



**NOTICE INVITING TENDER FOR ANNUAL RATE CONTRACT FOR  
HIRING OF VEHICLES FOR (FOR THE YEAR 2021- 2022, FOR  
ICAR-NIVEDI, BANGALORE**

The tender document contains the following: -

Annexure-I - "Terms and Conditions"

Annexure-II -- "Instructions for Online Bid Submission"

Tender Enquiry No.: 5-534/P&S/NIVEDI/2020-21	
Date and Time for Issue/Publishing	04.03.2021 at 04:00 PM
Document Download Date and Time	04.03.2021 at 04:00 PM
Bid Submission Start Date and Time	04.03.2021 at 04:00 PM
Bid Submission End Date and Time	24.03.2021 at 01:00 PM
Date and Time for Opening of Bids	25.03.2021 at 02.00 PM

i. Tender Documents can be downloaded from ICAR-NIVEDI website [www.nivedi.res.in](http://www.nivedi.res.in) or from the Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should enroll/ register in the e-procurement module of Central Public Procurement Portal through the website: [www.eprocure.gov.in](http://www.eprocure.gov.in) for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids. Central Public Procurement Portal (CPPP) **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tampered /modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-NIVEDI.

ii. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc., will be rejected.**

iii. Intending tenderers are advised to visit NIVEDI website [www.nivedi.res.in](http://www.nivedi.res.in) or from the Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) at least 03 days prior to closing date of submission of tender for any corrigendum/amendment.

iv. ICAR-NIVEDI reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.

v. ICAR-NIVEDI will not be responsible for any delay in enrolment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and enroll their Digital Signature Certificate and upload their quotation well in advance.

- vi. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.
- vii. Only the firms having their offices/branch offices in Bengaluru can participate in the tender.
- viii. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
- ix. Not more than one tender shall be submitted by one contractor or contractors having relationship. Under no circumstances will father and his son(s) or other close relations who have business relationships with one another (i.e., when one or more partners (s)/Director (s) are common be allowed to tender for same contract as separate Competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- x. Tender not accompanied with the cost of tender documents is liable to be rejected.
- xi. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted.
- xii. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- xiii. 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 Ministry reserves the right to accept or reject any or all the tenders.

The Firms are required to furnish / upload copies of the following documents for eligibility:

- a) Signed and Scanned copy of Firm's registration
- b) Signed and Scanned copy of PAN No.
- c) Signed and Scanned copy of GST No.
- d) Signed and Scanned copy of documents like tender documents
- e) RTGS details of the firm.
- f) Signed and Scanned copy of Tender acceptance letter
- g) Scanned copy of Earnest Money Deposit (EMD) or for claiming exemption, proof like NSIC or Udyog Aadhar registration, if any.
- h) The firm should have executed at least one similar work order of value Rs. 20.00 lakhs or two work orders of value Rs. 10.00 lakhs each or two work orders of value of Rs. 5 lakhs each. Copy of the same to be attached.

- i) Scanned copy of Chartered Accountant certified profit and Loss account/Balance sheet which are used for filing IT returns only are to be enclosed regarding firm's/Company's average turnover of Rs.30.00 lakhs per year of the immediate previous 3 Financial years.
- j) Scanned copy of Income Tax Returns Statement for the Immediate previous 3 Financial years.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tenderer desires to put some additional/modified stipulations, terms and conditions etc. the same may be clearly indicated).

We confirm that our offer will remain valid for acceptance for **180days** after the date of opening of tenders.

**SD/-**

**ASST. ADMINISTRATIVE  
OFFICER**

**TERMS AND CONDITIONS**

1. The above Contract is for a period of one year and the same can be extended based on the satisfactory service provided by the Travel Agency Subject to approval of the Competent Authority.
2. Tenders should be submitted along with Earnest Money Deposit (EMD) of **Rs.10,000/-** (Rupees Ten Thousand only) in the form of Demand draft/ Pay order in favor of The Director, ICAR-NIVEDI payable at Bangalore. Tenders without the requisite EMD will be rejected and no further correspondence will be entertained under any circumstances. For claiming exemption, relevant documents like NISC, Udyog Aadhar Registration etc. are to be uploaded.
3. The successful bidder is requested to furnish Performance Security of **Rs.20,000/-**(Rupees Twenty Thousand Only) by way of DEMAND DRAFT/BANK GUARANTEE favouring the Director, ICAR – NIVEDI, **within 7days** if Selected.
4. The payment shall be arranged by this Institute within reasonable period of time on production of proper Printed Invoice/Bill (2 SETS) along with ORIGINAL TRIP SHEET containing with full details with advance stamped receipt. The Trip sheet should contain the following:
  - a) Toll charge paid receipts in original and Xerox copies or scanned copy are to be enclosed, as the toll charges receipts are generated on butter paper the print image will disappear soon.

