



भाकृअनुप-प्याज एवं लहसुन अनुसंधान निदेशालय
राजगुरुनगर, पुणे-४१०५०५ महाराष्ट्र
ICAR-DIRECTORATE OF ONION AND GARLIC RESEARCH
Rajgurunagar, Pune – 410 505, Maharashtra
Phone (02135) 222026, 222697, Fax (02135) 224056 Email:director@dogr.res.in



Note : All the communication must be addressed to the Sr. Administrative Officer by designation, ICAR-DIRECTORATE OF ONION AND GARLIC RESEARCH, RAJGURUNAGAR PUNE – 410 505 * (The quotation is also being uploaded on the DOGR website www.dogr.res.in and the other prospective bidders can make use of the document down loaded from the website.

F.No.1-1(2)TSP/2016-17/Hiring of vehicle/S&P/
#

Date: 05/07/2016

Subject: Quotation for Rate contract on annual basis for hiring vehicle for Navapur, Dhargaon and Akalkua area of Nandurbar under TSP Scheme in this Directorate – reg.

Sir,

Please send your lowest quotation as per terms, and conditions mentioned below for Hiring of Vehicle the following:-

Sir,

Sr. No.	Required item	EMD required	Last date of submission Quotation
1.	Hiring of Vehicle i.e .Sumo, Bolero, Indica, Indigo, Scorpio, Tavera Innova, Dezire etc. and Hiring Truck TATA 207,407,1109,1613,2516 etc. for Transportation of Goods for Navapur, Dhargaon and Akalkua area of Nandurbar under TSP Scheme in this Directorate (Please see Annexure - II)	Rs.5000.00	25/07/2016

Quotations should be in sealed covers superscribed as “quotation for Hiring of Vehicle for Navapur, Dhargaon and Akalkua area of Nandurbar under TSP Scheme in this Directorate “and may be send by registered post/Courier/By Hand in the name of “The Director, ICAR-Directorate of Onion & Garlic Research Rajgurunagar, Distt. Pune”on or before 25/07/2016. The quotation without above superscription on the cover will not be considered, The quotations received after due date and time shall be summarily rejected.

Continued on page No.2

Terms & Conditions:-

- 1) Rates / Sales Tax/VAT/Service Tax/LBT or any other charges etc. if any may be shown separately in Annexure-III (Format for Quotation) failing which it shall be assumed that quoted rates are inclusive of all taxes and any additional amount on this account shall not be paid. From C/D/32 Octroi exemption certificate shall not be supplied from this office.
- 2) Telex or Facsimile quotations are not acceptable.,
- 3) TDS and statutory taxes will be deducted as applicable.
- 4) **The firm submitting quotations must have valid VAT/Sales Tax/Service Tax/Pan/TAN etc. and copy of the same may be enclosed with their quotations, failing which their bid shall be treated as non-responsive and rejected.**
- 5) Pay order issued from Scheduled Bank and payable to “Director ICAR UNIT-DOGR, Rajgurunagar” along with their quotation must be submitted failing which their offer will not be considered. THE EMD of the unsuccessful bidder shall be refunded without any interest after award of the contract. The EMD of the successful bidder shall be refunded after receipt of Security Deposit as per Para No. 10 If the successful bidder fails to furnish the required Security deposit .within the specified period the EMD will be forfeited, besides they are also likely to be blacklisted.
- 6) The successful bidder will have submit Security deposit Rs.30,000.00 or 10 % of total Quoted amount for twelve months for hiring of vehicle in form of D.D. / Banker Cheque /Pay order before provide the Services.The Security deposit will be returned after six month after completion of award of work period.
- 7) Quotations should be valid for 90 days. Validity with less than 90 days shall not be accepted and shall be treated as Non-responsive.
- 8) Vehicle on hiring basis should provide as per requirement time, date and required places as per quoted rate.
- 9) Cutting/Overwriting should be duly signed and attested by the appropriate authority of the firm.
- 10) The successful bidder should submit Authorization letter /Photo Identity of the Vehicle Driver.
- 11) Please quote your rate for Rajgurunagar to Nandurbar for hiring of Vehicle i.e Car / Truck etc. and Nandurbar to Local Area Car/Truck as required for Annual Rate Contract for hiring of Vehicle.
- 12) The firms are required to attached photocopy of the following documents :-
 - a. Certificate of company’s Registration/Tax Registration.
 - b. Pan Number.
 - c. TIN Number.
 - d. Satisfactory Service Certificate where the bidder is providing the services for the last three years in Govt. Section/psu/Autonomous Bodies (Copies of award letters of contract and satisfactory service certificate issued by the Sr.Administrative Officer.
 - f. The firm should have to show the quantity number of Taxies of Model, Registration in the name of firm (Copy of RC to be enclosed)
- 13) The firm should have at least 10 Nos. of taxies of Model not before 2016 registered in the name of the firm (Copies of RC to be enclosed).
- 14) The contractor should be reputed for providing transport Service having sufficient experience and expertise in the relevant field and also having sound financial standing.
- 15) The Contractor shall provide the vehicle along with drivers, so as to ensure twenty four availability of drivers on requirement. However, the normal running of vehicle will be about 8-12 hours per day. The contractor has to provide vehicle on demand and on call basis.
- 16) The vehicle will hired occasionally be required to travel out of DOGR Rajgurunagar, Nandurbar and other area of Nandurbar , Distt. Pune on official tours.
- 17) The Vehicle should be self-starting and in good condition. The vehicle should be in excellent condition mechanically as well get up wise i.e. out body/upholstery etc. should be decent looking with proper seat cover etc. Seat cover will have to be clean.
- 18) The vehicle should in very good condition and model of the vehicle should not be prior to 2012. In case condition of vehicles is not found satisfactory and of acceptable standards, the offer is liable to be rejected.
- 19) The vehicle should be Maharashtra, registered as a commercial vehicle with road transport office and contractor should submit relevant papers of registration of vehicle before starting the work/ before journey.
- 20) The period of Contract (for hiring) will be One year extendible for further period of one year.

