



भाकृअनुप-राष्ट्रीय प्राकृतिकरेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान

ICAR-National Institute of Natural Fibre Engineering and Technology

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

12, रीजेन्ट पार्क कोलकाता -700040 12, REGENT PARK, KOLKATA -700040

(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

दूरभाष Phone: 2471-1807, निदेशक Director, 2422115/16/17, ईपीबीएक्स EPBX), फ़ैक्स Fax: +91-33-24712583

ई-मेल E-Mail- director.nirjaf@icar.gov.in, nirjaf@directorcell@icar.gov.in, वेबसाइट Website: WWW.ICAR.NINFET.INDIA



F.No.: 2(6)/Adm.III/NINFET/VehicleHiring/Tender/24-25

Date: 01.11.2024

To

M/s GUJRAL CORPORATE SERVICES

3<sup>rd</sup> Floor, Karnani Mansion, 25A Park Street,  
Kolkata, WEST BENGAL-700016

Sub: Award of Contract for **Hiring of different vehicles for Office purposes (passenger vehicles)** at ICAR NINFET, Kolkata –reg.

Ref: Your quotation against GEM Bid no. GEM/2024/B/5257368 dated 06.08.2024

Sir,

With reference to your quotation for **Schedule-1** (Short Term Cab & Taxi Hiring Services – Sedan; Local; 80 Kms x 10Hrs) against GEM Bid no. GEM/2024/B/5257368 'Vehicle Hiring Service at ICAR-NINFET Kolkata for 2 years' dated 06.08.2024 on the subject cited above, this is to inform you that the Competent Authority has been pleased to accept your quotation as per rates mentioned below **till 31.10.2026 w.e.f. from 01.11.2024 on the rates quoted by the firm as per GEM Bid no. GEM/2024/B/5257368 dated 06.08.2024 (also mentioned below)** under the following specification and terms& conditions.

National Institute Of Natural Fibre Engg n Tech ICAR NINFET 12, REGENT PARK KOLKATA-700040									
<b>(PRICE BID)</b> (PRICE SCHEDULE / SCHEDULE OF RATES SHOULD BE QUOTED BY THE TENDERER AS PER THE FORMAT GIVEN BELOW)									
Tender No. : GEM/2024/B/5257368									
Name of the Work : <b>Annual Rate Contract for Hiring of Vehicle at ICAR-NINFET, Kolkata</b>									
Name of the Vendor and Address			GUJRAL CORPORATE SERVICES						
Sl. No.	Vehicle Details	Unit Rate (excl. GST) (in Rs.)	GST applicable (in %)	Applicable GST (in Rs.)	Unit Rate (incl. of GST) (in Rs.)	Estimated No. of Trips during contract period	Estimated Contract Value as per Bid	Extra Rate per Km	Extra Rate per Hour
(a)	(b)	(c)	(d)	(e) = (c) X (d)/100	(f) = (c) + (e)	(g)	(h) = (f) X (g)		
1	Taxi Hiring Charges								
Schedule 1	Short Term Cab & Taxi Hiring Services – Sedan; Local; 80 Kms x 10Hrs	1790.00	5	89.50	1879.50	730	1372035.00	17.90	179.00

*Ratna Ray*

Terms & conditions:

1. **TERMS OF THE CONTRACT: - The contract will be valid for two years till 31.10.2026 w.e.f from 01.11.2024 as implied in the GEM Contract GEMC-511687722707435 dated 30.10.2024.** On the expiry of the contract or on its termination, the Institute reserves the right to renew the terms and conditions that may then be mutually agreed upon.
2. The firm will deposit **Rs.20,000 /-** (Rupees Twenty Thousand Only) as performance security before acceptance of the offer in the form of demand draft/NEFT/RTGS/BG and within the time frame to "ICAR NINFET" payable at Kolkata SBI A/c No. 11129265097, IFSC SBIN0001719 and which must be valid till the end of 60 days beyond the expiry of all contractual obligations calculated from the date of award of contract. The same shall be forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the period of contract. No interest on performance security shall be paid by ICAR NINFET.
3. **If your firm does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.**
4. The amount of GST must be shown in the bill. No extra amount will be paid by this Institute. The firm/agency will be sole responsible for timely submission of service tax/GST charged in the bill amount to concerned authorities. This whole responsibility will lie with the concerned firm/agency.
5. A copy of GST Depository challan has to be submitted to the Institute along-with monthly bill.
6. **MODE OF PAYMENT:** No advance payment shall be made. Payment will be made on **monthly basis** by mode of e-payment to the supplier/firm after satisfactory completion of work to the satisfaction of the Institute and receipt of pre-receipt bills in duplicate along with duty slip, signed by the indenting officer duly approved by C/A. The service provider shall provide necessary bank details for the same. GST amount to be shown separately in the bill.
7. The vehicles will be required to run anywhere within the state of West Bengal including journeys outside the state.
8. The vehicles should be in very good running condition and model of the vehicle should not be prior to 2019.
9. Toll tax, parking charges, entry fee (if any) will be paid initially by your firm which will be reimbursed by the institute only on submission of original receipt along with the bill duly verified by the concerned official.
10. Service provider shall have to provide vehicle to ICAR-NINFET even with a short notice also (minimum 1 hr.) in good condition.
11. The rates are inclusive of wages of driver, POL, GST amount, fuel charges etc.
12. Maximum of 5km of garage distance will be paid.
13. The starting and closing reading (Hr/km) of the vehicle will be counted from the institute only.
14. The night duty charges will be applicable from 12:00 AM to 05:00 AM @Rs. 300/- per night duty in lumpsum basis.
15. Vehicles should be made available by the firm on hire basis as and when required by the Institute.

*Ratan Ray*

16. The vehicles being provided should have proper RTO approval for operation as Taxi/public hiring. During the call duty of any vehicle with the institute, if the vehicle is seized or detained by the police, motor vehicle authority or any other authorities for not having complied with Motor Vehicles law/Act etc. or on account of any accident, that will be at firm's risk and cost. No compensation shall be payable to the firm/ agency for any such damage during the execution of work. He shall make good all such damages at his own cost and no claim on this account will be entertained by the Institute. Penalty etc. imposed by traffic police/ Dept. will not be paid by ICAR-NINFET.
17. The firm and the vehicles provided on hire must be registered with motor vehicle authority of Kolkata/concerned state. The vehicle provided on hire to the Institute must be commercially registered in RTO Office/ All India Permit and in well-maintained condition. The vehicle should possess all requisite documents like Registration Certificate, Trade License, Valid Insurance Pollution under Control Certificate, GST registration Certificate of firm.
18. The driver should observe all the etiquette and protocol while performing the duty. He must be in neat uniform with name badge to be provided by the firm. He will be required to maintain a duty slip/log book which will be signed by the official using the vehicle.
19. Driver should have a valid driving license issued by any DTO/RTO office for commercial vehicle with all India validity. He must have at least three-year experience of driving such type of vehicle, familiar with path and ways of Kolkata /nearby villages or city. The driver should also be provided with a Mobile Phone with a valid sim card by the contractor and all expenses towards the same shall be borne by the service provider.
20. Vehicle should be kept with sufficient stock of fuel. The firm/agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the vehicle. The salary/wages and other costs of drivers (liveries, EPF, ESI, other liabilities as per labour/vehicle Act) shall also be borne by the firm/agency only. This whole responsibility will lie with the concerned firm/agency.
21. The persons/drivers so provided/detailed by your firm for this work under this rate contract will not be considered/treated as employee of the Institute/Council and there will be no employer-employee relationship between the Institute and the person so engaged by the firm/agency for the service/contract work of this tender.
22. In case of any breakdown of vehicle on duty, the firm shall make arrangement for providing another vehicle immediately. In such a case, mileage from garage to the point of breakdown would not be paid.
23. In case of any accident, all the claims and damages arising there from shall be met by the service provider. The Service Provider shall undertake to indemnify ICAR-NINFET 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 demands thereof.
24. Vehicle shall be made available on all days including Saturdays, Sundays, Holidays & late night also as and when required. The seats and vehicle must be properly cleaned/ toweled everyday.
25. Service provider has to submit the performance report obtained from the indenter after every journey.

*Ratan Ray*

26. The itinerary may change en-route on emergency and bill in such case may be raised as per actual travel on certification from the travelling official.
27. The Institute shall not be responsible for any damage done to the vehicle during the period of hiring.
28. **Escalation/De-escalation clause:** During the validity of the contract, any increase or decrease in the cost of spare parts, servicing, tyre etc will not lead to increase in rates demanded. Such demand will not be entertained.
29. The contract is subject to the condition that your firm will comply with all the laws and acts of Central Govt, State Govt relating to this contract made applicable from time to time.
30. **TERMINATION:** - This contract can be terminated by giving One month's notice on the Institute's side if the performance of the firm is not found to be satisfactory. The Director, NINFET reserves the right to reduce or terminate the period of the contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the firm. This also cannot be challenged through any court of law.
31. **Risk Clause:** ICAR NINFET reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
32. An amount upto the value of Rs.500/- will be levied as liquidated damage per day, whenever and wherever it is found that the work is not taken up or not completed as per the schedule and instructions given by the concerned In-charge/ Office. Penalty for non-compliance towards proper uniform, cleanliness, adequate fuel, alternative arrangements etc. may also be imposed as per situation.
33. The decision of the Competent Authority, ICAR NINFET shall be final and binding on Your firm/agency in respect of any clause covered under the contract.

Yours Faithfully,

*Ratan Ray*

Assistant Administrative Officer (ADM- III)



Distribution :

1. All Heads of Divisions/Sections/Units – For information.
2. AAO/DDO, ADM-II Section
3. F&A Section
4. Head of Office
5. I/C Vehicle
6. I/C AKMU, with a request to publish on the institute website
7. P.S to Director



भाकअनुप-राष्ट्रीय प्राकृतिकरेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान

ICAR-National Institute of Natural Fibre Engineering and Technology

भारतीय कृषि अनुसंधान परिषद/INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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दूरभाष Phone: 2471-1807, निदेशक Director, 242121/516/17, ईपीबीएक्स EPBX), फैक्स Fax: +91-33-24712583

ई-मेल E-Mail- director.nirjafta@icar.gov.in, nirjafta@icar.gov.in, वेबसाइट Website: www.nirjafta@icar.in



F.No.: 2(6)/Adm.III/NINFET/VehicleHiring/Tender/24-25/7952

Date: 14.08.2025

To  
M/s GUJRAL CORPORATE SERVICES  
3<sup>rd</sup> Floor, Karnani Mansion, 25A Park Street,  
Kolkata, WEST BENGAL-700016

दुतगति डाक  
SPEED POST

Sub: Award of Contract for **Hiring of different vehicles for Office purposes (passenger vehicles)** at ICAR NINFET, Kolkata –reg.

Ref: Your quotation against GEM Bid no. GEM/2025/B/6240502 dated 16.05.2025

Sir,

With reference to your quotation for **Schedule-1** (Short Term Cab & Taxi Hiring Services – SUV; Local; 80 Kms x 10Hrs) against GEM Bid no. GEM/2025/B/6240502 'Vehicle Hiring Service at ICAR-NINFET Kolkata for 2 years' dated 16.05.2025 on the subject cited above, this is to inform you that the Competent Authority has been pleased to accept your quotation as per rates mentioned below **till 31.07.2027 w.e.f. from 01.08.2025 on the rates quoted by the firm as per GEM Bid no. GEM/2025/B/6240502 dated 16.05.2025 (also mentioned below)** under the following specification and terms& conditions.

National Institute Of Natural Fibre Engg n Tech ICAR NINFET 12, REGENT PARK KOLKATA-700040									
<b>(PRICE BID)</b> (PRICE SCHEDULE / SCHEDULE OF RATES SHOULD BE QUOTED BY THE TENDERER AS PER THE FORMAT GIVEN BELOW)									
Tender No. : GEM/2025/B/6240502									
Name of the Work : <b>Annual Rate Contract for Hiring of Vehicle at ICAR-NINFET, Kolkata</b>									
Name of the Vendor and Address				GUJRAL CORPORATE SERVICES					
Sl. No.	Vehicle Details	Unit Rate (excl. GST) (in Rs.)	GST applicable (in %)	Applicable GST (in Rs.)	Unit Rate (incl. of GST) (in Rs.)	Estimated No. of Trips during contract period	Estimated Contract Value as per Bid	Extra Rate per Km	Extra Rate per Hour
(a)	(b)	(c)	(d)	(e) = (c) X (d)/100	(f) = (c) + (e)	(g)	(h) = (f) X (g)		
1	Taxi Hiring Charges								
Schedule I	Short Term Cab & Taxi Hiring Services – SUV; Local; 80 Kms x 10Hrs	2290.00	5	114.50	2404.50	730	1755285.00	22.90	229.00

