



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

RMRCNE

REGIONAL MEDICAL RESEARCH CENTRE
NORTH EAST REGION

आइ सी एम आर - राष्ट्रीय चिकित्सा संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR-Regional Medical Research Centre, NE
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. K15011/1/2021-22-Vehicle/ 3131

Date: 24/01/24...

NOTICE INVITING TENDER FOR QUOTATIONS FOR HIRING OF VEHICLES

ICMR – Regional Medical Research Centre, North East Region, Bokul-Lahowal, Dibrugarh – 786 010, Assam is a premier research Centre in the field of Medical research, which is under the umbrella of Indian Council of Medical Research (ICMR), Ansari Nagar, New Delhi. This Institute invites quotations for hiring the following vehicles on credit basis.

Details of required Hiring of vehicles:

Sl. No.	Type of vehicles	Place of visit	Duration	Quantity Required
1.	Innova (Crysta)	Sohra, Meghalaya & Return	19.02.2024 to 23.02.2024	2

The quotations shall be submitted to the office on or before 5.00 PM of 12/02/2024 or can be dropped in the Drop Box provided at Administration building or sent by post. The quotations should be in prescribed format in a sealed cover. The cover is to be pasted with gum and not to be stapled. The finalization of quotation for L1 will be decided on the base price without inclusion of GST. Hence the price is to be furnished for each item & GST separately. Once the quotation is submitted, on placing the order, the firm is bound to provide the service / items within the stipulated time. Quantity of above-mentioned item is subject to change at time of placing the order.


The above cover may be super scribed 'Quotation for Hiring of Vehicles' vide NIT No. ICMR_RMRC_NER_Vehicle_2022-23/, dated: 24/01/2024 and addressed to the 'Director, ICMR – Regional Medical Research Centre, North East Region, Bokul, Dibrugarh – 786 010'.

Term and conditions:

1. Please quote on the top of the envelope 'Quotation' and Ref. No. of this letter.
2. All correspondence should be addressed to the "Director, ICMR-RMRC, N.E. Region, Dibrugarh, Assam".
3. The lowest price will be decided based on the base price only.
4. Attach a certificate certifying that you have not offered a lower price and discount rate higher for the items in question to any other buyer in the past one year (Format attached).
5. The quoted price is for ICMR-Regional medical Research Centre, North East Region, Bokul, Dibrugarh.
6. The vehicle should be **registered as a commercial vehicle** and the model **not older than 3-5 Years**.
7. The drivers engaged in the vehicle should have valid driving license issued by the Transport Authorities and other necessary certificates like Road-Tax clearance, Pollution Certificate, Valid Insurance certificates and Fitness certificates etc. should be in existence for all vehicles quoted. The drivers should have a mobile phone, uniform and should be well mannered. The Vehicles on duty should be kept in

clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable.

8. **Parking and Toll charges**, if any, may be claimed by producing the parking / Toll slips.
9. The rate for hiring of vehicles may be quoted as per enclosed format. The price quoted by the applicant shall be unconditional and shall remain fixed during entire period of contract & shall not be subject to variation on any account.
10. Submit the **Bank account details, GST No., PAN No., address proof with email & Contact number**.
11. **Period of contract**: The contract will be **initially tentatively from 19.02.2024 to 23.02.2024** which may be extended further.
12. **Place of service**: Sohra, Meghalaya.
13. **Service / duty**: Vehicles should be made available all the above mentioned days as it is meant for outside Assam and needs night stay.
14. **Quantity**: Estimated number of vehicles to be hired is **2 nos. on the above mentioned period**.
15. No payment shall be made in advance.
16. All payments shall be made by RTGS/ NEFT using PFMS.
17. **Calculation of distance**: Pick up (starting) and dropping (closing) point is ICMR-RMRCNE, Dibrugarh unless specifically mentioned.
18. The vehicle must have permit to travel in the North eastern States of India.
19. Number of required vehicles is variable depending upon demand of the situation
20. Logbook of the vehicle must be maintained and submitted at the time of processing for payment in the prescribed format.
21. **Accuracy of meters**: All the vehicles should have a working milometer. The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.
22. **Replacement of vehicle**: In case of break down, vehicles have to be replaced by other vehicles within not more than one hour.
23. **Billing**: Monthly bills shall be submitted in duplicate to the authority specified in contract along with duty slips duly signed by the user and properly maintained Log Book for release of monthly bill.
24. If on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty / journey the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
25. The Director, ICMR-RMRCNE, Dibrugarh reserves the right to cancel the purchase order letter issued and debar the firm if it is discovered that the firm had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days prior written notice. The decision of the Director, ICMR-RMRC NE, Dibrugarh, Assam in this regard is final and binding.
26. Vehicles should be made available on call any day in the week at any hour. In case of failure to supply the vehicle, The firm will black listed by this centre.


(U.P.D CHANDRAHASAN)
Administrative Officer & HoO

(On company's letterhead)

To

The Director,
ICMR – Regional Medical Research Centre,
North East Region, **DIBRUGARH – 786 010**, Assam.

QUOTATION FOR HIRING OF VEHICLES

Submission of quotation vide NIT No. _____ dated _____ for
providing vehicles as mentioned below:

				(Per vehicle in Rs.)		
Sl. No.	Name of Vehicle	Vehicle required for the period	Place of visit	Fixed Vehicle rent / charge	Outstation charge	Running charge hills/plain (per KM)
1.	Innova (Crysta)	19.02.2024 to 23.02.2024	Sohra, Meghalaya, Shilloing and adjoining places			

Note: All columns are mandatory to be filled, GST is extra and payable as applicable.

Vehicle will be provided for the period from _____ to _____ and minimum period of vehicle utilization is ____ days. No payment will be collected during the days when vehicle is not used.

GST Number	:	
PAN Number	:	
Bank Account Name, No. & IFSC No.	:	
Name of the Bank & Branch	:	
Email ID	:	

Signature with date & stamp:

Full name in block letters: