

**Purchase Section  
Forest Research Institute  
Dehradun – 248 006**

No. : XI-68/16-17/Purchase

Date: 05 Dec 2016

**Notice Inviting Tender**

**Hiring of Vehicles for XIX Commonwealth Forestry Conference (CFC 2017)  
to be conducted at Forest Research Institute, Dehradun from 3-7 April 2017**

Sealed tenders are hereby invited on behalf of Director, FRI Dehradun, for most competitive rate by **sealed quotation** for supply of both Non-A/C and A/C vehicles of various types as per the Schedule-I during the period of **03.04.2017-07.04.2017** for the above mentioned International Conference. Tender form and **terms & conditions for hiring of vehicle** are attached in separate pages.

- |  |   |
|--|---|
| A. Cost of Tender form   | Rs. 575/- (Rupees Five hundred Seventy five only) including VAT |
| B. EMD for hiring of vehicle   | Rs. 10,000/- (Rupees Ten thousand only)                         |
| C. Start date of downloading the tender from FRI website:              | 05 Dec'2016 5PM   |
| D. Last date of downloading of Tender Form:                            | 27-12-2016 at 11.00 a.m   |
| E. Last date of receipt of tenders in Office:                          | 27-12-2016 at 2.30 p.m.   |
| F. Tenders to be opened on   | 27-12-2016 at 3.00 p.m  |
| G. Opening of Financial Bid  | 28-12-2016 at 4.00pm  |
| H. Validity of tender will be up to 120 days from the date of opening. |   |
| I. Tender document will be available at our Institute web-site at      | <a href="http://fri.icfre.gov.in">http://fri.icfre.gov.in</a>   |

We look forward in receiving your sealed quotations on highly competitive rate and thank you for your interest.

PURCHASE OFFICER  
FRI, DEHRADUN

**NOTE:**

1. If the date up to which the Tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance on the next Working day.
2. If the date fixed for opening of Tenders is subsequently declared a holiday the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
3. The intending tenderers may submit their bids.
4. No request for alteration in the rates, once quoted, will be entertained.
5. The Tender format is to be download from <http://fri.icfre.gov.in>.
6. Complete tender document must accompany with Tender Fee of Rs. 575/- and EMD of Rs.10,000/- (in favour of Director, Forest Research Institute, Dehradun). Tenders shall be submitted in the prescribed format but on the printed pad of the firm.



**Subject: Tender for hiring of vehicles for XIX Commonwealth Forestry Conference (CFC 2017) to be conducted at Forest Research Institute, Dehradun from 3-7 April 2017**

Dear Sir,

Sealed tender are invited for hiring of vehicles for above mentioned international conference on outsourcing basis for Forest Research Institute, Dehradun as per terms and conditions detailed out in the following paragraphs from interested firms.

**The bids are invited in the form on technical and final proposals in two parts namely a) Technical bid and b) Financial bid. The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes containing the “TECHNICAL & QUALIFYING PROPOSAL” and “FINANCIAL PROPOSAL”. The envelopes containing the technical and financial proposals shall be placed into an outer envelope and sealed. The outer envelope shall bear the title of the assignment “Quotations for hiring of vehicles for CFC-2017”. Firms fulfilling the criteria’s listed in Technical & Qualifying bid will only be eligible to quality for financial bid opening.**

Tenders must bear the name and address to **Purchase Officer, Forest Research Institute, Dehradun-248006 and must reach to the undersigned latest by 2:30PM on 27<sup>th</sup> December, 2016 which shall be opened at 3-00 P.M.** in presence of interested tenderer(s) or their authorized representative(s) who may be present. The quotation can also be sent by post so as to reach by due date and time. The Director/Purchase Officer, FRI Dehradun will not be responsible for any postal delay. The tender received after stipulated date and time shall be summarily rejected. The Director FRI, Dehradun may at his/her discretion, extend the date by a fortnight and such extension shall be binding on tenderers. If the last date of receipt and opening of the tender document declared to be a holiday due to any reason, the tender shall be deemed to remain open for acceptance till the next working day following the holiday but will be no change in the time for opening indicated above venue tender opening as above.

**Settlement of disputes:**

1. Director, FRI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Conference for any justifiable reasons, not mandatory to be communicated to the tenderer.
2. Decision of Director FRI Dehradun will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.



