



भा. कृ. अनु. प. –केन्द्रीय शुष्क क्षेत्र अनुसंधानसंस्थान  
ICAR - Central Arid Zone Research Institute  
क्षेत्रीय अनुसंधानस्थान, भुज 370105/ Regional Research Station, Bhuj 370105  
Website: www.cazri.res.in



No. F. RSB-hiring Vehicle/22/

Dated: 11.01.2023

**Notice for Inviting Tender for Annual Rate Contract for hiring of vehicles as and when required basis**

The Director, ICAR-Central Arid Zone Research Institute, Jodhpur on behalf of the President, Indian Council of Agricultural Research, New Delhi invites online bids under Two bid system from the Manufacturer/ authorized dealers/registered firms for hiring of vehicles for local duty and outstation duty (as and when require basis) at ICAR-CAZRI, RRS, Kukma-Bhuj.

**Critical Date Sheet**

1.	Date and Time for Issue/Publishing	05.00 PM on 11.01.2023
2.	Document Download / Sale Start Date and Time	05.00 PM on 11.01.2023
3..	Document Download / Sale End Date and Time	02.00 PM on 18.01.2023
4.	Bid Submission start Date and Time	05.00 PM on 11.01.2023
5.	Bid Submission End Date and Time	02.30 PM on 18.01.2023
6.	Date and Time for Opening of technical Bids	02.30 PM on 19.01.2023
7.	Date and Time for opening of Financial Bid	After finalize the Technical Bid
8.	Address for Communication	Director, ICAR-CAZRI, Jodhpur-342003 (Raj.) India
9.	Performance Security After finalization of Rate Contract to be deposited by the party to whom award the contract.	Rs. 10,000/- (in lump-sum)

Note :The tender form and other details are available on CAZRI's website [www.cazri.res.in](http://www.cazri.res.in) & CPPP. The interested Manufacturers/authorized dealer/Agency/firm of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time.

Encl. : Annexure- I to VIII (for technical Bid Cover (Cover-I) &  
Annexure- IX (for Financial Bid Cover (Cover-III)

Asstt. Administrative Officer (S)  
for Director

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**Technical Bid IMPORTANT INFORMATION :**

1. **PURCHASER:** The Director, ICAR – CAZRI, Jodhpur.
2. **CONSIGNEE:** THE HEAD, ICAR-CAZRI, RRS, KUKMA, BHUJ - 370105.
3. **PERIOD OF CONTRACT:** One year from the date of conclusion of Rate Contract. Contract period may be extended for further one year depending upon requirements with mutual consent/agreement as may be decided by the competent authority, after review of performance. The Contract period can be reduced or the contract can be terminated without assigning any reason by the competent authority of the Institute.
4. **FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Quotations/Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.
5. **NON-TRANSFERABILITY:** This Quotation/tender is non-transferable.
6. **TERMS & CONDITIONS:** Terms & Conditions as set out in this NIT/Tender Document shall have to be complied with by the bidder/firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of the Authority.
7. **PRESCRIBED FORMS:** The Quotation/Tender under two bid systems (Technical bid and Financial bid) through NIT/Tender in the format prescribed in this NIT/Tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. The quotation/tender complete in all respect may be sent by Courier/Registered post must be reach/submitted before the last date and time of submission of the quotation
8. **CAZRI's RIGHTS:** The Director, ICAR-CAZRI reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
9. **LEGAL CONTRACT:** The supplier shall execute a legal contract agreement along with undertaking in duplicate on stamp paper of appropriate value (charges to be borne by the supplier/travel agency), immediately after the receipt of the award letter but not later than by 15 days of the date of issuance of award letter. The subsequent matter will be got typed on judicial papers of appropriate Court fee Stamps worth Rs. 1/-affixed on each page. A copy of award letter duly stamped (Court) and signed on each page is also to be attached with this contract agreement. Each page of this contract agreement should be duly stamped & signed by the authorized signatory of the firm. A copy of power of attorney in respect of the authorized signatory, that he is authorized to sign the contract on behalf of the firm, is also to be attached with the contract agreement. All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in Jodhpur only.