- 21) The Driver:-
 - a. Should be presentable/courteous/ well behaved to the official of DOGR.
 - b. Should possess an appropriate and valid commercial Driving licence.
 - c. should report for duty in clean uniform.
 - d. Should be experienced and fully conversant with the routes of Nandurbar /Pune / Rajgurunagar etc.
- 22) The Cost of hiring shall include salary of driver, or fuel and other consumable, all repairs and maintenance cost, all taxes applicable on hired vehicles (Including Maharastra Tax) by road transport authorities (like registration charges, insurance charges etc.), mobile phone for driver etc. for which nothing extra will be payable by this Directorate.
- 23) The vehicles provided by contractor will be required to ply on all kinds of roads and surface, in all kinds of weather conditions. If required, the vehicle along with driver may have to stay out of station, as per requirement.
- 24) Since an Officer may be required to move out in any emergency at odd hours in the night, when petrol pumps remain closed, the fuel in the fuel tanks must never be below the half way mark. The contractor must ensure availability of fuel at any given time, equal to half the capacity of the fuel tank. When the fuel tank reaches the half way mark, it should immediately be arranged to be filled to full capacity by the contractor.
- 25) Nothing extra will be paid to the contractor due to fluctuation in cost of fuel or any other consumable items, registration charges etc. during the period of contract.
- 26) In case the vehicle breaks down or is required to be taken for repaired, another vehicle of similar type will have to be provided by the contractor immediately. The firm should be able to provide vehicles at odd hours and holidays also without any extra charges. All expenses are to be born by the firm in case of breakdown of the vehicle supplied. The taxi charges from the point of breakdown to the destination are to be borne by the firm to complete the trip. An immediate replacement of the break down vehicle has to be provided.
- 27) Necessary registration certificate, Insurance and pollution checkup of the vehicle should be valid and complete in all respects.
- 28) All expenses are to be borne by the firm in case of breakdown of the vehicle supplied. The taxi charges from the point of breakdown to the destination are to be borne by the firm to complete the trip. An immediate replacement of the breakdown vehicle has to be provided.
- 29) The contractor should have well established office either in Pune, Nandurbar or within Pune District and a person should be available on its direct mobile telephone round the clock to attend to calls for taxies in emergent case.
- 30) The contractor/firm should also be able to provide the name and mobile number of a person, who can be contracted at any time, even beyond office hours and holidays. This person should be capable of taking orders and arrange the desired vehicle, even at short notice.
- 31) All the taxes and duties what-so-ever livable by the Govt. (State or Central) or any other shall be borne by the contractor and will be deducted fro his account bill in case of any default.
- 32) The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be born/paid/settled by the firm and the DOGR in no way shall be party the dispute and will have no liability on the account in any manner whatsoever.
- 33) The disputes emanating from the contract shall be adjudicated through the sole arbitration of person nominated by Director ,DOGR. Further the contract will be interpreted under Indian law and the Courts of the Pune shall have exclusive jurisdiction.
- 34) The payment against the contract shall be made on monthly basis through RTGSIFSC (online only).
- 35) DOGR shall not be responsible for any accident, damage etc. to the vehicle during the period of hire.
- 36) **The Director will have the authority to select more than one firm for award of contract as per requirement of the DOGR, Rajgurunagar.**

