



भा. कृ. अनु. प. - राष्ट्रीय मिथुन अनुसंधान केंद्र  
ICAR – NATIONAL RESEARCH CENTRE ON MITHUN  
मेड्जीफेमा, दीमापुर-797106, नागालैंड (भारत)  
Medziphema, Dimapur-797106, Nagaland (India)



F.No.NRCM(V)19/2013(Part file)

Date: 03.05.2017

**Engagement of Light Vehicle on Annual Rate Contract Basis**

The Director, ICAR-National Research Centre on Mithun, Medziphema, Nagaland invites sealed quotation/bid for hiring a vehicle (preferably Bolero/Scorpio or any similar types of vehicles), for a period of 12 months from the date of the engagement. Interested agencies may download the Format, Terms & Conditions and other relevant documents from the official website [www.nrcmithun.res.in](http://www.nrcmithun.res.in).

The last date of receipt of tender is **02.06.2017** upto **2.30 PM**.

**ADMINISTRATIVE OFFICER  
FOR DIRECTOR**

## Terms & Conditions

1. The Vehicle should be in tiptop running conditions without any complaints.
2. The bidder should have at least one year experience certificate of satisfactory performance in similar services preferably with Government/Public Sector or Reputed Private Ltd. Companies/Firms. The bidder should own or have on lease sufficient number of vehicles not less than **TWO** not older than **5 year Model**. The full details of the vehicles and a clear declaration that the tenderer will be able to supply vehicles of model not older than **5 (year)** shall be provided. An undertaking in this regard to be submitted along with the Technical Bid for submission of lease document as above before award of work.
3. The tender should be submitted in two covers; one super-scribed "**Technical Bid**" and the second super-scribed "**Financial Bid**". Both the envelopes should be put in another envelope and this envelope should be properly sealed and super-scribed "**Tender for Hiring of Vehicle due on 02.06.2017 upto 2.30 PM**". Technical Bid envelop should contain all the required documents, tender fee, demand draft/EMD demand draft and duly filled in and signed **Technical Bid Form (Schedule - I)** and Financial Bid envelop should contain only the duly filled and signed, **Financial Bid Form (Schedule - II)**. Technical Bid and Financial Bid shall be opened separately. No indication of the Prices should be made in the Technical Bid.
4. The firms details like address, telephone number, PAN/TIN number, certificate of registration etc. (as required) of the agency as per **Schedule - I** should be attached with the Technical Bid.
5. The vehicle must possess all relevant documents like Registration Card, valid Insurance papers, permits and other related papers as issued by the RTO/DTO (copies to be enclosed with the **Technical Bid**).
6. The vehicle must be registered for all India bases for commercial use.
7. The running slab of the vehicle will be 1000, 2000 & 3000 KM per month.
8. The period of contract shall be initially valid for a period of 12 months from the date of issue of letter of awarding the contract. The contract may be terminated at any time without assigning any reason, if the work of the firm is not found satisfactory. The decision of the office shall be final and binding on the firm.
9. Tender fees of Rs. 1000/- and EMD of Rs. **3000/-** in the form of Demand Draft drawn in favour Director, ICAR-NRCM payable at SBI, Medziphema Branch, (Code - 06759), must be attached along with the technical bid. No interest on earnest money shall be paid to the tenderer.
10. The last date and time of submission of tender is **02.06.2017 upto 2.30 PM**.
11. The tender will be opened in the presence of authorized representative of the agency on **02.06.2017 at 3.00 PM**, if they wish to be present on the due date.
12. Late, delayed, unsigned tenders will be rejected simultaneously and no correspondence in this regard shall be entertained.

13. While quoting rates, terms of contract etc. it should be kept in mind that being a Govt. organization preference will be given to the rates and terms applicable for the Govt. Deptt.
14. Availability of vehicle and driver should be round the clock.
15. The vehicle will have to be kept at the disposal of I/C Vehicle of the respective Institute, i.e. ICAR-NRC on Mithun, Medziphema, Nagaland.
16. The duty point shall be ICAR-NRC on Mithun, Medziphem, Nagaland or any other place intimated by this office, as the case may be.
17. The kilometer/mileage shall be counted from this Institute or any other pick-up drop or location specified by the office only and for this purpose, the driver deputed shall get the meter reading verified 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. The dead mileage from garage will not be counted for daily mileage. A log book for the purpose should be maintained by the deputed driver of the vehicle.
18. Accuracy of meters will be checked periodically by any authorized officer of ICAR-NRCM and reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by the Director, ICAR-NRCM, which may even lead to termination of contract.
19. The tampering of meter reading, vehicle usage timings, overwriting of summary/log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
20. Service provider shall not engage any person as driver below 18 years of age.
21. The engaged driver should have valid driving license, mobile phone connectivity and should be of good character to deal/discharge the assigned duty promptly.
22. This Institute will not be responsible for any kind of fooding and lodging arrangements for the driver engaged by the agency even in cases of out station and halts.
23. This Institute shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the agency.
24. No direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to ICAR-NRCM have to be suitably compensated by Service Provider.
25. The toll tax/parking charges shall be paid extra on production of receipts.
26. Maintenance/repair of vehicle will rest with the agency.
27. The agency should abide by the rules laid down by any authority relevant to the deployment of vehicles.

28. If the agency failed to provide required vehicle after receiving the message for the same, the vehicle so required will be arranged at the cost of the agency.
29. The agency shall provide name and address of the drivers and police verification report along with driving license number of the driver and copies thereof while submitting acceptance of offer.
30. In case of any breakdown of the vehicle on duty, the agency shall make arrangement for providing another vehicle immediately.
31. In case of non-availability of vehicles for any particular day penalty of Rs.500/- per day shall be imposed in addition to deduction of hire charges on pro-rata basis for the period.
32. In case of hiring of vehicle on monthly rental basis without fuel and driver, this Institute will bear the expenditure for tyre/tube puncture repairs only. All the repairs, replacement of spare parts, servicing, payment of token tax, fitness fees, insurance charges for the vehicle will be borne by the owner/Agency concerned.
33. Bill in triplicate duly pre-receipted along with the Xerox copies of the logbook may be raised on every last day of the month after completing all codal formalities for payment. Payment will be made within 15 days from the date of submission of the claim.
34. 2% Security Money of the total contract value shall be deposited by the successful bidder in favour of **Director, ICAR- NRC on Mithun, payable at SBI, Medziphema Branch (Code - 06759).**
35. Director of the Institute reserves all rights to accept or reject any or all the tenders without assigning any reasons thereof.

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Schedule-I

Details of the Firm/Agency (Technical Bid)

Sl.No.	Name & Address of the Transport Agency	
1.	Trade License No. (Attach copy of document)	
2.	Service Tax Registration No. (Attach copy of document)	
3.	Name & Address of the owner of Transport agency	
4.	Contact No. (Phone/Mobile No.) & e-mail ID	
5.	TAN/PAN Number. (Attach copy of document)	
6.	Registration No. of Vehicle	
7.	Type of Vehicle (AC / Non-AC)	
8.	Year of Manufacture & Model	
9.	Validity period of Registration	
10.	Fitness Certificate Validity	
11.	Permit Validity	
12.	Insurance Validity of the Vehicle	
13.	Name / Address of the Driver	
14.	D.L. No. & Validity of the D.L. of the Driver	
15.	Bank Details of the firm/agency	
i)	Name of Bank & branch	
ii)	Account Number	
iii)	IFSC Code	
vi)	MICR Code No	
16.	Details of EMD	
i)	Amount	
ii)	DD Number & Date	
iii)	Issuing Bank	
17.	Details of tender document cost	
i)	Amount	
ii)	DD Number & Date	
iii)	Issuing Bank	
18.	If providing vehicle to other Govt. organizations (enclose copies of rate contract)	

Certified that the terms and conditions are acceptable to me and I will abide by the rates offered for the period of contract. Further, I declare that the documents and papers submitted with this tender are genuine and if found false, I shall be liable for the decision taken by the competent authority for that reason.

Signature of the Tenderer



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SCHEDULE- II

FINANCIAL BID FORMAT

1. Hiring Charges of the Vehicle per month:

Sl. No.	Monthly KM Hire Slab	Rates including fuel cost	Rates excluding fuel cost	Rate per Km run in excess of prescribed per month slab of 1000 , 2000 & 3000	Night halt charges (fooding & lodging in case of duty out of station)
1.	1000 KM				
2.	2000 KM				
3.	3000 KM				

2. Hiring Charges of the Vehicle on Need Basis

Rates per KM with fuel	Rates per KM without fuel	Detention Charges	Night halt charges (fooding & lodging in case of duty out of station)

3. Hiring charges of vehicle on monthly rental basis without fuel and driver:

Rate per month Rs..... (Rupees.....) only.

Place:

Name:

Signature of the Tenderer