



भाकृअनुप - केन्द्रीय बारानी कृषि अनुसन्धान संस्थान

ICAR - Central Research Institute for Dryland Agriculture

संतोषनगर, सादबादपोस्ट हैदराबाद ५०००५९ Santoshnagar, Saidabad P.O. Hyderabad 500 059

040-24530161, 24530224 Fax: 040-24531802 <http://www.icar-crida.res.in/> Email : store.crida@icar.gov.in



F. No: 2-1/(34)/2018-19/SP

Date: 10-07-2019

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

On behalf of the Director, ICAR-CRIDA invites **Online** Tenders under Two Bid System (Technical and Financial separately) for **Hiring of vehicles**.

The Tender Document with full details can be downloaded from CRIDA Website (<http://www.icar-crida.res.in/>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) as per the schedule as given in CRITICAL DATE SHEET as under. The participation in the tender will be subject to remittance of the prescribed Bid Security along with the Technical and financial Bids.

CRITICAL DATE SHEET

Tender id	Shall be notified on the website of CRIDA www.icar-crida@res.in
Tender Enquiry No.	F. No: 2-1/(34)/2018-19/SP
Earnest Money	5000/-
Bid Published Date	11-07-2019
Bid Download/ Sale Start Date	11-07-2019
Bid Submission Start Date	11-07-2019
Bid Submission End Date	03-08-2019
Address of the Communication	ICAR-Central Research Institute of Dry land Agriculture Edi bazaar Santhosh Nagar Hyderabad 500059 Telangana

IMPORTANT NOTES:

1. **Submission:** Only bids received on e-procurement portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
2. The Tenderers /bidders are requested to visit the website (<http://www.icar-crida.res.in/>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the government on the day of opening, the tenders will be opened on the next working day at the same time. The Director CRIDA, HYDERABAD reserves the right to accept reject any or all the tenders.
4. **Tender ID:** Shall be notified on the website (<http://www.icar-crida.res.in/>) along with document.
5. The firms who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and may register in CPPP through DSC.
6. The bidders should have a valid registration of the firm with GOI/any state govt.
7. This institute will not be responsible for any delay in enrollment or submission of the offer/uploading the offer on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the e-procurement website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.
8. **Bid Security:** Bid Security (**also known as Earnest Money**) is to be deposited by all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organization or the concerned Ministry or Department. The bidders should furnish bid security of **5000/-** along with their bids. The bid security will be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders shall be returned. EMD should reach this office on or before Tender closing date and time.
9. **An amount of Rs.20,000/- as Security Deposit (Performance Guarantee) in the form of DD/ PO/Bank Guarantee/FDR** is to be deposited by the successful Bidder only after receiving a communication from the Institute. In the event of non-deposition of the same within 15 days of the communication, the earnest money will be forfeited. In the event of any default of performance or conditions of supply, the security deposit will be forfeited.

Terms and Conditions

1. Bids received on C P P P e-tendering portal only will be considered. Bids in any other form, sent through sealed cover/email/post/fax etc. shall not be considered.
2. Online tender may be submitted in two bid system i.e., Technical and Financial Bids. Technical Bid with required documents as per enclosed check list (Technical Bid) may be uploaded on CPP Portal .
3. The documents, as per checklist are essentially required to be attached along with the bid. All necessary, complete in all aspects and valid documents regarding vehicle (s) (e.g. registration, fitness, permits, road tax and insurance etc) and Tenderer/Tendering Firm (e.g. registration, income tax PAN, GST, ST/VAT and experience etc., should be attached.
4. The firm/tenderer shall quote for the complete requirement of services and for the all type of vehicle as shown in the financial bids. Conditional tender/offer will not be accepted.
5. The offer shall remain valid for acceptance for a period not less than 90 (ninety) days after the specified date of opening of the offers
6. The vehicles should have valid All India Permit and model should not be older to the year 2017
7. The vehicles should be registered under commercial Taxi Permit with concerned Road Transport Office and bidder/contractor/firm should submit all updated documents including registration, insurance, fitness, permit and other relevant certificates of vehicle issued by the competent authority.
8. The firm/tenderer shall provide the vehicle(s) along with driver(s), so as to ensure twenty four hour availability of both. However, the normal running of vehicle will be about 8-12 hours per day. The vehicles so hired will occasionally be required to travel out of Hyderabad
9. The vehicle(s) should remain in good condition during entire period of contract. It should always be self-starting, noise (unusual sound) free, free of bad-smell and, thoroughly clean both outside and inside. Seats must be comfortable with clean covers; covers must be cleaned/changed at fortnight interval. The AC and all the lights, indicators, mirrors & horne etc should be and remain effectively functional.
10. In case the vehicle breaks down or is required to be taken for repairs/servicing, immediate replacement of vehicle will have to be made by the firm/contractor.
11. At the time of award of contract the condition of vehicle will be checked on-road by the the officials of CRIDA and also during the period of contract, at desired intervals. The opinion of officials shall be binding on the firm/contractor. In case condition of vehicles is not found satisfactory and beyond acceptable standards including safety, the vehicle must be replaced immediately otherwise offer will liable to be rejected/terminated.
12. Vehicle driver(s) should be experienced with valid Commercial Driving License. He/they should be courteous and report for duty in clean uniform.
13. In case vehicle and/or driver fails to report/do not report at the required time and/or place, the Institute has a right to hire a vehicle from other source and the amount spent so, shall be recovered as deduction from the subsequent bill raised by the firm/contractor.
14. Firm/contractor shall maintain a daily record of time and mileage in a slip book/log book for each vehicle. No payment will be released without submission/verification of slip book/log book duly signed/verified by the user officer or authorized signatory.
15. The reading of kilometer in respect of concerned vehicle will be recorded form/to the CRIDA. OR from/to the residence of the officer who perform the journey by such vehicle, if told so.
16. Amount spent by the firm/contractor for the hired vehicle towards fees of Parking/Toll/ Entry (except permit fee), if any will be paid by this office on receiving the original verified receipts along with monthly bill. The cost of hiring quoted by tenderer should include all charges of fuels, repair & maintenance, fitness, insurance, permit and salary of driver etc
17. The night charges, if any may clearly be mentioned with 'exact time' in the bills raised after awarding contract.
18. All the taxes/duties and TDS etc., chargeable by the State or Central Govt. or any other body shall be borne by the firm/contractor and will be deducted from his/her account bill.
19. The CRIDA will evaluate and compare the quotations, which are substantially responsive i.e., which are properly prepared & signed and meet all required terms, and conditions etc. The CRIDA will award the contract to the firm whose quotation/bid was found responsive and offering the best evaluated price.

