

# ICMR- National Institute of Traditional Medicine

Department of Health Research  
(Ministry of Health & Family Welfare)  
Nehru Nagar, National Highway No-4, Belagavi, Karnataka-590010

## Tender Document

Tender No: ICMR-NITM/Purchase/Vehicle Hiring/1

**Last Date of Submission: 07.02.2025 upto 05:00 PM**

Quotation are hereby invited on behalf of Director, ICMR- National Institute of Traditional Medicine under the Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, GoI, on **URGENT BASIS** in the prescribed format (attached herewith) through email [stores.nitm@icmr.gov.in](mailto:stores.nitm@icmr.gov.in) for hiring seven seater vehicles for local field visit on 10-12 days in a month for a period of six months and period may be extended further on mutual consent and satisfactory services upto six months.

Kindly send rates for seven seater vehicles for 05 hrs- 50 Kms, 10 hrs-100 Kms and 12 hrs-150 Kms on daily basis in the prescribed format given below through email [stores.nitm@icmr.gov.in](mailto:stores.nitm@icmr.gov.in) **UPTO 05:00 PM on 07.02.2025 ALONGWITH REQUIRED ENCLOSED DOCUMENTS..**

### Terms and conditions are as follows:

1. The **vehicle** should be registered as commercial vehicles with the concerned authority and should not be older than 05 years.
2. ICMR-NITM, Belagavi will not bear any expense towards fuel cost, lubricants, spare parts, maintenance, payment of insurance/road/state taxes/permit/certificate etc. Firm should be registered with GST.
3. Vehicle insurance will also cover the passengers in case of accidental situation.
4. Payment will be made after 45 days in the following month after deduction of TDS , if applicable.
5. In the event of any break-down, servicing and repairs of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar class of **vehicle** for which agreement is entered into. Failure to do so will evoke penalty clause.
6. The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the **vehicle** or by the service provider. The driver as well as service provider shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present and as may be enforced from time to time for which user departments would not be liable/responsible in any manner whatsoever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor **Vehicle** Acts/Rules shall rest with the service provider only and user/user departments will not be liable in any manner.
7. The service provider shall ensure that the vehicles deployed by him are maintained well, cleaned thoroughly both internally and externally, boot kept clear off dust, rubbish, oil and any personal belongings of the driver. Adequate spares such as bulbs, belts, spare tyres etc in good condition shall be kept in the vehicles at all times along with toolkit for use, if necessary. Also, all vehicles should have an emergency medical kit and Fire Extinguisher.
8. The service provider shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
9. During the contract period, if the **vehicle** is seized or detained or requisitioned by Police/Motor **Vehicle** Authority or any other authorities for whatsoever reasons that will be at the

service provider's risk. Also, alternate vehicle will be provided by Service provider without any extra charges.

10. The cars deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department. The service provider has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speed, rash driving, and driving vehicle without brakes/defective brakes.
11. Driver must possess a working mobile phone whose number should be given to user by service provider.
12. Driver should have valid commercial driving license.
13. Driver should wash his uniform every day.
14. The driver should not be under influence of liquor or any other intoxicants or smoke while on duty. In the event of such happenings, the driver will have to be removed from services and any damages caused by such contractor's employees will be totally borne by the contractor.
15. Any complaint from the users/staff of the user department with respect to their behavior/ uniform will be viewed seriously and it will be brought to the notice of the service provider, who shall take suitable action
16. The service provider shall submit his monthly bills in triplicate towards the service rendered on the previous month to the user. Payment shall be effected by credit into the bank account of the service provider through ECS/RTGS/PFMS within 45 days from the date of receipt of bills with supporting documents, complete in all respect. The service provider will have to intimate the bank account number and other details of the bank to enable the user department to credit the payment directly into the account.
17. If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
18. The purchaser reserves all the rights to accept in part or in full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.
19. Quotation received late after due date and time and without supporting documents and signature shall be straightway cancelled.
20. Please clearly mark "Quotation No. " ICMR-NITM/Purchase/Vehicle Hiring/1" and Due Date: 07.02.2025 upto 05:00 PM\_\_\_\_\_
21. Director, ICMR-NITM, Belagavi reserves the right to increase or decrease the quantity and also to procure the same quantity from any other vendor at the same or different rates due to urgent requirement.
22. ***The start and releasing point of vehicles to be hired will be ICMR-NITM, Belagavi, Karnataka.***

To,

The Director  
ICMR-National Institute of Traditional Medicine  
Nehru Nagar, National Highway No-4  
Belagavi, Karnataka- 590010

**Sub:** Offer for quotation no. ICMR-NITM/Purchase/Vehicle Hiring/1  
Due Date: 07.02.2025 upto 05:00 PM

With reference to above, our offer is as under:-

Sl no	Description/Particular	OPTION 1	OPTION 2	OPTION 3	Extra km charges (per km) beyond stipulated running)	Extra hour charges (per hr) beyond Stipulated running
		Fixed charges amount (50 km/day + 05 hrs duty/day)	Fixed charges amount (100 km/day + 10 hrs duty/day)	Fixed charges amount (150 km/day + 12 hrs duty/day)		
<b>1.</b>	<b>Safari/XUV/Scorpio/Innova/Tavera/Bolero/Ertiga or equivalent 7 seater vehicle)</b>					
	All inclusive monthly rates of vehicle, wages of driver, Uniform, Fuel, Maintenance, Insurance, road tax/permits/fitness/GST/taxes etc.					

**Note:** *Quoted price should be exclusive of Service Tax/GST. Applicable Service tax/GST will be paid extra as per rules. Toll Charges will be paid at actuals on production of proof.*

- We confirm that the quoted prices will remain firm and there would not be any price escalation during the initial contract period of 6 months.
- We also confirm that we abide by all the tender conditions and we do not have any counter conditions. In the event of violation of any terms and conditions of the contract may be forfeited.
- The start and releasing point of vehicles to be hired will ICMR-NITM, Belagavi, Karnataka.*

Name and Surname:

Signature of Bidder:

Stamp of the firm/company

(to be submitted by the bidder on letter head)

**CERTIFICATE & DECLARATION**

1. It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. I/We understand that ICMR-NITM, Belagavi is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.
2. In case it is established that any information provided by me/us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD/SD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further ICMR-NITM, Belagavi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
3. I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my/ our dealing with the Institute.
4. Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization and also no case of any nature i.e. CBI/FEMA/Civil//Income Tax/GST/Sales Tax/VAT is contemplated or pending against us.

Date  
Place

Signature of the Tenderer

Stamp

**POWER OF ATTORNEY**  
**(On the letter head of the firm and alongwith photo ID)**

I/ We..... (name and address of the registered office) do hereby constitute, appoint and authorize Sri/Smt ..... (Name and address) who is presently employed with us and holding the position of ..... as our attorney, to act and sign on my/our behalf to participate in the tender no **ICMR-NITM/Purchase/Vehicle Hiring/1** for **Vehicle Hiring**.

I/ We hereby also undertake that I/we will be responsible for all action of Sri/Smt..... undertaken by him/her during the tender process and thereafter on award of the contract. His / her signature is attested below

Dated this the \_\_\_ day of 2025 For\_\_\_\_\_

(Name, Designation and Address)

Accepted

\_\_\_\_\_

(Signature)

(Name, Title and Address of the Attorney)

Date: \_\_\_\_\_

**Banking information for payment through PFMS/Letter of Credit  
(to be submitted by the bidder)**

Banking details for e-payment is as under:

Sno.	Details	
1.	Name of firm	
2.	Name of Bank	
3.	Branch Name & Address	
4.	Account Name	
5.	Account Type & Number	
6.	IFSC Code	
7.	MICR Code	
8.	Email ID	
9.	Contact Number	

Date  
Place Stamp

Signature of the Tenderer