



**DIRECTORATE OF SORGHUM RESEARCH**

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

National Agricultural Innovation Project

Rajendranagar: Hyderabad – 500 030

Phone: 040-24015349, 040-24018651, 040-24018799, Fax: 040-24016378

F.No: NAIP/15/2013-14/ST

Date: 08-07-2013

To

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Dear Sirs,

Sub: Quotation for Hiring of Vehicles : reg.

We are interested in awarding the annual rate contract for hiring the vehicles, as per the details indicated below. Please forward your quotation in a sealed cover with superscription of enquiry number and date addressed to the Director, DSR Rajendranagar, Hyderabad – 500 030 immediately and positively by **23-07-2013**.

Sl.No.	Description of work
01.	<p>Providing vehicles on hire basis within the twin cities and outstations. Depending upon the tour to be undertaken, type of vehicle will be decided, on need basis. Please quote the rate for both A/C and Non – AC vehicles of Tata Indica, Qualis, Indigo, Swift , Innova, Swaraj Mazda, Tata mobile or a passenger vehicle having more luggage space.</p> <p>Vehicle should be reported at given point within one hour from booking time. Driver allotted should be disciplined, educated and well experienced.</p> <p>Driver bhatta, Toll Tax, Road Tax, Parking Fee and related expenses to be borned by the vehicle provider first, which will be reimbursed on production of original receipts.</p>

2. Government of India has received a credit from World Bank in various currencies towards the cost of National Agricultural Innovation Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotation is issued.

3. Quoted Price:
  - (a) The bidder shall quote for items in the format of quotation attached.  
@ Note: Format to be used when evaluation is to be done for all the items put together.
  - (b) All duties, taxes and other levies payable by the bidder (other than sales tax on The finished goods) shall be included in the item rate, Sales tax if any should be quoted separately.
  - (c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to adjustment.
  - (d) Rates or partial quantity of an item is not acceptable.
  - (e) Corrections if any shall be made by crossing out, initialing, dating and rewriting.
  - (f) Telex or Facsimile quotations are not acceptable.
4. Each bidder must submit only one quotation.
5. Validity of quotations :  
The quotation shall remain valid for a period not less than 45 days after the deadline fixed for submission of quotations.
6. Evaluation of quotations:  
The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner.
  - (a) The evaluation will be done excluding the sales tax. If the bidder has included the sales tax in his quotation for the item rate, it will treated as Through it is exclusive of the sales tax and no down loading of sales tax will be made.
  - (b) The evaluation would be done for all the items put together. The items for Which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of anyone or more items(s) would be treated as non – responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together will be the lowest.
7. Award of contract:
  - (a) The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 6 (b) above.
  - (b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of items indicated in para 2 above by 25% without any change in the unit price or any other terms and conditions.
  - (c) The Purchaser prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.

- (d) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
8. An indent will be placed with the firm on need basis and the firm has to provide the required vehicle immediately to the office or the place asked for. The driver of the vehicle should be neatly dressed provided by the agency for hire and he shall have a mobile phone for contact from time to time and the number to be given to the Vehicle in-charge, DSR immediately on reporting and the claim should have a log sheet and duty slip.

**Dead mileage one way to be shared by DSR and one way to be shared by the firm.**

9. DSR is not responsible for any damage / loss occurs to the hired vehicle during the duty hours at the directorate.
10. Discount percentage for hiring of all types of vehicles on the total bill should be specified. Parking fees, toll tax, other state permits for journey outside or within the state of Andhra Pradesh will be reimbursed extra along with the bill pertaining to the respective month subject to production of the original documents in proof of such payment. Service Tax percentage should be quoted and the proof of payment to the concerned authorities should be submitted along with the bills for the following month.
11. The successful bidder has to enter into an agreement on **non-judicial stamp paper of Rs.100/= (Rupees one Hundred Only)** which has to be signed before implementing the contract.
12. No advance payment is permissible. However, payment will be made on monthly basis within fortnight after receipt of bills of the following month after due certification by the concerned authorities.
13. Decision of the Director, DSR will be final and legally binding on all disputes matters.
14. Last date and time of receipt of quotations :

You are requested to submit the sealed quotations superscribed on the envelope as Quotations for **Hiring of Vehicle** due on 23-07-2013 latest by 16.00 hours on 23-07-2013 (date)

We look forward to receiving your quotations and thank you for your interest in this Project.