Particulars of reading	Date	Kilometer	Time
Closing at endpoint			
Closing at drop point			
Opening at pick up point			
Opening at endpoint			
<b>TOTAL COVERAGE</b>			

5. Vehicles which are indented/booked by the Institute should possess up-to-date Insurance coverage and Permit to enter the other States (Inter-state and All India Permit).
6. The required Vehicles should be provided 24x7 by the Service Provider.
7. The firm should ensure that the driver to be provided must possess valid driving license with at least 3 years' experience and carry all the necessary documents (Registration Certificate, Insurance Papers, etc.) with him, and he should be able to attend to any minor technical problems that may arise while using the vehicle.
8. Out Station Entry Tax, Service Tax, other Statutory Charges/Parking Fees should be arranged by Service Providers and the same may be included in their Bill/Invoices for arranging payment in Original receipt should be produced. Payment will be made on actual basis only.
9. The Vehicle indented / ordered by the Institute has to be arranged at a given point as and when required, only (**YELLOW BOARD VEHICLES only**). The vehicles shall be maintained good and clean upholstery.
10. In case of accidents, the service providers have to take full responsibilities for Insurance claim etc., and this Institute or its employees will not take any responsibilities what so ever.

11. There will be no driver Bata for local trips. Out station driver bata will be paid from 6.00 AM to 10.00 PM 1 hour i.e., 5.00 AM to 6.00 AM and 10.00 PM to 11.00PM should be exempted from Bata, if the driving is done between 11.00 PM and 5.00 AM night bata will be considered.
12. Timing and Kilometer reading will be calculated from your designated Office address given by the firm and as per the Trip sheet signed by the Officer(s)/Official(s) of Institute. To avoid any confusion, whenever the vehicle is sent against any indent, the firm must record the timing and Km at that point of time while leaving firm's office. Later the officer who availed the vehicle service shall also record Km and timing while getting in and down from the vehicle. These details must come with bill of the service availed trip.
13. For Outstation trips, a minimum coverage of **250 kms** per day only will be chargeable.
14. The rates quoted by the firm are fixed during the period of contract and this Institute will not be responsible for any escalation in Petrol/Diesel and other lubricants/other statutory charges etc., and in case the service provider withdraws from the contract, the PERFORMANCE SECURITY AMOUNT will be forfeited automatically. The service provider shall furnish **(3 months)** prior notice to this Institute before withdrawing the contract.
15. In case, Vehicles are not provided at a given point of time and place, the contract will be terminated forthwith without assigning any notice apart from initiating legal action.
16. The firm shall furnish complete BANK DETAILS for arranging payment through ONLINE as per details below:
  - a. **Name of the firm:**
  - b. **Name of the Bank:**
  - c. **IFSC Code of Bank:**
  - d. **Name of the Account & Account No.:**
  - e. **Branch Code:**
  - f. **E-mail address of the party:**
  - g. **PAN NO.**
17. The Drivers allotted to the Vehicles should wear neat & tidy Uniform with badge etc. and should not be in intoxicated condition.
18. The Driver(s) deputed should maintain strict discipline and should be in position to understand Regional Language including Hindi/English.
19. The firm should send SMS/email to the Indenting /Reporting Officer on the following information while booking the Vehicle(s) well in advance, before reporting at the designated point with the following information as below:
  - a) **Driver's name & Mobile Phone No.**
  - b) **Vehicle Registration No., Pick up time, Date etc.,**
20. The Competent Authority reserves the right to terminate the contract without assigning any reasons at any time.

**SD/-**  
**ASST. ADMINISTRATIVE OFFICER**

Name of firm	
Address	
Telephone No.	
Fax No.	
Email.id	
Contact person	
PAN No.	
GST No.	

**1) On hiring basis**

Sl. No.	Type of vehicle	4 hrs 40 kms	6 hrs 60 kms	8 hrs 80 kms	Extra charges Per hour	Extra charges Per KM	Out station per kilometer	Driver Bata
1.	Indica Non A/C							
2.	Indica A/C							
3.	Innova Non A/C							
4.	Innova A/C							
5.	Tempo Traveller Non A/C							
6.	Tempo Traveller A/C							
7.	Swift Desire Non A/C							
8.	Swift Desire A/C							
9.	Etios Non A/C							
10.	Etios A/C							
11.	Swaraj Mazda Non A/C							
12.	Swaraj Mazda A/C							

Govt. Tax/Levy : \_\_\_\_\_

Rates are from office (ICAR-NIVEDI, Ramagondanahalli, Yelahanka) To ICAR-NIVEDI and not from Garage to Garage.

Signature & Seal of firm

**INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

**REGISTRATION:**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

**SEARCHING FOR TENDER DOCUMENTS:**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS:**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS:**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the while colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.



- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS:**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

For any technical related queries please call the Helpdesk, Mobile Number +91 8826246593  
Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.E-mail: support-eproc[at]nic[dot]in

Note: Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details.

**SD/-**  
**ASST. ADMINISTRATIVE OFFICER**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

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Dear Sir,

**1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:**

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**as per your advertisement, given in the above-mentioned website(s).**

**2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.**

**3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.**

**4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.**

**5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.**

**6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.**

Yours faithfully,

(Signature of the Bidder, with Official Seal)