

CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES

Dahung::West Kameng District::Arunachal Pradesh-790 116

Website:: www.cihcs.edu.in, E mail:: cihcsoffice@gmail.com

(An Autonomous Body of the Ministry of Culture, Govt. of India)

F.No.4-41/2024/CIHCS/2587-91

Dated Dahung, the 2nd June, 2025

Notice Inviting Tender for Hiring of Vehicles for Outstation/Local Duty Only

Sealed tenders are invited from registered firms/agencies/companies fulfilling all terms and conditions for providing services of the “**Hiring of Vehicles for Outstation/Local Duty Only**” for CIHCS, Dahung, West Kameng, Arunachal Pradesh. Firms willing to participate in the tender may download the tender documents from the website: www.cihcs.edu.in.

The last date of submission of tender is 23rd June, 2025 at 4.00 PM and the tender will be opened on 24th June, 2025 at 11:00 AM.


Sd/-
(Dr. Gurmet Dorjey)
Director
CIHCS, Dahung

F.No.4-41/2024/CIHCS/

Dated Dahung, the 2nd June, 2025

Copt to:

1. Shri Jitu Moni Das, Librarian cum Chairman, Tender Opening Committee for necessary action please.
2. Shri Nyima Dorjee, Translator and Member, Tender Opening Committee for compliance please.
3. Shri Sang Dorjee Phinya, UDC and Member, Tender Opening Committee for compliance please.
- ✓ 4. Dr. Biraj Lahkar, Computer Instructor cum website in charge for uploading the tender documents in the website of the Institute.
5. Office Copy.


(Aakash Shah)
Administrative cum Accounts Officer
CIHCS, Dahung

Tender Document for Hiring of Vehicles for Outstation/Local Duty Only

Tender No.: 4-41/2024/CIHCS/

Date: 2nd June, 2025

1. Notice Inviting Tender (NIT)

Sealed quotations are invited from eligible and experienced transport service providers for Hiring of Vehicles on a Per Assignment Basis for Outstation/ Local Duty only for official use by Central Institute of Himalayan Culture Studies (CIHCS), Dahung. The contract will be valid for a period of one year from the date of agreement.

2. Scope of Work

The agency shall provide commercial vehicles (with driver and fuel) specifically for outstation journeys undertaken by officials of Central Institute of Himalayan Culture Studies (CIHCS), Dahung. These may include:

- i. Inter-city travel for official visits
- ii. Long-distance tours, inspections, and field visits
- iii. Multiple-day travel assignments
- iv. Local Duty

Vehicles should be in excellent condition, well-maintained, and compliant with applicable transport regulations.

3. Types of Vehicles Required

- i. Sedan (e.g., Dzire, Etios)
- ii. SUV (e.g., Bolero, Innova, Ertiga)

4. Eligibility Criteria

- a. Valid vehicle hiring license/agency license registration with transport authority
- b. Copies of Registrations (PAN, GST, Vehicle Registration, Insurance and all applicable tax registrations)
- c. Should not have been blacklisted by any Government agency in last three (3) financial years. A self-declaration in this regard should be submitted along with bid.
- d. The bidders should have at least two (2) years of experience in the “tour and travel” business in providing vehicles to at least two (2) Government/PSU/Autonomous Organisations.

5. General Terms & Conditions

I. VEHICLES

- a. Vehicles must be in good condition, clean, and roadworthy.
- b. Drivers must be courteous, experienced, and hold valid licenses.
- c. The organization reserves the right to cancel any trip without liability before commencement.
- d. Vehicles shall report as per time schedule give to the individual driver by the user/dealing assistant.
- e. Vehicles to be provided should be of not more than two (2) years old and be in presentable good condition. Vehicles must be in good running condition with clean upholstery with covers wherever necessary and other accessories of the vehicle should also be in good condition. Vehicles with damaged body due to accidents etc. will not be acceptable.
- f. Vehicles should be insured comprehensively and should have necessary permits and documents.

II. RATES

- a. Rates quoted in the tender shall remain fixed during the contract period. Rates quoted should be in INR.
- b. Rate should include fuel and driver charges.
- c. Toll and Parking charges shall be paid by the buyer as per actual.
- d. Expenditure on fooding, lodging etc. of driver is to be borne by the suppliers.

III. PAYMENTS TERMS

The Payment to the contractor will be made post-assignment based on invoice and duty slip/log sheet. No advance payment will be made.

IV. TERMINATION OF CONTRACT

Central Institute of Himalayan Culture Studies (CIHCS) Dahung, West Kameng, Arunachal Pradesh – 790116 reserves the right to terminate the contract at any stage, without assigning any reason thereof. CIHCS reserves the right to accept or reject any or all the bids, in full or in part, without assigning any reason thereof.

V. DRIVERS

- a. Driver (s) of the vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important routes in the state.
- b. Driver (s) of the vehicle must always be in clean clothes, must be courteous and well mannered and should always carry a mobile phone with them for easy contact. Driver must not have any criminal record.
- c. Bidders should ensure that the driver to be provided must possess a valid driving license and carry with him all necessary documents like registration certificate, insurance papers, pollution under control certificate etc.
- d. CIHCS, Dahung will not be responsible for any challan, loss, damage, injury, accidents etc. to the vehicle or to any other vehicle.
- e. Service Provider/Contractor must have all requisite clearance certificates from the concerned Government agencies as required under relevant rules.
- f. The Service Provider/Contractor has to maintain proper records to show the number of hours and mileage travelled by each vehicle. Driver shall maintain duty chart (Log Book) and get signature of the officer or his personal staff for each duty and deposit the duty slip to the CIHCS, Dahung.
- g. A penalty of Rs. 500/- per day for default will be levied if any vehicle fails to meet above terms and conditions on any day.
6. subject to the contractor's successful and satisfactory performance, this contract may be extended for an additional term of one year at the sole discretion of the buyer at the same rate and terms and conditions. An extension of the contract may be granted not more than three (3) times.
7. Tenders received after the stipulated date and time and incomplete Tenders will not be entertained.
8. Tenders to be addressed to the Director, Central Institute of Himalayan Culture Studies, Dahung, West Kameng, Arunachal Pradesh – 790116 and should reach by 23rd June, 2025 up to 4 PM, which will be opened on 24th June, 2025 at 11 AM.
9. All the bidders/representative/nominee must be present on the Tender Opening Day with all original documents, failing which shall result in the disqualification of the tender submission.
10. The successful bidder will have to sign an agreement with the Director, Central Institute of Himalayan Culture Studies, Dahung, West Kameng, Arunachal Pradesh

Bid Submission

Bidders must submit the following:

Technical Bid

- Company/Firm Profile
- Copies of all the documents mentioned in Eligibility Criteria at sl.no.4.

Financial Bid (Annexure I):

- Outstation and Local duty rates for each type of vehicle

Both bids should be submitted in sealed envelopes clearly marked “Technical Bid” and “Financial Bid” and enclosed in one sealed cover marked:

“Tender for Hiring of Vehicles for Outstation/Local Duty – [Tender No.]”

Last Date for Submission: **23rd June, 2025 up to 4: PM.**

ANNEXURE – I**A. OUTSTATION DUTY:**

Sl.No.	Vehicle Type	Outstation Rate (Rs. Per km)	Overnight Stay/Halt Charges (Rs.)
1			
2			
3			
4			

B. LOCAL DUTY:

Sl.No.	Distance or Time	Vehicle Type	Rate inclusive of all taxes
1	8 Hours or 80 Kilometers		
2	Beyond 8 Hours or 80 Kilometers		