



Basic Details

Organisation Chain	Department of Agricultural Research and Education Indian Council of Agricultural Research,DoARE,MoA National Research Centre on Litchi-ICAR-DoARE		
Tender Reference Number	NRCL-14/2017/Hiring of Vehicle		
Tender ID	2017_DARE_277178_1		
Tender Type	Open Tender	Form of contract	Item-rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	Bankers Cheque
	2	Bank Guarantee
	3	Demand Draft
	4	FDR

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	Scanned Copy of EMD
		.pdf	Scanned Copy of firm registration issued by the Central State Govt. as a cab operator
		.pdf	Scanned copies of users list along with work order or contract in other Govt deptt in last two years
		.pdf	Scanned copy of Tender Fee
		.pdf	Scanned copy of self attested PAN card
		.pdf	Scanned copy of income tax return of last two years
		.pdf	Tender acceptance letter Annexure II
		.pdf	Scanned Copy of TIN No or GST Registration Certificate

		.pdf	Scanned copy of signed price bid undertaking Annexure III
		.pdf	Duly filled and signed copy of Annexure I
		.pdf	Undertaking of non back listing of firm Annexure IV
2	Finance	.pdf	Financial Bid Schedule I and Schedule II

Tender Fee Details, [Total Fee in ₹ * - 500]

Tender Fee in ₹	500		
Fee Payable To	ICAR Unit-NRCL, Muzaffarpur	Fee Payable At	State Bank of India, Mushahari Branch, Muzaffarpur
Tender Fee Exemption Allowed	Yes		

EMD Fee Details

EMD Amount in ₹	15,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	ICAR Unit-NRCL, Muzaffarpur	EMD Payable At	State Bank of India, Mushahari Branch, Muzaffarpur

Work / Item(s)

Title	Hiring of Vehicle				
Work Description	Hiring of Vehicle as and when required basis for official purpose at ICAR NRC on Litchi, Muzaffarpur				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor	NA				
Tender Value in ₹	0.00	Product Category	Hiring of Vehicles	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	120	Period Of Work(Days)	45
Location	ICAR NRC on Litchi Muzaffarpur	Pincode	842002	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Committee Room ICAR NRC on Litchi

Critical Dates

Publish Date	12-Dec-2017 03:00 PM	Bid Opening Date	09-Jan-2018 02:30 PM
Document Download / Sale Start Date	12-Dec-2017 05:00 PM	Document Download / Sale End Date	08-Jan-2018 11:00 AM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	13-Dec-2017 03:00 PM	Bid Submission End Date	08-Jan-2018 11:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT and Tender document for hiring of vehicle as and when required basis for official purpose at ICAR NRC on Litchi, Muzaffarpur	752.26

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Additional Documents	financialbidvehiclepdf.pdf	Financial Bid	335.10

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Bid Opener Designation
1.	subhankar.dey@icar.gov.in	Subhankar Dey	Assistant Finance and Accounts Officer
2.	director.nrcl@icar.gov.in	ABHISHEK YADAV	Administrative Officer
3.	alemwati.pongener@icar.gov.in	Alemwati Pongener	Scientist
4.	ramji.giri@icar.gov.in	Ramji Giri	AAO

Tender Inviting Authority

Name	Director ICAR NRC on Litchi
Address	ICAR NRC on Litchi, Mushahari Farm, mushahari, Muzaffarpur

Tender Creator Details

Created By	Ranjeet Kumar
Designation	Assistant
Created Date	08-Dec-2017 04:30 PM



राष्ट्रीय लीची अनुसंधान केन्द्र
NATIONAL RESEARCH CENTRE ON LITCHI
(भारतीय कृषि अनुसंधान परिषद, कृषि मंत्रालय)



(Indian Council of Agricultural Research, Ministry of Agriculture)

