



भा. कृ अनु. प. राष्ट्रीय मिथुन अनुसंधान केन्द्र  
**ICAR-NATIONAL RESEARCH CENTRE ON MITHUN**  
(भारतीय कृषि अनुसंधान परिषद)

(Indian Council of Agricultural Research)

झरनापानी, मेड्जीफेमा, दीमापुर-797106, नागालैंड (भारत)

Jharnapani, Medziphema, Dimapur-797106, Nagaland (India)



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

The Director, ICAR-National Research Centre on Mithun, Jharnapani, Nagaland invites sealed tenders for hiring of 02 nos. vehicle (preferably Bolero or any similar types of vehicles) each for NRC on Mithun Jharnapani, Medziphema, Nagaland & KVK, Porba, Dist. Phek, Nagaland. 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 **27.08.2016** upto **3.30 PM**.

**ADMINISTRATIVE OFFICER  
FOR DIRECTOR**



भा. कृ अनु. प. राष्ट्रीय मिथुन अनुसंधान केन्द्र  
**ICAR-NATIONAL RESEARCH CENTRE ON MITHUN**

(भारतीय कृषि अनुसंधान परिषद)

(Indian Council of Agricultural Research)

झरनापानी, मेडजीफेमा, दीमापुर-797106, नागालैंड (भारत)

Jharnapani, Medziphema, Dimapur-797106, Nagaland (India)



**FORMAT**

1. Tender applied for **NRCM, Jharnapani** or **KVK Porba** :  
(Please indicate only one)
2. Type of tender (whether **monthly basis** or **need basis**) :  
(Please indicate only one)
3. Registration No. of Vehicle :
4. Type of Vehicle (AC / Non-AC) :
5. Year of Manufacture & Model :
6. Validity period of Registration :
7. Name & complete address of the owner of vehicle :
8. Fitness Certificate Validity :
9. Permit Validity :
10. Insurance Validity of the Vehicle :
11. Name / Address of the Driver :
12. D.L. No. & Validity of the D.L. of the Driver :
13. Proposed hiring charges of the vehicle per month :

Sl. No.	Monthly KM Hire Slab	Rates including fuel cost	Rate per Km run in excess of prescribed per month slab of 3000 & 2000	Night halt charges (fooding & lodging)
<b>For NRCM, Jharnapani</b>				
1	<b>3000 KM</b>			
2	<b>2000 KM</b>			
<b>For KVK Porba Phek</b>				
1	<b>3000 KM</b>			
2	<b>2000 KM</b>			

14. Proposed hiring charges of the vehicle on need basis.

Rates per Km	Detention Charges	Night halt charges, if any

13. Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

14. Detail information for payment

- a. Bank Account Number
- b. Bank name & Branch
- c. IFSC Code

“Certified that the information submitted above is true to the best of my knowledge and belief.”

**Seal & Signature of the  
Quotationer / Tenderer**

## **Terms & Conditions**

- 1) The Vehicle should be in tiptop running conditions without any complaints.
- 2) Separate tender must be furnished for the services required at both the places (i.e. Jharnapani & Phek(Porba)
- 3) 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. 1.2 The bidder should own or have on lease sufficient number of vehicles not less than TWO not older than **5½ 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 **5½ (year)** shall be provided. An undertaking in this regard to be submitted along with bid for submission of lease document as above before award of work.
- 4) No payment will be made for vehicles supplied by the Service Provider older than **5½ year Model**.
- 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.
- 6) The Kilometre/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.
- 7) The Toll tax/parking charges shall be paid extra on production of receipts.
- 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) 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.
- 10) The vehicle must be registered in Nagaland for Commercial use.
- 11) This Institute will not be responsible for any kind of fooding and lodging arrangements for the driver engaged by the agency in case of long journey and halts.
- 12) The engaged driver should have valid driving license, mobile phone connectivity and should be of good character to deal/discharge the assigned duty promptly.
- 13) The run slab of the vehicle will be 3000 & 2000 KM per month.
- 14) Availability of vehicle should be round the clock.
- 15) Maintenance/repair of vehicle will rest with the agency.
- 16) The agency should abide by the rules laid down by any authority relevant to the deployment of Vehicles.
- 17) The vehicle will have to be kept at the disposal of I/C Vehicle of the Institute.
- 18) The duty point shall be ICAR-NRC on Mithun, Jharnapani & KVK, Phek (Porba) Nagaland or any other place intimated by this office, as the case may be.
- 19) 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.
- 20) The tender should be submitted in two covers; One super-scribing Technical Bid and Second Financial Bid and both the envelopes are in turn, be put in another envelope and this envelope should be superscripted "Tender for Hiring Vehicles". All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the Prices will be made in the Technical Bid.
- 21) Tender fees of Rs. 1000/- may be deposited in favour Director, ICAR-NRCM in the shape of DD/Cash

- 22) 2% Security Money of the total contract value will be deposited in favour of Director, ICAR-NRC on Mithun by the successful bidder.
- 23) An amount of Rs. 3000/- towards earnest money in the form of DD drawn in favour of Director, ICAR-NRC on Mithun may be attached along with the bid. No interest on earnest money shall be paid to the tenderer.
- 24) The firms details like address, telephone number, PAN/TIN number, Certificate of registration etc (as required)of the agency should be attached with the quotation.
- 25) In case of any breakdown of the vehicle on duty, the agency shall make arrangement for providing another vehicle immediately.
- 26) 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.
- 21) Separate monthly charges for providing vehicle with required POL and without POL should be quoted. Apart from this, rates for per Kilometre and on need basis may also be quoted.
- 22) 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.
- 23) 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.
- 24) The last date and time of submission of tender is **27.08.2016 upto 3.00 PM**
- 25) The quotation must be on the prescribed format along with the relevant document, terms and conditions duly attested in a sealed cover as mentioned above, addressed to Director, ICAR-NRC on Mithun, Jharnapani, P.O Medziphema, Dist. Dimapur, Nagaland in a sealed envelop superscribed on the top of the envelop "Quotation for hiring vehicle due on 27.08.2016 upto 3.00 PM" and may be sent through Speed Post only.
- 26) The tender will be opened in the presence of authorized representative of the agency on **27.08.2016 at 3.30 PM**, if they wish to be present on the due date.
- 27) Late, delayed, unsigned tenders will be rejected simultaneously and no correspondence in this regard shall be made.
- 28) Duly attested documents of the vehicle must be submitted along with the quotation.
- 29) 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.
- 30) The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and misbehaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract. (iv) Service Provider shall not engage any person below 18 years of age.
- 31) 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
- 32) 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
- 33) Director of the Institute reserves all rights to accept/reject all the tenders without assigning any reasons thereof.

**ADMINISTRATIVE OFFICER  
FOR DIRECTOR**