



भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान
ICAR - Central Arid Zone Research Institute
प्रादेशिक अनुसंधान स्थात्र, बीकानेर 334004
Regional Research Station, Bikaner -334004
Website: www.cazri.res.in, Phone&Fax:2251707



F. No. RRS/BKN/HiringVehicle/2023-24/

Dated : 25.09. 2023

To

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.....

Sub: Limited Tender Inquiry for Rate Contract of Hiring of Vehicles -reg.

Dear Sir(s),

This Institute is under the process of finalizing Rate contract for Hiring of Vehicles. Accordingly, on the behalf of the Director ICAR-CAZRI, Jodhpur, **Limited Tender Enquiries in two bid system (Technical Bid & Financial Bid Separately)** are here by invited for a period of one year under different internal and external projects from the date of the award of the contract which can be extended further one/more years (Maximum period of contract not more than two years) on mutual consent of both the parties. The schedule of the tender is as under:-

Details of Tender Deposits:-

Earnest Money Deposit : Rs.6,000/- (Rupees Six Thousand Only)
Security Deposit : Rs.20,000/- (Rupees Twenty Thousand Only)

Tender document contains the following:

- Annexure-I – Terms & Conditions.
- Annexure-II – Technical Bid form.
- Annexure-III – Declaration to be submitted by the firm.
- Annexure-IV – Details of the experience/work done.
- Annexure-V – Price Bid.

Tender Schedule

Last date and time of submission of tender bid	10/10/2023 at 2.00 p.m.
Date and time for opening of Technical Bids	10/10/2023 at 3.00 p.m.
Date and time of opening of Financial Bid of the firm qualified in technical bid	To be intimated to the responsive bidders in due course of time.
Bid Validity	90 days
Place/Venue of opening of Technical & Financial Bid	ICAR- Central Arid Zone Research Institute Regional Research Station, Bikaner (Raj.)
Address for Communication	ICAR- Central Arid Zone Research Institute Regional Research Station, Bikaner (Raj.)

In case, holiday is declared by the Government on the day of opening of bid, the bid will be opened on the next working day at the same time.

Technical & Financial bid may be submitted in two separate sealed cover envelop which should be further kept in a single sealed cover envelop superscribed as “Limited Tender of Rate contract for Hiring of Vehicles”.

Accordingly, I am **enclosing herewith Limited Tender Document** for your information and submission of your bid as per the schedule date & time and terms & conditions of the tender document.

Asstt. Administrative Officer
For Head

**ICAR- Central Arid Zone Research Institute
Regional Research Station, Bikaner (Raj.)**

NAME OF WORK	: RATE CONTRACT FOR HIRING OF VEHICLE
CENTRE/ ORGANIZATION	: ICAR-CAZRI, RRS, BIKANER
START POINT & ENDPOINT	: ICAR-CAZRI, RRS, BIKANER
COMPETENT AUTHORITY	: HEAD OF THE CENTRE
PARTY	: SUCCESSFUL BIDDER

A. MAIN TERMS & CONDITIONS

1. The ICAR- ICAR-CAZRI,RRS, Bikaner is located at Bikaner. The Rate Contract for Hiring of Vehicles shall be for transportation of Institute's/Centre's officers/staff and materials to different plain locations in Rajasthan State. The vehicles shall be hired on different ceilings of kilometers etc. within Rajasthan State as per Price Bid document.
2. The rate contract shall be purely on call basis. As and when required, the selected firm shall be informed to deploy the vehicle as per approved category.
3. The contract shall be governed by the terms & conditions contained in the tender/contract document.
4. **Contract is not transferrable to any other party at any stage.**
5. Initially the contract period is for one year of **one year** from the date of award of work which can be further extended for one year (Maximum period of contract not more than two years) subject to satisfactory performance of the Vendor and its willingness to continue on existing terms and conditions, as per requirement.
6. Please submit your rates only in the **prescribed price bid format** attached with this LTE document if the firm in a position to furnish the requisite services in accordance with the requirements stated in the tender document.
7. E.M.D of Rs.6,000 /- (Rupees Six Thousand only) through Demand Draft/ Bankers Cheque / Pay Order to be drawn in favour of "**ICAR Unit- CAZRI, Jodhpur** " should accompany (proof of deposit) the technical bid which will be refunded to the unsuccessful bidder
8. Firms registered under Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempted to deposit the EMD.
9. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tender, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Centre.
10. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him as soon as tender process is finalized and after he has applied for the same. No interest shall be paid on the EMD.

11. The tenders are liable to be ignored if complete information as required in the technical bid is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents contained with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm. If it is partnership, in such case he must have authority to refer to Arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
12. In case of partnership firm, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, Centre shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure(s), if any, should be signed by the tenderer.
13. **The criteria for selection of successful bidder shall be the greatest number of lowest rates(s) in the scheduled items. However, for remaining items (for which successful firm has quoted higher rates) successful bidder has to match up with the lowest rates quoted by the non-successful firms.**
14. In case of tie between two or more firms, the criteria for selection shall be the maximum experience in the in government departments. Hence all bidder must submit the document in support of their experience alongwith the technical bid.
15. Rates quoted should be inclusive of all taxes, running expenses, maintenance, repairs, road taxes, permit etc. The cost of parking of vehicle and toll taxes, if levied shall be paid by the firm. Rates quoted by the firms shall be final during the contract period including extended period of contract, if any. **Institute/Centre will not be responsible for any enhancement of the rates quoted in case of any hike in Petrol/Diesel prices** by Union Government or any extra tax imposed on the Contractor by State/Central Government.
16. For reimbursement of the cost of parking of vehicle and toll taxes, if levied and paid by the firm, the firm shall submit original payment receipt along with bill of respective journey duly verified by the indenter/OIC (Vehicle).
17. Work experience, if any, in any of the Govt. Department may be submitted.
18. An amount of Rs.20,000/- is to be deposited by the successful bidder as performance security deposit only after receiving communication from the Centre. In the event of non deposition of the same, the Earnest Money shall be forfeited. The performance security shall be deposited with the Centre for the contract period. The amount of Rs.20,000/- towards performance security is for whole contract of all categories of vehicle. No interest on performance security deposit shall be given upto release of payment.
19. Acceptance of the tender will be communicated by the Centre by speed post/registered letter or any other form of communication as per address provided by the bidder in his tender document. If tenderer does not accept the offer **within 15 days** after issue of letter of award by Institute, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
20. The name and address of the representative who would be attending the opening of the tenders on the behalf of the firm should be indicated in tender document.

21. Income Tax, TDS, GST or any other statutory tax which is as per the rules of the Government shall be deducted at source from the bill of the successful tenderer, as per rules/instructions made applicable from time to time by government. Tax deduction certificate will be issued to the tenderer after closing of financial year.
22. Conditional tenders shall not be entertained.
23. Successful Bidder/tenderer will have to enter into a detailed contract agreement with the Centre on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only) duly notarized for awarded work. The specimen of contract document shall be supplied to the successful bidder.
24. Decision of Competent Authority shall be final for any aspect of the tender/contract and binding on all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 as amended time to time.
25. Modification of the tender in any manner after the closing date is not permissible. The tender must be filled by ink only.
26. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, report is received that the Contractor/Contracting Firm has breached any condition of the contract.
27. The Competent Authority reserves the right to reject any or all tenders in whole or in part without assigning any reasons therefore. His decision shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

28. LIQUIDATED DAMAGES CLAUSE:

- i. Whenever and wherever it is found that the services performed by the firm is either not up to the mark or the vehicle is not immediately supplied on demand within the stipulated time, an amount equivalent to the bill charges supposed to be paid on account of such visit shall be levied as liquidated damages and shall be enforceable on the firm's next bill or performance security deposit as per the decisions of the Centre.
- ii. In case of sudden breakdown of vehicle during the visit, the firm shall provide same type new vehicle within two hours failing which the entire cost of such visit shall be levied as liquidated damage and charged from next bill/performance security as per the decision of the Centre

29. The Following document are mandatorily required to be attached along with the Technical Bid format (Annexure-II) besides other documents, if any mentioned in the technical bid form :-

- i. A copy of complete Technical document duly filled in all respect by the firm.
- ii. Self attested Copy of PAN Card.
- iii. Self attested Copy of GST.
- iv. Original Demand Draft of Earnest Money Deposit (EMD).
- v. Copy of firm's valid registration certificate under MSEs , if applicable for exemption of EMD.
- vi. Copy of general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender, if applicable.
- vii. Copy of firm's banker details.
- viii. Original declaration as per attached format (Annexure-III) in a non-judicial stamp paper of value of Rs. 100/- (Rupees One Hundred Only) duly notarized.
- ix. Original Price Bid in the prescribed format duly filled in by ink and without any correction.

- x. Copy of registration certificate, insurances of the vehicles to be engaged **(at least two from any mentioned category should be in his own name)**.
- xi. Under taking for not having any legal cases pending against the bidder as well as on the provided vehicles.
- xii. The documents such as valid RC, Insurance, Pollution, Fitness etc. of vehicles should be submitted by the successful bidder.
Only those firms who will qualify in the technical bid will be considered for financial bid.

B. OTHER TERMS & CONDITIONS

1. The LTE document is also being uploaded on CPPP/Institute website. The responses received against CPPP/Website publishing shall be treated as unsolicited and shall not be evaluated in present bidding. However, they shall be invited during next tender process, if any.
2. The contract shall 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.
3. The rate of hire charges per km. should be quoted separately for each vehicle inclusive of all charges i.e. P.O.L., Maintenance. /Repair of vehicle, Insurance, Permit, fitness etc. etc.
4. The vehicle should be clean and in good conditions (mechanically as well as get up wise i.e. out body/Upholstery etc. should be decent looking with proper seat covers etc.) (preferably new vehicles/Regular model of recent years and onwards should be of in good/perfect running conditions)and registered as commercial vehicle with RTO department. The hired vehicle will have to be fitted/provided with the mandatory additional/utilities such as clean seat covers, mobile charger, seat belt (front/rear), quality radio music system, car perfume, reading lamp etc.
5. The Institute shall not be responsible/liable for any type of wear & tear/repair/accident etc. in respect of vehicle(s) to be hired. In case the hired vehicle meets an accident/or is damaged due to ignorance/carelessness of the driver of the travel agency , the travel agency will be held responsible for any type of loss/damage/claims.
6. The Cab operator owner/firm should be in a position to provide the commercial vehicle(s) as and when required/needed (as intimated on short notice by telephone/email or otherwise by the office). It should be provided/made available/arranged immediately to this Institute (within 12-24 hours after receipt of order) under ARC.
7. The owner/firm/travel agency should be in a position to provide standby vehicle in case of any breakdown.
8. Driver of travel agency on providing hired vehicle should have valid licence and he should in clean uniform/name badge, having good character and conduct. The driver will not consume intoxicating drinks or drug while on duty of hired vehicle. The driver should be provided with a mobile phone by the contractor, he should be professional drivers and fully conversant with the routes of Rajasthan. TA/DA etc. will have to pay by the Agency to their driver while on tour for outstation duty.
9. Driver shall all times obey traffic rules while driving the hired vehicle and if he disobeyed the traffic rules and any penalties imposed /caused, the same will be paid by the driver of travel agency and if he fails to pay the same on the spot, the penalty amount if paid by any officer of the Institute, the amount will be recovered from the monthly bill of the firm before making payment.
10. All the related documents of hired vehicle will accompanied with the driver of hired vehicle.
11. The vehicle will be hired on contract basis. The contract is made for a period of one year subject to follow all the terms & conditions of the Contract. It may be extended for a further period of one year subject to the satisfactory performance by the contractor and mutual consent.
12. The firm having Registration of Cab operators with Central Excise Dept.
13. The Contract is remain valid for a period of one year, this may be terminated before the one year period without ascertaining any reasons or extended the same, this is at the discretion of the Director ICAR - CAZRI, Jodhpur.

