ICAR - NATIONAL RESEARCH CENTRE ON CAMEL

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NOTICE INVITING ONLINE TENDER FOR HIRING OF VEHICLE

File No. NRCC/ADM/P/I(05)P/H.V./2019 Dated : 11.04.2019

1. On behalf of Secretary, ICAR, the Director, ICAR-NRCC invites **ONLINE** Tenders under Two Bid System (Technical and Financial separately) for the award of Hiring of Vehicle at this Centre:

S.N.	Description of Work/Contract	Bid Security (Rs.)
1.	केन्द्र में चल रही विभिन्न परियोजनाओं तथा केन्द्र के अन्य कार्यों के अन्तर्गत प्रदेश व अन्य राज्यों तथा स्थानीय प्रयोग के लिये सरकारी कार्य से अधिकारियों के आने–जाने के लिये वाहन व सामान इत्यादि को ले जाने/लाने हेतु गुड्स वाहन किराये पर उपलब्ध करवाने हेतु	20,000.00

2. Interested bonafide and reputed Firm may **submit online bid** alongwith all requisite documents and scan copies of P.O./D.D. of Tender Fee of Rs. 1,000.00 (Non-Refundable) for each bid and Bid Security 20,000.00 (Refundable), as per tender schedule:-

Tender ID	Shall be notified on the website of NRCC www.nrccamel.icar.gov.in.
Tender Reference No.	NRCC/ADM/P/I(05)P/H.V./2019
Date of release of Tender through e-procurement Portal	11.04.2019 from 16.00 hrs.
Last date & time for submission of online bid	07.05.2019 upto 16.00 hours
Last date & time for submission of Tender Fee, EMD or MSME/NSIC Certificate alongwith tender submission ID proof	08.05.2019 upto 16.00 hrs.
Date & time for opening of **Technical** bid	09.05.2019 at 11.00 hours
Date & time for opening of **Financial** bid	Shall be notified later
Address for Communication	Director, NRC on Camel, P.B. No. – 07, Jorbeer, Bikaner – 334 001 (Rajasthan)

3. Tender Form of above Work/Contract can be downloaded free of cost from the website http://eprocure.gov.in OR www.nrccamel.icar.gov.in
4. **The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line http://eprocure.gov.in/eprocure/app. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted / processed, in any case.**
5. However, Original Pay Order of Tender Fee (Rs. 1,000.00 for bid) and Bid Security as per detail above, must be deposited in the form of Demand Draft/Pay Order (not Cheque) payable to "ICAR Unit, NRCC, Bikaner", **in person to Asst. Administrative Officer, ICAR-National Research Centre on Camel, Bikaner – 334 001, on or before 08.05.2019 upto 16:00 Hrs on any working day.** The particulars of the Tender Fee and Earnest Money deposited must also be superscribed on the top of the envelope by mentioning the draft/pay order number(s), date and amount and tender submission ID proof, failing which the bid will not be accepted.
6. **The eligible Bidder(s) who are registered with NSIC/MSME and is having valid NSIC/MSME Certificate for exemption of Tender Fee and EMD (Bid Security) for Job Contracts shall be exempted to pay Tender Fee and EMD (Bid Security) of above online bid on submission of a copy of valid NSIC/MSME Certificate on or before 08.05.2019 upto 16:00 Hrs. alongwith bid submission ID Proof.**
7. The bidders may submit duly filled and completed bidding document ONLINE as per instructions contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
8. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The ICAR- NRCC, Bikaner reserves the right to accept or reject any or all the tenders.
9. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-
   http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page

Asst. Adm. Officer

NATIONAL RESEARCH CENTRE ON CAMEL
JORBEER P.O.SHIVBARI
BIKANER

F. No. NRCC/ADM/P/I(05)P/H.V./2019/ **Dated 11.04.2019**

NOT TRANSFERABLE

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS FOR ANNUAL RATE CONTRACT FOR HIRING OF VEHICLES (TAXIS ONLY) FOR TRANSPORTATION OF PERSONNEL AND GOODS VEHICLE FOR OFFICIAL USE OF THE NATIONAL RESEARCH CENTRE ON CAMEL, BIKANER - 334001