Ratan Ray

OFFICE COPY

प्रेषित / Despatched  
दिनांक / Date: 14/8/25  
हस्ताक्षर / Sig: [Signature]

Terms & conditions:

1. **TERMS OF THE CONTRACT: - The contract will be valid for two years till 31.07.2027 w.e.f from 01.08.2025 as implied in the GEM Contract GEMC-511687701569989 dated 31.07.2025. On the expiry of the contract or on its termination, the Institute reserves the right to renew the terms and conditions that may then be mutually agreed upon.**
2. The firm will deposit **Rs.20,000 /-** (Rupees Twenty Thousand Only) as performance security before acceptance of the offer in the form of demand draft/NEFT/RTGS/BG and within the time frame to "ICAR NINFET" payable at Kolkata SBI A/c No. 11129265097, IFSC SBIN0001719 and which must be valid till the end of 60 days beyond the expiry of all contractual obligations calculated from the date of award of contract. The same shall be forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the period of contract. No interest on performance security shall be paid by ICAR NINFET.
3. **If your firm does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.**
4. The amount of GST must be shown in the bill. No extra amount will be paid by this Institute. The firm/agency will be sole responsible for timely submission of service tax/GST charged in the bill amount to concerned authorities. This whole responsibility will lie with the concerned firm/agency.
5. A copy of GST Depository challan has to be submitted to the Institute along-with monthly bill.
6. **MODE OF PAYMENT:** No advance payment shall be made. Payment will be made on **monthly basis** by mode of e-payment to the supplier/firm after satisfactory completion of work to the satisfaction of the Institute and receipt of pre-receipt bills in duplicate along with duty slip. signed by the indenting officer duly approved by C/A. The service provider shall provide necessary bank details for the same. GST amount to be shown separately in the bill.
7. The vehicles will be required to run anywhere within the state of West Bengal including journeys outside the state.
8. The vehicles should be in very good running condition and model of the vehicle should not be prior to 2019.
9. Toll tax, parking charges, entry fee (if any) will be paid initially by your firm which will be reimbursed by the institute only on submission of original receipt along with the bill duly verified by the concerned official.
10. Service provider shall have to provide vehicle to ICAR-NINFET even with a short notice also (minimum 1 hr.) in good condition.
11. The rates are inclusive of wages of driver, POL, GST amount, fuel charges etc.
12. Maximum of 5km of garage distance will be paid.
13. The starting and closing reading (Hr/km) of the vehicle will be counted from the institute only.
14. The night duty charges will be applicable from 12:00 AM to 05:00 AM @Rs. 300/- per night duty in lumpsum basis.
15. Vehicles should be made available by the firm on hire basis as and when required by the Institute.

*Ratan Ray*

16. The vehicles being provided should have proper RTO approval for operation as Taxi/public hiring. During the call duty of any vehicle with the institute, if the vehicle is seized or detained by the police, motor vehicle authority or any other authorities for not having complied with Motor Vehicles law/Act etc. or on account of any accident, that will be at firm's risk and cost. No compensation shall be payable to the firm/ agency for any such damage during the execution of work. He shall make good all such damages at his own cost and no claim on this account will be entertained by the Institute. Penalty etc. imposed by traffic police/ Dept. will not be paid by ICAR-NINFET.
17. The firm and the vehicles provided on hire must be registered with motor vehicle authority of Kolkata/concerned state. The vehicle provided on hire to the Institute must be commercially registered in RTO Office/ All India Permit and in well-maintained condition. The vehicle should possess all requisite documents like Registration Certificate, Trade License, Valid Insurance Pollution under Control Certificate, GST registration Certificate of firm.
18. The driver should observe all the etiquette and protocol while performing the duty. He must be in neat uniform with name badge to be provided by the firm. He will be required to maintain a duty slip/log book which will be signed by the official using the vehicle.
19. Driver should have a valid driving license issued by any DTO/RTO office for commercial vehicle with all India validity. He must have at least three-year experience of driving such type of vehicle, familiar with path and ways of Kolkata /nearby villages or city. The driver should also be provided with a Mobile Phone with a valid sim card by the contractor and all expenses towards the same shall be borne by the service provider.
20. Vehicle should be kept with sufficient stock of fuel. The firm/agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the vehicle. The salary/wages and other costs of drivers (liveries, EPF, ESI, other liabilities as per labour/vehicle Act) shall also be borne by the firm/agency only. This whole responsibility will lie with the concerned firm/agency.
21. The persons/drivers so provided/detailed by your firm for this work under this rate contract will not be considered/treated as employee of the Institute/Council and there will be no employer-employee relationship between the Institute and the person so engaged by the firm/agency for the service/contract work of this tender.
22. In case of any breakdown of vehicle on duty, the firm shall make arrangement for providing another vehicle immediately. In such a case, mileage from garage to the point of breakdown would not be paid.
23. In case of any accident, all the claims and damages arising there from shall be met by the service provider. The Service Provider shall undertake to indemnify ICAR-NINFET 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 demands thereof.
24. Vehicle shall be made available on all days including Saturdays, Sundays, Holidays & late night also as and when required. The seats and vehicle must be properly cleaned/ toweled everyday.
25. Service provider has to submit the performance report obtained from the indenter after every journey.

