



**Notice for Inviting Tender for Annual Rate Contract for hiring of vehicles as and when required basis**

**Critical Date Sheet**

1.	Date and Time for Issue/Publishing	05.00 PM on 19.10.2022
2.	Document Download / Sale Start Date and Time	05.00 PM on 19.10.2022
3..	Document Download / Sale End Date and Time	02.00 PM on 08.11.2022
4.	Bid Submission start Date and Time	05.00 PM on 19.10.2022
5.	Bid Submission End Date and Time	02.30 PM on 08.11.2022
6.	Date and Time for Opening of technical Bids	02.30 PM on 09.11.2022
7.	Address for Communication	Director, ICAR-NIVEDI, Bengaluru-560 064

*Note : The tender form and other details are available on NIVEDI website [www.nivedi.res.in](http://www.nivedi.res.in) & CPPP. The interested Manufacturers/authorized dealer/Agency/firm of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time.*

**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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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” or „Other Important Documents” 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 they can 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) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are

required to download the BoQ file, open it and complete the white coloured (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.

- 6) 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.
- 7) 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), 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.
- 10) 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.
- 2) 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.

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1.For Online Bid Submissions as per the directives of Department of Expenditure, the tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available at URL: <https://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.

**FOR REGISTRATION**

- 1.Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2.While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulates any condition of his own, such conditional tender is liable to be rejected.
- 3.All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.
- 4.All the communications with respect to the tender shall be addressed to: The Director,ICAR-NIVEDI, Bangalore-560 064
- 5.The firms are also required to upload copies of the following documents: -

**DOCUMENTS TO BE UPLOADED IN COVER-I**

**A. TECHNICAL BID**

1. Scanned copy of Earnest Money Deposit (EMD) /its exemption, if any such as scanned copy of MSME or Udyog Aadhar or NSIC is a must for EMD Exemption.
2. Scanned copy of Valid registration/ incorporation certificate of the firm issued by Appropriate Authority
3. Scanned copy of Pan Card and GST Registration
4. Duly signed scanned copy of Tender Acceptance Letter (Annexure-VII)
5. Proof of Income Tax Returns for the last three assessment years (i.e; 2019-20, 2020-21 and 2021-22)
6. Annual turnover for the last 3 years duly verified by the Chartered Accountant
7. Duly signed scanned copy of details of the firm (Annexure –VIII)
8. Client List and satisfactory service certificates for last three years in the same field.
9. The bidder must not be blacklisted by ICAR-NIVEDI or any other ICAR institutes/ educational/R&D/Govt Organizations. A certificate of undertaking to this effect duly attested by the notary within 6 months from the date of publishing of this bid on a non-judicial stamp paper of Rs.100 must be submitted.

**B.FINANCIAL BID/BOQ**

(a)Price Bid as BoQ\_XXXX.xls to be filled online and submitted. Please note that the file name should not be changed.

### **Annexure-III**

#### **GENERAL INSTRUCTIONS/CONDITION OF CONTRACT**

1. The Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. Any firm/party requires quote their rates for all the items as per the Schedules.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract.
4. Quotations/tender qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN/TAN No., and GST No. with their tender.
6. Tenders received without Bid Security (EMD) amount by way of DD/Banker's Cheque in the name of ICAR UNIT-NIVEDI A/C, Bangalore will not be considered at all.
7. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing.
8. Late/delayed tenders received in ICAR-NIVEDI due to any reason whatsoever will not be accepted under any circumstances.
9. The tender is to be submitted through CPP Portal only. The EMD/Tender fee, etc. will be submitted offline before closing date of bid submission in CPP Portal. The scanned copy of tender fee & EMD must be uploaded with the technical bid on CPP portal.
10. Acceptance of the rate will be communicated through CPP Portal.

## Annexure -IV

### TERMS AND CONDITIONS OF THE CONTRACT

The hiring contract shall be initially for the period of one year from the date of commencement and would be extendable for further period on year to year basis at the same rates, terms & conditions and as per institute requirement on the basis of satisfactory performance of the firm. Any further extension can be considered on mutually agreed terms and condition. The Institute, however, reserves the right to terminate /curtail the contract at any time after giving 15 days' notice without assigning any reason.

1. The date of manufacture of vehicle to be provided should not be earlier than 2019.
2. Vehicles to be provided by the Contractor(s) should be in perfectly good and sound condition and suitable for use of Institute authorities.
3. The vehicles should be comprehensively insured.
4. The vehicles will have to be fitted / provided with the following additional
5. Accessories / utilities: -
  - a) Clean seat covers
  - b) Reading lamp
  - c) Tissue paper box
  - d) Seat Belts (front Rear)
6. Agency should have sufficient numbers of drivers having experience of driving in Bangalore and Outstation. The Agency should own a fleet of sufficient number of vehicles so as to ensure prompt and smooth service.
7. Only such Vehicles Operators may apply whose Vehicles have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises / Garage / Stands from where such Vehicles are to be operated and can be requisitioned by this Institute.
8. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules / regulations and city roads / routes as well as security instructions.
9. Each driver employed by the firm must have a cell-phone duly activated.
10. Each driver provided to the Institute should wear uniform while on duty.
11. Punctuality will have to be ensured and log book / Duty Slip shall be maintained by the drivers for this purpose. The driver should not leave the duty without prior permission of the concerned officer in any case.
12. Declaration from the agency on their letter-head stating that the drivers provided are of Good Character, has police verification, have valid driving license and are aware of the roads of Bangalore and Outstation.
13. The agency should have a provision to take bookings 24x7.
14. The agency should be experienced in providing fleets for events,

delegations, meetings and conferences, etc.

15. **Scope of Work: As per Annexure-V**
16. Rates once finalized will be fixed at least for a period of one year.
17. Any complaint from the users regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for drivers not being met would attract a cut from the bill for that day(s) on pro rata basis @ 25% in the first instance, 50% in the second instance and removal of driver and / or vehicle from the fleet on the third instance.
18. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to the Institute.
19. A vehicle will be allowed for booking only in condition when the Milo meter is sealed. If during the running of the vehicle it is found that the Milo meter is unsealed then forfeiture of hiring charges and a penalty as fixed by Institute will be imposed.
20. The time and mileage shall be taken in to account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage. In other words, to and fro journeys from the garage to the reporting place and releasing place to garage will not be counted for computing the mileage or time.
  21. The agency must also ensure that all the necessary documents like emission certificate, Registration Certificate, Insurance papers etc available in the vehicle.
22. The agency has to submit an acceptance letter indicating type of vehicle and rates and acceptance of all terms and conditions levied therein. He is required to execute a contract before the service is started.
23. In case of breakdown of any vehicle during duty, it shall be the responsibility of the agency to provide a substitute vehicle, which is of similar make as replacement immediately.
24. The liability of the Institute will be limited to the hiring charges agreed in the contract.
25. No additional terms & conditions over and above the conditions stipulated above shall be entertained by Institute.
26. Actual parking charges / Toll charges will be payable along with the bills, only upon submission of the parking bills / toll receipts etc.
27. While the Institute has a regular requirement for hiring Vehicles, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The Institute will also reserve the right to hire Vehicles from any other provider of such services even during the period of contract.
28. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by the Institute in that event.
29. For all disputes / differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract of the breach thereof, decision of the Institute shall be final and

- binding on both parties.
30. Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts / annexure thereof.
  31. All prospective bidders are requested to visit our Institute website regularly for any such updates/corrigendum's/amendments if any which will be published on ICAR-NIVEDI website only.
  32. If both the parties fail to resolve their dispute or differences by such mutual consultation, the same should be referred to the sole arbitrator, to be appointed by the Director, ICAR-NIVEDI at Bangalore as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules framed there under. His/Her decision will be final and binding on both the parties. The venue of arbitration shall be Bangalore, India.
  33. Any disputes arising out of this tender will be subject to the courts in Bangalore only.
  34. **The startups has to be provided the valid certificate of recognition from Government of India, Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade.**
  35. This office will not be liable for any damage /accident etc. sustained by the vehicle/driver while on services with this office and it will be the responsibility of the tour operators/ contractors in all such cases, including the violation of traffic rules etc.
  36. The rights and obligation of this office are tantamount to private passengers availing of similar services.
  37. No idling/waiting charges will be allowed for the period of night halt between 8.00PM to 8.00AM, in addition to night halt charges.
  38. For long trips/interstate trips exceeding 100kms, and returning to the campus on the same day, waiting charges may be claimed for the period exceeding to 4 hours only.
  39. **As per Instruction of ICAR, New Delhi Vide Itr No: F.No:22(1)/2016-CDN(A&A) dt: 16.12.2016 the payment exceeds Rs.5000/- to be made only through e-payment** in favor of the firm/party after satisfactory completion of the service against their bill with stamped/ per receipted bill (duplicate ) drawn in favor of The Director, ICAR-NIVEDI, Bangalore. Copy of trip sheet is also to be attached with the bill for verifying the correctness of the claim.

### **Terms of Payment**

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. All payments shall be made through online mode may be against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office.
3. The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.



### Penalty

1. In case of vehicle provided by the concerned agency is not as per terms and conditions, this will attract penalty amounting to Rs.500/- @ per day per vehicle.
2. If above continues on regular basis the Institute reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned agency will be forfeited.
3. 1% of the daily amount will be deducted in case of delayed reporting by the driver and Rs. 1000/- per day will be deducted in case non availability of vehicle on any day in case of hiring.

### Condition in case of dispute

1. ICAR-NIVEDI reserves right to award the work/cancel the award without assigning any reason. In case of differences and any dispute with regard to any point in connection with hiring of vehicles will be referred to Institute who will discuss the problem mutually and the decision taken by ICAR-NIVEDI will be final and binding to all.
2. For all disputes / differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the Institute shall be final and binding on both parties.
3. Alternatives vehicle es will be provided immediately in case of breakdown / accident etc. failing which the Vehicles will be hired from the open market and the expenses incurred thereon shall be deducted from the bill of the agency.
4. The tender process of contract can be terminated at any time without any notice as the discretion of the Institute.
5. All disputes arising shall be subject to the jurisdiction of Bangalore alone and shall be governed by the law of India.

**Annexure-V**

<b>SCOPE OF WORK FOR VEHICLE HIRING</b>												
SI. No.	Type of Vehicle	4 hrs/40 kms	6 hrs/60 kms	8 hrs/80 kms	10 hrs/100 kms	Long Journey beyond 100 KM	Driver Bata/Day		Waiting/idling charges per hour*	Night Halting charges #	Package rate between NIVEDI Yelahanka to KIAL	Package rate between NIVEDI, Yelahanka to KSR Railway Station, Cantonment, Yeshwanthapur Railway Station
						Additional rate/km	For day trip	When night halts is involved				
1	Etios Non AC											
2	Etios AC											
3	Innova Non AC											
4	Innova AC											
5	Tempo Traveller Non AC											
6	Tempo Traveller AC											
7	Swaraj Mazda Non AC											
8	Swaraj Mazda AC											
* In respect of long trips exceeding 100 kms, waiting charges is admissible only for the period beyond 4 hrs. For short trip less than 100 km waiting charges is admissible only for the period beyond 2 hrs.												
# No waiting/Idling charges are admissible during the period of night halt between 8 pm to 8 am in addition to night halting Charges												

**Annexure-VI**

<b>CHECKLIST DOCUMENTS REQUIRED TO BE UPLOADED IN PDF WITH THE TECHNICAL BID</b>		<b>Attached Yes/NO</b>
1	Scanned copy of Earnest Money Deposit (EMD) /its exemption, if any such as scanned copy of MSME or Udyog Aadhar or NSIC is a must for EMD Exemption.	
2	Scanned copy of Valid registration/ incorporation certificate of the firm issued by Appropriate Authority	
3	Scanned copy of Pan Card and GST Registration	
4	Duly signed scanned copy of Tender Acceptance Letter (Annexure-VII)	
5	Proof of Income Tax Returns for the last three assessment years (i.e; 2019-20,2020-21 and 2021-22)	
6	Annual turnover for the last 3 years duly verified by the Chartered Accountant	
7	Duly signed scanned copy of details of the firm (Annexure –VIII)	
8	Client List and satisfactory service certificates for last three years in the same field.	
9	The bidder must not be blacklisted by ICAR-NIVEDI or any other ICAR institutes/ educational/R&D/Govt Organizations. A certificate of undertaking to this effect duly attested by the notary within 6 months from the date of publishing of this bid on a non-judicial stamp paper of Rs.100 must be submitted.	
<b>Authorised Signature with Seal</b>		

**(To be given on Company Letter Head)**

**TENDER ACCEPTANCE LETTER**

To:  
The Director  
ICAR-NIVEDI,  
Ramagondanahalli, Yelahanka,  
Bengaluru-560 064.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned `Tender' from the web site(s) namely: [www.gem.gov.in](http://www.gem.gov.in).
2. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
3. **I / We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum(s) in its totality / entirety.**
4. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the 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 fully said earnest money deposit absolutely.

Yours Faithfully,

Authorized Signatory.

**ANNEXURE-VIII**

**DETAILS OF FIRM**

1. Name of the firm	
2. Registered/Postal Address	
3. Permanent account No.(PAN)	
4. Service Tax Registration No.	
5. GST registration No	
6. Bank details	
a) Bank name	
b) Address of bank	
c) Account No.	
d) Type of Account(Current/Savings)	
e) MICR No.	
f) RTGS/NEFT Code	

Date: .....  
Place: .....

Name of the Authorized Signatory  
Stamp & Signature