

GRAMS: DRYLAND
E-mail: admin@crida.in
FAX: 040-24531802
Web Site : <http://www.crida.in>

Phone : 040-24532265, Extn:253
040-24530163, Extn:253
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040-24532243, Extn:253



Central Research Institute for Dryland Agriculture
Santoshnagar, Said bad Post, Hyderabad – 500 059

INVITATION OF TENDER

F. No. 3-46-2005/(V)

Date: _____

To

Dear Sirs,

On behalf of the Director, Central Research Institute for Dryland Agriculture, I invite you to tender as per the details furnished in the Tender Form attached herewith from those Travel agencies who have the following:

- a) Pan Card
- b) Registration of Firm
- c) Service Tax Registration

The terms & conditions of contract for providing vehicles on hire on annual contract basis will be of any contract applicable to the Order placed by Central Research Institute for Dryland Agriculture, Indian Council of Agricultural Research and Research Institutes under it. If you are in a position to quote for the same as per the details furnished in accordance with the requirements stated, please submit your tenders in the enclosed tender form, in original.

The complete set of the Tender consisting of serially numbered pages from 1 to 6 in original may be submitted to office after signing on all pages by the tenderer, the bids may be quoted on page No.6 of the Tender form..

Yours faithfully

Officer In- Charge (Vehicles)

* DD for ₹ 100/- drawn in favour of "ICAR Unit Account CRIDA may please be enclosed to tender in case of downloaded tender forms.

(Sign of Tenderer)

Full name & address of the
Tenderer in addition to
Post Box No. if any, should
be quoted in all communications
to this office

Tenderers Telegraphic Address:
Mailing Address:

Telephone /Mobile No.
Code used :

From

To

The Director
Central Research Institute for Dryland Agriculture
P.O.Saidabad
Santoshnagar
Hyderabad – 59.

Dear Sir,

I/We hereby offer to provide passenger vehicles, on hire on annual contract basis as per the details furnished in the tender form hereto or such portion thereof as you may specify in the Acceptance of Tender at the price given in the said schedule and agree to hold this offer ninety days only. I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also agree to execute agreement required in this regard on judicial stamp paper of ₹ 100/-

The EMD of ₹ 4000/- (Rupees Four Thousand Only) is enclosed by means of DD as detailed below:

DD.No. _____ Dated: _____

Name of the Bank & Branch: _____

Yours faithfully

(Signature of Tenderer)

Tender for Providing Passenger vehicles on annual contract basis on hire.

Tender Number: F. No. 3-46-2005/(V)/ Date

*Cost of Tender: ₹ 100-00

Bank:

D.D.No. :

Branch:

Dated:

Terms & Conditions of Tender

Sirs

It is to state that our CRIDA is one of the premier Institution of ICAR under Department of Agricultural Research and Education, Ministry of Agriculture, Govt. of India. The CRIDA organizes training programmes, workshops and the CRIDA make transport arrangements to and fro journeys. Hence the CRIDA intends to hire the vehicles to meet our additional transport requirements. Hence you are requested to submit the sealed quotations addressed to Director, CRIDA, Santosh Nagar, P.O. Saidabad, Hyderabad-500 059 and to dropped in the tender box in purchase section on or before 11-06-2014 on or before 13.00 hours, and the quotations received after the due date shall not be considered.

Tender are invited for hiring of vehicles on Annual Contact subject to the following Terms & Conditions:

1. Providing of vehicles per day along with the Driver as per requirement. The rates should be quoted in Price bid for all types of Non-A/c and A/C Vehicles of Tavera, Innova, Indica, Qualis, Sumo.etc.,
2. The Contract will be for a period of one year and shall be extended for further period on mutual consent.
3. An indent will be placed with the firm on need basis and the firm has to provide the required vehicle immediately to the office or the place asked for. The driver of the vehicle should be neatly dressed provided by the agency for hire and he shall have a mobile phone for contact from time to time and the number to be given to the Transport Officer, CRIDA, immediately on reporting and the claim should have a log sheet and duty slip.
4. Parking fees, toll Tax, other state permits for journey outside or within the state of Andhra Pradesh will be reimbursed extra along with the bill pertaining to the respective month subject to production of the original documents in proof of such payment. Service Tax percentage should be quoted and the proof of payment to the concerned authorities should be submitted along with the bills for the following month.

Signature of the Tenderer

5. The successful bidder has to enter into an agreement on non-judicial stamp paper of ₹ 100/= (Rupees one Hundred only) which has to be signed before implementing the contract.
6. No advance payment is permissible. However, payment will be made on monthly basis within fortnight after receipt of bills of the following month after due certification by the concerned authorities.
7. Decision of Director, CRIDA is final and legally binding on all disputes matters.
8. Manner, Method, Sealing, submission of the bids.

The Technical Bid containing the documents indicated at Clause No. 15 may be kept in one cover and should be sealed and super scribed as “Technical bid for Hiring of Vehicles on Annual Rate Contract at CRIDA” and the other cover containing the price details i.e. Price bid may be kept in a separate cover and should also be sealed and super scribed as “Financial Bid for Hiring of Vehicles on Annual Rate Contract at CRIDA”. These two sealed covers are then put into a bigger cover which is to be sealed and super scribed as Tender for hiring of Vehicles at CRIDA.