## TERMS & CONDITIONS FOR HIRING OF VEHICLE

1. Vehicles with registration as Taxi should only be provided. Each journey will be paid on the basis of quoted rates. No other charges/fees will be paid by the office.
2. The firm should have a camp office at Dehradun and the vehicle should be readily available on the telephone call/letter within the stipulated period.
3. Driver must be well behaved and should have valid license.
4. Vehicle owner would be responsible for any type of legal binding.
5. Requirements of vehicles may be made for any number of days depending upon the requirement arises.
6. Payment will be made on bill basis after completion of journey as per the actual deployment of the vehicles and its journey.
7. All demurrage on any mis-happening/incident would be borne by the owner of vehicle.
8. Night charges will be admissible from **11 PM to 5 AM**. During travel & stay lodging and boarding of the driver should be arranged by the owner of the vehicle/Agency.
9. The time & distance will be calculated from garage to garage. **Garage will be considered for a maximum distance up to 4 km from the FRI, Dehradun.**
10. Toll Tax and parking tax will be paid by the Office if required on production of documentary evidence and other type of tax levied by the State Govt. will be paid by the Agency.
11. All taxes/charge will be borne by the owner of the vehicle.
12. Contractor shall deposit **Rs. 10,000/- (Rupees Ten thousand only) as EMD** in form of **FDR or Bank Guarantee in favour of Director, Forest Research Institute, Dehradun and payable at Dehradun** attached with the tender from.
13. Vehicle should be in good condition. If the condition of the vehicle is not good the vehicle would be sent back without any payment or charge.
14. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price. [2.0% (or as applicable) of the value of the work done may be deducted as TDS from the bill as per IT act and the same will be remitted to IT dept. Necessary TDS certificate will be issued to the contractor at the end of financial year. **The PAN card No. and Bank account details along with the photo copies to be submitted with quotation.**
15. **Sufficient fuel** must be provided before start of the journey. **No advance payment will be made on this account.**
16. During journey, if the vehicle goes out of order/breaks down or held up on the way, it will be the of Travelling Agency to provide the vehicle for transporting the concerned officer/official to the place of duty.
17. **Vehicle must be insured** with all relevant required documents.
18. During the journey the driver will drive the vehicle at his own risk. Our Institute will not be responsible for any lapse.
19. Penalty etc imposed by traffic police/Department will not be paid by this office.
20. In case of satisfactory services are not provided, contract is likely to be cancelled without assigning any reason.
21. PAN No, Bank Name & Bank account No. should invariably be mentioned on the bill submitted for payment.



22. Kindly mention **Service Tax registration number** which is mandatory and copy of the same may be attached.
23. Service Tax as applicable if claimed separately shall be deposited by the firm in the service tax department directly (as per the share intimated by Institute) and receipt shall be submitted to the office for processing bill of the firm.
24. Bill in triplicate/duplicate may be submitted to the office for payment. The bill should invariably **have registration number of the vehicle**.
25. The Institute reserves the right to demand the copy of registration of vehicle before passing of the bill.
26. Director, Forest Research Institute, Dehradun has the right to cancel the quotations without assigning any reason.
27. The vehicle should register at the Officer of Service Branch, FRI for record whenever called for service.

**Certified that the above terms & conditions are acceptable to me.**

Signature: \_\_\_\_\_

Name & Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone No: \_\_\_\_\_

Service Tax No. \_\_\_\_\_



## TECHNICAL & QUALIFYING DOCUMENTS

Hiring of Vehicles for CFC 2017, XIX Commonwealth Forestry Conference  
to be conducted at Forest Research Institute, Dehradun from 3-7 April 2017

1	Name of the firm/Company/Agency	
2	Address of the firm/ Company/Agency	
3	Telephone/Mobile No.	
4	Whether EMD or Rs.10,000/- is enclosed in the form of FDR or Bank Gaurantee	FDR/Bank Guarantee No. Dated Bank Name
5	Firm Registration detail	
6	Last three years experience	
7	PAN No. along with attested copy of previous 3 years income tax return	
8	Name and address of the Deptt/Offices/Ministries/Organizations where at present vehicles are engaged on regular/monthly basis/Seminar/Conference etc. (self certified stamp copies of contract letter be attached)	
9	Annual turnover (along with proof)	2013-14                      2014-15                      2015-16
10	Bank detail 1. Name of A/c. holder 2. Bank Name 3. Branch Name & IFSC Code	

Documentary proof in respect of above particulars must be enclosed otherwise bid will be rejected.

Place:  
Date:

Name & Signature of the authorized person  
with seal and business address

## FINANCIAL BID

Schedule I

### PROFORMA FOR QUOTATION FOR HIRING OF VEHICLES

for CFC 2017, XIX Commonwealth Forestry Conference  
to be conducted at Forest Research Institute, Dehradun from 3-7 April 2017

#### FOR LOCAL DUTIES

(Rate should be quoted exclusive of service tax)

#### **Detail of vehicles with requirement**

S No.	Name of Vehicle		Rate (Rs.)		
			10 hour/100KM (Minimum)	Extra per hour	Extra per km.
1.	Tempo Traveller	A.C			
		Non A.C.			
2.	Bus 27 seater	A.C			
		Non A.C.			

Night charges for providing vehicle beyond **11PM and before 5AM** = Rs..... per night. Night

Halt charge during travel for lodging and boarding of the driver = Rs. .... per night.

Signature \_\_\_\_\_

Name & Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Service Tax No. \_\_\_\_\_

**Note:**

1. Separate Comparative chart will be made on the basis of 6Nos of Tempo Travelers and 5 Nos of Buses for 5 days with duty of 15hrs of journey (10Hr regular + 5Hr Extra) per day without considering any extra Night/Halt charges.