14. The vehicle provided should be of comprehensive Insurance and covers all risks/losses complete in all respect. In case of any accident or theft etc. all the claims arising out of it will be met by the Agency and this Institute shall not be liable in any matter whatsoever.
15. Copy of PAN/ITCC issued by Dept. of Income Tax may be submitted with the quotation.
16. Copy of Service Tax/CST clearance certificate may be attached with the quotation.
17. Copies of Contract awarded to firm/travel agency by the other Govt. dept./organizations etc. for the said item of 2 years of the last five years may also be attached with the quotation/tender.
18. In case of double payment/wrongly payment made to the travel agency/Cab operators under ARC should be return to the Institute immediately, non-return of such payment shall be treated as bad intension of the firm and an appropriate action shall be taken against the concerned travel agency/Cab operator/firm as per rules.
19. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Institute will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs. 500/- would be imposed for every such lapse.
20. The successful bidder/service provide travel agency to whom the contract awarded may ensure that no such vehicle to be provided under the contract period which is financed by the bank/or finance company and the firm is defaulter to deposit EMI of such vehicle to them in time of any reason. In case such vehicle provide by the travel agency and during travel of any officer of the Institute with the vehicle any incident happens cause of/come in the notice /faced irregularities, an appropriate action will be taken against the service provide travel agency.
21. Mileage shall be counted from ICAR-CAZRI, RRS, Bikaner or any other pic-up/drop of location specified by the office only and for this purpose the driver deputed shall get the meter reading checked from the officer -in-charge or any other person deputed by him for this purpose. Similarly, at the time of departure meter reading may be got verified by the officer using the hired vehicle.
22. Extra kilo-meters and hours will be given only, if kilometre and hours go beyond the slab.
23. The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the Cab Operator/travel agency. The Institute in no way shall be party to the dispute and will have no liability on this account in any manner whatsoever.
24. Any Police Case lodged in respect of hired vehicle/ driver of hired vehicle will be dealt by the service provide travel agency and no claims for any penalty/legal expenses etc. imposed by Police /Court will be admitted by the Institute.
25. Toll tax, Parking, Border Tax or any other charges will be paid on submission of Cash Receipt with the bill.
26. The milometer of the hired vehicle should be sealed and in perfect working conditions.
27. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
28. Non-compliance with any of the above conditions is liable to rejection of tender.
29. No advance payment will be made. The approved firm shall submit the bill (in duplicate) at the end of the month along with cash receipt of toll tax and duty slip certified by the concerned officer who has used the vehicle. No interest is payable on delayed payment.
30. Decision of Director, ICAR-CAZRI will be final for any aspect of the contract and binding to all parties, Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.
31. The rate should be quoted as per the financial bid schedule attached.
32. It is compulsory that a office of the service provider must be in the Bikaner city for smooth availability of the services for which the bidder may attach their office address in Bikaner city.

Asstt. Administrative Officer
For Head

**ICAR- Central Arid Zone Research Institute
Regional Research Station, Bikaner (Raj.)**

Rate Contract for Hiring of VehiclesTechnical Bid form

1	Name of the Firm/Agency	
2	Full address with Post Box No. And Telephone No., E-mail etc.	
3	Details of Constitution of the Firm/Agency (Attached copy), Whether it is under Indian Companies Act, 1956, Indian Partnership Act, 1932 or any other act (Please give names of proprietor/partners)	
4 .i	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
ii.	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.	
iii.	If the answer to above 4.i & ii is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner	
5	Name and Full Address of your Banker's and bank account details	
7	Earnest Money Deposited & its details	Yes/No
8	Whether all documents referred in <u>Sl.No.29 of Annexure-I, main terms & conditions</u> are attached with the technical bid (give the sl.no. of each document)	Yes/No (Sl.No.....to....)
9	Name and Address of the Firm's Representative, if any to be present at the time of opening of the Tenders	
10	Name and details of Permanent Representative of the firm for coordination during contract period	
11	Any other relevant information	

Note :- All the above information along with the requisite documents as stated in Annexure-I must be accompanied with certified copies of the documents, failing which the quotation will be liable to be rejected.

