



File No. : 5-20(SP)/ARC-Vehicle/2018-19

Date : 18.09.2018

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

The Director, ICAR-CENTRAL INSTITUTE FOR RESEARCH ON CATTLE, MEERUT invites online tenders for hiring of different types of vehicles for a period of ONE YEAR both on monthly basis and as per requirement on day-to-day basis. Tender documents may be downloaded from the Central Public Procurement Portal (CPPP) e-procurement website <<https://eprocure.gov.in/eprocure/app>> as per the schedule given in the following CRITICAL DATE SHEET.

CRITICAL DATE SHEET

Tender Enquiry No.	5-20(SP)/ARC-Vehicle/2018-19
Tender fee	Rs. 500.00
Earnest Money	Rs. 20,000.00
Name of Organization	ICAR-Central Institute for Research on Cattle, Meerut
Date and Time for Issue/Publishing	20.09.2018 1:00 pm
Document Download/Sale Start Date and Time	20.09.2018 1:00 pm
Bid Submission start Date and Time	20.09.2018 1:30 pm
Bid Submission End Date and Time	10.10.2018 01:00 pm
Date and Time for Opening of Bids	11.10.2018 02.30 pm
Address for Communication	Incharge, Purchase, ICAR-Central Institute for Research on Cattle, Grass Farm Road, Meerut Cantt.-250001 (UP) Website: http://www.circ.org.in

IMPORTANT NOTES-

1. Tender documents can be downloaded from CIRC website www.circ.org.in or from the CPPP <<https://eprocure.gov.in/eprocure/app>> Bidders should enroll/register themselves in the CPPP e-procurement module of through the website <https://eprocure.gov.in/eprocure/app> . Bidders should also possess a valid Digital Signature Certificate for ON-LINE submission of bids.
2. Tender Fees - Rs.500.00 and Earnest Money - Rs. 20,000.00 should reach this office in the form of Demand Draft drawn in favour of **ICAR Unit CIRC, Meerut** payable at State Bank of India, Meerut on or **before 11.10.2018 upto 1.00 PM.**
3. Bids received on e-tendering portal only will be considered. Bids in any other form, sent through sealed cover/email/post/fax etc. shall not be considered.
4. ICAR-CIRC reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
5. ICAR-CIRC will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register themselves in e-tendering website <https://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and, upload their tender well in advance.
6. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and separate press notification will not be issued. Bidders are therefore requested to regularly visit our website for updates.
7. Firms/agencies engaged in the work of providing vehicles should submit their **online** tenders.

INCHARGE, PURCHASE

Terms and Conditions

1. Bids received on CPPP e-tendering portal only will be considered. Bids in any other form, sent through sealed cover/email/post/fax etc. shall not be considered.
2. **Online** tender may be submitted in two bid system i.e., Technical and Financial Bids. Technical Bid with required documents as per enclosed check list of **Annexure-I (Technical Bid)** and separate Financial Bids for vehicles on monthly and as per requirement on day-to-day basis as per the formats given in **Annexure-II & III (Financial Bid)** may be uploaded on CPP Portal <<https://eprocure.gov.in/eprocure/app>> .
3. The documents, as per **Annexure-I** are essentially required to be attached along with the bid. All necessary, complete in all aspects and valid documents regarding vehicle (s) (e.g. registration, fitness, permits, road tax and insurance etc) and Tenderer/Tendering Firm (e.g. registration, income tax PAN, GST, ST/VAT and experience etc., should be attached.
4. The tenderer should disclose the status of firm about the 'proprietor or partnership'. In case of partnership firm, **Partnership Deed** should be attached and status/details of all partners should be disclosed.
5. The firm/tenderer shall quote for the complete requirement of services and for the all type of vehicle as shown in the Financial bids. Conditional tender/offer will not be accepted.
6. The offer shall remain valid for acceptance for a period not less than 90 (ninety) days after the specified date of opening of the offers.
7. The firm/ tenderer should provide vehicles as per the **NGT guidelines for Delhi/NCR**.
8. The vehicles should have valid **All India Permit** and model should not be older to the year **2017**.
9. The vehicles should be registered under commercial Taxi Permit with concerned Road Transport Office and bidder/contractor/firm should submit all updated documents including registration, insurance, fitness, permit and other relevant certificates of vehicle issued by the competent authority.
10. The firm/tenderer shall provide the vehicle(s) along with driver(s), so as to ensure twenty four hour availability of both. However, the normal running of vehicle will be about 8-12 hours per day. The vehicles so hired will occasionally be required to travel out of Meerut also.
11. The vehicle(s) should remain in good condition during entire period of contract. It should always be self-starting, noise (unusual sound) free, free of bad-smell and, thoroughly clean both outside and inside. Seats must be comfortable with clean covers; covers must be cleaned/changed at fortnight interval. The AC and all the lights, indicators, mirrors & horne etc should be and remain effectively functional.
12. In case the vehicle breaks down or is required to be taken for repairs/servicing, immediate replacement of vehicle will have to be made by the firm/contractor.
13. At the time of award of contract the condition of vehicle will be checked on-road by the Standing Purchase Committee of CIRC and also during the period of contract, at desired intervals. The opinion of committee shall be binding on the firm/contractor. In case condition of vehicles is not found satisfactory and beyond acceptable standards including safety, the vehicle must be replaced immediately otherwise offer will liable to be rejected/terminated.
14. Vehicle driver(s) should be experienced with valid Commercial Driving License. He/they should be courteous and report for duty in clean uniform.
15. In case vehicle and/or driver fails to report/do not report at the required time and/or place, the Institute has a right to hire a vehicle from other source and the amount spent so, shall be recovered as deduction from the subsequent bill raised by the firm/contractor.
16. Firm/contractor shall maintain a daily record of time and mileage in a slip book/log book for each vehicle. No payment will be released without submission/verification of slip book/log book duly signed/verified by the user officer or authorized signatory.
17. The reading of **kilometer** in respect of concerned vehicle will be recorded form/to the CIRC, Meerut Cantt. OR from/to the residence of the officer who perform the journey by such vehicle, if told so.

