



भारतअनुसंधान-राष्ट्रीय पदसभन एतं समवर्गो रेशा पौरोगिकी अनुसंधान संस्थान  
ICAR-NATIONAL INSTITUTE OF RESEARCH ON JUTE AND  
ALLIED FIBRE TECHNOLOGY  
भारतीय कृषि अनुसंधान परिषद



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
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F No-9(4)/Adm-III/Car Hiring/Tender/18-19

Date:28.11.2018

### **TENDER NOTICE**

INVITATION OF E-TENDER FOR ANNUAL RATE CONTRACT FOR HIRING OF VEHICLE AT ICAR NIRJAFT, KOLKATA

Date and Time for Publishing	29.11.2018 at 03:30PM
Document Download Start Date and Time	29.11.2018 at 04:00PM
Bid Submission start Date and Time	30.11.2018 at 10:00AM
Bid Submission End Date and Time	27.12.2018 at 02:00PM
Date and Time for Opening of Bids	28.12.2018 at 03:00PM

The Tender document is available in Central public procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in) (e-procurement). The Tender document is also available at our website- [www.nirjaft.res.in](http://www.nirjaft.res.in) (Tender id: 2018\_DARE\_412271\_1).

**NOTE:**

1. The Director, NIRJAFT may at his discretion extend this date by a fortnight and such extension shall be binding on Tenderers.
2. E-Tenders are to be submitted through the website [www.eprocure.gov.in](http://www.eprocure.gov.in). Tenders sent through any other mode will not be accepted.

**NOTE: All communications must be addressed to Director, ICAR-National Institute of Research on Jute & Allied Fibre Technology, 12 Regent Park, Kolkata- 700 040**

E- Tenders through CPP Portal are hereby invited on behalf of the Director, ICAR-National Institute of Research on Jute & Allied Fibre Technology, 12 Regent Park, Kolkata- 700 040 from Reputed/ Well-established/ Registered and experienced Transport Service providers for **Annual Rate Contract for Hiring of Vehicle** at ICAR-NIRJAFT, KOLKATA. **Please submit your rates in the attached BOQ** if you are in a position to render the requisite services in accordance with the requirements stated in the attached schedules.

1. The bidders are to submit the quotation in two bid system i.e. Technical bid and financial bid. The Technical bid should contain the documents mentioned in page no 8. The Financial bid should contain the quotation/rate in the attached **BOQ & Financial Bid Part C**.
2. **L-1 will be decided for Part A (Hiring of different vehicles for Office Purposes) & Part B (Staff car for Director) separately. For Part A, total amount for all type of vehicles mentioned in Part A in the BOQ will be considered.**
3. An earnest money of Rs 10,000/- (Rupees Ten Thousand only) must be deposited in the form of demand draft only drawn in favour of "ICAR NIRJAFT" and payable at any Nationalized Bank in Kolkata sent through post /submit in person in original up to the bid submission end date. A scanned copy of the DD should be attached in online bid as mentioned under technical bid. The Tender will not be considered if the Earnest Money by means of demand draft is not reached this office up to the bid submission end date or if the details of the DD does not match with the uploaded scanned copy of the DD. ICAR-NIRJAFT shall not be held liable for late receipt of EMD due to postal delay or other reasons. No other form of deposit will be accepted. No interest will be calculated on EMD.
4. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not deviate from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the following stipulation, the aforesaid amount of EMD will be forfeited by the Institute. 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, in the manner prescribed by the Institute.
5. Maximum of 5km of garage distance will be paid.
6. E-Tender is to be submitted only through CPP portal up to the bid submission end date. Tenders submitted through any other mode will not be accepted.
7. The tenders are liable to be rejected if complete information as required is not given therein or if the particulars asked for the schedules to the tenders is not fully filled in. Individual signing the tender or other documents connected 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 be partnership in which case he must have authority to refer to arbitration dispute concerning the business of 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.
8. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
9. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related



documents 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 the 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, the Institute 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 tenders and annexure, if any, should be signed by the tenderer.

10. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in the tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
11. Any conditional tenders will not be accepted.
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
13. GST or any other tax applicable or made applicable in respect of this contract shall be payable by contractor which will be reimbursed by the Institute. However the contractor will submit a copy of GST Depository challan to the Institute alongwith monthly bill.
14. Decision of Competent Authority, ICAR NIRJAFT shall be final for any aspect of the contract and will be binding on all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by Director, ICAR NIRJAFT. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
15. The ICAR NIRJAFT Authority shall reserve the right to inspect the Office of the agency participated in this bid, before work order is awarded to the successful bidder. If it is found on inspection that there is no existence of established office, the bid will be rejected and EMD will be forfeited.
16. The following information documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document.
  - a) Registration certificate/ trade license of the firm under the service contract from Government
  - b) Documents showing minimum turnover of the firm not less than Rs 5.00 lakh (Rupees Five lakh only) during the last financial year.
  - c) Minimum one satisfactory performance certificate from the clients in the field of providing such services in Public Sector, Central/ State Govt., PSU, Autonomous body and reputed private firm during the last three years to be provided.
  - d) GST registration certificate issued by appropriate govt. department.
  - e) Income Tax return of last three years
  - f) Copy of PAN card
17. Only those firms who qualify in the technical bid will be considered for financial bid.
18. The Authority reserves the right to relax any/all of the clause.

Service Requirements:

1. The vehicles should be in very good running condition and model of the vehicle should not be prior to 2015.
2. Toll tax, parking charges, entry fee (if any) will be paid initially by the firm which will be reimbursed by the institute only on submission of original receipt along with the bill duly verified by the concerned official.
3. Service provider shall have to provide vehicle to ICAR-NIRJAFT even with a short notice also (minimum 1 hr.) in good condition.
4. The rates should be quoted inclusive of wages of driver, fuel charges etc.
5. The amount of GST must be shown in the bill. No extra amount will be paid by this Institute. The firm/agency will be sole responsible for timely submission of service tax/GST charged in the bill amount to concerned authorities. This whole responsibility will lie with the concerned firm/agency.
6. Up to a distance of 100 KM from the Institute/headquarter will be treated as local journey.
7. The starting and closing reading of vehicle will be counted from institute only unless specifically indicated otherwise.
8. The night duty charges will be applicable from 10:00PM to 06:00AM @Rs.300/- per night duty in lump sum basis.
9. Vehicles should be made available by the firm on hire basis as and when required by the institute
10. The vehicles being provided should have proper RTO approval for operation as Taxi/public hiring. During the call duty of any vehicle with the institute, if the vehicle is seized or detained by police, motor vehicle authority or any other authorities for not having complied with Motor Vehicles Law / Acts etc. or on account of any accident, that will be at firm's risk & cost. No compensation shall be payable to the firm/agency for any such damage during the execution of work. He shall make good all such damages at his own cost and no claim on this account will be entertained by the institute. Penalty etc imposed by traffic police/ Dept. will not be paid by ICAR-NIRJAFT.
11. The firm and the vehicles provided on hire must be registered with motor vehicle authority of Kolkata/concerned state. The vehicle provided on hire to the Institute must be commercially registered in RTO office/All India Permit and in well maintained condition. The vehicle should possess all requisite documents(s) like Registration Certificate, Trade License, valid Insurance, Pollution Under Control Certificate, GST Registration Certificate of firm.
12. The driver should observe all the etiquette and protocol while performing the duty. He must be in neat uniform with name badge to be provided by the firm.
13. Driver should have a valid driving license issued by any DTO/RTO office with all India validity. He must have at least three year experience of driving such type of vehicle, familiar with path and ways of Kolkata /nearby villages or city. The driver should also be provided with a Mobile Phone with valid sim card by the contractor and all expenses towards the same shall be borne by the service provider.
14. The firm/agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the vehicle. The salary/wages and other costs of drivers (liveries, EPF, ESI, other liabilities as per labour/vehicle Act) shall also be borne by the firm/agency only. This whole responsibility will lie with the concerned firm/agency.



15. The persons/drivers so provided/detailed by the agency/firm for this work under this rate contract will not be considered/treated as employee of the Institute/Council and there will be no employer-employee relationship between the Institute and the person so engaged by the firm/agency for the service/contract work of this tender.
16. In case of any breakdown of vehicle on duty, the firm shall make arrangement for providing another vehicle immediately. In such a case, mileage from garage to the point of breakdown would not be paid.
17. Vehicle shall be made available on all days including Saturdays, Sundays, Holidays & late night also as and when required. The seats and vehicle must be properly cleaned/ towed every day.
18. Service provider has to submit the performance report obtained from the indenter after each journey.
19. For Director's staff car, brand new, decorated vehicle with well trained driver has to be provided. It is expected that the car and also the driver should not be changed frequently.
20. Director's car should be ready for 24x7 service.
21. The itinerary may change en-route on emergency and bill in such case may be raised as per actual travel on certification from the travelling official.
22. The Institute shall not be responsible for any damage done to the vehicle during the period of hiring.
23. **Escalation/De-escalation clause:** During the validity of the contract, any increase or decrease in the cost of spare parts, servicing, tyre etc will not lead to increase in rates demanded. Such demand will not be entertained.

### Terms & Condition

1. The Director, ICAR-NIRJAFT reserves the right to reject any or all quotations in whole or in part without assigning any reason therefore. The decision of Director, ICAR-NIRJAFT shall be final and binding on the Contractor/ Agency in respect of clause covered under the contract.
2. The personnel engaged by the agency for this contract will not be employee of the Institute and there will be no employer-employee relationship between the institute and the personnel so engaged by the contractor.
3. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt, State Govt relating to this contract made applicable from time to time.
4. TERMS OF THE CONTRACT: - The contract will be valid for an initial period of two years with first three months as a period of observation. Otherwise the contract can be terminated any day if services are not found satisfactory without stating any reason. No Explanation will be entertained in this regard. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on yearly basis upto the maximum period of three years on the terms and conditions that may then be mutually agreed upon. However, Director, NIRJAFT reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
5. MODE OF PAYMENT: No advance payment shall be made. Payment will be made on monthly/quarterly basis by mode of e-payment to the supplier/firm after satisfactory completion of work to the satisfaction of the Institute and receipt of pre-receipt bills in duplicate along with duty slip signed by the indenting officer duly approved by C/A. The service provider shall provide necessary bank details for the same. GST amount to be shown separately in the bill.
6. TERMINATION: - This contract can be terminated by giving One month's notice on Institute's side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The Institute will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.
7. SECURITY DEPOSIT: - An amount of Rs 25,000/- (Twenty Five Thousand only) for each part (Part A & Part B) by means of Demand Draft payable in favour of ICAR-NIRJAFT shall be deposited as security money/performance guarantee within one week from the award of contract alongwith acceptance letter. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
8. The tender is likely to be terminated in case the conditions in the agreement are not fulfilled.

9. Risk Clause: ICAR NIRJAFT reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
10. An amount upto the value of Rs.2000/- will be levied as liquidated damage per day, whenever and wherever it is found that the work is not taken up or not completed as per the schedule and instructions given by the concerned In-charge/ Office. Penalty for non-compliance towards proper uniform, cleanliness, adequate fuel, alternative arrangement etc may also be imposed as per situation.
11. The decision of the Competent Authority, ICAR NIRJAFT shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

**AAO (Adm.III)**



### Online Bid Submission Details

#### **Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online in two Covers as explained below:-

<b>COVER - 1</b>			
S. No.	Documents	Label Content	File types
1	<b>Technical Bid</b>	Scan copy of the Form mentioned on <b>Annexure-I</b> duly filled up.	.PDF
2		Scan copy of Earnest Money Deposit by way of Demand Draft Or Scan copy of certificate for EMD exemption, if claiming	.PDF
3		Scan copy of Registration certificate/ Trade Licence of the firm under the service contract from Government on relevant field of service.	.PDF
4		Scan copy of Documents showing minimum turnover of the firm not less than Rs 5.00 lakh (Rupees Five lakh only) during the last financial year.	.PDF
5		Scan copies of <u>Minimum one satisfactory performance certificate from the clients in the field of providing such services in Public Sector, Central/ State Govt., PSU, Autonomous body and reputed private firm during last three years.</u>	.PDF
6		Attested scan copy of GST registration certificate issued by appropriate govt. department.	.PDF
7		Attested scan copies of PAN Card	.PDF
8		Attested scan copies of Income Tax Deposit proofs>Returns of last 3 years.	
9		Scan copy of complete bank details for e-payment : Account Information, Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, SWIFT Code (For foreign Exchange payment), MICR Code and PAN No.	.PDF
10		Certificate mentioning whether black listed or not.	.PDF
11		Scan copy of proof/ reference/ certificate whether proprietary or partnership Firm or Company	.PDF
<b>COVER - 2</b>			
12	<b>Financial Bid</b>	Price bid (BOQ) attached in CPP portal in .XLS format must be filled in.	.XLS
13		Financial bid Part C	.PDF



**Rates are to be quoted in the attached BOQ in .XLS format for following Vehicles:**

Sl. No.	Item Description
1	<b>PART-A : Hiring of different vehicles for Office Purposes at ICAR-NIRJAFT, Kolkata</b>
1.01	Rate for 10Hours/100km per day for AC Swift Dezire/ Indigo/ similar vehicle (4 seater)
1.02	Rate for 10Hours/100km per day for Non-AC Swift Dezire/ Indigo/ similar vehicle (4 seater)
1.03	Rate for 10Hours/100km per day for AC Scorpio/ Xylo/ Tavera/ Bolero
1.04	Rate for 10Hours/100km per day for Non-AC Scorpio/ Xylo/ Tavera/ Bolero
1.05	Rate for 10Hours/100km per day for AC Innova
1.06	Rate for 10Hours/100km per day for Non-AC Innova
1.07	Rate for 10Hours/100km per day for AC Tata Sumo
1.08	Rate for 10Hours/100km per day for Non-AC Tata Sumo
2	<b>PART-B : Staff car for Director, ICAR-NIRJAFT, Kolkata</b>
2.01	Lump Sum rate for 1500km/300 Hours per month for AC Swift Dezire/ Indigo preferable in White colour

**Instructions For filling up the Financial Bid (BOQ & Financial Bid Part C):**

1. The tenderer have to submit bid in the attached BOQ in .XLS format.
2. The tenderer have fill up both the columns “Basic RATE without taxes (In figure)” and “GST Amount on basic rate” in the BOQ.
3. The tenderer may either bid for PART-A (Hiring of different vehicles for Office Purposes) only, or may bid for PART-B (Staff car for Director) only or may bid for both PART A & B.
4. If the tenderer is quoting only for Part A, the tenderer has to quote the rates of all types of vehicles as mentioned in Part A of the BOQ, otherwise the tender will not be considered. The rate for Part B is to be filled up as zero (0).
5. If the tenderer is quoting only for Part B, the rates of all cars in the Part A are to be filled up as zero (0).
6. If the tenderer is quoting both for Part A & Part B, the tenderer has to quote the rates of all types of vehicles as mentioned in Part A & Part B of the BOQ.
7. Attached Financial bid Part C in .PDF format has to be filled up by every bidder and uploaded, which is per km/per hour rate for additional hour/km beyond the prescribed limit mentioned in Part A & B of BOQ.

**ANNEXURE-I**

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm) and submit the scanned copy against the first label of the Technical cover.)

- 1 (a) Name of the Tenderer firm/ Organization/ Agency:  
(b) Name of the Proprietor/ Partner:
2. Office Address of the Firm:
3. Telephone/ Mobile No. :
4. Fax No. :
5. E-mail Address:
6. Website address if any:
7. GST Registration No:
8. i) Firm's Bank Account No and Type of Account, Name of the account holder:  
ii) Name of Bank & Branch:  
iii) IFSC Code No:
9. EMD Details:
  - i. DD No./ NSIC No./MSME No.
  - ii. Date:
  - iii. Bank Name:
  - iv. Amount:
9. Name of Public Sector, Central/ State Govt., PSU, Autonomous body and reputed private firm to whom similar services have been provided by the firm during the last three years:
10. Name of authorized representative(s)
11. Whether proprietary or partnership Firm or Company:

Signature of Authorized person of the  
Firm/Agency with seal



Tender Covering Letter  
(In Firm's Letterhead)

Ref No:

Date:

To  
The Director,  
NIRJAFT  
12, Regent Park  
Kolkata-700 040

Subject: Your tender notice no. .... dated .....  
For.....

We the undersigned have examined the above mentioned tender documents dated..... For hiring of vehicle on Annual Rate Contract basis. We now submit our offer in conformity with your stipulated terms and conditions.

If our tender is accepted, we undertake to perform the service as mentioned above, in accordance with the mutually agreed schedule as may be specified in your order/contract. We agree to keep our tender valid for acceptance for a period of three months. Modification, if any may be specified in the special terms or for subsequently extended period agreed by us. We also accordingly confirm to abide by this tender up to the aforesaid period and the tender may be accepted any time before the expiry of the aforesaid period and also that our EMD/ Security deposit shall be liable to be forfeited, if we withdraw from the tender or fail to abide by the contract terms in due manner, if selected, subsequently and within the above bid validity period. We, further confirm that until a formal contract is executed with or Order is awarded on us, this tender read with your written letter or intent or acceptance thereof within the aforesaid period will constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

For and on Behalf of  
Signature of Authorized person  
With Company Seal and Date

**ANNEXURE-III**

To  
The Director,  
NIRJAFT  
12, Regent Park  
Kolkata-700 040

Subject: Authorization for attending bid opening on .....(date) in the  
Tender no.....  
for.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of .....(Bidder's name) in order of preference given below.

Order of Preference Name

Specimen Signature

- 1.
- 2.

Signature of bidder or Officer authorized to  
sign the bid Documents on behalf of the bidder

Note:

- 1) Only one representative will be permitted to attend bid opening (Technical and Financial Bid)
- 2) Permission for entry to the hall where bids are opened will be refused in case authorization as prescribed above is not produced.