The bidders are to ensure that the prices indicated only in the price Bid of the tender and nowhere in the Technical Bid to be separately sealed and super scribed with the Tender details and also super scribed as Technical Bid and Financial.

TERMS AND CONDITIONS:

1. **Payment:** Payment shall be made by the CRIDA on monthly basis on completion of each successive month and due submission of log books and certification by the competent authority.
2. **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 us for security check. They should bear proper identity card issued by the firm whenever they enter the premises of the CRIDA.
3. **Termination of the Contract:** Under normal conditions, the contract shall be terminated by one month notice in writing from either side. If the services are not satisfactory without valid reason, the Contract will be terminated by the CRIDA at any stage. However, Director, CRIDA will have the right to terminate the contract any stage without assigning any reason
4. **Billing :** An advanced stamped receipt along with pre-receipted bill in triplicate, indicating all the details of work in a standard bill format containing VAT & Service Tax, APGST Regn. Numbers etc. addressed to the Director, CRIDA, Santosh Nagar, Saidabad P.O., Hyderabad-500 059 may please be submitted on completion of each month to Stores and Purchase Officer, CRIDA for arranging early payment.
5. **Taxes to be deducted at Source:** Income Tax, Service Tax and other statutory levies applicable to such contracts / services will be deducted at source, as per the rate applicable at the time of payment.

Signature of the Tenderer

6. **Performance Security:** The successful bidder has to submit within 15 days an amount of ₹ 20,000/= (**Rupees Twenty thousand only**) in the form of DD or Banker Cheque in favour of “ICAR UNIT A/C, CRIDA” as performance security along with the Contract Agreement. The said amount will be returned after expiry of the contract without any interest.
7. **Income Tax:** The firm / travels should submit income-tax returns of previous 3 years 2011-12, 2012-13 & 2013-14 along with the tender documents.
8. Agency should provide good condition A/C vehicles with commercially registered with yellow number plates and drivers with uniform.
9. Reimbursement of parking fees is considered for payment if paid at Airports or Railway stations etc., on production of valid receipt.
10. The agency to allow marginal increase of 5 KM, and half an hour time while claiming the next slab rates.
11. CRIDA having transport requirements throughout the year for receiving and seeing off and keeping in view the exigencies of work vehicles are to be arranged even at short notice of half an hour.
12. **A/c. Operation: Whenever the vehicle is hired for duty if A/C. is not functional the bill amount claimed for that day for the said vehicle will be restricted for Non-A/c. charges.**
13. The drivers on duty should compulsorily carry Cell phone with them. The Cell phone numbers should be given to the Transport Officer.

Notwithstanding anything contained herein above, the contract shall be terminated by us 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.

14. The vehicle must be Road worthy condition, shall not be more than 5 years old from the date of initial registration and must have valid Registration certificate, Insurance Certificate, Fitness Certificate, Valid contract carriage permit, proof of up to date tax payment, etc.,. Which are mandatory for plying of vehicles, The Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life/ injury to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The bidder shall be responsible for all such litigations / obligations.
15. **Bidder Eligibility Conditions & Qualifying Criteria.**
 - a. The bidder should have their office located in Hyderabad with sufficient manpower and drivers with valid 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 5 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 Bid.

Signature of the Tenderer

- e. The vehicles are to be commercially registered with the concerned RTA
 - f. The bidder should be Registered with the appropriate authorities such as Deptt., of Tourism/State RTA, etc., as the authorized Taxi/ Tour Operator/ Transport.
 - g. The bidder should also be registered with EPF/ ESI/ Service Tax and submit the proof along with the Bid.
16. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle. Driver should be in proper white and white uniform. Well versed with Hyderabad routes and places and should be well behaved and courteous to passengers. He should have a mobile connection with him.
 17. Rate once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/ diesel/CNG prices or taxes.
 18. The contract will be for a period of one year and may be renewed on the existing terms and conditions for a further period of 12 months at the discretion of the Director, CRIDA.
 19. All the Cars should be covered under Comprehensive insurance. In circumstances the hire Car 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 or Motor Vehicle Act, 1968 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 contract.
 20. 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.
 21. As and when demanded, the contractor shall submit the proof of Service Tax/ ESI/ EPF deposits and any other document confirming the proof of subscription/ payment.
 22. The firm shall not assign or sublet the work or any part of it to any other person or party.
 23. The tender is not transferable.
 24. 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 CRIDA Office. 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.

Signature of the Tenderer

Rates may be quoted in this page

S. No	Type of Vehicle	150 KM- 15 hrs		100 KM- 10 hrs		50 KM- 5 hrs		Outside trip having night stay (Minimum 300 KM) Day		Driver Batta
		AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	
1	TAVERA (9+1 seater)									
	Slab Rate									
	Rate for extra KM									
	Rate for extra hour									
2	INNOVA (9+1 seater)									
	Slab Rate									
	Rate for extra KM									
	Rate for extra hour									
3	INDICA (4+1 seater)									
	Slab Rate									
	Rate for extra KM									
	Rate for extra hour									
4	QUALIS (9+1 seater)									
	Slab Rate									
	Rate for extra KM									
	Rate for extra hour									
5	SUMO (9+1 seater)									
	Slab Rate									
	Rate for extra KM									
	Rate for extra hour									

NOTE: 1. Driver Batta only for out station journey's involving night halt.
2. Payment for extra K.M. and extra hours limited to next slab amount.

(Signature of Tenderer)