

CSIR NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY
JORHAT – 785 006, ASSAM
No.QSP/ES/01/Veh-Hired/10-11 dtd.29.9.2011

NOTICE INVITING TENDER

CSIR North East Institute of Science & Technology, Jorhat, invites Sealed Tender afresh for hiring of light vehicles on rental basis from Jorhat based Individual/Agencies having valid registration of vehicles in their name/names. The vehicle(s) should be well maintained and should not be more than two years old. It should also be invariably registered as Taxi.

1	Sale of document	The tender documents can be obtained from Section Officer (Works), CSIR NEIST-Jorhat at all working hours from 0900 hrs.. to 1600 hrs. from 10 th October to 21 st October, 2011
2	Cost of tender document	Rs. 1000/- (Rupees One Thousand) only to be deposited in cash at Cash Section of CSIR NEIST-Jorhat
3	Place and date of submission of tender	Tender with sealed cover to be submitted in Tender Box available at the office of the Security Officer (Gate 2) latest by 1500 hrs. of 26 th October, 2011.
4	Place & date of opening	At 1500 hours of 28 th October, 2011 at Administrative Office.
5	Amount and mode of payment of EMD	Rs. 20,000/- (Rupees Twenty Thousand) only through demand draft from any nationalized bank drawn in favour of the Director, CSIR NEIST, Jorhat or vide e-payment.
6	Type of Vehicle	Tata Indica, Tata Indigo, Toyota Innova, Tata Grande/Scorpio (Mahindra)/ Xylo (Mahindra)
7	Engagement	On regular basis, from 00-00 hrs. to 24-00 hrs.
8	Basis of utilization	On Kilometer and daily halt basis
9	Duration	2 years, which may be extended further at the discretion of CSIR NEIST-Jorhat authority, at the same terms and conditions.
10	Travel area	Assam, Arunachal Pradesh, Nagaland, Meghalaya, Tripura, Mizoram, Manipur & Sikkim

The Director, CSIR NEIST, Jorhat reserves the right to reject any or all tenders without assigning any reason whatsoever. The office is not bound to accept the lowest tender.

No tender of the contractor failing to deposit EMD in prescribed manner will be accepted.

This Tender Paper can be downloaded from CSIR NEIST website and submitted vide e-transaction along with Rs. 1,000/- (Rupees One Thousand) only in the form of Demand Draft in favour of Director, CSIR NEIST, Jorhat, which is not refundable.

ADMINISTRATIVE OFFICER
CSIR NEIST, JORHAT

TENDER PAPER

HIRED VEHICLE



**CSIR NORTH-EAST INSTITUTE OF SCIENCE &
TECHNOLOGY**
Jorhat - 785 006, ASSAM

(सी एस आई आर उत्तर पूर्व विज्ञान तथा प्रौद्योगिकी
संस्थान

जोरहाट 785 006, आसाम, भारत



An ISO 9001:2008 Certified Organization



Connecting Science & Technology for Brighter Tomorrow

Last Date of Submission :

03.00PM of 26th October, 2011

Sl. No. : _____

Issued by :

सी एस आई आर उत्तर पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान (नीस्ट)
CSIR NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY (NEIST)

Application Form

(To be filled up by the Applicant/Tenderer)

From :

To

The Administrative Officer,
CSIR North East Institute of Science & Technology,
Jorhat – 785 006 (Assam).

Sir,

In response to your notice No. _____ dtd.

I/we wish to offer the vehicle(s) to CSIR North East Institute of Science & Technology, Jorhat on hire basis.

The undersigned agrees to abide by the terms & conditions of hire as fixed by CSIR NEIST, Jorhat.

I/we have annexed the following documents herewith.

- a) Certificate of ownership of vehicle (attested photocopy of the R.C., which should clearly indicate that vehicle is registered as Taxi).
- b) Valid comprehensive Insurance Certificate.
- c) Road permit.
- d) Valid Driver's License.

I hereby undertake that the statements made herein are true in all respects. In the event of the same being found to be incorrect in any particulars, the same may be construed as misrepresentation, empowering the CSIR NEIST, Jorhat to terminate my/our contract with Earnest Money forfeited.

Continued 2/-

-(2)-

I/we undertake to produce the original documents at the time of offering vehicle(s) for inspection.

I/we confirm having deposited the Demand Draft towards Earnest Money of Rs. _____ (Rupees _____) only as detailed hereunder.

a) Demand Draft No. _____, Date _____

b) Bank Name _____

c) Amount _____

I/we also agree that, in case of my/our failure to place vehicle(s) at the services of CSIR NEIST, Jorhat within the specified period, my/our EMD may be forfeited.

Date:

Signature of the applicant

Place:

Name:

Address:

Phone No:

सी एस आई आर उत्तर पूर्व विज्ञान तथा प्रौद्योगिकी संस्थान (नीस्ट)
CSIR NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY (NEIST)

Tender Paper for providing vehicles on hire basis

Sl. No.	Name of Vehicle	Whether A/C or Non A/C	Halting charge per day (Rs.)	Rate per K.M.	
				A/C (Rs.)	Non A/C (Rs.)
1.	Tata Indica	A/C	600.00		
2.	Tata Indigo	A/C	700.00		
3.	Toyota Innova	A/C	900.00		
4.	Tata Grande/ Scorpio (Mahindra)/ Xylo (Mahindra)	A/C	800.00		

The undersigned agrees to abide by the terms and conditions of hire as fixed by CSIR NEIST-Jorhat.

Name:

Address:

Phone No.:

GENERAL TERMS AND CONDITIONS

1. The vehicle(s) should be fit in all respect for operations in accordance with Motor Vehicle Act, the Rules and the existing Laws as applicable from time to time. The vehicle(s) must be equipped with valid documents i.e. Registration Book, Insurance Certificate, Fitness Certificate (if applicable), PUC Certificate and Road Permit. The responsibility of any lapse in this regard shall be that of the contractors/owners exclusively. The CSIR-NEIST or its employees shall in no way be responsible for any lapse/default of the owner/contractor.
2. The Contractor is required to place the vehicle(s) on duty of CSIR- NEIST conforming to the specifications of this contract and as per the terms/conditions. He shall follow the instructions of timings and duties given by the authorized user of CSIR-NEIST including the placement for off-road/breakdown/maintenance/ overhauling etc. for which the contractor may be required to maintain necessary suitable expedients. Occasional additional demand for vehicles by CSIR-NEIST would have to be met by the Contractor, but at the original approved rates.
3. All vehicles provided by the contractor shall be placed in the service of CSIR- NEIST from Monday to Friday during office hours , i.e. from 08.00 am to 6.00 pm unless otherwise specified. On Saturdays, Sundays and other holidays, the vehicle shall be in the custody of the contractor, unless otherwise required by CSIR- NEIST.
4. While the vehicle is on the duty/services of CSIR-NEIST, Jorhat no unauthorized passenger(s) can be carried by the Driver/Contractor.
5. Fuelling of the vehicle shall be carried out prior to reporting for duty and there should be adequate fuel for at least 24 hours of work.
6. Increase in rates of fuel (petrol, diesel) if any, would be reviewed by CSIR-NEIST authority only at the completion of one year of the contract period, and not in between. Till the rates are revised, the vehicle contractor shall be bound to offer vehicles at the approved rates as per the original quotation.
7. The Driver(s) provided with the vehicle should be physically/medically fit, professionally sound and legally competent in all respects and holding valid license as prescribed under prevailing Motor Vehicle Rules. Moreover he should be attired in proper uniform, to be decided and provided by the Contractor, while on duty.
8. In the event of any accident or damages while the vehicle(s) is on the duty of the Institute, CSIR-NEIST shall be completely free from any liability of any nature connected with the accident/damage(s). The contractor himself will be fully and exclusively responsible for any damage to vehicle(s) or any personal injury or death

- caused to driver or any other person in the employment of the contractor, occupants of the vehicle(s) or any person(s) or damage to any property or person.
9. In case the vehicle(s) is / are requisitioned either by Police or Civil Authority, no payment shall be made by CSIR- NEIST for that period.
 10. The log-book shall be drawn from Transport Cell and individual log-book will have to be maintained for each vehicle. As the log-book is a financial document, its loss may lead to non-payment to the contractor. The logbook would be required to be filled up and signed by the user of the vehicle.
 11. Payment of all bills preferred by the contractor shall be made by CSIR-NEIST on monthly basis, although computations for the same shall be maintained on daily basis.
 12. All vehicles provided by the contractor must be registered with the registering authority as TAXI, within one month of being awarded the contract , if not already registered.
 13. All the vehicles provided by the contractor as per the terms of agreement must be covered under 'FIRST PARTY INSURANCE' policy with the insurance company.
 14. All the vehicles provided by the contractor as per the terms of agreement must not have any grip less even surface tyre fitted with the wheels, including the spare wheel. Vehicles supplied by the contractor shall not be more than 2 years old.
 15. Under no circumstances shall the Contractor offer vehicles, directly or indirectly owned by employees of CSIR-NEIST, for hire at the service of the Institute.
 16. The transport contractor shall submit the bills for hiring charges in triplicate on monthly basis in the name of the Director, CSIR-NEIST for arranging payment, duly supported by the relevant log-book, signed by touring officer of CSIR- NEIST to the Transport Cell.
 17. In case of any legal disputes, payments shall be withheld and will not be released, till the dispute is settled.
 18. An Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand) only per contractor is to be deposited in the form of Demand Draft from any nationalized Bank in favour of Director, CSIR-NEIST.
 19. No interest shall be paid by the CSIR-NEIST on the EMD. The EMD of the unsuccessful applicant shall be refunded.
 20. The requirement of vehicle(s) may be decided at the sole discretion of CSIR-NEIST.

21. The offer shall remain in force for 2 years from the date of agreement to be executed under clause 22. The contract between CSIR NEIST, Jorhat and the contractor can be terminated with a notice period of 60 days by either side.
22. The successful applicant shall be required to sign contract agreement on non-judicial stamp paper of the requisite value.