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A. **Cost of tender form: Rs. 1,000/- (Rupees One Thousand only) & E.M.D. Rs. 20,000.00.**
B. **Last date of Submission of Online tender : 07.05.2019 up to 4.00 P.M.**
C. **Date of opening of online tender : 09.05.2019 at 11.00 A.M.**
D. **The tender document is available at http://eprocure.gov.in/eprocure/app. & our website www.nrccamel.icar.gov.in The DD/Pay Order of Rs. 1,000/-(Rupees One Thousand only) as a cost (Non-refundable) of tender Fee and Rs. 20,000.00 (Rupees Twenty Thousand only) as E.M.D. (Refundable) prepared in favour of ICAR UNIT-NRCC, BIKANER have to be submitted by hand/in person on or before 08.05.2019 upto 16:00 Hour on any working day.**

Note:-

1. **The Director, National Research Centre on Camel, Bikaner may at his discretion, extend this date by a fort night and such extension shall be binding on tenderer.**
2. **If the date on which the tender is to be opened is declared to be a holiday the tender shall be deemed to remain open for acceptance till the next working day at the same time.**

NATIONAL RESEARCH CENTRE ON CAMEL
JORBEER P.O.SHIVBARI
BIKANER

Note: All the communication must be addressed to the Asstt. Adm. Officer (by designation), National Research Centre on Camel, Bikaner - 334001.

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INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

Sub: ANNUAL RATE CONTRACT FOR HIRING OF VEHICLES (TAXIES ONLY) FOR TRANSPORTATION OF PERSONNEL AND GOODS VEHICLE FOR OFFICIAL USE OF ICAR - NRC on Camel, BIKANER

Dear Sir(s),

I am directed to refer to the captioned subject and to say that on behalf of the Secretary, ICAR, the Director, NRC on Camel, Bikaner hereby invites Online Tender for annual rate contract for providing vehicles (TAXIES) and transportation of personnel and goods vehicle as and when required for official purposes. The vehicles to be provided should be of 2015 onwards making and **approved for running on commercial basis only. The private vehicles will not be engaged for the purpose. The vehicles are to be required initially for one year and can be extended for further one more year on mutual consent.** The vehicles should be in excellent condition both technically and in appearance particularly as to the upholstery and outer painting etc. The detailed terms and conditions of the proposed contract shall be as per **Annexure-I** and the rates may be submitted separately online in cover - II in the Performa enclosed as per **Annexure-II**.

The bids are required to be submitted online only alongwith all the required documents. The other salient terms and conditions of the tender are as under:-

- The online bid shall only be submitted and Tender Fee Rs. 1,000.00 (Rupees One Thousand only) & Earnest Money Deposit (EMD) of Rs 20,000/- (Rupees Twenty thousand only) in the form of demand draft in favour of ICAR UNIT-NRCC, BIKANER from any recognized Bank. The eligible Bidder(s) who are registered with NSIC/MSME and is having valid NSIC/MSME Certificate for exemption of Tender Fee and EMD (Bid Security) for above Contract shall be exempted to pay Tender Fee and EMD (Bid Security) of above online bid on submission of a copy of valid NSIC/MSME Certificate. If the successful tenderer declines to act on the offer made by the NRCC and/or withdraw after opening of online tenders not agreeable to the NRCC, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned / refunded after finalization of the contract without any interest.
- The bid is also to be accompanied with the experience details and other relevant information which the prospective bidder may like to bring the notice of the NRCC.
- The contract shall ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be Technically responsive and who is eligible and qualified to perform the contract satisfactorily.
- **Apart from the bid, the invitation to Online Tender along with all documents shall be signed by the tenderer on each and every page with the rubber stamp of the agency. The scan copy of entire set of invitation to tender with Annexure-I and the bid documents shall be uploaded online. The tenderer may retain a copy of the same set for his use.**
- The offer has to be kept open for acceptance by the NRCC for 120 days from the date of tender opening.

The due date and time for submission of the Online bid is up to 04.00 PM on 07.05.2019. The online technical bid shall be opened on 09.05.2019 at 11.00 AM in the presence of interested bidder, who may like to be present and financial bid of technically responsive bidders shall be notified later. ***It may be specifically noted that the online bid are required to be submitted with scan copy of Tender fee and EMD with necessary documents and in the prescribed performa only.***

You may accordingly submit your online bid, if interested.

