



हर कदम, हर डगर
किसानों का हमसाफर
भारतीय कृषि अनुसंधान परिषद

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TENDER DOCUMENT
(August, 2020)

“Annual Rate Contract for hiring of Vehicles”
LAST DATE OF SUBMISSION ON: 26 08.2020 till 2.00 pm



**ICAR-CENTRAL INLAND FISHERIES RESEARCH INSTITUTE
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)**

BARRACKPORE : KOLKATA - 700 120

Phone No. (033) 2592 1190/1191

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F.No, Veh./Hire Veh./Rate Contract-2017/

Dated 4th.Aug.2020

TENDER NOTICE

Sealed quotations are invited for "Annual Rate Contract for hiring of vehicles" from reputed registered Travel agencies having sufficient number of vehicles and having sufficient experience in the field. The schedule of the tender process is as follows:-

Date of Publication	04 th . Aug.2020
Last date of downloading of Tender copy	24 th .Aug. 2020 till 1.00Pm.
Last Date of submission of Quotation:.	24 th .Aug. 2020 till 2.00Pm
Date of opening of Quotations:.	24 th .Aug. 2020 till 3.00Pm

For details, please visit official website www.cifri.res.in and Government of India e-procurement portal www.eprocure.gov.in (E-publishing).

In-charge, Vehicle Section

Quotation Form-Annexure- I

Annual rate contract for hiring vehicle Name of the firm: _____

Address: _____

SL.No	Description for charges of hire vehicle	AC category	Non AC category	Bus & other Transport vehicles
A	For local journey up to 250Km maximum(where no Night halt required)	Sumo/Bolero/Swift Dzire/Xylo/ /Innova/Scorpio and similar vehicle	Indica/Sumo/Bolero/Swift Dzire/Xylo/Alto /Innova/Scorpio and similar vehicle	Minibus-22 seater P/day,Mahindra pick up van p/day,Mini Truck(Tata 407or equivalent0 p/day, Tata truck(Medicum1190-p/day.
1	Charges up to 8hrs/80Km for duty per day			
2	Charges for additional Km beyond 80Km,if journey within 8hrs.			
3	Charges for additional hrs beyond 8 hrs,if journey within 80Km.			
B	For outstation journey(Where total distance of travel exceeds 250Km and /or where night halt required	Sumo/Bolero/Swift Dzire/Xylo/ /Innova/Scorpio and similar vehicle	Sumo/Bolero/Swift Dzire/Xylo/ /Innova/Scorpio and similar vehicle	Minibus-22 seater P/day,Mahindra pick up van p/day,Mini Truck(Tata 407or equivalent0 p/day, Tata truck(Medicum1190-p/day.
1.	Charges for out station per Km.(Minimum 250Km charges will be paid)			
2.	Night halting charges per Night			
C.	Any other charges			
1.	Add GST			
2.	Total			

The above rates are inclusive of all charges I/we undertake that there will be no increase in above mentioned charges during the period of contract.

Place:

Signature of the firm with seal.

Date:

ANNEXURE-II

DETAILS OF THE AGENCY

1. Name & Address of the Transport Agency
(Including Telephone, Fax, Email, etc)
2. Trade License No.
(Attach photocopy of document)
3. GST Registration No. (Attach
photocopy of document)
4. Name and Address of the owner of
the Transport Agency
5. Contact Telephone/Mobile No.
6. TAN/PAN Number
(Attach photocopy of document)
7. If providing vehicle to other Govt. department
(Enclose copy of the order/Rate Contract with
Govt. Departments during last 3 years)
8. Bank account details (including Account No. & IFSC code)

Place:

Date:

Signature of owner(s) with seal

ANNEXURE-III

TERMS AND CONDITIONS:

1. The quotation should be authorized Transport Agency with trade license. Copy of the trade license must be attached form along with tender form failing which tender will be rejected.
2. The envelopes containing the bid should be super scribed as "Rate Contract for hiring vehicles" and should be addressed to "The Director, Central Inland Fisheries Research Institute, Barrackpore,Kolkata-700 120. The sealed quotation /bid may be deposited to the Tender Box available with the In-Charge Vehicle section or may be sent by Speed post, so as to reach within the due date. The office will not be responsible for portal delays, if any.
3. Self attested copies of documents as mentioned in Annexure-II have to be enclosed with the bid documents without which the tender documents will be summarily rejected. **The quotation without EMD and /or MSME/ESIC Certificate will be summarily rejected.** However, exemption is admissible as per General Financial Rules, 2017.
4. Incomplete quotations, late bids or not in compliance with the terms and conditions, will be summarily rejected.
5. The successful bidder will have to submit Performance security of Rs.25,000/- (Rs. Twenty Five thousand Only) in the form of Demand Draft of any National Bank in favour of "ICAR UNIT,CIFRI" payable at SBI,Barrackpore(IFS Code SBIN000029) which will be returnable without interest after two months of satisfactory completion of the contract period, which is mentioned in the Offer Letter within 10 days' of receipt of the offer, otherwise the Institute reserves the right to cancel the offer and make the offer to any Agency found suitable.
6. The rate-contract will be valid for one year from the date of issue of work order, and no hike in the rates will be permissible during the contract period. No advance payment for hiring the vehicle shall be made.
7. Road mileage and the time be counted from point where the vehicle report for duty (usually at **Central Inland Fisheries Research Institute, Barrackpore,Kolkata 700 120** And up to the point where the vehicle is released(usually at the centre)
8. Toll Tax, Parking charges etc. will be paid by the Institute on submission of receipt along with the bill. **No** payment shall be made in absence of such receipt in any circumstances.
9. Fishing nets, equipments, chemical, Fish/Live Stock/ Perishable items etc. will be transported with the hired vehicles as per need of the Centre.
10. All statutory taxes are applicable as per Govt. of India norms shall be reconciled at the rate extant on the processing of bill.

11. Vehicles provided on hire to the Institute should be Commercial Vehicles and should be registered as such with the Transport Authority. Driver of such vehicle should have a valid Driving License. The life time of vehicles should not lapse as per extant rules, failing which the contract shall be terminated. The vehicles should be maximum 2-3 years old.
12. Payment will be made on monthly basis through e-payment as per rule on receipt of bill along with duty slips certified by the Officer of this Office who has used the vehicle.
13. The Agency should be able to provide the required type of vehicle(s) for hiring at short notice.
14. Cleanliness of the vehicle should be ensured and it should be in an excellent condition.
15. Sabotage/any type of damage of vehicle and injury of Driver will not be compensated by the Institute; it will be the sole responsibility of the agency.
16. All quotations/ bids in which any of the prescribed conditions are not fulfilled/ incomplete in any respect are liable to be rejected.
17. Penalty etc. imposed by traffic police/department, will not be paid by this Institute.
18. The applicable taxes will be deducted from the bills as per Government of India Guidelines.
19. In event of any dispute, the matter may be settled in the jurisdiction of Hon'abl Kolkata High court.
20. In case of award of Rate Contract, the agency should sign an agreement with the Institute.
21. If the Agency fails to provide the vehicle(s) so requisitioned in time after receiving the message, the Institute reserves the rights to cancel the above mentioned contract at any time without assigning any reason. The Agency (ies) is to keep continuous touch with the Vehicle Section of the Institute.
22. The agency has to provide/arrange alternate facility for carrying of official in case of breakdown of vehicle on road midway. The Agency will be solely responsible for successful completion of the Tour. The Agency has to obtain signature of the Traveler/Indenter on the "Duty Slip". The Agency has also to obtain satisfactory performance report from the Indenter on the Bill before submission.
23. Bill submitted by the Agency should accompany the "Duty Slip" depicting out meter as well as in meter as kilometer reading ; Total run in Km and out time/ In time ; Total duty period in hours duly signed by the indenting /availing Officer. The meter reading will be counted from CIFRI to CIFRI/ as per the discretion of the Institute.

24. The Director, ICAR-CIFRI has the power to accept/reject any or all quotations or part thereof without assigning any reason thereof. All quotations in which any of the prescribed conditions are not fulfilled/ incomplete in any respect are liable to be rejected.

25. Preference will be given to the firms which have which have provided/providing vehicles as rate contract basis to reputed Central Govt. Organizations.

26. The last date of submission of tender documents is 14.08.2020 till 2.00 PM and it will be opened on the same date at 03.00 PM.

Head of Centre.

(Essential certificate given by the bidder as per part of Technical Bid)

On the letter head of the firm.

To,
The DIRECTOR,
IOAR –CIFRI, Barrackpore,
Kolkata-700 120.

Sir,

I/We have read all the particulars regarding the general information and other terms and condition of the contract for providing of vehicle(s) on Annual Rate Contract at ICAR-CIFRI, Regional Centre, 24, Pannalal Road, Prayagraj-211 002, U.P.

1. I/We hereby agree to the Terms and Conditions of the Contract as detailed in the tender document.
2. I/We undertake that the documents enclosed herewith are genuine and no material/fact have been concealed or suppressed.
3. I/We are not blacklisted by any Government organization in the field of providing hire vehicle Services.
4. I/We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.

This office is made to be valid for acceptance by ICAR within 90 days from the date of opening of the technical bid.

(Signature of authorized representative of the firm)
Stamp/Seal of the firm