मुशहरी प्रक्षेत्र, मुशहरी, मुजफ्फरपुर-842002 (बिहार) भारत

Mushahari Farm, Mushahari, Muzaffarpur - 842002 (Bihar) India

फोन Ph: 0621-2289475, 2281162

फैक्स Fax: 0621-2281162

F. No.12-1(17)/P&S/2017-18/Pvt Vehicle

Dated : 06 December 2017

NOTICE INVITING TENDER (NRCL-14/2017/HIRING OF VEHICLE) THROUGH E-PROCUREMENT
(Tender Notice for Hiring of Vehicles at ICAR NRC on Litchi Muzaffarpur)

The Director, ICAR-NRCL, Muzaffarpur invites online bids under Two bid system from the registered Cab Operators/registered travel agencies/firms for hiring of vehicles as and when required basis for official use (local/out-station tour) of the Institute under Annual Rate Contract (for a period of one year and the Contract can be extended further one year time subject to mutual consent/agreement on the same terms and conditions).

1	Tender ID	2017_DARE_277178_1
2	NIT Number	NRCL-14/2017/Hiring of Vehicle
3	Tender Fee	Rs. 500/-
4	EMD Deposit	Rs. 15000/-
5	Performance Security	Rs. 20000/-

Critical Dates:

Published Date	12/12/17 at 15:00 hours	Bid Opening Date	09/01/18 at 14:30 hours
Document Download/ Sale Start date	12/12/17 at 17:00 hours	Document Download/ Sale End date	08/01/17 at 11:00 hours
Bid Submission Start Date	13/12/17 at 15:00 Hours	Bid Submission End Date	08/01/17 at 11:00 hours

1. The tender form and other details are available on NRCL's website www.nrclitchi.org & CPPP. The interested registered Cab operators/registered Tour & Travel agency/firm of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time. Tenders are to be submitted only online through e-procurement portal <http://eprocure.gov.in/eprocure/app>.

2. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender documents. Tenders sent by any other mode will not be accepted.
3. Any changes/modifications in the tender inquiry will be intimated by corrigendum through www.eprocure.gov.in and www.nrclitchi.org only.
4. In case, any holiday is declared by the Government on the day opening, the tenders will be opened on the next working day at the same time. The Centre reserves the right to accept or reject any or all the tenders.
5. Tender fee and Bid Security (Earnest Money Deposit) : The interested firms are required to submit (in original) Tender Fee and Bid Security (EMD) in the form of Demand Draft/Pay Order from any commercial Bank in an acceptable form in favour of “ICAR Unit-NRCL, SBI Mushahari, Muzaffarpur” on or before last date/time of bid submission. Bids shall not be considered in case the Tender fee and Earnest money are not submitted before the closing date of tender. The bid security (EMD) will not bear any interest and the bid security (EMD) of unsuccessful tenderer would be refunded without any interest after finalisation of the tender.

Administrative Officer
for Director

Instructions for Online Bid submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, only using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

General Terms & Conditions of the Contract

IMPORTANT INFORMATION

- 1. PURCHASER :** The Director, ICAR – NRCNRCL, Mushahari, Muzaffarpur.
 - 2. CONSIGNEE:** Assistant Administrative Officer.
 - 3. PERIOD OF CONTRACT:** One year from the date of conclusion of Rate Contract. Contract period may be extended for further one year depending upon requirements with mutual consent/agreement as may be decided by the competent authority, after review of performance.
 - 4. FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.
 - 5. NON TRANSFERABILITY:** This tender is non-transferable.
 - 6. TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of the Authority.
 - 7. TENDER FEE:** The original tender fee in hard shall reach this office before closing date & time of bid submission.
 - 8. Bid Security (EARNEST MONEY):** The original EMD in hard shall reach this office before closing date and time of bid submission.
 - 9. Performance Security:** The successful tenderer shall deposit Rs. 20,000/- (in lump-sum) as security deposit within 15 days of award of contract which will be refunded after satisfactorily completion of the Annual Rate Contract. If the services are not performed satisfactorily, the performance security is liable to be forfeited. No interest will be paid on performance security.
 - 10. PRESCRIBED FORMS:** online bids under two bid systems (Technical bid and Financial bid) through e-procurement in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. The tender sent by Courier/Registered post/Telegraphic/Telex/Fax/ Email will not be accepted and ignored straightaway.
 - 11. NRCL's RIGHTS:** The Director, ICAR-NRCL reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
 - 12. LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking in duplicate on stamp paper of appropriate value (charges to be borne by the supplier/travel agency), immediately after the receipt of the award letter but not later than by 15 days of the date of issuance of award letter. The subsequent matter will be got typed on judicial papers of appropriate Court fee Stamps worth Rs. 1/-affixed on each page. A copy of award letter duly stamped (Court) and signed on each page is also to be attached with this contract agreement. Each page of this contract agreement should be duly stamped & signed by the authorized signatory of the firm. A copy of power of attorney in respect of the authorized signatory, that he is authorized to sign the contract on behalf of the firm, is also to be attached with the contract agreement. All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in Muzaffarpur only.
- Note: - Contract agreement is to be signed at ICAR - NRCL, Mushahari, Muzaffarpur. Contract agreement by post shall not be entertained.**

