



# National Bureau of Plant Genetic Resources

Regional Station, Rajendranagar, Hyderabad 500 030, India.

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No.40-10/Vehicle/Enquiry/Hire/2014-2015/

15th September, 2014.

## Quotation Enquiry

To

**Sub:**Quotation enquiry for vehicle hiring (instation) and (out station) – Regarding.

Quotations are invited for hire vehicles on contract basis at NBPGR, Hyderabad (instation) and to undertake surveys in Andhra Pradesh and adjoining states (outstation). You are requested to quote for the local hiring at Hyderabad and also hiring for the surveys (outstation) separately as per the terms and conditions attached herewith the Quotations are addressed to The Officer In Charge, NBPGR, Regional Station, Hyderabad 500030. Can either be sent by post or dropped in the quotation box kept in room No. 108 by 2.00 PM on or before 16.10.2014. The decision of Officer In Charge will be final in case of any dispute and he can reject any quotation with out assigning any reason.

### Terms and Conditions

**1 Quotation Validity:** The quotation should be valid for a period of three months from the date of submission.

**2 Contract period :** The contract period shall be for one (1) Year w.e.f. 1.11.2014 to 31.10.2015. The contract is renewable for further period on mutual agreement with at least (1) month advance notice on either side.

**3 Termination of Contract:** This Contract is liable for termination by one month advance notice in writing from either of the sides under normal conditions. However, the Officer In Charge, NBPGR will have the right to terminate the contract at any stage without assigning any reason.

**4 Payment:** No advance payment is allowed. Payment will be made only after rendering the services satisfactorily, on quartely basis wotjom 10 days from the date of submission of the bill and on verification of the all records to be maintained by you in perfroming this contract.

**5 Tax deduction:** The income tax as applicable at the time of payment will be deducted at source as per Rules.

**6 Personnel:** You are required to engage only qualified personnel with appropriate qualifications in the respective areas of work. Bureau does not shoulder any responsibility for the

wages/salaries of the personnel engaged for the purpose. If the minimum wages and other benefits due to the personnel engaged are not paid by you as per Govt., rules and regulations. Bureau will have the right to pay directly the engaged personnel and deduct from your bills.

**7 Identify of the Personnel:** The names and designations with due signatures of the personnel to be engaged by you for this contract should be made available to us for security check. They should bear proper Identity card issued by you whenever they enter the premises of the Bureau.

**8 Billings:** A Pre-receipted bill in triplicate, indicating all the details of the work in standard bill format containing CST, TSGST Reg. Numbers etc. Addressed to the Officer In Charge, NBPGR, Regional Station, Hyderabad- 500030 may please be submitted.

**9 Signing of Agreement:** You are also required to execute a contract agreement for the purpose in the prescribed format to be printed/typed on Rs.100/- non-judicial stamp paper.

10 Renewal is not automatic and will be subject to review by the competent Authority from NBPGR and will be effective only on issuing a written communication for each year.

11 Agency should provide good condition vehicles commercially registered with yellow number plates and drivers with uniform.

12 Reimbursement of parking fees and Toll Tax is considered for payment on production of valid receipt.

Notwithstanding anything contained herein above, the contract shall be terminable by us for violation by you of any of the terms, conditions and covenants set out above in which case you shall not be entitled to any compensation on any count whatsoever.

Sincerely

Store Officer.