



## TENDER DOCUMENT

(December, 2017)



**“Annual Rate Contract for hiring of Vehicles”**

**LAST DATE OF SUBMISSION ON: 22.12.2017 till 1.00 pm**

## GENERAL TERMS & CONDITIONS :

01. The Bidders/Tenderers should be authorized Transport Agency having trade licence. Copy of trade licence must be attached along-with bid documents, failing which tender will be rejected. Bid validity must be for 90 days from the date of opening of tender.
02. The bids should be submitted through single bid system and the Tender document is available at the Institute's website [www.cifri.res.in](http://www.cifri.res.in). The bid document contains. i) **Technical Bid** containing **Annexure-I and the documents as mentioned at para 02 below and ii) Financial Bid** as per the format mentioned at **Annexure-II**. The bid document will be available at E-procurement Portal (E-publishing) and on the Institute's Website on 2<sup>nd</sup> December, 2017. **The last date of receipt of tender is 22<sup>nd</sup> December, 2017 till 1.00 pm and bids will be opened on 23<sup>rd</sup> December, 2017 at 3.00 pm. The Tender document shall be valid for 90 days.** If the date of opening happens to be holiday, the bids will be opened on the next working day.
03. The documents to be submitted as the Technical Bid:- i) Copy of authenticated details as per ANNEXURE-I, ii) Authenticated copy of PAN, GST, Registration of the Agency, iii) Demand Draft for EMD, iv) Authenticated copy of Orders/Rate contracts at State/Central Government Departments/PSU/Autonomous Organization/Reputed Private Firms for the last three years. V) Authenticated copy of Annual Turnover for the last three years. Vi) Authenticated copy of Annual Tax Return for the last three years.vi) MSME/ESIC Certificate if applicable.vii) Authenticated copy of Undertaking as enclosed at Annexure-III.
04. Earnest Money Deposit (EMD) of Rs.10,000.00 (Rupees ten thousand)(refundable without interest) in the form of demand drafts drawn in favour of **"ICAR Unit, CIFRI"** payable at **SBI, Barrackpore (IFS Code SBIN0000029)** must be submitted on or before the closing date of bidding i.e. 22<sup>nd</sup> December, 2017 till 1.00 pm. **The quotation without EMD and/or MSME/ESIC Certificate will be summarily rejected.** However, exemption is admissible as per General Financial Rules, 2017.
05. 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. However, the Director, ICAR-CIFRI reserves the right to award the contract fully, partially or cancel the contract without any notice or reasons thereof.
06. 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.
07. 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.
08. Vehicles provided on hire to the Institute should be Commercial Vehicles and registered as such with the Transport Authority. Driver of such vehicle should have a valid Driving License. The life time of vehicles should not lapse as per extant rules, failing which the contract may be terminated. Vehicles should be maximum 2-3 years old.

09. 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. The rates charged should be as per minimum or as per kilometer/hour basis whichever is higher. For journeys beyond 80 Kms/8 Hrs., bill should be charged on kilometer/hour basis.
10. 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 on requisition should be in time. The Driver should be polite, well dressed and well mannered. In the event the drivers misbehave or leave the Guest(s)/traveler(s) midway before completion of the journey, bill(s) shall not be paid and the contract shall be terminated forthwith. The Drivers should wear proper Uniform, the Agency should take the responsibility of providing and cleaning of the uniform without any additional cost to the Institute. The Agency should keep the Institute indemnified with regard to the past records of the Drivers. The details of the drivers including Voter Id, AADHAR should be submitted to the Institute on initiation of the rate contract.
11. 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.
12. 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.
13. The successful bidder, who is awarded the work order will have to deposit Security money of Rs.25,000/- (Rupees Twenty-five thousand only) in the form of Demand Draft of any Nationalized Bank in favour of **“ICAR Unit, CIFRI” payable at SBI, Barrackpore (IFS Code SBIN0000029)** which will be returnable without interest after two months of satisfactory completion of the contract period. The Awardee(s) is/are also to enter into an Agreement with the Institute, a draft of which is enclosed herewith at Annexure-IV.
14. Penalty etc. imposed by traffic police/department, will not be paid by this Institute.
15. The applicable taxes will be deducted from the bills as per Government of India Guidelines.
16. 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.
17. The agency has to provide/arrange alternate facility for carrying of official in case of breakdown of vehicle on road.
18. 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.

19. Annual Turnover of firm must be minimum Rs.1,00,000/- (Rupees One Lakh) with documentary proof.
20. Preference will be given to firms which have provided/providing vehicles as rate contract basis to reputed Central Govt. Organizations.
21. The tender document should be submitted along with all documentary proof/evidences failing which the tender will be summarily rejected.
22. An amount of 10% of each bill amount shall be deducted in the event any of the conditions contained herein is not taken care upon/violated/breached.
- 23. The last date of submission of tender is 22<sup>nd</sup> December, 2017 till 1.00 pm and bids will be opened on 23<sup>rd</sup> December, 2017 at 3.00 pm.**
24. An amount of 10% of each bill amount shall be deducted in the event any of the conditions contained herein is not taken care of/violated/breached.
25. The Director, ICAR-CIFRI reserves the right to accept/reject any or all Quotation received without assigning any reasons whatsoever. The tenders which do not fulfill any of the prescribed conditions in any respect are liable to be rejected.

In-charge, Vehicle Section

**ANNEXURE-I**

**DETAILS OF THE AGENCY**

1. Name & address of the Transport Agency :
2. Trade License No. :  
(Attach photocopy of document)
3. GST Registration No. :  
(Attach photocopy of document)
4. Name and address of the owner of the Transport Agency :
5. Phone/Mobile No. :
6. TAN/PAN Number :  
(Attach photocopy of document)
7. Bank details of firm/Agency for making Payment
  - a) Name of the Bank & Branch :
  - b) Account Number :
  - c) IFSC Code :
  - d) MICR Code No. :
8. Details of EMD :
  - a) Amount :
  - b) Demand Draft No. :
  - c) Issuing Bank :
  - d) Date of Issue :
9. If providing vehicle to Central/State Govt. department , the order/Rate Contract with Govt. Departments during last 3 years :
10. Annual turn over of the firm for the last three (3) Years :
12. Annual Tax return of last Three (3) Years : Yes/No

Certified that the terms and conditions are acceptable to me and I will abide by the rates offered for the period of contract.

**Place :**

**Date :**

**Signature of owner with seal**

**ANNEXURE-II**

RATES QUOTED (Amount in Indian Rupees)

BOQ FORMAT

Sl. No.	Name of the vehicles	Rate per km	Rate per hour	Minimum charges per day (80 Km./8 Hrs.)	Night/Day Charges (If any)	Night Halt Charges (If any)	Total Charges (2+3+4+5+6)
	1	2	3	4	5	6	7
	Tata Indica ( Non A.C.)						
	Tata Indica (A.C)						
	Tata Indigo (Non-A.C)						
	Tata Indigo (A.C.)						
	Mahindra Scorpio (A.C.)						
	Mahindra Scorpio (Non-A.C)						
	Maruti Swift (Non-A.C.)						
	Maruti Swift (A.C.)						
	Maruti Swift Dzire (Non-A.C.)						
	Maruti Swift Dzire (A.C.)						
	Tata Sumo (Non-A.C.)						
	Tata Sumo (A.C.)						
	Mahindra Xylo (Non-A.C.)						
	Mahindra Xylo (A.C.)						
	Innova (Non-A.C.)						
	Innova (A.C.)						
	Honda City (A.C.)						
	Mini Bus (26-28 Seater) (Non-A.C.)						
	Mini Bus (26-28 Seater) (A.C.)						
	Luxary Bus(52 seater & above) (Non-A.C.)						

	Luxary Bus(52 seater & above) (A.C.)						
	Minitruck (407)						
	Tata Ace						
	Tata 709						

**Place:**

**Date :**

**Signature of the owner with seal**

**ANNEXURE-III**

**(Essential certificate given by the bidder as part of Technical Bid)  
ON THE LETTER-HEAD OF THE FIRM**

To  
The Director,  
ICAR-CIFRI, Barrackpore,  
Kolkata – 700 120

Sir,

I/We have read all the particulars regarding the general information and other terms and conditions of the contract for providing security & allied services (Receptionist, Cook, Cleaning & Sanitation) at ICAR-CIFRI Regional Centre, Guwahati and agree to provide the services at detailed in Page No.4

1. I/We hereby agree to the Terms and Conditions of the Contract as detailed in the tender document.
2. We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
3. We are not blacklisted by any Government organization in the field of providing security services.
4. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts

This offer is made to be valid for acceptance by ICAR within 90 days from the date of opening of the technical bid.

**(Signature of authorized representative of the firm)**

**Stamp/Seal of the firm**





**Annexure-IV**  
**AGREEMENT EXECUTED ON .....2017**

Between

ICAR-Central Inland Fisheries Research Institute, Barrackpore  
(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 this day on ..... 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 (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** ..... (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:-

01. 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.
02. 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.
03. 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. No advance payment shall be made.
04. 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.
05. 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 at its own cost. List of drivers' name including their details (With Voter Id, AADHAR etc. 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. The Agency will maintain the Uniforms at its own cost.
06. No advance payment will be made. Payment will be made on half-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. The rates charged should be as per minimum or as per kilometer/hour basis whichever is higher. For journeys beyond 80 Kms/8 hrs., bill should be charged on kilometer or hour basis..
07. 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.

08. 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.
09. The Security Deposit of Rs.25,000/-(Rupees Twenty-five thousand only) is returnable without interest after two months of satisfactory completion of the contract period.
10. Penalty etc. imposed by traffic police/department, will not be paid by this Institute.
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.
13. 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.
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 /availling Officer. The meter reading will be counted from CIFRI to CIFRI/ as per the discretion of the Institute.
15. An amount of 10% of each bill amount shall be deducted in the event any of the conditions contained herein is not taken care upon/violated/breached.
16. the Director, ICAR-CIFRI reserves the right to award the contract fully, partially or cancel the contract without any notice or reasons thereof.

In WITNESS, whereof, the parties herein to have set their respective hands on this .....

For and one behalf of

For and one behalf of the

**Director, ICAR-CIFRI.**

**M/S. ....**

(Navin Kumar Jha)  
Administrative Officer  
Signature

Name & Designation and Seal

Signature

Name & Designation and Seal

**Witnesses:-**

1.

2.