- 37) The Director, ICAR-DOGR reserved the right to accept or reject any or all quotations without assigns any reason Thereof.
- 38) The successful contractor/firm will also be required to submit, within 5 days, copies of registration Certificate, Insurance Papers, PUC, Permit etc. for the vehicles/Taxies proposed to be deployed in DOGR and its relevant, failing which his earnest money deposit will be forfeited however, if successful bidder proposes to purchase new vehicles, he will be given adequate time but not exceeding 15 days to go so.
- 39) Tender's Credentials:- Document testifying tender's previous experience, financial status should be produced along with tender or when desired by Competent Authority of DOGR -Tenderer (S) who has/ have carried our any work in Govt. sector should submit along with tender, credentials to establish:-
 - a. His capacity to carry out the works satisfactorily.
 - b. His financial status supported by bank reference and other documents.
 - c. Certificate duly attested and testimonials regarding contracting experience, the copy of job for which tender is invited with list of works carried out.
- 40) The Tendered should enclosed a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
- 41) Non-compliance with any of the above conditions is liable to rejection of tender.

SENIOR ADMINISTRATIVE OFFICER

DETAILS REQUIRED BY THE OFFICE

Sr.				
1.	Name of the Firm/Company/Agency			
2	Address of firm/company/Agency			
3	Telephone No.			
4	Certificate of registration of the firm to be enclosed			
5	Number of employees as on May 2016			
6	Annual Turnover (along with proof)	2013-14	2014-15	2015-16
7	Service tax code No. proof of attached			
8	PAN No. proof of attached			
9	Whether WMD of Rs. Enclosed in the form of bank draft/ pay order (No., and date)			
10	Name and address of the department/Ministry and or the organization where, at present, vehicles are engaged on regular/monthly basis(Copies of the work order to be enclosed)			
11	Name, Designation and address of the person to whom all reference shall be made regarding this quotation.			
12	Telephone No.	Office: Residence:		
13	Mobile Number			
14	Total number of taxies registered with the agency. (copy of RC's to be attached)			
15	Name, Address & Telephone Number of the proprietor/Partner/Director.			

Your faithfully,

Date:-

(Signature of the Authorized person)

Place

Name:-

Designation:-

Business address:

Seal:

FORMAT FOR QUOTATION

(To be returned by Bidders along with the quotation duly completed and signed)

Name of Item: Hiring vehicle for Navapur, Dhargaon and Akalkua area of Nandurbar etc. under TSP Scheme in this Directorate

PROFORMA FOR RATE FOR NEED BASIS (Please fill the charges including all taxes etc.)

Sl	Description	AC				Non-AC
		Indica / WagonR / Santro / Similar	Indigo / Swift Dzire / Simiar	Innova / Tavera / Similar	SX4 / Ciaz / Similar	Indica / Similar
1	Charges for vehicle as and when required for local journey (8 Hrs/80 kms)					
2	Charges for every additional km. beyond 80 kms					
3	Charges for every additional Hour beyond 8 Hrs.					
4	Local night Charges					

CARRYING GOODS FROM DOGR, RAJGURUNAGAR TO NANDURBAR AND ITS SURROUNDING PLACES etc..

PROFORMA FOR RATE FOR NEED BASIS (Please fill the charges including all taxes etc.)

Sl. No.	Description	Truck TATA 207 (1.5 tons) (Per Km. basis)	Truck TATA 407 (2.5 tons) (Per Km. basis)	Truck TATA 1109 (6.00 tons) (Per Km. basis)	Truck TATA1613 (8.00 tons) (Per Km. basis)	Truck TATA 2516 (14.00 tons) (Per Km. basis)
2	Charges from Rajgurunagar to Navapur, Dhargaon and Akalkua area					
3	Charges for every additional km.					
4	Other Charges					

Gross total cost (In Figures) Rs. Rates (as above .)
Rupees in words (As above)

We agree to provide service for hiring of vehicle the above services in accordance with the Technical specification for a total contract price of Rs. Rates as above within the period specified in the invitation for Quotations.

We had read, understood and accepted all the terms and conditions mentioned in the letter inviting quotations.

We are also enclosing DD/BC No.....Date.....for Rs..... towards EMD

(Bidder)

Name :.....

Phone No.

Signature:.....

Mobile No :.....

Date :.....

Email:.....