*Ratan Ray*

26. The itinerary may change en-route on emergency and bill in such case may be raised as per actual travel on certification from the travelling official.
27. The Institute shall not be responsible for any damage done to the vehicle during the period of hiring.
28. **Escalation/De-escalation clause:** During the validity of the contract, any increase or decrease in the cost of spare parts, servicing, tyre etc will not lead to increase in rates demanded. Such demand will not be entertained.
29. The contract is subject to the condition that your firm will comply with all the laws and acts of Central Govt, State Govt relating to this contract made applicable from time to time.
30. **TERMINATION:** - This contract can be terminated by giving One month's notice on the Institute's side if the performance of the firm is not found to be satisfactory. The Director, NINFET reserves the right to reduce or terminate the period of the contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the firm. This also cannot be challenged through any court of law.
31. **Risk Clause:** ICAR NINFET reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
32. An amount upto the value of Rs.500/- will be levied as liquidated damage per day, whenever and wherever it is found that the work is not taken up or not completed as per the schedule and instructions given by the concerned In-charge/ Office. Penalty for non-compliance towards proper uniform, cleanliness, adequate fuel, alternative arrangements etc. may also be imposed as per situation.
33. The decision of the Competent Authority, ICAR NINFET shall be final and binding on Your firm/agency in respect of any clause covered under the contract.

Yours Faithfully,

*Ratan Ray 14/8/25*

Assistant Administrative Officer (ADM- III)



Distribution :

1. All Heads of Divisions/Sections/Units – For information.
2. AAO/DDO, ADM-II Section
3. F&A Section
4. Head of Office
5. I/C Vehicle
6. I/C AKMU, with a request to publish on the institute website
7. P.S to Director



भाकृअनुप-राष्ट्रीय प्राकृतिकरेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान

ICAR-National Institute of Natural Fibre Engineering and Technology

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

12, रीजेन्ट पार्क कोलकाता -700040 12, REGENT PARK, KOLKATA -700040

(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

दूरभाष Phone: 2471-1807 (निदेशक Director, 24212115/16/17) ईपीबीएक्स EPBX, फैक्स Fax: ++91-33-24712583

ई-मेल E-Mail- director.nirjaf@icar.gov.in, nirjaf@director.nirjaf@gmail.com, वेबसाइट Website: WWW.NIRJAF.ORG



F.No.: 2(6)/Adm.III/NINFET/VehicleHiring/Tender/24-25 / 7953

Date: 14.08.2025

To  
M/s GUJRAL CORPORATE SERVICES  
3<sup>rd</sup> Floor, Karnani Mansion, 25A Park Street,  
Kolkata, WEST BENGAL-700016

दुतगति डाक  
SPEED POST

Sub: Award of Contract for **Hiring of different vehicles for Office purposes (passenger vehicles)** at ICAR NINFET, Kolkata –reg.

Ref: Your quotation against GEM Bid no. GEM/2025/B/6240502 dated 16.05.2025

Sir,

With reference to your quotation for **Schedule-2** (Short Term Cab & Taxi Hiring Services – SUV; Outstation; 300Kms x 10Hrs) against GEM Bid no. GEM/2025/B/6240502 'Vehicle Hiring Service at ICAR-NINFET Kolkata for 2 years' dated 16.05.2025 on the subject cited above, this is to inform you that the Competent Authority has been pleased to accept your quotation as per rates mentioned below **till 31.07.2027 w.e.f. from 01.08.2025 on the rates quoted by the firm as per GEM Bid no. GEM/2025/B/6240502 dated 16.05.2025 (also mentioned below)** under the following specification and terms& conditions.

