



Maharashtra Animal & Fishery Sciences University, Nagpur
Wildlife Research & Training Centre,
Gorewada, Nagpur
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441501



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No. WRTC/Director/ WRTC / 421 /2026

Date: 25/08 /2026

To,

M/s _____

Subject: Invitation of quotation for hiring/renting of vehicle for field visits under Maharashtra Gene Bank Project

Sir/Madam,

The Wildlife Research and Training Centre (WRTC), Gorewada, Nagpur, is implementing the Maharashtra Gene Bank (MGB) sanctioned project entitled "Integrating Morphological and Molecular Approaches to Assess Frog Biodiversity and Prevalence of Chytrid Disease in Vidarbha Region: A Conservation Perspective", sanctioned vide MGB Sanction Order No. MGB/1462 dated 17/03/2026.

Under the approved project, a vehicle is required for undertaking field surveys, visits to identified field sites, sample collection, transportation of field equipment and associated project-related visits. The vehicle will be used by the project personnel for field activities as and when required during the implementation of the project.

You are therefore requested to submit your sealed quotation for providing a suitable vehicle on rental/hiring basis as per the requirements mentioned below.

Requirement of Vehicle

Sr. No.	Particulars	Requirement
1	Purpose	Field visits, field surveys, sample collection and project-related visits
2	Type of Vehicle	Suitable passenger vehicle/car in good working condition

Sr. No.	Particulars	Requirement
3	Quantity	1 Vehicle
4	Basis of Hiring	Per day / Per km, as quoted
5	Driver	Experienced and licensed driver to be provided by the vehicle owner
6	Fuel	To be clearly specified in the quotation
7	Applicable Taxes	GST and other applicable statutory charges to be clearly indicated
8	Vehicle Documents	Valid Registration Certificate, Insurance, Fitness Certificate, PUC and other applicable documents
9	Vehicle Condition	Clean, well-maintained and suitable for field travel
10	Period of Requirement	As and when required for project-related field visits

The quotation should clearly mention the vehicle model, registration year, rate per day/per kilometre, driver charges, fuel charges, GST and any other applicable charges.

The quotation should be submitted to the Director, Wildlife Research and Training Centre, Gorewada, Nagpur, within the prescribed period.

1. General Terms and Conditions

1. The quotation shall be submitted on the official letterhead of the firm/vehicle owner and shall clearly mention the name, address, telephone number, e-mail address and contact details of the service provider.
2. The quotation shall clearly specify the vehicle make/model, registration year, type of vehicle, seating capacity, rate per day/per kilometre, driver charges, fuel charges and total applicable charges.
3. The quoted rates shall preferably be indicated inclusive of all applicable taxes, duties and other statutory charges. GST, if applicable, shall be shown separately in the quotation.
4. The vehicle provided shall be properly registered, insured, roadworthy and maintained in good working condition throughout the period of use.
5. The vehicle shall have all valid statutory documents, including Registration Certificate, Insurance, Pollution Under Control Certificate, Fitness Certificate, Permit and Driving Licence of the driver, as applicable.
6. The vehicle shall be provided along with a valid and experienced driver holding an appropriate and valid driving licence.
7. The driver shall be responsible for safe and proper driving and shall follow all applicable traffic rules and regulations.
8. The vehicle shall be made available at the time and location communicated by the authorized officer/project personnel of WRTC for project-related field visits.

9. The vehicle shall be suitable for travel to rural, forest-fringe, wetland and other field locations required for implementation of the project.
10. The vehicle shall be clean, hygienic, reliable and in good mechanical condition and shall be suitable for carrying project personnel, field equipment and legally permitted field samples/material.
11. The vehicle shall not be replaced during a scheduled field visit without prior intimation to and approval of the competent authority, except in case of unavoidable circumstances or mechanical breakdown.
12. In case of mechanical breakdown or any other failure of the vehicle during a field visit, the service provider shall arrange a suitable replacement vehicle at no additional cost, as far as practicable.
13. The service provider shall be responsible for all routine maintenance, repairs, servicing and upkeep of the vehicle.
14. All expenses relating to driver salary, maintenance, servicing, repairs, insurance, permit, fitness and other vehicle-related statutory requirements shall be borne by the service provider unless specifically stated otherwise in the accepted quotation.
15. The quotation shall clearly state whether fuel/diesel/petrol/CNG charges are included or excluded from the quoted rate.
16. Toll charges, parking charges and other statutory charges, if applicable, shall be clearly specified separately in the quotation.
17. No additional charges shall be payable over and above the accepted quotation rate unless specifically approved in writing by the competent authority.
18. The service provider shall maintain a vehicle log book/trip sheet, duly recording the date, starting point, destination, opening and closing kilometre readings and other relevant details. The same shall be submitted for verification along with the bill.
19. Payment shall be released through the prescribed University/government financial procedure after satisfactory completion of the field visit/service and submission of the required bill, log book/trip sheet and supporting documents.
20. No advance payment shall ordinarily be made.
21. The service provider shall ensure that the vehicle and driver are available as per the requirements communicated by the authorized officer/project personnel.
22. The service provider shall not assign or transfer the accepted work to any other person/agency without prior written permission of the competent authority.
23. The purchaser reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason, subject to applicable University/government procurement rules.
24. The quotation shall be free from erasures, overwriting or alterations. Any correction shall be duly authenticated by the authorized signatory of the firm/vehicle owner.
25. Conditional quotations are liable to be rejected.
26. The service provider shall be responsible for compliance with all applicable motor vehicle, insurance, transport and statutory requirements relating to the vehicle.
27. The purchaser shall not be responsible for any accident, loss, damage, injury or claim arising out of the operation of the vehicle, and the

service provider shall remain responsible for the vehicle, driver and applicable statutory obligations.

28. The quotation shall remain valid for a minimum period of 45 (forty-five) days from the last date prescribed for submission of quotations.

2. Submission of Quotation

The quotation should be placed in a sealed envelope superscribed:

“QUOTATION FOR HIRING/RENTING OF VEHICLE FOR FIELD VISITS
UNDER MGB FROG BIODIVERSITY PROJECT”

and addressed to:

The Director
Wildlife Research and Training Centre
Maharashtra Animal and Fishery Sciences University, Nagpur
Petri Nagpur – 441501

The quotation should reach this office on or before //2026 at 17.00 hours.

3. Important Instructions

- Rates should be quoted clearly and item-wise.
- The quotation should clearly indicate whether the rate is per day or per kilometre.
- Fuel charges, driver charges, toll charges, parking charges and GST, wherever applicable, should be clearly indicated.
- The quotation must be signed and stamped by the authorized person of the firm/vehicle owner.
- Copies of all relevant vehicle and driver documents must be enclosed.
- The vehicle should be in good working condition and suitable for field travel.
- The quotation shall remain valid for 45 days from the last date of submission.
- The purchaser shall not be responsible for any delay in receipt of quotations due to postal/courier transmission.
- Quotations received after the prescribed closing date and time may not be considered.
- Submission of a quotation does not confer any right on the service provider for award of the work.

You are requested to submit your most competitive quotation for hiring/renting of a vehicle for field visits and project-related activities along with the required documents within the stipulated time.

(S. V. Upadhye)

Financial Quotation

The service provider shall quote the rates strictly in the following format:

Sr. No.	Particulars	Rate Quoted (₹)
1	Vehicle hiring charge per day	
2	Vehicle hiring charge per kilometre	
3	Driver charges per day , if separate	
4	Fuel charges	Included / Excluded
5	Toll charges	Included / Excluded
6	Parking charges	Included / Excluded
7	GST (%)	
8	Other charges, if any	