

TENDER DOCUMENT

For award of annual rate contract for hiring of vehicles from
Transport agencies on daily hire basis

**ICAR-CENTRAL INLAND FISHERIES RESEARCH INSTITUTE
REGIONAL CENTRE,
HOUSEFED COMPLEX, DISPUR: GUWAHATI – 781006
Tele-Fax : 0361-2228486, Phone : 2224893, Website : www.cifri.res.in**



**ICAR – CENTRAL INLAND FISHERIES RESEARCH INSTITUTE
REGIONAL CENTRE**

HOUSEFED COMPLEX, Dispur, Guwahati - 781006

Ph/Fax: 0361-2228486, 2224893. Email ID: cifrihy@gmail.com



F. No. Vehicle/Hiring/2016 -

Date: 06/12 /2016

TENDER NOTICE

Quotation for annual rate contract for hiring of vehicles is invited in sealed envelope (Single Bid) from reputed Transport agencies in and around Guwahati for providing different kinds of vehicles on daily hire basis to ICAR-CIFRI Regional Centre, Guwahati on “as and when required” basis.

The tender document can be downloaded from official Website of the Institute: www.cifiri.res.in. The **Tender cost of Rs. 100/-** may be enclosed with the Bid documents in the form of Demand Draft. EMD to the tune of **Rs. 5000/-** in the form of Demand Draft shall have to be enclosed with the bid documents. The Demand Draft may be drawn in favour of “**ICAR Unit-CIFRI**” payable at **Barrackpore**.

Last date of submission of Tender at the ICAR-CIFRI Regional Centre, HOUSEFED Complex, (Central Building, 4th Floor), Dispur, Guwahati – 781006 (Tele fax: 0361-2228486) is 22.12.2016 till 2.00 pm either by hand or by post. The sealed Tender shall be opened on the same day i.e. 22.12.2016 at 3.00 pm.

The Firms are required to submit Quotation Form (Annexure-I), Annexure-II, Annexure-III with necessary self authentication of documents and two valid Demand Drafts of requisite amounts. The successful bidder(s) have to enter into an Agreement with the Institute as laid down at Annexure-IV.

Head of Centre

Annexure-I

Quotation Form

Annual rate contract for hiring vehicle

Name of the firm: _____

Address: _____

Sl. No.	Type of Vehicle	Daily hiring charges		Night halt charges (Rs.)	Rate for fuel per Km (Rs.)	Rate for air port pick up/dropping from/to office including POL (Rs.)
		Local (12 hours)	Out station (24 hours)			
1	Tata Indica					
2	Tata Sumo					
3	Mahindra Bolero/Ford Eco-Sports					
4	Toyota EthiosLiva/Nissan Micra					
5	Tata Indigo/ Maruti Swift D-Zire/ Ford Icon/Toyota Ethios					
6	Mahindra Scorpio					
7	Honda City/Voxwagon Vento/ Nissan Sunny					
8	MohindraZylo					
9	Toyota Innova					
10	Toyota Fortuner					
11	Honda Accord					
12	Tata Winger					
13	Mini bus (22 seater)					
14	Mohindra Pickup Van					
15	Mini truck (Tata 407 or equivalent)					
16	Tata Mobile 207					
17	Tata Truck (medium) 1109					

Note:

1. The vehicle will be required "as and when required" on a daily rent basis.
2. As per central Govt. norms, the travel agency providing vehicles on daily hire basis must be registered with the office of Custom & Central Excise (Service Tax Department). The firm submitting quotation should attach photo copies of latest service tax payment receipt.
3. Additional charges beyond 12 hours for local duty will be paid @ 10% of daily hiring charges.

Place :

Date :

Signature of the firm with seal

ANNEXURE-II

DETAILS OF THE AGENCY

1. Name & Address of the Transport Agency
(Including Telephone, Fax, Email, etc)

2. Trade License No.
(Attach photocopy of document)

3. Service Tax Registration No.
(Attach photocopy of document)

4. Name and Address of the owner of
the Transport Agency

5. Contact Telephone/Mobile No.

6. TAN/PAN Number
(Attach photocopy of document)

7. If providing vehicle to other Govt. department
(Enclose copy of the order/Rate Contract with
Govt. Departments during last 5 years)

8. Bank account details (including account No. & IFSC code)

9. Demand Draft enclosed:
 - (i) Cost of Tender: Rs. 100/-
D.D. No. & Date :
Drawn on:

 - (ii) EMD: Rs. 5000/-
D.D. No. & Date:
Drawn on:

Certified that the terms and conditions specified in the tender document are acceptable to me/us and I/we will abide by the rates offered for the period of contract.

Place:

Date:

Signature of owner(s) with seal

ANNEXURE-III

TERMS AND CONDITIONS:

1. The quotationer should be authorized Transport Agency with trade license.
2. The envelopes containing the bid should be super scribed as “Rate Contract for hiring vehicles” and should be addressed to “the Acting Head, Central Inland Fisheries Research Institute, Regional Centre, HOUSEFED Complex, Dispur, Guwahati-781006”. The sealed quotation /bid may be deposited to the Officer In-charge (Vehicle) of the centre or may be sent by post.
3. The EMD to the tune of **Rs. 5000/-** and Cost of Tender to the tune of **Rs. 100/-** may be submitted with the bid documents in the form of to separately drawn Demand Drafts, without which the tender documents will be summarily rejected.
4. Incomplete quotations, late bids/ without EMD/Cost of Tender or not in compliance with the terms and conditions, will be summarily rejected.
5. The successful bidder will have to submit Performance security to be mentioned in the Offer Letter within 10 days’ of receipt of the offer, otherwise the Institute reserve the right to cancelled the offer and make the offer to any Agency found suitable.
6. The rate-contract will be valid for one year from the date of issue of work order, and no hike in the rate will be entertained during the contract period.
7. Mileage and time will be counted as per assigned duty and the agency needs to maintain proper duty slips with starting, ending meter reading, time and signature of the traveler/indenter.
8. Toll Tax, Parking charges etc. will be paid by the Institute on submission of receipt along with the bill. No payment shall be made in absence of such receipt in any circumstances.
9. Vehicles provided on hire to the Institute should be Commercial Vehicles and registered as such with the Transport Authority. The life time of vehicles should not lapse as per extant rules, failing which the contract shall be terminated. The vehicles should be maximum 2-3 years old.
10. The driver driving the vehicle should be polite and well mannered. The Driver in no instances should misbehave or disobey the instructions from the Passenger/Indenter. In the event of misbehavior/disobedience on the part of the driver, the Agency shall be responsible for immediate replacement of the driver and no further assignment to the said driver in Institute services, failing which, the contract shall be terminated. The driver of vehicles should have a valid Driving License. The Agency shall be responsible for arrangement of uniforms and identity cards for the driver at its own cost. The uniform should carry a badge/tag showing the name of the driver. The uniforms of the drivers should be neat and tidy. The Agency must ensure the cleanliness of the driver’s uniform. List of drivers’ name to be provided to the Institute which will be submitted further to the Police Station by the Institute with their credentials. There should be no cases pending against the driver. All the Drivers should give an undertaking for maintaining discipline. All drivers will be in Uniform dress.

11. No advance payment will be made. Payment will be made on monthly basis through e-payment as per rule on receipt of bill along with duty slips certified by the Officer of this Office who has used the vehicle.
12. Vehicle should be provided at short notice. The itinerary may change en-route on exigency; bill may be raised as per actual travel on certification from indenting/travelling Official. Cleanliness of vehicles and its condition should be excellent. The vehicles should carry sealed bottles of water for the passengers. The vehicles on requisition should be in time. The Vehicles may at times have to carry perishable items/organic samples etc. and the awardee shall raise no objection on carrying the same. Non-compliance may render the contract terminated.
13. Sabotage/any type of damage of vehicle and injury of Driver will not be compensated by the Institute, it will be the sole responsibility of the agency.
14. The Security Deposit of Rs.15,000/-(Rupees Fifteen thousand only) is returnable without interest after two months of satisfactory completion of the contract period.
15. Penalty etc. imposed by traffic police/department, will not be paid by this Institute.
16. The applicable taxes will be deducted from the bills as per Government of India Guidelines.
17. If the Agency fails to provide the vehicle(s) so requisitioned in time after receiving the message, the Institute reserves the rights to cancel the above mentioned contract at any time without assigning any reason. The Agency(ies) are to keep continuous touch with the Vehicle Section of the Institute.
18. The agency has to provide/arrange alternate facility for carrying of official in case of breakdown of vehicle on road midway. The Agency will be solely responsible for successful completion of the Tour. The Agency has to obtain signature of the Traveller/Indenter on "Duty Slip". The Agency has also to obtain satisfactory performance report from the Indenter on the Bill before submission.
19. Bill submitted by the Agency should accompany the "Duty Slip" depicting out meter as well as in meter as kilometer reading ; Total run in Km and out time/ In time ; Total duty period in hours duly signed by the indenting /availing Officer. The meter reading will be counted from CIFRI to CIFRI/ as per the discretion of the Institute.
20. The Director, ICAR-CIFRI has the power to accept/reject any or all quotations or part thereof without assigning any reason thereof. All quotations in which any of the prescribed conditions are not fulfilled/ incomplete in any respect are liable to be rejected.