National Institute Of Natural Fibre Engg n Tech  
ICAR NINFET 12, REGENT PARK KOLKATA-700040

(PRICE BID)

(PRICE SCHEDULE / SCHEDULE OF RATES SHOULD  
BE QUOTED BY THE TENDERER AS PER THE  
FORMAT GIVEN BELOW)

Tender No. : GEM/2025/B/6240502

Name of the Work : **Annual Rate Contract for Hiring of Vehicle at ICAR-NINFET, Kolkata**

Name of the Vendor and Address

GUJRAL CORPORATE SERVICES

Sl. No.	Vehicle Details	Unit Rate (excl. GST) (in Rs.)	GST applicable (in %)	Applicable GST (in Rs.)	Unit Rate (incl. of GST) (in Rs.)	Estimated No. of Trips during contract period	Estimated Contract Value as per Bid	Extra Rate per Km	Extra Rate per Hour
(a)	(b)	(c)	(d)	(e) = (c) X (d)/100	(f) = (c) + (e)	(g)	(h) = (f) X (g)		
1	Taxi Hiring Charges								
Schedule 2	Short Term Cab & Taxi Hiring Services – SUV; Outstation; 300Kms x 10Hrs	6780.00	5	339.00	7119.00	730	5196870.00	22.60	226.00

Ratan Ray

OFFICE COPY

प्रेषित / Despatched

दिनांक / Date: 14/8/25

हस्ताक्षर / Sig: [Signature]

Terms & conditions:

1. **TERMS OF THE CONTRACT: - The contract will be valid for two years till 31.07.2027 w.e.f from 01.08.2025 as implied in the GEM Contract GEMC-511687711557246 dated 31.07.2025. On the expiry of the contract or on its termination, the Institute reserves the right to renew the terms and conditions that may then be mutually agreed upon.**
2. The firm will deposit Rs.20,000 /- (Rupees Twenty Thousand Only) as performance security before acceptance of the offer in the form of demand draft/NEFT/RTGS/BG and within the time frame to "ICAR NINFET" payable at Kolkata SBI A/c No. 11129265097, IFSC SBIN0001719 and which must be valid till the end of 60 days beyond the expiry of all contractual obligations calculated from the date of award of contract. The same shall be forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the period of contract. No interest on performance security shall be paid by ICAR NINFET.
3. **If your firm does not accept the offer, after issue of letter of award by Institute within 10 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.**
4. The amount of GST must be shown in the bill. No extra amount will be paid by this Institute. The firm/agency will be sole responsible for timely submission of service tax/GST charged in the bill amount to concerned authorities. This whole responsibility will lie with the concerned firm/agency.
5. A copy of GST Depository challan has to be submitted to the institute along-with monthly bill.
6. **MODE OF PAYMENT: No advance payment shall be made. Payment will be made on monthly basis by mode of e-payment to the supplier/firm after satisfactory completion of work to the satisfaction of the Institute and receipt of pre-receipt bills in duplicate along with duty slip. signed by the indenting officer duly approved by C/A. The service provider shall provide necessary bank details for the same. GST amount to be shown separately in the bill.**
7. The vehicles will be required to run anywhere within the state of West Bengal including journeys outside the state.
8. The vehicles should be in very good running condition and model of the vehicle should not be prior to 2019.
9. Toll tax, parking charges, entry fee (if any) will be paid initially by your firm which will be reimbursed by the institute only on submission of original receipt along with the bill duly verified by the concerned official.
10. Service provider shall have to provide vehicle to ICAR-NINFET even with a short notice also (minimum 1 hr.) in good condition.
11. The rates are inclusive of wages of driver, POL, GST amount, fuel charges etc.
12. Maximum of 5km of garage distance will be paid.
13. The starting and closing reading (Hr/km) of the vehicle will be counted from the institute only.
14. The night duty charges will be applicable from 12:00 AM to 05:00 AM @Rs. 300/- per night duty in lumpsum basis.
15. Vehicles should be made available by the firm on hire basis as and when required by the Institute.