20. The contract shall ordinarily be awarded to the lowest evaluated bidder whose bid has been found responsive and who is eligible and qualified bidder keeping in view the reasonability of rate to perform the contract satisfactorily.
21. Notwithstanding the above, the competent authority of CRIDA HYDERABAD reserves the right to accept or reject any quotation or tender in process and reject all quotations at any time prior to award of the contract, without assigning any reason whatsoever and without incurring any liability or obligation, whatsoever, to the tenderer.
22. The successful firm/contractor is required to submit Performance Security of rupees equivalent to 5-10 percent of annual amount of the contract and other necessary documents at the time of award of contract.
23. The terms and conditions of contract shall remain unchanged during the effective contract period.
24. The period of contract (for hiring of vehicles) will be for one year (from the date of commencement), extendable mutually for further one year. However the Director, CRIDA HYDERABAD reserves the rights to terminate the contract, partly or completely at any time without assigning any reason.
25. Firm/contractor should raise monthly bill to CRIDA. The payment will be released in favour of the firm, directly in their given Bank Account through e-payment/NEFT-RTGS only on receipt of satisfactory report from the vehicle in-charge of CRIDA. The firm/contractor should attach their bank details with tender/bid.
26. The contract shall be governed by the laws of India and interpreted in accordance with such laws.
27. All the responsibilities of accident, completion of documents/papers & any other reason which are related to hired vehicle on the road shall be of the firm/contractor.
28. The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm/contractor. The CRIDA in no way shall be party to any dispute and will have no liability on this account.
29. If the tenderer withdraws his tender before expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and condition of the tender which are not acceptable to the department, then the Department shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money absolutely.
30. The L-1 tenderer is bound to accept the tender and execute/ perform the work as envisaged in the tender documents. In case of unwilling to perform/ execute the work or withdraw his L-1 offer due to any reason including incorrect/ wrong quoting, the firm will be debarred to participate in any future tender for a minimum duration of one year or period as decided by accepting authority.
31. **Identification of Personnel:** The names and designations with due signatures of the personnel to be engaged by you for this contract should be made available to CRIDA for Scrutiny of perusal. They should bear proper identity card issued by the firm whenever they enter the premises of the CRIDA.
32. The drivers on duty shall always have a **Cell Phone** with them for communication. The Cell phone numbers should be made available to the Transport Officer. Not with standing anything contained herein above, the contract shall be terminated by CRIDA 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.
33. All the Vehicles should be covered under Comprehensive insurance. In circumstances the hire vehicle is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Indian Motor Vehicle Act and IPC, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the Law. The sole responsibility for any legal or financial implication would vest with the contractor.
34. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor.
35. As and when demanded, the contractor shall submit the proof of goods and Service Tax/ESI/EPF deposits and any other document confirming the proof of subscription/payment applicable as per rules.
36. The firm shall not assign or sublet the work or any part of it to any other person or party.
37. The tender is not transferable

38. Bidder Eligibility Conditions & Qualifying Criteria.

- a. The bidder should have their office located in Hyderabad with sufficient manpower and drivers with driving licenses to drive the vehicles.
- b. The bidder should own sufficient vehicles, registered as commercial vehicles with yellow Plate Number/Taxi Numbers and the copy of Registration Certificate to be enclosed along with the Quotation.
- c. The vehicles offered by the firm **should not be more than 3 years old** and in good running condition.
- d. The firm should be in the similar business for the last 5 years and providing services to at least two state Govt./ Central Govt./ Other Agencies. The proof of agreement/contract to be enclosed along with the quotation.
- e. The vehicles are to be commercially registered with the concerned RTA
- f. The bidder should be Registered with the appropriate authorities such as Dept., of Tourism/State RTA, etc., as the authorized Taxi/Tour Operator/ Transport.

39. Arbitration: If any difference arises concerning this agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either or the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the Director, CRIDA. The arbitration proceedings shall take place at Hyderabad or at such other place as decided by the Director, CRIDA. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

40. Quotation which does not conform to the above terms and conditions will not be considered. The Director, Central Research Institute for Dryland Agriculture, reserves the right to accept or reject any or all quotations without assigning any reasons thereof

41. All distances shall be calculated from reporting point. No payment shall be made for journeys from garage to reporting point

(Saurabh Meena)
Stores and Purchase Officer

CHECK LIST

**PLEASE NOTE THAT ALL RELATED SCANNED COPIES REQUIRED TO BE ENCLOSED WITH THE
TENDER DOCUMENT AS A PROOF**

S.No	List of the Documents to be enclosed with the Tender	Page No.	Yes/No
1	Technical compliance		
2	Bid Security soft copy		
3	The Firm registration certificate issued by the appropriate government to be enclosed.		
4	Tender Form		
5	Document showing the firm/company's turnover per annum of minimum 2 financial years out of 2016-17, 2017-18 & 2018-19, Certified by the Chartered Accountant.		
6	Attested copies of past three years experience		
7	Certificates of registration for GST issued by appropriate Government		
8	The firm should submit Income Tax returns of minimum 2 FY out of 2016-17, 2017-18 & 2018-19.		
9	NSIC/SSI certificates registered with NSIC (if applicable) to be enclosed		
10	Orders/Satisfactory completion certificate for undertaking of work in Govt. Office /Govt. Undertaking Office /Private Office etc.		
11	Total pages of your entire Tender Document including Enclosures	Total pages _____	

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the tender document.

Signature and Seal of the Bidder:

Business Address:

TENDER FORM

(To be filled in by the Tenderer duly printed on their letter head)

Tenderer's Ref.No. _____ Date: _____

From: _____

Grams: _____

PIN _____

Phone No. _____

Fax No. _____

To

The Director

**Central Research Institute for Dryland Agriculture,
Santoshnagar, Saidabad, HYDERABAD – 500 059**

Ref: Your Tender Notice Advt. No. _____ dated _____.

Dear Sir,

I/We hereby offer for your requirements detailed in the schedule here to or such portion thereof as you may specify in the Acceptance of Tender at the **rates given in the said schedule and agree to hold this offer for 120 days for acceptance.** I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderer and General Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Schedule to Tender thereof and am/are fully aware of the goods and/or services required and my/our offer to supply/provide the goods and/or services strictly is in accordance with the requirements.

3. D.D.No. _____ Dt. _____ for Rs. _____ (in words) Rupees _____
_____ only) drawn on (Bank) _____ is enclosed
towards Bid Security.

The following pages have been added to and form part of this tender.

Yours faithfully,

Signature of the Witness

Signature: _____

Name: _____

Name : _____

Address: _____

Address : _____

PRICE BID

Annexure-I

The bidder has to submit quotation in the following proforma.

S.No	Type of vehicle	Rate for 150 KM- 15- Hrs	Rate for 100 KM- 10-Hrs	Rate for 50 KM- 05-Hrs	Rate per day Maximum –KM-300 (24 hrs) (0 to 0 hours)
1	SUMO/TAVERA/SUV				
	Rate for extra KM				
	Rate for Extra Hour				
2.	Multi utility vehicles (Innova & Xylo, etc.)				
	Rate for extra KM				
	Rate for Extra Hour				
3.	Mini Sedan/hatch back vehicles (Swift, Toyata, LIVA, I 20 and Excent)				
	Rate for extra KM				
	Rate for Extra Hour				
4.	Mini BUS-22 Seater (TATA, Eicher etc)				
	Rate for extra KM				
	Rate for Extra Hour				
5.	BUS-28 Seater (TATA, Eicher etc)				
	Rate for extra KM				
	Rate for Extra Hour				
6.	BUS-40 Seater (TATA, Eicher etc)				
	Rate for extra KM				
	Rate for Extra Hour				
7.	BUS-50 Seater (TATA, Eicher etc)				
	Rate for extra KM				
	Rate for Extra Hour				
Total		=A	=B	=C	=D
TOTAL PRICE QUOTED A+B+C+D _____					

- All rates quoted should be exclusive of GST. GST will be payable as raised in the bill at approved rates and as regulated by the government.
- Driver night charges will be paid at a uniform rate of Rs. 300/- per night stay for outstations only.
- Toll/taxes/parking charges/out of state permit during travel etc. will be applicable based on producing actual bill.