



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University), Rohtak Centre,
Lahli, Rohtak-124411

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F.No:- 3-32/CIFE/RTK/Hiringvehicle(ARC)/2022-23

Date: 26.08.2022

Director, ICAR-CIFE, Mumbai invites e-tenders for the the “**Annual Rate Contract for hiring of vehicles at ICAR- CIFE, Rohtak centre .**” through the website www.eprocure.gov.in under Two Bid System from reputed firms as per Schedule given below:

Tender Details		
1	Start of issue tender Download	26 August 2022
2	Last date for submission of tender	16 September 2022
3	Opening of Technical Bid	17 September 2022
4	Pre-Bid Meeting Place	ICAR- CIFE, Rohtak centre
5	Pre-Bid Meeting	01 September 2022
6	Mode of Tender	Open
7	Tender type	Open Tender
8	Tender category type	Service
9	Type of Bid	Two (Technical & Commercial)
10	Tender validity	90 Days
11	EMD Deposited (In Rupees)	Rs. 10,000.00 (INR)
12	Location of Supplies	ICAR-CIFE, Rohtak Centre - 124411

SENIOR ADMINISTRATIVE OFFICER

TENDER DOCUMENT

ICAR- Central Institute of Fisheries Education, Rohtak centre-124411 INVITES TENDER ANNUAL RATE CONTRACT (ARC) FOR HIRING OF THE VEHICLES AT ICAR-CIFE Rohtak Centre-124411,

INSTRUCTIONS /TERMS & CONDITIONS

A. SERVICE REQUIREMENT: -

1. The contractor shall provide the vehicle along with drivers, so as to ensure twenty four hour availability of drivers on all seven days of the week. However, the normal running may vary as per actual requirement. The vehicles so hired may be required to travel out of Rohtak City/ Outside Rohtak City on official tours also.
2. The firm has to provide the Vehicle on all working days as well as on holidays. However, the requirement of vehicle will be provided separately and well in advance from time to time.
3. The vehicles should be in good condition and well maintained with all necessary documents. The selected vendor has to get the vehicles approved by CIFE before deployment. In case, the condition of the vehicles is not found satisfactory, the offer is liable to be rejected.
4. The vehicle should be duly registered as a commercial vehicle with road transport office and contractor should submit all relevant papers of registration of vehicle before starting the work.
5. Contractor will be required to provide good condition AC vehicles and loading vehicles i.e. Hatchback/SUV/MUV/and loading/pickup or similar type of vehicles.
6. The vehicle provided by the contractor will be required to ply in **Rohtak** area as well as other outstation areas. However, the duty point would be ICAR, CIFE Rohtak centre-124411.
7. **Time and distance should be calculated from CIFE Rohtak to CIFE Rohtak. Parking and Toll taxes shall be reimbursed as per actual amount paid on producing the receipts/vouchers.**
8. The drivers: -
 - I. Must have a mobile number for making communication.
 - II. Should be presentable/ courteous/ well behaved.
 - III. Should be experienced and fully conversant with the routes of Rohtak and outside Rohtak area.
 - IV. Will be required to maintain a duty slip/logbook, which will be signed by the officer using the vehicle or any other person (s) authorized by him/her.
 - V. Must have valid driving license and also having the complete set of valid and up to date documents i.e. Registration Certificate, Insurance, Pollution clearance, Road Tax, Permit, etc. for the concerned vehicle.

B. ELIGIBILITY CONDITIONS: -

1. The details as mentioned in Tech. Bid should be filled in completely for all categories. Incomplete Tech. bids will be summarily rejected.
2. The firm should have PAN/TAN and other registration certificates in the name of firm OR Proprietor/ Partner (s) of the firm.
3. The firm should have GST No.
4. An amount of **₹ 10000/- (Ten Thousand only)** should be deposited along with the tender towards Earnest money through Demand Draft in favor of **ICAR - UNIT CIFE Mumbai. (Companies having MSME/NSIC certificate are exempted for the payment of EMD. The Certificate to be attached with the tender for getting the exemption).**
5. The rates quoted in tender should be for a period of one year. No alteration of any sort in the rates quoted in tender is allowed during the tender process and RC period.