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The vehicles being provided should have proper RTO approval for operation as Taxi/public hiring. During the call duty of any vehicle with the institute, if the vehicle is seized or detained by the police, motor vehicle authority or any other authorities for not having complied with Motor Vehicles law/Act etc. or on account of any accident, that will be at firm's risk and cost. No compensation shall be payable to the firm/ agency for any such damage during the execution of work. He shall make good all such damages at his own cost and no claim on this account will be entertained by the Institute. Penalty etc. imposed by traffic police/ Dept. will not be paid by ICAR-NINFET.

17. The firm and the vehicles provided on hire must be registered with motor vehicle authority of Kolkata/concerned state. The vehicle provided on hire to the Institute must be commercially registered in RTO Office/ All India Permit and in well-maintained condition. The vehicle should possess all requisite documents like Registration Certificate, Trade License, Valid Insurance Pollution under Control Certificate, GST registration Certificate of firm.
18. The driver should observe all the etiquette and protocol while performing the duty. He must be in neat uniform with name badge to be provided by the firm. He will be required to maintain a duty slip/log book which will be signed by the official using the vehicle.
19. Driver should have a valid driving license issued by any DTO/RTO office for commercial vehicle with all India validity. He must have at least three-year experience of driving such type of vehicle, familiar with path and ways of Kolkata /nearby villages or city. The driver should also be provided with a Mobile Phone with a valid sim card by the contractor and all expenses towards the same shall be borne by the service provider.
20. Vehicle should be kept with sufficient stock of fuel. The firm/agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the vehicle. The salary/wages and other costs of drivers (liveries, EPF, ESI, other liabilities as per labour/vehicle Act) shall also be borne by the firm/agency only. This whole responsibility will lie with the concerned firm/agency.
21. The persons/drivers so provided/detailed by your firm for this work under this rate contract will not be considered/treated as employee of the Institute/Council and there will be no employer-employee relationship between the Institute and the person so engaged by the firm/agency for the service/contract work of this tender.
22. In case of any breakdown of vehicle on duty, the firm shall make arrangement for providing another vehicle immediately. In such a case, mileage from garage to the point of breakdown would not be paid.
23. In case of any accident, all the claims and damages arising there from shall be met by the service provider. The Service Provider shall undertake to indemnify ICAR-NINFET 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 demands thereof.
24. Vehicle shall be made available on all days including Saturdays, Sundays, Holidays & late night also as and when required. The seats and vehicle must be properly cleaned/ toweled everyday.
25. Service provider has to submit the performance report obtained from the indenter after every journey.

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26. The itinerary may change en-route on emergency and bill in such case may be raised as per actual travel on certification from the travelling official.
27. The Institute shall not be responsible for any damage done to the vehicle during the period of hiring.
28. **Escalation/De-escalation clause:** During the validity of the contract, any increase or decrease in the cost of spare parts, servicing, tyre etc will not lead to increase in rates demanded. Such demand will not be entertained.
29. The contract is subject to the condition that your firm will comply with all the laws and acts of Central Govt, State Govt relating to this contract made applicable from time to time.
30. **TERMINATION:** - This contract can be terminated by giving One month's notice on the Institute's side if the performance of the firm is not found to be satisfactory. The Director, NINFET reserves the right to reduce or terminate the period of the contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the firm. This also cannot be challenged through any court of law.
31. **Risk Clause:** ICAR NINFET reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
32. An amount upto the value of Rs.500/- will be levied as liquidated damage per day, whenever and wherever it is found that the work is not taken up or not completed as per the schedule and instructions given by the concerned In-charge/ Office. Penalty for non-compliance towards proper uniform, cleanliness, adequate fuel, alternative arrangements etc. may also be imposed as per situation.
33. The decision of the Competent Authority, ICAR NINFET shall be final and binding on Your firm/agency in respect of any clause covered under the contract.

Yours Faithfully,

*Ratan Ray 14/8/25*

Assistant Administrative Officer (ADM- III)



सहायक प्रशासनिक अधिकारी (प्रशासन- III)  
Asstt. Administrative Officer (ADM-III)

माक अनुप  
ICAR

भाक अनुप-राष्ट्रीय प्राकृतिक रसायन विज्ञान एवं प्रौद्योगिकी संस्थान  
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