

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

F. No. 1(61)P/H.V/2013/

Dated 28.01.2014

NOT TRANSFERABLE

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

- A. Cost of tender form: Rs. 500/- (Rupees five hundred only).
- B. Last date of receipt of tender in Office is: 22.02.2014 up to 2.00 P.M.
- C. Date of opening of tender: 22.02.2014 at 3.00 P.M.
- D. The tender document is available at our website www.nrccamel.res.in The DD/Pay Order/Bankers Cheque of Rs. 500/-(Rupees five hundred only) as a cost (Non-refundable) of tender document prepared in favour of ICAR UNIT-NRCC, BIKANER is to be enclosed with tender documents.

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 Administrative Officer (by designation), National Research Centre on Camel, Bikaner - 334001.

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

Sub: ANNUAL RATE CONTRACT FOR HIRING OF VEHICLES (TAXIES ONLY) FOR OFFICIAL USE OF NATIONAL RESEARCH CENTRE 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 sealed quotations for annual rate contract for providing vehicles (TAXIES) as and when required for official purposes. The vehicles to be provided should be of 2010 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 engaged initially for one year.** 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 in the Performa enclosed as per **Annexure-II**.

The bids are required to be submitted in a sealed cover which should be super scribed as **'QUOTATIONS FOR HIRING OF VEHICLES'**. The other salient terms and conditions of the tender are as under:-

- The quotations shall be submitted in prescribed performa (Annexure-II) along with an earnest money deposit (EMD) of Rs 5,000/- (Rupees Five thousand only) in the form of demand draft in favour of ICAR UNIT-NRCC, BIKANER from any recognized Bank. If the successful tenderer declines to act on the offer made by the NRCC and/or withdraw/amend their quotations after opening of 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 responsive and who is eligible and qualified to perform the contract satisfactorily.
- The late bids i.e. bids/alteration/modification to bids received after the stipulated date and time of receipt shall not be considered.
- **Apart from the quotation, the invitation to Tender along with Annexure-I shall be signed by the tenderer on each and every page with the rubber stamp of the agency. The entire set of invitation to tender with Annexure-I and the quotation shall be dropped in the Tender Box. 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 90 days from the date of tender opening.

The sealed quotation, in the prescribed performa only, are to be dropped in the tender box placed in the office of Administrative Officer, NRCC, Jorbeer, Bikaner. The due date and time for submission of the quotations is 2.00 PM on 22.02.2014. The quotations shall be opened on the same date at 3.00 PM in the presence of bidder, who may like to be present. ***It may be specifically noted that the quotations are required to be submitted with EMD with necessary documents and in the prescribed performa only. The NRC Camel reserves the right to accept/reject any or all the quotation received and the decision of this NRCC in this regard shall be final/binding.***

You may accordingly submit your quotations, if interested.

Yours faithfully,

Administrative 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) 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 2010 or above model. The selected firm has to get the vehicles approved by the Council 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 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 or any other consumable items, registration charges etc. during the period of contract.

19. In case the vehicle breaks down or is required to be taken under repair, another vehicle of similar type will have to be provided by the contractor.

20. All required document viz Registration Certificate, insurance of the vehicles, Road Permit etc. should be valid and complete in all respects.

21. All the taxes and duties what-so-ever prescribed by the Government (State or Central) or anybody, shall be borne by the contractor.

22. 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.

23. 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 `1000/- for each default and recovery of additional expenditure on this account will be made from the firm bid.

24. Other Penalty clause for non-compliance:-

(i) Driver not in uniform : **Rs. 100/-** per day

(ii) Unwashed seat cover : **Rs. 100/-** per day

(iii) Inadequate fuel : **Rs.100/-** 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 Council.

Tenderer(s) who has/have carried out any work in Govt. sector should submit alongwith tender, credentials to establish.

- (i) His capacity to carry out the works satisfactorily.
- (ii) His financial status supported by Bank reference and other documents.
- (iii) Certificate duly attested and testimonials regarding contracting experience the type of job for which tender is invited with list of works carried out.

31. The payment against the contract shall be made on monthly basis through e-payment/cheques.

32. A performance security of _____ (Rupees _____ 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

**PROFORMA
(ANNEXURE-II)**

To

The Administrative Officer

National Research Centre on Camel
Jorbeer, Bikaner – 334001 (Raj.)

Sub: **Annual Rate Contract for Hiring of Vehicles (Taxi only) for use of the National Research Centre on Camel, Bikaner - invitation of quotations - regarding.**

Sir,

I/We intend to submit the quotation on the subject mentioned above and hereby consent to agree/accept all the terms and conditions stipulated in NRC on Camel's letter No. _____ dated the _____. The information desired and the rates quoted are as per following details:-

Sl.No.	Description	AC				Non-AC			
		Indica	Indigo	Xylo	Tavera	Indica	Indigo	Xylo	Tavera
1.	Charges for Vehicle to outstation per KM (Min. 300 KM Per Day)								
2.	Charges for Vehicle to outstation per KM (Minimum 200 KM per Day)								
3.	Charges for vehicle as and when required (12 hrs or 100 KM per day) local use.								
4.	Charges for every additional Hour beyond 100 KM. – local use.								
5.	Outstation night charges								
6.	EMD details (Amount, Name of								

	Bank Branch, DD date and No.)		
7.	<u>Experience Details</u>	<u>Name of the organization</u>	<u>Year and Value of work done (in Rs.)</u>
8.	The details of registration(s) viz. No., date, validity etc. with Government authorities towards incorporation of the firm, running of stated business viz. Labour License, service tax and authorized premises.		
9.	The details of the PAN and other statutory registration.		

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.

Place:_____

Date:_____

(Signature of Authorized Signatory with seal)

Name of the bidder:_____

Complete Address:_____

Contact No._____

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