C. TERMS OF CONTRACT: -

Initially the term of the contract will be for one year which may be extended for further period of one year on the basis of mutual consent and same terms and conditions. On the expiry of the contract or its termination, The Director, ICAR- CIFE reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon.

D. TERMINATION : -

The contract can be terminated by giving one month's notice on either side. If any point of time if the services of the firm are not found satisfactory, The Director, ICAR-CIFE reserves the right to terminate the contract immediately.

E. MODE OF PAYMENT: -

The bill for each duty work is subject to correct quality & quantity and satisfactory certification of concerned In-charge/Indenter. The payment for each work will be made through NEFT/RTGS after successful completion of the work. However, all applicable taxes will be deducted at source from the bill/invoice. No payment will be made without submission/verification of slip book/ log book verified by the officer using the vehicle or any other person (s) authorized by him/her. The bill for all works should be submitted for payment on monthly basis on consolidated basis to The Officer In-charge Vehicle section, (addressed to The Director, ICAR-CIFE, Mumbai-400061).

F. SECURITY DEPOSIT: -

The successful bidder will be required to deposit Performance Guarantee/Security Deposit of **Rs. 15,000/- (Rupees Fifteen thousand only), Demand Draft** in favor of **ICAR- UNIT CIFE**, Payable at Mumbai towards Annual Rate Contract for hiring of vehicle at this Institute. The Performance Security will be forfeited for breach of any of the terms & conditions of the tender and if it is found any time during the contract period that the services provided by the firm are poor/ defective/ unsatisfactory. However, the same may be refunded after successful completion of Annual Rate Contract as per rule. No interest will be paid on the security money deposited with this Office.

G. PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE: -

An amount up to the value of Rs. 1000/- will be levied as liquidated damages per duty, whenever 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 may also be imposed as per situation.

H. OTHER TERMS & CONDITIONS: -

- 1 The tender is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not refuse his/her offer or modify the terms and conditions thereof. If the tender fail to observe and comply with the foregoing stipulations, the earnest money will be forfeited.
- 2 In the event of the offer made by the tender not being accepted/ selected, the amount of earnest money deposited by the tender will be refunded to him/her after he /she has applies for the same, in the manner prescribed by the ICAR- CIFE Rohtak centre .
- 3 In the event of selection, the firm is required to submit an agreement on ₹ 100/- non judicial stamp paper to enter in a formal contract by signing the contract's terms & conditions
- 4 In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, every page of the tender and all other related documents must be signed by every partner of the firm.

5. The rates may be quoted as per attached Performa which includes all applicable charges, i.e. driver wages, POL, night charges and **GST charges** etc.
6. The tender is advised that all required documents should be attached with the proposal and rates may be quoted as per our requirement; however distribution of rates may be given.
7. The Institute does not pledge itself to accept the lowest or any tender & also reserves to itself the right of accepting the whole or part of the tender. Also this Institute reserves the right to reject any tender or to terminate/hold the overall process of tendering at any time for without giving the reasons thereof.
8. GST/Any tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR-CIFE will not entertain any claim whatsoever in this respect. However the GST or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful Tender, as per rules/instructions made applicable from time to time by the Government.
9. The personnel so provided by the agency under this contract will not be treated as employees of the ICAR-CIFE, Rohtak and there will be no employer-employee relationship between the ICAR-CIFE Rohtak and the personnel so provided.
10. The agency/ contractor shall be wholly responsible for paying monthly wages/salaries and other admissible allowances to the personnel engaged for driving of vehicle at the ICAR-CIFE, Rohtak and CIFE shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel. The contractor shall be wholly responsible for compliance of all statutory labour laws/regulations in force and any contravention of the same or any dispute arising there from shall be the responsibility of the contractor/firm and the ICAR-CIFE shall in no way be responsible for meeting any obligation and liabilities from financial/legal implications of the contractor or any other arising there from. The ICAR-CIFE shall not be responsible for payment of damages/compensations etc. for any injury/disablement suffered by the staff of contractor/Agency during the contract period.
11. The ICAR-CIFE, Mumbai shall not have any obligation to employ any personnel of the agency after the termination of the contract.
12. The contractor shall submit an undertaking to keep the CIFE indemnified from all angles and for all purposes.
13. Documents testifying tenderer's previous experience, financial status should be produced along with the tender.
14. Tenderer (s) who has/have carried out any work in Govt. sector should submit along with tender, credentials to establish his/her capacity to carry out the works satisfactory, his/her financial status supported by Bank reference and other documents, Certificate duly attested and testimonials regarding contracting experience.
15. All disputes are under Rohtak Jurisdiction Only.
16. At the time of duty, any damage or accident case, ICAR-CIFE will not be held responsible.