**Note: - Contract agreement is to be signed at ICAR - CAZRI, Jodhpur. Contract agreement by post shall not be entertained.**

**(Signature of the Bidder, with Official Seal)**

**GENERAL INSTRUCTIONS**

Terms and Conditions of the Contract

1. The rates should be quoted as per the Financial Bid format as per Tender. GST/other Taxes/charges, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfils all the required specifications, terms and conditions and remains L-1.
2. The firm must also possess valid PAN No., TIN number & Goods and Service Tax(GST) registration number and a copy of the same must also be enclosed with the tender document. In case of proprietorship firm, the proprietor must apply with his/her PAN card number as separate PAN card are not issued for proprietorship firms because they don't have separate legal existence. If more the one person is involved in proprietorship firm a PAN number belonging to the firm needs to be submitted.
3. If the materials are not supplied and installed/not provided the hired vehicle(s) services in time/as per the requirement/upto the mark under ARC then EMD shall be forfeited. The rates quoted shall be valid for 12 months from the date of opening of e-tender.
4. The Director, ICAR-CAZRI, Jodhpur shall have the right to reject all or any of the offers(quotations), accept more than one offer(quotations), and assign part of the job.
5. Merely quoting of lowest rates does not mean that order shall be given to that firm. The competent authority will finally decide on the basis of quality & performance of past installations/services.
6. Rates once finalized will not be enhanced/reduced during the currency of the contract.
7. The Director, ICAR-CAZRI, Jodhpur reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
8. If any dispute(s) arises between ICAR-CAZRI, RRS, KUKMA, BHUJ and the Cab operator/Travel agency/firm with reference to the contract, ICAR-CAZRI, RRS, KUKMA, BHUJ will decide it and its decision will be binding on the firms.
9. Bid Validity: 180days.
10. The contract will be given to Least one (L1).
11. Jurisdiction of Court:- The court of the Jodhpur shall have a jurisdiction to decide any dispute arising out of or in respect of contract.
12. Force Majeure Clause: - The Supplier shall not be liable for forfeiture of its performance security, Liquidated damage so termination for default, if and to the extent that, it's delay in performance rother failure toper from its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods. Epidemics, quarantine restrictions, strikes, lockout or any act of war. Notice of the happening of any such event is given by either party to the other within 15 days from the date of occurring thereof. However, either party at its discretion can terminate the contract in such cases.
13. Termination of Contract: - Time shall be the essence of the contract. The purchaser shall have the right to terminate the contract without any notice in part or in full in any of the following cases:
  - a. The delivery of the material is delayed for causes not attributed to Force Majeure after the scheduled date of delivery.
  - b. The seller is declared bankrupt or becomes insolvent.

**(Signature of the Bidder, with Official Seal)**

- b. The delivery material is delayed due to causes of Force Majeure by more than reasonable time.
- c. In case Performance Security is not furnished within the time period specified by the purchaser.
- d. Supply in the case of successful Tenderer should strictly confirm to the specifications of the equipment being purchased.
- e. Any change in Address/Telephone/Fax/e-mail of the bidder should immediately be informed. The state of non- communication by the firm will make the offer liable for rejection.

14. Acceptance or rejection of offer :- The Director, ICAR-CAZRI, Jodhpur reserves the right to accept or reject any tender in part or full without assigning any reason thereof. The successful bidder should submit order acceptance letter within 10 days from the date of issue.

Terms & Conditions are acceptable to us.

**(Signature of the Bidder, with Official Seal)**

**TERMS AND CONDITIONS OF THE CONTRACT**

1. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Contract period may be extended for further one year depending upon requirements with mutual consent/agreement as may be decided by the competent authority, after review of performance. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
2. ICAR-CAZRI reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
3. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Director, ICAR-CAZRI and his decision shall be binding to both the parties.
4. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Jodhpur only.
5. Authorized Signatory/ Signing of Tender:  
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are digitally signed as:
  - a.) Sole proprietor of the concern or constitute attorney of such sole proprietor;
  - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

**NOTES:**

- i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- ii.) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- iii.) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, CAZRI may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

**(Signature of the Bidder, with Official Seal)**

6. The bidder should affix the sign at each page of the quotation and all its Annexure. NO PAGE SHOULD BE REMOVED/DETACHED FROM THE NIT/TENDER DOCUMENT.
7. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.
8. The prices charged for the stores supplied under the Contract by the supplier shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organization (s) including the ICAR- CAZRI or any office of Central Govt. or a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organization (s) including the Purchaser or any Statutory Undertaking of the Central Government or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the ICAR- CAZRI and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
9. Indenting Authority: ICAR- CAZRI, Jodhpur.
10. **Consignee: THE HEAD, ICAR-CAZRI, REGIONAL RESEARCH STATION, KUKMA, BHUJ 370 105 (GUJARAT).**
11. **Delivery Period:** The hiring vehicle may be arranged quickly as intimated by this office by telephone or otherwise (within 12-24 hours or as ordered or as stipulated in the terms & conditions of AMC/Agreement deed).
12. **Payment Terms:** 100% payment shall be released within 15-30 days on satisfactory receipt of the goods/articles ordered and satisfactory services. Advance payment will not be made under any circumstances.
13. **GUARANTEE/WARRANTY:**  
The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The supplier shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the supplier and in such an event, the above mentioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.

**(Signature of the Bidder, with Official (Seal))**

14. Bidder/Tenderers who are registered with DGS&D/NSIC/MSME for a particular item should submit the photocopy of Registration Certificate with all amendments up to date.
15. **Duties & Taxes:**  
GST: The bidder/Tenderers should indicate whether the prices quoted are exclusive or inclusive of GST. They should indicate the rate (s) Tax (as may be applicable). In case, they are exempted from payment of any tax(es), a copy of the Exemption Certificate issued by the appropriate authority may be furnished.
16. BIDDERS/TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).
17. The decision of the ICAR-CAZRI shall be final as to the quality of the stores and shall be binding upon the bidder/tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.
18. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.
19. **Liquidated Damages:** In case the firm does not complete the supply/part supply within delivery period or failure to provide the hiring vehicle (s) in time, action will be taken against the firm / travel agency and the vehicle(s) may be hired from another sources at their risk and cost and recover the additional expenses paid by the Institute, if any from the travel agency including administrative expenses under the contract, the total damages, so claimed shall not exceed 10% of the total price of stores required/hiring vehicle(s).
20. ICAR-CAZRI reserves the right to conclude parallel Rate Contract with a number of suppliers and place orders on any of such firm that may be the most economical to it or suitable to its requirements.
21. The ICAR-CAZRI reserves the right to reject any or all the online bids without assigning any reason.

**(Signature of the Bidder, with Official Seal)**

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**Technical Bid**

**Other Terms & conditions of Contract for hiring of vehicles as and when required basis :**

1. The rate of hire charges per km and per month should be quoted separately for each vehicle inclusive of all charges i.e. P.O.L., Maintenance. /Repair of vehicle, Insurance, Permit, fitness toll tax etc.
2. The vehicle should be clean and in good conditions (mechanically as well as get up wise i.e. out body/Upholstery etc. should be decent looking with proper seat covers etc.) (preferably new vehicles /Regular model of recent years and onwards should be of in good/perfect running conditions) and registered as commercial vehicle with RTO department. The hired vehicle will have to be fitted/provided with the mandatory additional/utilities such as clean seat covers, mobile charger, seat belt (front/rear), quality radio music system, car perfume, reading lamp etc.
3. The Institute shall not be responsible/liable for any type of wear & tear/repair/accident etc. in respect of vehicle(s) to be hired. In case the hired vehicle meets an accident/or is damaged due to ignorance/carelessness of the driver of the travel agency , the travel agency will be held responsible for any type of loss/damage/claims.
4. The Cab operator owner/firm should be in a position to provide the commercial vehicle(s) as and when required/needed (as intimated on short notice by telephone or otherwise by the office). It should be provided/made available/arranged immediately to this Institute (within 12-24 hours after receipt of order) under ARC.
5. The owner/firm/travel agency should be in a position to provide standby vehicle in case of any breakdown.
6. Driver of travel agency on providing hired vehicle should have valid license and he should in clean uniform/name badge, having good character and conduct. The driver will not consume intoxicating drinks or drug while on duty of hired vehicle. The driver should be provided with a mobile phone by the contractor, he should be professional drivers and fully conversant with the routes of Rajasthan, Gujarat & Delhi as and when hired vehicle required to the Institute. TA/DA etc. will have to pay by the Agency to their driver while on tour for out station duty.
7. Driver shall all times obey traffic rules while driving the hired vehicle and if he disobeyed the traffic rules and any penalties imposed /caused, the same will be paid by the driver of travel agency and if he fails to pay the same on the spot, the penalty amount if paid by any officer of the Institute, the amount will be recovered from the monthly bill of the firm before making payment.
8. All the related documents of hired vehicle will accompanied with the driver of hired vehicle.
9. The vehicle will be hired on contract basis. The contract is made for a period of one year subject to follow all the terms & conditions of the Contract. It may be extended for a further period of one year subject to the satisfactory performance by the contractor and mutual consent.
10. The firm having Registration of Cab operators with Central Excise Dept.
11. The Contract is remain valid for a period of one year, this may be terminated before the one year period without ascertaining any reasons or extended the same, this is at the discretion of the Director ICAR - CAZRI, Jodhpur.
12. The vehicle provided should be of comprehensive Insurance and covers all risks/losses complete in all respect. In case of any accident or theft etc. all the claims arising out of it will be met by the Agency and this Institute shall not be liable in any matter whatsoever.

(Signature of the Bidder, with Official Seal)

13. Copy of PAN/ITCC issued by Dept. of Income Tax may be submitted with the quotation.
14. Copy of Service Tax/CST clearance certificate may be attached with the quotation.
15. Copies of Contract awarded to firm/travel agency by the other Govt. dept./organizations etc. for the said item of 2 years of the last five years may also be attached with the quotation/tender.
16. In case of double payment/wrongly payment made to the travel agency/Cab operators under ARC should be returned to the Institute immediately, non-return of such payment shall be treated as bad intension of the firm and an appropriate action shall be taken against the concerned travel agency/Cab operator/firm as per rules.
17. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Institute will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs. 500/- would be imposed for every such lapse.
18. The successful bidder/service provide travel agency to whom the contract awarded may ensure that no such vehicle to be provided under the contract period which is financed by the bank/or finance company and the firm is defaulter to deposit EMI of such vehicle to them in time of any reason. In case such vehicle provide by the travel agency and during travel of any officer of the Institute with the vehicle any incident happens cause of/come in the notice /faced irregularities, an appropriate action will be taken against the service provide travel agency.
19. Mileage shall be counted from ICAR-CAZRI, RRS, KUKMA, BHUJ or any other pic-up/drop of location specified by the office only and for this purpose the driver deputed shall get the meter reading checked from the officer -in- charge or any other person deputed by him for this purpose. Similarly, at the time of departure meter reading may be got verified by the officer using the hired vehicle.
20. Extra kilo-meters and hours will be given only, if kilometer and hours go beyond the slab.
21. The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the Cab Operator/travel agency. The Institute in no way shall be party to the dispute and will have no liability on this account in any manner whatsoever.
22. Any Police Case lodged in respect of hired vehicle/ driver of hired vehicle will be dealt by the service provide travel agency and no claims for any penalty/legal expenses etc. imposed by Police /Court will be admitted by the Institute.
23. Toll tax, Parking, Border Tax or any other charges will be paid on submission of Cash Receipt with the bill.
24. The milometer of the hired vehicle should be sealed and in perfect working conditions.
25. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
26. Non-compliance with any of the above conditions is liable to rejection of tender.
27. No advance payment will be made. The approved firm shall submit the bill (in duplicate) at the end of the month along with cash receipt of toll tax and duty slip certified by the concerned officer who has used the vehicle. No interest is payable on delayed payment.
28. Decision of Director, ICAR-CAZRI 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.
29. The rate should be quoted as per the financial bid schedule attached.

(Signature of the Bidder, with Official Seal)

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**Technical Bid – Part ‘A’****Check-list of documents to be attached in Technical Bid cover of the Tender**

The Cab operators/travel agency/Firms are required to attached copies of the following documents in technical bid cover of the Tender:-

S.No.	Documents required	✓ Attached with Technical bid X Not attached with technical bid
a)	Copy of Firm's registration issued by the Central Govt./State Govt. as a Cab operator	
b)	Copies of the Work Order/Contract awarded to firm/travel agency by the other Govt. Dept. / organizations etc. – (i.e. Central Govt./State Govt./ Autonomous bodies/SU/Banks/Semi/Quasi Govt. departments etc. for the said item(s) At least 2 years of last 5 years.	
c)	RTGS detail of the firm Bank Name: Branch name Account No. RTGS/IFSC Code	
d)	Copy of Valid i) PAN issued by Income Tax Department and, ii) GST Registration No.	
e)	Copy of Income Tax Return of last 2 years i.e. 2019-20 and 2020-21	
f)	Signed our terms and conditions	
g)	Tender acceptance letter	
h)	Copy of Signed Price Bid undertaking	
i)	Any other, if any	

**NOTE:**

1. ONLY THE REQUIREMENT MENTIONED IN THE CHECKLIST NEED TO BE SUBMITTED.
2. ALL THE DOCUMENTS SUBMITTED MUST BE NUMBERED BASED ON THE SL. NO. GIVEN ABOVE AND ARRANGED ACCORDINGLY.

**(Signature of the Bidder, with Official Seal)**

Technical Bid

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter head)**

**Date:**

To

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Sub : Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work' from the web site(s) namely:

\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

**Technical Bid**

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except Service Tax/GST.

Yours Faithfully,

Signature of the firm with seal

Technical Bid

**MANUFACTURER'S (OEM) AUTHORISATION FORM**

To

The Director,  
ICAR- Central Arid Zone Research Institute,  
Jodhpur, Rajasthan 342003

Ref : Your Bidding Documents No.....dated.....

Dear Sir,

We....., who are established and reputable manufacturers of ..... (Name and description of the goods offered in the bid) having factories at..... hereby authorize Messrs..... (name and address of the agent) to submit a bid, negotiate (as and if necessary) and conclude the contract with you against your above mentioned Bidding Documents for the above goods manufactured by us.

No company or firm or individual other than Messrs ..... (name and address of the above agent) is authorized to bid, negotiate and conclude the contract against this specific Bidding Documents for the above mentioned goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract, read with modification, if any in the Special Conditions of contract for the goods and services offered for supply against this Bidding Document by the above firm.

Yours faithfully,

(Signature name and designation)

for and behalf of Messrs.....

[name& address of the manufacturers]

**Note:** *This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. The authorization Certificate should be from the "Manufacturer" only and certificate from any other firm/person including OEM arrangements would not be accepted*

**Technical Bid**

(Printed on letter head of firm)

**TO WHOM IT MAY CONCERN**

We hereby certify that our firm M/s .....  
..... has not been black listed by any  
Government, or semi Government department in India.

**(Signature of the Firm with Seal)**

**FINANCIAL BID**  
**(SCHEDULE –I)**  
 (To be submitted separately in Financial bid Cover)

**For Local Duty (Within 100 km.as-and-when required)**

S. No.	Particulars	For Non- A/C		For A.C		Remarks
		Rate quoted in figure	Rate quoted in words	Rate quoted in figures	Rate quoted in words.	
1.	Hiring of vehicles on contract basis For local duty Duration : working days from 9.00 AM to 6.00 PM					
i)	Swift Dezire					
ii)	Mahindra Bolero					

Note: The rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

(Signature of the Bidder, with Official Seal)

**FINANCIAL BID**  
**(SCHEDULE –II)**  
**(To be submitted separately in Financial bid Cover)**

**For Local Duty (Within 200 km, as-and-when required)**

S. No.	Particulars	For Non- A/C		For A.C		Remarks
		Rate quoted in figure	Rate quoted in words	Rate quoted in figures	Rate quoted in words	
1.	Hiring of vehicles on contract basis For local duty Duration : working days from 9.00 AM to 6.00 PM					
i)	Swift Dezire					
ii)	Mahindra Bolero					
	Extra charges per km. applicable for reading from 201-299 km (per km)					

Note:

1. 201-299 Km separately mentioned rate.
2. The rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

**(Signature of the Bidder, with Official Seal)**

**FINANCIAL BID**  
**(SCHEDULE –III)**  
 (To be submitted separately in Financial bid Cover)

**For outside of station as when required (Within 300 km)**

S. No.	Particulars	For Non- A/C		For A.C		Remarks
		Rate quoted in figure	Rate quoted in words	Rate quoted in figures	Rate quoted in words.	
1.	Hiring of vehicles on contract basis For outside as when required Duration : working days from 8.00 AM to 6.00 PM	Per km	Per km	Per km	Per km	
i)	Swift Dezire					
ii)	Mahindra Bolero					
	Extra charges per km. applicable if reading goes above 300km					

Note: The rates of each unit of all types of items must be mentioned both in Figures and words, otherwise the bid will be treated as rejected.

(Signature of the Bidder, with Official Seal)