



**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH

**NIRBI**  
NATIONAL INSTITUTE FOR  
RESEARCH IN BACTERIAL INFECTIONS

आई. सी. एम. आर. - राष्ट्रीय जीवाणु संक्रमण अनुसंधान संस्थान

ICMR - NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS

Formerly, ICMR-National Institute of Cholera and Enteric Diseases (ICMR-NICED)

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

Department of Health Research, Ministry of Health & Family Welfare, Govt. of India

WHO COLLABORATING CENTRE FOR RESEARCH AND TRAINING ON DIARRHOEAL DISEASES

Ref. No.- NIRBI/Stores/MRHRU/Vehicle/Tender/2024-25

Date: 18/09/2024

### QUOTATION ENQUIRY

**Sealed quotations** are invited on behalf of the Director, ICMR-NIRBI Kolkata towards 'Rental of Vehicle for the MRHRU Project in Darjeeling District, West Bengal on Monthly Basis for a period of 1 Year'.

|                             |   |
|-----------------------------|---|
| Description of Service      | Vehicle Rental Service on Monthly Basis |
| Duration of Contract        | 21/10/2024 to 20/10/2025                |
| Last Date of Bid Submission | 09/10/2024                              |

#### Details of the required service -

|                             |  |
|-----------------------------|--|
| Category                    | Dry Vehicle (without fuel) rental including Driver   |
| Travel requirement          | Local & Outstation   |
| Location Type               | Hilly Area   |
| Capacity                    | 6 or 7 – seater SUV/MUV preferable (ground clearance>179mm)  |
| Fuel                        | Petrol/ Diesel   |
| Luggage Space               | 400 Litre or Higher Preferably with additional storage at the roof   |
| Registration                | West Bengal, preferably registered at Darjeeling or Jalpaiguri District registered within previous 3 years, driven<50000km   |
| Engagement Period (per Day) | Approximately 10 hours per day but occasionally for more hours.<br>Additional hours and night halt charges if any may be paid separately.  |
| Qualification of Driver     | 1. Having valid Driver's license.<br>2. Minimum 3 years experience of driving in hilly region of Darjeeling and Sikkim.<br>3. Can speak fluently in local languages as well as Hindi.<br>4. Educational Qualification : Studied up to class VIII or higher |
| Fuel                        | As per actual consumption  |
| Duration of rental          | One year, beginning from 21 October,2024 or earlier.   |





### **Terms and conditions:**

1. Documents to be provided by the bidder along with quotation –
  - a. Registration details of the offered vehicle
  - b. Insurance copy of the offered vehicle
  - c. Recent Photo from Front, Back, Sides of the offered vehicle
  - d. PAN and GST registration certificate of the bidder
  - e. Enlistment/Establishment Certificate of the bidder
  - f. MSME/Startup/ Other certification of the bidder
  - g. Permit to operate fleet for commercial purpose in Darjeeling and surrounding localities including Jalpaiguri and Sikkim, if any
  - h. Details of Driver under payroll – including masked Aadhaar/Voter ID card and Driving License and residential proof certificate
2. Fuel will be reimbursed to the bidder as per consumption on weekly basis.
3. EMD exemption will be given to eligible bidders as per govt. of India rules.
4. Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.
5. AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.
6. Bidder needs to provide a 24x7 available phone number for service support.
7. The service provider should be a proprietorship/ partnership/ registered firm/ company and the vehicle(s) should be registered in West Bengal or Sikkim.
8. If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions.
9. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. Undertaking in this regard has to be submitted by the tenderer along with the technical bid.
10. The vehicles shall be made available on all days including Saturday, Sunday & Holidays if required.
11. The calculation of mileage shall be from the reporting point to the reporting point and will not be calculated on the garage-to-garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt, the authorized officer of this Office may get the odometer of the vehicle checked from any authorized workshop at the cost of the Service Provider.
12. LPG Cylinders should not be used for running the vehicle in any case.
13. In case of any breakdown of the vehicle on duty, the service provider shall make arrangements for providing another vehicle.
14. The service provider shall provide the name & address/es of the drivers presently employed by him. The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to his office. Undertaking in this regard would be required to be submitted by the tenderer along with the technical bid.
15. The driver(s) shall observe all the etiquette and protocol while performing duty. They should be well versed in Local Language and Hindi. They must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office.



16. The driver(s) deputed on duty should carry a valid driving license. They should also not have been involved in more than five punch or challan/s for negligent driving. The Service Provider should also ensure that they have arrangements for establishing contact and round-the-clock service.
17. This Office shall not be responsible for any challan, loss, damage, or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. Undertaking in this regard would be required to be submitted by the tenderer along with the technical bid.
18. The drivers should be well conversant with the roads and routes of Darjeeling, West Bengal. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.
19. The drivers should always remain with the vehicle during the entire period of duty. In case of any need for leaving, they should inform the concerned officers first.
20. The tenderer should ensure that after getting the contract the drivers deputed by him have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.
21. During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. If any vehicle does not report for duty on any day(s) or the driver reports late or there is a violation of any other provision of the tender, then an amount calculated on a pro-rata basis per day shall be de ducted from the monthly bill of that vehicle. Any such penalty would be deducted by this office from the monthly bill without giving any prior notice.
22. The service provider should provide a single contact person/ supervisor for the fleet deployed to this office. It would be the responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor through phone or WhatsApp. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and report to the desired officer within time.
23. A daily record indicating the time and mileage for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny payment of the bills. 20. This Office will reimburse taxes including GST, toll tax, and parking charges against the production of documentary evidence.
24. All expenses relating to the salary and allowances of the driver shall be borne by the Service Provider. Likewise, all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
25. The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
26. The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of the contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this office temporarily.
27. The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.
28. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.
29. No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.



30. In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
31. This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
32. Contract can be terminated by either party prematurely by giving advance notice of one month.
33. Proof of payment of appropriate GST will be required to be submitted to this Office.
34. Clauses related to Condition of Vehicle
- a. The vehicle shall be in clean and hygienic condition.
  - b. All safety mechanisms must be in working condition.
  - c. The vehicle will be used for providing transport facility for staffs and other persons associated with the concerned project for which the vehicle is being hired.
  - d. The driver should be familiar with common Navigation services like google maps.
35. Conditions related to various charges
- a. Additional Night Allowance may be claimed if the vehicle used beyond 9 PM on any given day. The rate of night allowance will be as per MoA/MoU between the office and the service provider, to be negotiated before signing agreement.
  - b. Overtime allowance may be claimed if the vehicle is used beyond 12 hours on any given day. The rate of Overtime will be as per MoA/MoU between the office and the service provider, to be negotiated before signing agreement.

For further clarification regarding this bid, interested vendors may contact Store and Procurement Division, ICMR-NIRBI, P-33, CIT Road, Scheme-XM, Beliaghata, Kolkata – 700010 or contact via e-mail at [storeniced1@gmail.com](mailto:storeniced1@gmail.com) . Visiting hours : 11 AM to 5.30 PM on Monday to Friday excluding public holidays.

  
18/07/24

**Store-in-Charge**

----- End of Bid Document -----