Technical bid

COVER – I- Technical Bid (Following documents to be provided as PDF file)			
Sl. No.	Description	Page No.*	Details
1.	Name of the Company/Firm		
2.	Address of the company/Firm with contact details (Tel/Fax/E mail/ Cell)		
3.	Registration of the Firm with Govt. /Concerned Deptt. Under shop & commercial Estt. Act.		
4.	Name & full address of your Banker with branch code, IFS code, MICR code, etc.		
5.	Agency should have at least 2 years' experience to provide transport services to Govt. /Semi. Govt./ Boards/ Corporation/ Autonomous Body i.e. 2020-21 and 2021-22 (Attach documentary proof)		
6.	Current/Valid PAN No. (Attach documentary proof)		
7.	Current/Valid GST No. (Attach documentary proof)		
8.	List of Clients (as on date) Complete Address		
9.	CA certified Turnover Rs. 5.00 lakhs (Each year) for the financial year 2019-20 and 2020-21. (Copy of Bal. Sheet and P & L accounts only)		
10.	Certificate regarding nonblack listed firm is required to be attached (Attached certificate as per proforma)		
11.	Scanned copy of Demand Draft of EMD		
12.	Any other information		
COVER – II - Commercial bid (Following document to be providing as Excel file)			
1.	Price bid (BOQ) to be filled in Excel format		

***Filling up of Page No. is mandatory.**

Dated:_____

(Signature & Seal of Tenderer)

To whom so ever it may concern

"It is certified that our firm M/S_____has not been blacklisted/debarred/ suspended for providing services for hiring vehicles by any Central/State Government/Public Sector Undertaking/Institute of Government of India/Autonomous Body etc. It is further certified that this statement is true and based on facts. If it is found false at any stage, I/we shall be liable responsible for the same and action as deemed fit may be taken against me/our agency.

Signature & Seal of the Tenderer with Date

Telephone No.

Fax: E mail:

Cell:

: 7 :

Financial Bid

A) LOCAL TRIPS IN Rohtak district and nearby district ONLY (From Bhiwani, Jhajjar, Sonipat Dadri, Urban Agglomeration)

S N	Vehicle	Hatchback	MUV	SUV	Tata407 Pickup(Mahindra)	
		(AC)/(Non AC)	(AC)/(Non AC)	(AC)/(Non AC)		
1	Charges up to 8 Hrs / 80 Km with duty limits per day					
2	Charges for every additional Km beyond 80 Km					
3	Charges for every additional Hour beyond 8 Hrs. per day					
4	Local night charges					
5	GST, if any					
6	Any other charges					
7	Total					

B) OUT STATION TRIPS (i.e. Out Side Rohtak Urban Agglomeration.)

SN	Vehicle	Hatchback	MUV	SUV	Tata407 Pickup(Mahindra)	
		(AC)/(Non AC)	(AC)/(Non AC)	(AC)/(Non AC)		
1	Charges for outstation trip perKm (minimum 250Km per day).					
2	Charges for every additional Km beyond 250 Km.					
3	Driver Allowance per -out station day					
4	Outstation night charges					
5	GST, if any					
6	Any other charges					
7	Total					

Signature & Seal of the Tenderer with Date

Mobile No: