



वर्षा वन अनुसंधान संस्थान  
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्  
(पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, भारत सरकार के अधीन एक स्वायत्त परिषद्)  
पोस्ट बॉक्स नं. 136, जोरहाट – 785001, असम  
RAIN FOREST RESEARCH INSTITUTE  
Indian Council of Forestry Research & Education  
(An Autonomous body of Ministry of Environment, Forest & Climate Change, Govt. of India)  
Post Box No. 136, Jorhat – 785001, Assam

संख्या/No.1-10/VC/HVP/2008/

दिनांक/Date: 21/01/2019

### **TENDER FOR HIRING VEHICLES**

Sealed tenders are invited from reputed vehicle operators/ suppliers/ contractors for providing **4 (four) vehicles** (four wheelers only, preferably SUV) on rental basis for a period of 6 (six months). Tender form can be obtained from the Store Section, RFRI during any working day from 10 am to 3 pm and can also be downloaded from the websites: [www.icfre.org](http://www.icfre.org) and [rfri.icfre.org](http://rfri.icfre.org) under option tender.

The cost of tender document is Rs 500/- (non refundable). The parties downloading the tender document are required to submit separately a demand draft of Rs. 500/-, in original, drawn in favour of DIRECTOR, RFRI payable at Jorhat from any commercial bank along with the tender document.

The tender document along with bid security of Rs 10,000/- (refundable) drawn as Demand Draft in favour of Director, RFRI, payable at any commercial bank at Jorhat, should reach the "OFFICE OF THE DIRECTOR, RFRI, POST BOX -136, P.O - JORHAT 785001, ASSAM by registered post or parties may drop the same in the Tender Box available in the Store Section, RFRI up to 3.00 pm of 08/02/2019. Sealed tenders will be opened by the committee on 08/02/2019 at 3.30 pm.

Coordinator (Facilities)  
Rain Forest Research Institute, Jorhat, Assam

## Tender Form

1. Name & Address of the Tenderer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Tenderers Telephone/ Mobile No. \_\_\_\_\_
3. Bid amount (Fare per kilometer incl tax for each vehicle, separately)
- (i) \_\_\_\_\_  
(ii) \_\_\_\_\_  
(iii) \_\_\_\_\_  
(iv) \_\_\_\_\_ (in figures)
- (i) \_\_\_\_\_  
(ii) \_\_\_\_\_  
(iii) \_\_\_\_\_  
(iv) \_\_\_\_\_ (in words)
4. Bid Security Enclosed
- Rs. \_\_\_\_\_  
Vide DD No. \_\_\_\_\_  
Dated \_\_\_\_\_  
Issuing Bank \_\_\_\_\_  
Branch \_\_\_\_\_
5. I/we have fully understood the conditions of the tender document and offer to comply strictly with the said conditions on receipt of letter of acceptance of my/ our tender.
6. One copy of the Tender Notice and Terms and Conditions is duly signed in token of my / our acceptance of the conditions mentioned therein.

**Signature of the Tenderer:** \_\_\_\_\_

## TERMS AND CONDITIONS

1. The terms and conditions provided hereinafter form part of the tender document no: - "Tender for hiring vehicles 2018-19" regarding item mentioned in Page-1.
2. The bidders should be recognized from the Department of Tourism or State Transport Authority as an Authorized Transporter OR Taxi Operator from any Government Department in Assam. The bidder should be based at Jorhat and have office establishment at Jorhat.
3. The bidder should furnish a **copy of registration certificate** in support thereof.
4. Only such Taxi operators may apply whose Cars/Jeeps have been duly authorized by the concerned RTO for use as public transport.
5. The bidder should have been registered with Income Tax and GST authorities and should furnish a copy of **GST registration certificate and copy of latest income tax return**.
6. Intending tenderer(s)/bidder(s) may obtain the tender form from the Store Section after payment of Rs 500/-. The parties downloading the tender document are required to submit separately a demand draft of Rs. 500/-, in original, drawn in favour of DIRECTOR, RFRI payable at Jorhat from any commercial bank along with the tender document
7. The intending tenderer(s) will be required to submit bid security of Rs. 10,000/-, in the form of Demand Draft in original, drawn in favour of Director, RFRI payable at any commercial Bank at Jorhat.
8. Sealed tenders superscribing "Tender for hiring vehicles 2018-19" should reach the "OFFICE OF THE DIRECTOR, RFRI, POST BOX NO. 136, P.O.-JORHAT, 785001, ASSAM" OR dropped in the tender box by **08/02/2019 within 3.00 pm**.
9. Sealed tenders will be opened by the committee on 08/02/2019 at 3.30 pm.
10. The Bid Security in respect of unsuccessful tenderer will be refunded within a week.
11. The acceptance of offer/rate of the tender/bid will be communicated within a week from the date of opening of the tender.
12. The successful bidders will have to deposit a performance security of Rs 15,000/- within 7 days of receipt of confirmed order.
13. The successful bidder will have to enter into an agreement with the Institute for the period of contract (6 months) and he/she will have no right to claim the continuance of the contract at any point of time. The bidder shall have to bring a stamp paper worth Rs 100/-at his own cost for serving the afore purpose.

14. The vehicle(s) to be provided by the successful bidder should be as per the model and specifications mentioned in the tender. The vehicle(s) should be free from all encumbrances and must have interstate permit.
15. If the vehicle(s) provided are found defective, the bidder shall be bound to replace the same without hampering the official duties/tours allotted.
16. The Institute or any of its employees using the vehicle shall be free from all matters relating to any case, if pending in any Court of Law.
17. The payment of hire charges shall be made by RFRI on submission of bills duly certified by the vehicle cell of RFRI or the user as the case may be. No request for advance payment/part payment shall be entertained by the Institute.
18. The DIRECTOR, RFRI reserves the right to accept or reject any or all the tenders without assigning any reason thereof. He also reserves the right to relax any/ all of these terms and conditions in the interest of the Government. He also reserves the right to terminate or extend the contract at any point of time.
19. In case of any dispute, the decision of DIRECTOR, RFRI will be final and binding to all.



**Co-Ordinator (Facilities)  
RFRI, Jorhat.**

**Issued to:**

**No. :**

**Date:**