Declaration
(to be submitted in Non-judicial stamp paper of Rs.100/- duly notarized)

I/We have read and understood Terms and Conditions contained in the tender document (F.No. RRS/BKN/Hiringvehicle/2023-24.....dated.....) issued by ICAR-CAZRI,RRS, Bikaner for **Rate Contract for Hiring of Vehicles**. I/We do hereby declare that all the details furnished in our Tender Document are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-CAZRI.

I/We do hereby also accept CAZRI have the right to accept or reject our Tender.

It is certified that our firm has not been blacklisted/debarred by any organization of Central/State government department/ PSUs including Central Vigilance Commission (CVC) during last five years.

I/we also certify that no criminal/legal suit is pending or contemplated against our firm.

The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize CAZRI to approach Individuals, employees, firm and corporations to verify our competence and general reputation

Signature & Seal of the Tenderer.....
Address of firm
Telephone/Mob. No.....
E-mail ID.....
Date: _____
Place : _____

**ICAR- Central Arid Zone Research Institute
Regional Research Station, Bikaner (Raj.)**

E-tender for Rate contract for Hiring of Vehicles

Details of experience/work done:

Sl. No.	Name of the Deptt. / Organization with phone No.	Period		No. of vehicles deployed	Remarks
		From	To		

Signature & Seal of the Tenderer.....

Address of firm

Telephone/Mob. No.....

E-mail ID.....

Date:_____

Place : _____

FINANCIAL BID

Last date for receipt of tender : 10/10/2023 at 2.00 p.m.
 Date of opening tender (Technical Bid) : 10/10/2023 at 3.00 p.m.

To

The Head
ICAR-CAZRI, RRS, Bikaner

Sir,

I/We wish to submit our Tenders for HIRING OF VEHICLE at ICAR-CAZRI, RRS Bikaner on the following rates.

(SCHEDULE – I)**A. For Local Duty**

S.No.	Particulars	For Non- A/C		For A.C		Remarks
		Rate (quoted in figures) per Km	Rate quoted (in words) Per km.	Rate (quoted in figures) per Km	Rate quoted in words per km.	
1.	Hiring of vehicles on contract basis For local duty Duration -12 hours/ Kilometers-100 kms, May also be quotted for extra Km/hour beyond limit (as and when required basis)					
A.	<u>Innova</u>					
B.	Swift Dzire					
C.	Mahindra Bolero					
D.	Mahindra Pickup					

Note 1: The rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

(Signature of the Bidder, with Official Seal)

(SCHEDULE – II)

B. For Out-station duty

Minimum
200 kms.
(+) for one
day only

S.No.	Particulars	For Non- A/C		For A.C		Remarks
		Rate (quoted in figures) per Km	Rate quoted (in words) Per km.	Rate (quoted in figures) per Km	Rate quoted in words per km.	
1.	Hiring of vehicles on contract basis For out station duty (as and when required basis)					
A.	<u>Innova</u>					
B.	Swift Dzire					
C.	Mahindra Bolero					
D.	Mahindra Pickup					
E.	Tempo Trax					

Note 1: The rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

(Signature of the Bidder, with Official Seal)

(SCHEDULE – III)

C. For Out-station duty

Minimum 300 kms. per day

No. of days- Any number

S.No.	Particulars	For Non- A/C		For A.C		Remarks
		Rate (quoted in figures) per Km	Rate quoted (in words) Per km.	Rate (quoted in figures) per Km	Rate quoted in words per km.	
1.	Hiring of vehicles on contract basis For out station duty (as and when required basis)					
A.	<u>Innova</u>					
B.	Swift Dzire					
C.	Mahindra Bolero					
D.	Mahindra Pickup					
E.	Tempo Trax					

Note 1: The rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

(Signature of the Bidder, with Official Seal)