period of one year :

Scope of Work: Hiring the services of pick-up type vehicle for transportation of goods/material From one place to another as and when required basis (for a period of one year)

Service provider shall render the services under the scope defined in this section. Accordingly, transport services on hiring basis are required as and when needed for performing day to day work within the three premises (Main Campus, R&T Wing and 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, Solan, Nauli, Kalka, Baddi, Barotiwala, Panchkula, Chandigarh, Hisar etc.

The rate for hiring of vehicle are invited exclusively on **per trip basis** for the areas mentioned in the Annexure-I

Obligations of the Contractor:

- 1) 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. The fare/charges in such case shall be charged from service provider.
- 2) Contractor will have to ensure full compliance of terms & conditions of the contract.
- 3) Contractor to ensure that all maintenance works related to assigned vehicle shall be carried out in off duty hours.
- 4) Contractor will have to ensure that deployed vehicle shall arrive at designed location on time.
- 5) In the event of break down, servicing and repairs of vehicle, the contractor will have to make alternate arrangement by providing similar vehicle as per the terms & conditions of the contract.
- 6) Contractor shall not be allowed to sub-let the contract.
- 7) Contractor shall have to ensure that vehicle provided, is having comprehensive insurance.
- 8) Contract shall borne the cost of all permits and toll taxes.

Terms & Conditions:

- 1) Vehicle should be registered as a commercial vehicle in the HP state.
- 2) 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.
- 3) Vehicle should be equipped with emergency medical kit and fire extinguisher
- 4) Driver of the vehicle deployed should not be in inebriated state or consume alcohol while in duty.
- 5) Contact details of the Driver to be provided by the Contractor
- 6) Any complaint from the user/staff or 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
- 7) The contractor shall have to deposit the security deposit for this contract as per applicable rules.

Statutory Law & Regulations:

- 1) Hiring charges should be inclusive of all fuel cost, lubricants, spare parts, maintenance, salary of the Driver/Staff, payment of insurance/road/state taxes/toll tax/permit/certificate etc.
- 2) Contractor shall be personally responsible for any theft, misconduct and/or disobedience on the part of Driver(s) so provided by him.
- 3) The institute will not bear any liability of Driver, fuel, barrier taxes or local taxes etc.

Interested firm are requested to send their quotation/offer for above work in the attached Performa/Format (Annexure-I). Quoted rates should be inclusive of all overhead charges and reach to this Institute by **2:00PM on 08.04.2026 positively**. The vendor(s) should ensure the following before submitting his/their quotes:

- a) The quotation should be duly signed by owner and vehicle no. & mobile number should be written on the quotation.
- b) Duly signed stamped copy of our tender enquiry may also be submitted with the quotation as a token of acceptance of the obligation and term & condition of contract.
- c) Vehicle should have commercial Registration Number
- d) Owner has to provide his PAN/GST Registration Number
- e) Owner has to provide ownership details of the vehicle

The quotation must reach at this institute on or before 08.04.2026 by 2:00PM positively.

Note: On the left hand side of the envelope containing quotation, the following should be clearly mentioned: Tender Enquiry No. Q-12/01-Hiring Pickup/25-26-27/St(IW)..... (Due to be opened on 08.04.2026 at 2:30PM)

Encl: Annexure-I

Yours faithfully

Store Officer 15/3
For Director

PROFORMA/FORMAT FOR SUBMISSION OF QUOTATION/CONTRACT PROPOSAL FOR PROVIDING THE SERVICES OF PICK-UP TYPE VEHICLE for a period of one year

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

From:

.....

(Name & full postal address
 of the tenderer)

To

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

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

Sir,

With reference to your Tender Enquiry No- Q-12/01-Hiring Pickup/25-26-27/St(IW).Dated 18.03.2026 inviting there in contract proposal for providing the services of Pickup vehicle, I hereby offer my best rates for contract proposal for a period of one year, as under:

Sr. No.	Per trip based rates :	Rates per trip (in figures)	Rates 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 Stables OR vice-versa		
3.	C.R.I. (Main Campus) to Drumbar & back OR vice versa		
4.	C.R.I. (Main Campus) to R&T Wing & back OR vice-versa		
5.	Within C.R.I. Main Campus (viz. Packing/Bottling Section to new DPT or vice versa)		
6.	Antisera Division(R&T Wing) to Drumbar Stable OR vice-versa		
7.	R&T Wing to Drumbar Stable & back OR vice-versa		
8.	Antisera to Water Utility (new DPT Facility) for WFI collection/delivery & back		
9.	C.R.I. to Dharampur & back		
10.	C.R.I. to Kumarhatti & back		
11.	C.R.I. to Parwanoo & back		
12.	C.R.I. to Kalka & back		
13.	C.R.I. to Barotiwala & back		
14.	C.R.I. to Baddi & back		
15.	C.R.I. to Chandigarh & back		
16.	C.R.I. to Hissar & back		
17.	C.R.I to Solan & back		
18.	C.R.I to Nauni & back		
19.	C.R.I to Panchkula (Indl. Area) & back		
20.	C.R.I. to Chandi & back		

GST: Inclusive/Extra as applicable

- I have gone through and understood the terms and conditions of tender enquiry prescribed in this regard.
- 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.
- The following documents are also enclosed herewith as per requirements of terms & conditions of tender:
 - Copy of PAN/GST registration no.
 - Copy of vehicle RC

Yours faithfully,

Date:.....

(Signature of the tenderer)
 Mobile No.
 Address: