



Tel. 0832-2285381, 2284678 & 79 FAX – 0832 2285649

F. No. 3(2)/Vehicle-hiring/2016-17Stores

Dated: 14.12.2016

To,

Sub: Hiring of Vehicles Indica/ WagonR/ Echo/ Qualis/ Innova/ Tavera both AC and Non AC Car, Tempo traveller, mini truck and Luggage Auto for one year - reg.

Sir,

Sealed Quotation for Hiring of Vehicles Ambassador/ Indica/ Echo etc. And Qualis/ Innova Tempo traveller etc. both AC and Non AC and Mini Truck for one year on the term and conditions in the following paragraphs extendable by another year subject to satisfactory performance and mutual agreement. You are requested to send your quotation with rates in the enclosed proforma superscribing **“QUAOTATION FOR HIRING OF VEHICLES”** **” on the front side of the sealed envelope should reach the undersigned on or before 30/12/2016 by 3.00 p.m.**

For Non-Compliance of the terms, the quotations are liable to be ignored. The interested firms are requested to submit their rate in the enclosed proforma.

The Following terms and conditions to be adhered while submitting the quotation:

1. Mileage and time will be counted from ICAR ó CCARI, Ela Old Goa.
2. Toll Tax, Parking Charges etc. will be paid to the respective month subject to the production of the original documents in proof of such payment.
3. Payment will be made monthly basis e-payment on receiving bill along with duty slip duly certified by the concerned officer who has use the vehicle.
4. Vehicle should be provided at short notice. Cleanliness of vehicle and its condition should be excellent. The Driver should be in neat Uniform. The vehicles so requisitioned should be in time.
5. Penalty etc imposed by traffic police/ department will not be paid by this office.
6. No Road Tax will be paid during vehicle hired for outstation.
7. No extra hours charges will be paid when the extra kilometre claimed.
8. If the agency fails to provide vehicle(s) so requisitioned, in time after receiving the message, the contract is likely to Cancelled, without assigning any reason.
9. Copy of PAN/ TIN No. Of the agency should be attached with quotation.
10. Incomplete bids are liable to be ignored.
11. Tax and other levies to be charged should be specifically indicated.
12. Details of beneficiary's name, name of the bank and branch, address, bank account no, IFSC (Indian Financial System Code), MICR Code, etc of the bank branch must be prominently written in the bill.
13. Drivers with valid driving licence to drive the vehicles.
14. Rate once finalised will be fixed at least for a period of one year. Upward change in rate will not be considered due to any hike in petrol/diesel or taxes.

Asst. Administrative Officer

1. Finance & Accounts Officer, ICAR Research complex for Goa.
2. Institute, Website, (ARIS Cell)
3. Guard file (Stores)