Yours faithfully,  
(Saroj Kumar Singh)  
Administrative Officer



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**SCHEDULE TARIFF RATES FOR TATA INDICA, INDIGO, SWIFT DIESEL, INNOVA, QUALIS, SWARAJ MAZDA, FOR A/C AND NON A/C**

Sl. No	Local Tour	TATA INDICA		INDIGO		INNOVA		SWARAJ MAZDA		SWIFT		QUALIS	
		A/C	Non A/C	A/C	Non A/C	A/C	Non A/C	A/C	Non A/C	A/C	Non A/C	A/C	Non A/C
	<b>PER DAY BASIS</b>												
1.	24 hrs or 230 kms												
2.	12 hrs or 120 kms												
3.	8 hrs or 80 kms												
4.	4 hrs or 40 kms												
5.	2 hrs or 25 kms												
6.	Extra km after beyond slab												
7.	Extra hrs beyond 8 hrs												
8.	Driver Bhatta before 7 am or after 9 pm												
9.	Sunday's / Holidays for providing the Drive												
	<b>OUTSTATION</b>												
10.	Rate per KM												
11.	Driver Bhatta												
12.	Minimum Kms per day												
13.	Discount												
14.	Vehicle detention in the night												

Signature of the Tenderer  
With Seal and Mobile number

## TERMS AND CONDITIONS :

- 1. CONTRACT PERIOD :** The contract Period shall be for **One (1) year w.e.f. the date of signing the agreement** which shall be renewable after proper review by the Competent Authority. Performance of the firm will be watched. Failure to fulfill terms and Conditions will be viewed seriously and liable for termination of Contract.
- 2. Payment :** Payment shall be made by the directorate on monthly basis on completion of each successive month and due submission of log books and certification by the competent authority.
- 3. Personnel :** You are required to engage only qualified personnel with appropriate qualifications and certificates in the respective areas of work. DSR does not shoulder any responsibility for the wages/salaries of the personnel engaged for this purpose.
- 4. Identify of the Personnel :** The names and designations with due signatures of the personnel to be engaged by you for this contract should be made available to us for security check. They should bear proper identity card issued by you whenever they enter the premises of DSR.
- 5. Termination of the Contract :** Under normal conditions, the contract shall be terminated by one month notice in writing from either side. If the services are not satisfactory without valid reason, the Contract will be terminated by directorate at any stage. However, Director, DSR will have the right to terminate the contract at any stage without assigning any reason.
- 6. Billing :** An advanced stamped receipt along with pre-receipted bill in triplicate, indicating all the details of work, in a standard bill format containing CST, APGST Regn. Numbers etc. addressed to the Director, DSR, Rajendranagar, Hyderabad - 500030 may please be submitted on completion of each month to Transport Officer, DSR for arranging early payment.
- 7. Taxes to be deducted at Source :** Income Tax, Service Tax and other statutory levies applicable to such contracts / services will be deducted at source, as per the rate applicable at the time of payment.
- 8. Signing of Agreement :** You are also required to execute a contract agreement for the purpose in the prescribed format to be printed / typed on **Rs.100/- non-judicial stamp paper**.
- 9.** The agreement shall remain in force for a period of One Year **w.e.f. the date of signing of agreement** for hiring of vehicles.
- 10.** Renewal is not automatic and will be subject to review by the competent authority from DSR and will be effective only on issuing a written communication for further period.

11. Agency should provide good condition of AC vehicles with commercially registered with yellow number plates and drivers with uniform.
12. Reimbursement of parking fees is considered for payment if paid at Air Ports or Railway Stations etc., on production of valid receipt.
13. The agency to allow marginal increase of 5 km, and half an hour time while claiming the next slab rates.
14. DSR is a Research Institution having transport requirements throughout the year for receiving and seeing off and keeping in view the exigencies of work vehicles are to be arranged even at short notice of an hour.
15. *A/c.Operation : Whenever the vehicle is hired for duty if A/c. is not functional the bill amount claimed for that day for the said vehicle will be restricted for Non A/c. charges.*
16. The drivers on duty should compulsorily carry Cell phone with them. The Cell phone numbers should be given to the Transport Officer.  
**Not withstanding anything contained herein above, the contract shall be terminated by us for violation by you of any of the terms, conditions and covenants set out above in which case you shall not be entitled to any compensation on any count whatsoever.**