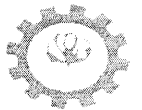




ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
ADENWALA ROAD, MATUNGA, MUMBAI-400 019.  
PH: 91-(022) 24127273 / 76, 24184274 / 75: FAX: 91-(022) 4130835  
E-mail: [director.circot@icar.gov.in](mailto:director.circot@icar.gov.in)



**Note: All the communications must be addressed to the Sr.Administrative Officer by designation, ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY, ADENWALA ROAD, MATUNGA, MUMBAI-400 019. (The tender document is also being uploaded on the CIRCOT website [www.circot.res.in](http://www.circot.res.in) and the other prospective bidders can make use of the document down loaded from the website)**

F. No. 2-36/ARC/Hiring Vehicle/18-19 / *SSB*

Date: 20.08.2019

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To.

**Sub: Annual Rate Contract (ARC) for Hiring of Vehicle for the Institute & Externally Funded Project**

Sir.

Sealed Tender are invited from reputed Tour & Travel Agencies for **Hiring of Vehicle for the Institute & externally funded projects of CIRCOT** as per the specifications and details mentioned in the enclosed (Annexure-I Technical Bid and Annexure-II Commercial Bid). Sealed tender should reach the office of the undersigned before **15.00 hours on 06.09.2019, and the tenders shall be opened on the same day at 15.30 hours**. The sealed tenders can also be dropped in tender collection box place in the Admn. II Section. Tender received after due date and time shall not be accepted. CIRCOT Mumbai is not responsible for any postal delay. in case the tenders are sent by post.

**Following documents are to be enclosed along with the tenders:**

1. Registration Certificate (Form D : Bombay Shops & Establishment ACT 1948 or equivalent)
2. A copy of PAN Card
3. GST registration card
4. Details of Vehicles owned by your firm

Tenders submitted without above mentioned documents will be rejected out rightly

**Following are the Terms and Conditions:**

1. Quoted rates should be valid for 1 year.
2. The vehicle will be required on need based basis on a particular day with prior intimation
3. GST if any, as applicable, should be clearly mentioned; failing which, it will be presumed that the quoted rates are inclusive of all taxes.
4. Vehicle supplied should be as per the instruction mentioned in the enclosed annexure.
5. No advance shall be paid
6. The total amount of Earnest Money Deposit (EMD) payable is Rs.05,000/- (Rupees Five Thousand

Cont...2

7. Only) in the form of Demand Draft for the fulfillment of contract. DD should draw in the name of **The Director CIRCOT payable at Mumbai.**
8. Payment will be made only after the Vehicle hiring in full quantity and as per prescribed technical specifications.
9. Payment shall be made by RTGS only
10. No part payment shall be made.
11. The bill shall be submitted on monthly basis.
12. The successful Bidder will have to submit Security Deposit of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft (S.D) drawn in favour of "Director CIRCOT, and payable at Mumbai within 15 days of the acceptance of the offer. The Security Money will be refunded without any interest after successful completion of contract period provided the Institute has no other claims outstanding against the party at that time.
13. The successful Bidder should sign contract on Nonjudicial Stamp paper of Rs.100/-

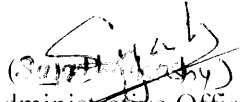
### General Terms and Conditions

1. Vehicle must be new and in good condition
2. Time and distance should be calculated from CIRCOT to CIRCOT. Parking and Toll taxes shall be reimbursed as per actual amount paid on producing the receipts/vouchers.
3. The Institute shall not be responsible for any accident or damage done to the vehicles during the period of hiring
4. The Contractor shall provide the vehicle along with drivers. The vehicle should be provided on all working days and Saturday/Sunday/Holidays as intimated by this office. The vehicles so hired will occasionally be required to travel out of Central Institute for Research on Cotton Technology, Adenwala Road, Matunga, Mumbai-400019, Maharashtra, on official tours. The vehicle may be arranged quickly as intimated by this office by telephone or otherwise
  - i) The vehicle should be self-starting and in good condition
  - ii) The maintenance of the vehicles should be as per the schedule advised by the manufacturer. The maintenance schedule shall be shown to the vehicle in-charge of ICAR-CIRCOT, Matunga, Mumbai, for checking etc.
  - iii) The vehicle should be from Mumbai City and other than Mumbai, registered as a commercial vehicle with road transport office and contractor should submit relevant papers of registration of vehicle before starting the work
  - iv) The tyres of the vehicle should be replaced as per the replacement schedule advised by the manufacturer.
5. Reporting time and Closing time from ICAR-CIRCOT, Mumbai or any other pick-up-drop of location specified by the office shall be taken into consideration for bill payment.
6. Mileage shall be counted from ICAR-CIRCOT, Mumbai or any other pick-up/drop of location specified by the office only and for this purpose the driver deputed shall get the meter reading checked from the officer in-charge or any other person deputed by him for this purpose. Similarly, at the time of departure meter reading may be got verified by the officer using the vehicle.
7. Extra kilometer and hours will be given only if kilometer and hours go beyond the slab.
8. The drivers:
  - a. Should be presentable/courteous /well behaved to the official of (ICAR-CIRCOT ) Central Institute for Research on Cotton Technology, Adenwala Road, Matunga, Mumbai-400019, Maharashtra. Should possess an appropriate and valid Commercial Driving License
  - b. Should report for duty in clean uniform/name badge
  - c. Should be experienced and fully conversant with the routes of Mumbai, and city other than Mumbai
  - d. Will be required to maintain a Duty slip/Logbook, which will be signed by the user before and countersigned by the concerned Nodal Officer/vehicle in-charge. All particulars of the vehicle user like name, date, time purpose place of visit, indent no. etc. as prescribed format of the log book may be filled and submitted to the office failing which the payment will be withheld.

9. The cost of hiring shall be inclusive of all charges i.e Salary of Driver, cost of fuel, consumables, all repairs and maintenance costs, all taxes applicable on hired vehicles (including Mumbai Tax) by road transport authorities (like registration charges, insurance charges etc.) , mobile phone for driver etc. for which nothing extra will be payable by ICAR-CIRCOT.
10. A daily record indicating time and mileage for vehicle shall be maintained in a Slip Book/Log Book. No payment will be made without submission / verification of Slip Book/Log Book verified by user officer or his authorized signatory
11. National Permit or State Permit is responsibility of the bidder. Th Institute will not pay any permit charges.
12. The payment against the contract shall be made on monthly basis through RTGS/IFSC (online ) only. No advance payment will be made by the Institute.
13. GST and other taxes if any should be clearly mentioned, failing which it will be presumed that the quoted rates are inclusive of all taxes.
14. Vehicle should report to the office on time.
15. National permit or State permit is responsibility of the bidder. The Institute will not pay any permit charges.
16. The present contract shall be for a period of one year, which shall be extended by one more year based on the performance of the Agency.
17. The quoted rates shall remain unchanged during the period of contract.
18. In case of any ambiguity, the decision of the Director CIRCOT, Mumbai shall be final and binding on all concerned.
19. The Director CIRCOT reserves the right to terminate the contract by giving one month notice.

The Director, CIRCOT Mumbai reserves the right to accept or reject any or all the tenders whether lowest rate or not, without any assigning any reasons whatsoever for non-acceptance of any tenders.

Yours faithfully

  
(~~Signature~~)  
Administrative Officer

Encl: Annexure-I 2 II

✓CC To: 1) In charge (ARIS) Cell CIRCOT Mumbai for Web based Publication.

**(Technical Bid)**

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

Sl. No.		
1.	Name of the firm/company/Agency Address and Telephone No.	
2.	Certificate of Registration of the firm to be enclosed (From D : Bombay Shop & Establishment ACT 1948 or equivalent)	
3.	No. PAN Card No. (proof to be attached)	
4.	GST Registration No. (proof to be attached)	
5.	Whether EMD of Rs. 10,000/- enclosed in the form of Bank Draft / Pay Order (No.& Date) or MSME Registration Certificat or equivalent	
6.	Name & Address of the Department / Ministries and other organization where, at present, vehicles are engaged on regular / monthly basis (Copies of the work order to be enclosed.)	
7.	Name, Designation, Address and Telephone No. of the person to whom all reference shall be made regarding this tender	
8.	Total number of registered with the agency (Copies of RC's to be attached)	
9.	Name, address & telephone number of the proprietor / partner / director	
10.	Whether the firm has any legal suit / criminal case pending against it for violation of any law of court (give details)	

I/We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case of any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with this office / ICAR-CIRCOT in future.

I/We hereby declare that I/We have read the term and conditions and agree to abide by the same.

Place:  
Date:

(Signature and seal of authorized signatory)



B) OUT STATION TRIPS (I.E. OUT SIDE MUMBAI CITY)

Sr No.	Vehicle	Maruti Dzire / Indigo / Equivalent			Tavera Qualis / Equivalent			Toyota Inova / Equivalent			20 to 25 seats Mini Bus			45 to 49 Seats Bus									
		(AC)			(AC)			(AC)			AC			Non-AC			AC			Non-AC			
		Basic	GST	Total	Basic	GST	Total	Basic	GST	Total	Basic	GST	Total	Basic	GST	Total	Basic	GST	Total	Basic	GST	Total	
1	Minimum Charges for out Station trip per day & minimum 300Kms.																						
2	Per Km Over & above 300km.																						
3	Out station Drivers Allowance per day.																						
4	Overnight detention charges per night																						

We have read the Terms and Conditions and agree to the same. We agree to supply the vehicle in accordance with the specification mentioned above. This contract is for we understand that a period of 1 year with effect from the date of issue of letter of Intent.

Date:

Signature of Bidder:

Seal:

Preceding