18. Amount spent by the firm/contractor for the hired vehicle towards fees of Parking/Toll/ Entry (except permit fee), if any will be paid by this office on receiving the original verified receipts along with monthly bill.
19. The cost of hiring quoted by tenderer should include all charges of fuels, repair & maintenance, fitness, insurance, permit and salary of driver etc.
20. Charges for AC will be applicable from the 1st March to 30th November of corresponding year only.
21. The night charges, if any may clearly be mentioned with 'exact time' while quoting the rates in Annexure-II & III.
22. All the taxes/duties and TDS etc., chargeable by the State or Central Govt. or any other body shall be borne by the firm/contractor and will be deducted from his/her account bill.
23. The CIRC will evaluate and compare the quotations, which are substantially responsive i.e., which are properly prepared & signed and meet all required terms, and conditions etc. The CIRC will award the contract to the firm whose quotation/bid was found responsive and offering the best evaluated price.
24. The contract shall ordinarily be awarded to the lowest evaluated bidder whose bid has been found responsive and who is eligible and qualified bidder keeping in view the reasonability of rate to perform the contract satisfactorily.
25. Notwithstanding the above, the competent authority of CIRC, Meerut reserves the right to accept or reject any quotation or tender in process and reject all quotations at any time prior to award of the contract, without assigning any reason whatsoever and without incurring any liability or obligation, whatsoever, to the tenderer.
26. The successful firm/contractor is required to submit Performance Security of rupees equivalent to 5-10 percent of annual amount of the contract and other necessary documents at the time of award of contract.
27. The terms and conditions of contract shall remain unchanged during the effective contract period.
28. The period of contract (for hiring of vehicles) will be for one year (from the date of commencement), extendable mutually for further one year. However the Director, CIRC, Meerut reserves the rights to terminate the contract, partly or completely at any time without assigning any reason.
29. Firm/contractor should raise monthly bill to CIRC. The payment will be released in favour of the firm, directly in their given Bank Account through e-payment/NEFT-RTGS only on receipt of satisfactory report from the vehicle in-charge of CIRC. The firm/contractor should attach their bank details with tender/bid.
30. The contract shall be governed by the laws of India and interpreted in accordance with such laws.
31. All the responsibilities of accident, completion of documents/papers & any other reason which are related to hired vehicle on the road shall be of the firm/contractor.
32. 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/contractor. The CIRC in no way shall be party to any dispute and will have no liability on this account.
33. If any dispute or difference arises between the CIRC and the firm relating to any matter with the contract, the parties shall make every effort to resolve the dispute or difference by mutual discussion within 30 days, either the CIRC or the firm may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator who will be appointed by the ICAR, New Delhi and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract(s) issued.
34. All disputes to be settled under the jurisdiction of Meerut (UP).

INCHARGE PURCHASE

TECHNICAL BID

FOR ENTERING INTO A RATE CONTRACT FOR PROVIDING DIFFERENT TYPES OF VEHICLES
ON MONTHLY AND DAY-TO-DAY HIRE-BASIS

S. No.	Details of requirements	Full description	Requirement fulfill please \checkmark if yes	Page No. of the bid where the copy of concerned documents is attached
1.	Name of the firm/company/ agency			
2.	Full Postal Address of the firm/company/ agency			
3.	Status of Firm i.e. Company/Partnership Firm/Proprietor/Owner/Individual/Agency			
4.	Telephone/Mobile Nos.			
5.	Firm's Registration No.			
6.	GST Registration No.			
7.	If exempted from GST, necessary exemption certificate shall be attached duly issued by competent authority			
8.	Details of firm/contractor-			
	a) Income Tax Permanent Account Number (PAN)			
	b) Income Tax Return for years 2016-17 & 2017-18 mentioning Bank Account No.			
	c) Balance Sheet for 2016-17 & 2017-18			
9.	Details of Bank Account of the firm/company/agency (under operation in any nationalized bank, for payments through RTGS)			
	Name of beneficiary/firm			
	Name of Bank, Branch with Code			
	Account No.			
	IFSC Code			

10.	Number of Taxi/Vehicles registered in the name of bidding firm/company/agency			
11.	Experience details (enclose separately the list of offices/departments/organizations with whom the firm/company/ agency had/is having contract of similar nature, along with self-certified copies of contract letters)			
12.	Registration No. of the offered vehicle(s) with valid Registration certificate			
13.	Insurance details of vehicle			
14.	Earnest Money Deposit of Rs.20,000/- in favour of ICAR Unit CIRC, Meerut in shape of DD payable at SBI, Meerut Cantt			
15.	Tender Fee of Rs.500/- in favour of ICAR Unit CIRC, Meerut in shape of DD payable at SBI, Meerut Cantt			

CERTIFICATE TO BE GIVEN BY BIDDER

1. I/We undertake that documents are genuine/authentic and nothing has been concealed. I/We also certify that the firm has not been debarred by any Government organization. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.
2. I/We confirm that we agree to all other terms and conditions of your tender enquiry.
3. I/We have furnished all the information, as required in the tender enquiry and attached the relevant documents.
4. I/We confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

Name of the firm with complete address:

E-mail:

Contact phone No:

Place:

Date:

Signature of the Tenderer/Authorized Signatory

Name:

(seal of the tendering firm)

Check list for Tenderers

Before submission of tender documents, Tenderers should check they have complied with the following requirements: -

S. No.	Requirements to be checked before submission of the tender	Compiled (Please indicate) Yes after complying with Page No.
1.	Copy of Firm's Registration	
2.	Copy of GST Registration	
3.	If exempted from GST, necessary exemption certificate shall be attached duly issued by competent authority	
4.	Copy of Permanent Account No. (PAN)	
5.	Copy of Income Tax Return for last 02 years (2016-17 & 2017-18)	
6.	Copy of Audited balance sheet for last 02 years (2016-17 & 2017-18)	
7.	Details of bank account of Firm/Company/Agency (Under operation in any nationalized bank, for payments through RTGS)	
8.	No. of Taxi/Vehicles registered in the name of bidding Firm/Company/Agency alongwith valid vehicle registration certificates	
9.	Copy of Insurance details of vehicles	
10.	Copies of Details of Vehicles on own name and vehicles on lease with all papers of vehicles, i.e. RC/TC, Insurance, Permit, Fitness, etc.	
11.	Experience details (Enclose separately the list of offices/ departments/organizations with whom Firm/Company/ Agency had/is having contract of similar nature, along with self-certified copies of contract letters)	
12.	Scanned copy of Earnest Money deposit for Rs.20000/- in favour of ICAR Unit CIRC, Meerut.	
13.	Copy of MSME/NSIC certificate to claim exemption from payment of cost of tender form, bid security, if applicable	
14.	Scanned copy of Tender Fee for Rs.500/- in favour of ICAR Unit CIRC, Meerut.	

Place:

Signature of Authorized Signatory

Date:

Name of firm with seal:

Annexure-II

FINANCIAL BID							
For providing of vehicle on monthly basis							
S.No.	Type of Vehicle	Monthly rate upto 2000 Km including all charges of fuels, repair maintenance, driver and all India permit		Rates per km after 2000 km including all charges of fuels, repair maintenance, driver and all India permit		Night Charges (if any with timing)	GST (if any)
		AC	Non AC	AC	Non AC		
1.	Swift Dezire/Toyota Etios (model should not be older than 2017)						

Name of the Tenderer/Firm with full address :

Signature of the Tenderer/Authorized Signatory:

Place:

(Name):

Date:

Seal

Annexure-III

FINANCIAL BID							
For providing of vehicle on day to day basis (as per the requirement)							
S.No.	Type of Vehicle	Rate upto 200 Km including all charges of fuels, repair maintenance, driver and all India permit		Rates per km after 200 km including all charges of fuels, repair maintenance, driver and all India permit		Night Charges (if any with timing)	GST (if any)
		AC	Non AC	AC	Non AC		
1.	Swift Dezire/Toyota Etios (model should not be older than 2017)						
2.	Innova/Xylo/Scorpio/Qwalis. (model should not be older than 2017)						
3.	17 Seater Bus						
4.	26 Seater Bus						
5.	35 Seater Bus						

Name of the Tenderer/Firm with full address :**Signature of the Tenderer/Authorized Signatory:****Place:****(Name):****Date:****Seal**