Head of Centre

Annexure-IV

AGREEMENT EXECUTED ON day of,

Between

ICAR-Central Inland Fisheries Research Institute, Guwahati
(Indian Council of Agricultural Research)

And

M/S

For

Annual Rate Contract for Hiring of vehicles of the Institute.

The agreement will come into effect on and from the date mentioned above.

HIRING OF VEHICLES AGREEMENT

An Agreement made thisday of, between ICAR-Central Inland Fisheries Research Institute, a part of Indian Council of Agricultural Research having the office at Barrackpore, Kolkata- 700120, West Bengal, India and Regional Centre at Guwahati – 781006, Assam(hereinafter called in short as “CIFRI” and/ or Institute) which expression shall unless excluded by or repugnant to the context be deemed to mean and includes its successors or assigns administrators and legal representative etc. of the First Party.

AND WHEREAS M/s. (hereinafter called in short as Hiring Vehicle Agency/Agency) which expression shall unless excluded by or repugnant to the context be deemed to mean and include its executors, administrators, assigns and legal representative etc. of the Second Party.

NOW THEREFORE it is agreed by and between one part/ first party CIFRI and Hiring vehicle agency as under:-

1. The rate-contract will be valid for one year from the date of issue of work order, and no hike in the rate will be entertained during the contract period.
2. Mileage and time will be counted as per assigned duty and the agency needs to maintain proper duty slips with starting, ending meter reading, time and signature of the traveler/indenter.
3. Toll Tax, Parking charges etc. will be paid by the Institute on submission of receipt along with the bill. No payment shall be made in absence of such receipt in any circumstances.
4. Vehicles provided on hire to the Institute should be Commercial Vehicles and registered as such with the Transport Authority. The life time of vehicles should not lapse as per extant rules, failing which the contract shall be terminated. The vehicles should be maximum 2-3 years old.
5. The driver driving the vehicle should be polite and well mannered. The Driver in no instances should misbehave or disobey the instructions from the Passenger/Indenter. In the event of misbehavior/disobedience on the part of the driver, the Agency shall be responsible for immediate replacement of the driver and no further assignment to the said driver in Institute services, failing which, the contract shall be terminated. The driver of vehicles should have a valid Driving License. The Agency shall be responsible for arrangement of uniforms and identity cards for the driver at its own cost. The uniform should carry a badge/tag showing the name of the driver. The uniforms of the drivers should be neat and tidy. The Agency must ensure the cleanliness of the driver's uniform. List of drivers' name to be provided to the Institute which will be submitted further to the Police Station by the Institute with their credentials. There should be no cases pending against the driver. All the Drivers should give an undertaking for maintaining discipline. All drivers will be in Uniform dress.
6. No advance payment will be made. Payment will be made on monthly basis through e-payment as per rule on receipt of bill along with duty slips certified by the Officer of this Office who has used the vehicle.
7. Vehicle should be provided at short notice. The itinerary may change en-route on exigency; bill may be raised as per actual travel on certification from indenting/travelling Official. Cleanliness of vehicles and its condition should be excellent. The vehicles should carry sealed bottles of water for the passengers. The vehicles on requisition should be in time. The Vehicles may at times have to carry perishable items/organic samples etc. and the awardee shall raise no objection on carrying the same. Non-compliance may render the contract terminated.

8. Sabotage/any type of damage of vehicle and injury of Driver will not be compensated by the Institute, it will be the sole responsibility of the agency.
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11. The applicable taxes will be deducted from the bills as per Government of India Guidelines.
12. If the Agency fails to provide the vehicle(s) so requisitioned in time after receiving the message, the Institute reserves the rights to cancel the above mentioned contract at any time without assigning any reason. The Agency(ies) are to keep continuous touch with the Vehicle Section of the Institute.
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14. Bill submitted by the Agency should accompany the "Duty Slip" depicting out meter as well as in meter as kilometer reading ; Total run in Km and out time/ In time ; Total duty period in hours duly signed by the indenting /availing Officer. The meter reading will be counted from CIFRI to CIFRI/ as per the discretion of the Institute.

In WITNESS, whereof, the parties herein to have set their respective hands on thisday of

For and one behalf of
Director, ICAR-CIFRI.

(B.K. Bhattacharjya)
Acting Head, ICAR-CIFRI, Guwahati
Signature
Name & Designation and Seal

For and one behalf of the
M/S.....

Signature
Name & Designation and Seal

Witnesses:-

- 1.
- 2.