Astt. Adm. Officer

ANNEXURE-I

TERMS/CONDITIONS OF THE CONTRACT RELATING TO ANNUAL RATE CONTRACT FOR HIRING OF VEHICLES

1. The vehicles to be supplied under rate Contract should be Commercial Vehicle (Taxi permit and goods permit) registered in the name of the firm or attached with the firm and in excellent condition mechanically as well get up wise i.e. out body/upholstery etc. should be decent looking and should have permit to go to anywhere in India. The vehicle should be 2015 or above model. The selected firm has to get the vehicles approved by the Centre before deployment and it has to be ensured that the cleaning of vehicles/upholstery seat cover etc. is done on regular basis. Any deviation to this shall entail cancellation of the contract prematurely without notice.
2. **The vehicle should be registered as a commercial vehicle** with road transport office and contractor should submit relevant papers of registration of vehicle before starting the work.
3. **The duty point would be Administrative and Laboratory Building of NRCC and not from garage to garage.**
4. The firm has to provide vehicle on all working days as & when required and also on **Saturday/ Sunday/holidays** and nothing extra will be paid for the same.
5. The drivers should be presentable/well behaved and should wear clean uniforms/name badges and fully conversant with the routes.
6. The firm shall have to provide standby vehicle in case of any break down immediately. **The firm should be able to provide vehicles in odd hours and holidays also without any extra charges.**
7. The period of Contract (for hiring) will be **ONE YEAR**, extendable for further period of one year (total 2 years) on mutual agreed basis.
8. The drivers :-

(i) Should be experienced.
(ii) Should possess an appropriate and valid Driving License.
(iii) Should report for duty in uniform.
(iv) Should be courteous and well mannered.

9. **The drivers of the vehicles should be provided with a mobile phone by the contractor.**
10. The cost of hiring quoted by tenderer should include salary of driver, cost of diesel/petrol and other consumables, all repair and maintenance costs, all taxes applicable on hired vehicles fixed by road transport authorities (like registration charges, insurance charges road tax etc.), mobile phone for driver etc. for which nothing extra will be payable by the NRCC.
11. All expenses are to be borne by the firm in case of breakdown of the vehicle supplied. The charges from the point of breakdown to the destination are to be borne by the firm to complete the trip. **An immediate replacement of the break down vehicle has to be provided.**
12. The firm should be available on its direct mobile telephone round the clock to attend to calls for vehicles in emergent cases.
13. 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 and the NRCC OR ICAR in no way shall be party to the dispute and will have no liability on this account.
14. The disputes emanating from the contract shall be adjudicated through the sole arbitration of Secretary, Indian Council of Agricultural Research, New Delhi. Further the contract will be interpreted under Indian Law.
15. A daily record indicating time and mileage for each vehicle shall be maintained in a Slip Book/Log Book. No payment will be made without submission/verification of Slip Book/Log Book verified by user officer along with Invoice of the each trip.
16. The vehicles provided by contractor will be required to ply on all kinds of roads and surfaces, in all kinds of weather conditions. If required, the vehicles along with driver may have to stay out of station, as per requirement.
17. Since the officer may be required to move out in any emergency in any case at odd hours in the night, when petrol pumps remain closed, the fuel in the fuel tanks must never be below the half way mark. The contractor must ensure availability of diesel/petrol at any given time. When the fuel tank reaches the half way mark, it should immediately be arranged to be filled to full capacity, by the contractor or its Driver on their cost.
18. **Nothing extra will be paid to the contractor due to fluctuation in cost of diesel/petrol or any other consumable items, registration charges etc. during the period of contract.**
19. All required document viz Registration Certificate, insurance of the vehicles, Road Permit etc. should be valid and complete in all respects.
20. All the taxes and duties what-so-ever prescribed by the Government (State or Central) or anybody on vehicle, shall be borne by the contractor. However, toll tax, parking charges (if any) shall be paid by this Centre on production of original receipt alongwith bill.

21. Subject to any deduction or recoveries which the Council may be entitled to make under the contract, the income tax, surcharge on income tax and all other tax/levies etc. as applicable from time to time by the government shall be deducted from the bill.
22. In case vehicles do not report in time/do not report at all, the NRCC has a right to hire a vehicle from the market and impose a fine of Rs. 1000/- for each default and recovery of additional expenditure on this account will be made from the firm bide.

23. <u>Other Penalty clause for non-compliance</u>:-

(i)	Driver not in uniform	: **Rs.** 100/- per day
(ii)	Unwashed seat cover	: **Rs.** 100/- per day
(iii)	Inadequate fuel	: **Rs.1**00/- per day
(iv)	Failure to provide alternate	: **Rs.** 200/- per hour of delay Vehicle in case vehicle goes up to 3 hours and under repair beyond 3 hours, **Rs.** 1000/- per day & non-payment for the entire period on per day basis.

25. Contractor has to submit power of attorney/affidavit in favour of one who is authorized to sign various documents, bills, contract agreement etc. to enter into contract agreement & submit partnership deed, if any.
26. Vehicles are to be supplied and work has to be executed strictly as per the tender schedule and specifications given by the NRCC.
27. NRCC OR ICAR administration shall not be responsible for any accident, damage etc. to the vehicle during the period of hire.
28. Compliance of all relevant Labour laws would be sole responsibility of the contractor, including rules relating to payment of wages, providing prescribed rest, OTA etc. NRCC/ICAR would not be responsible in any case.
29. NRCC reserves the right to discontinue all vehicles or any vehicle or to discontinue the contract, at any stage/time, after giving a one month's notice.

30. Tender's Credentials:-

Documents testifying tenderer's previous experience, financial status should be produced along with the tender or when desired by Competent Authority of Centre.

Tenderer(s) who has/have carried out any work in Govt. sector should submit scan copy of following documents alongwith sign and stamped online bid.

(i) Scan copy of certified copy of Annual Turn-over for 2017-18.
(ii) Scan copy of PAN & GST Number.
(iii) Scan copy of Experience and satisfactory work Certificate duly attested.
(iv) Scan copy of Non-blacklist certificate duly attested by notary public.
(v) Scan copy of registration of firm.
(vi) Scan copy of complete Bank Account Detail.

31. The payment against the contract shall be made after completion of tour, on production of bill (in triplicate) alongwith other supporting vouchers through e-payment.
32. A performance security of (Rs. 20,000.00 Rupees Twenty Thousand only) shall have to be deposited by the successful tenderer in the form of FDR/DD of any nationalized Bank in the name of "ICAR Unit – NRCC, Bikaner" for the period of contract. The performance security will be forfeited for breach of the any of terms/conditions of our tender and if it is found at any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. The decision of the Director, NRCC in this regard shall be final and binding on the firm. The amount of Security Deposit will be refunded after successful expiry of Contract. No interest will be paid on Security Deposit.
33. Non-compliance with any of the above conditions is liable to rejection of tender

I/we undertake that documents are genuine / authentic and nothing has been concealed and that I/we are not debarred by any Government organization and competent are to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

Signature of tenderer with stamped
date
Mob. No.

PROFORMA
(ANNEXURE-II)

Financial Bid

Sir,

I/We intend to submit the following rates for the award of rate contract of hiring of vehicle and hereby consent to agree/accept all the terms and conditions stipulated in NRC on Camel's letter No. NRCC/ADM/P/I(05)P/H.V./2019/ Dated 11.04.2019.

	For Transportation of personnel								**For Transportation of goods**
Name(s) of Vehicle	**Innova**		**Swift Dezire**		**Etios**		**Tavera**		**Mini Truck**
	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	
Charges for Vehicle to outstation per KM (Minimum 300 KM Per Day)									
Charges for Vehicle to outstation per KM (Minimum 200 KM per Day)									
Charges for vehicle as and when required (12 hrs or 100 KM per day) local use.									
Charges for every additional Hour beyond 100 KM. – local use.									
Outstation night charges									

I agree to abide all term & conditions as prescribed in the tender document and the rates offered above by me shall valid during entire period of contract and extended period (if any).

Place:_____

Date:_____

(Signature of Authorized Signatory with seal)

Name of the bidder:_____

Complete Address:_____

_____

Contact No(s).._____