13. The rates should be quoted as per the Financial Bid format /BOQ format uploaded on the CPP Portal. Taxes, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfils all the required specifications, terms and conditions and remains L-1.

14. Modification in the tender documents after the closing date and time is not permissible.

15. If the materials are not supplied and installed in time then EMD shall be forfeited. The rates quoted shall be valid for 12 months from the date of opening of tender.

16. The Director, ICAR-NRCL, Mushahari, Muzaffarpur shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.

17. Rates once finalized will not be enhanced/reduced during the currency of the contract.

18. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money/performance security deposited would be forfeited.

19. The Director, ICAR-NRCL, Mushahari, Muzaffarpur reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.

20. If any dispute(s) arises between ICAR-NRCL, Mushahari, Muzaffarpur and the firm with reference to the contract, ICAR-NRCL, Mushahari, Muzaffarpur will decide it and its decision will be binding on the firms.

21. Bid Validity : 90 days

22. Jurisdiction of Court :- The court of the Muzaffarpur shall have a jurisdiction to decide any dispute arising out of or in respect of contract.

23. Force Majeure Clause :- The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods. Epidemics, quarantine restrictions, strikes, lockout or any act of war. Notice of the happening of any such event is given by either party to the other within 15 days from the date of occurring thereof. However either party at its discretion can terminate the contract in such cases.

24. Acceptance or rejection of offer :- The Director, ICAR-NRCL, Mushahari, Muzaffarpur reserves the right to accept or reject any tender in part or full without assigning any reason thereof. The successful bidder should submit order acceptance letter within 10 days from the date of issue.

25. The Director, ICAR-NRCL, Mushahari, Muzaffarpur reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.

26. Authorized Signatory/ Signing of Tender: Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are digitally signed as:

a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;

b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

NOTES:

(i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(ii.) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

(iii.) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, NRCL may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

27. Liquidated Damages: In case the firm does not provide the hiring vehicle (s) in time, action will be taken against the firm / travel agency and the vehicle(s) may be hired from another sources at their risk and cost and recover the additional expenses paid by the Institute, if any from the travel agency including administrative expenses under the contract, the total damages, so claimed shall not exceed 10% of the total cost of hiring vehicle(s).

Signature of authorized representative of firm with Name & Seal

Other Terms & conditions of Contract for hiring of vehicles as and when required basis :

1. 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.
2. 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/model of year 2016 and onwards)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.
3. 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.
4. 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 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.
5. The owner/firm/travel agency should be in a position to provide standby vehicle in case of any breakdown.
6. 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, Gujarat & Delhi as and when hired vehicle required to the Institute. TA/DA etc. will have to pay by the Agency to their driver while on tour for outstation duty.
7. 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.
8. All the related documents of hired vehicle will accompanied with the driver of hired vehicle.
9. 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.
10. 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 - NRCL, Muzaffarpur.
12. 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.
13. Copy of PAN/ITCC issued by Dept. of Income Tax may be submitted with the quotation.
14. Copy of Service Tax/CST clearance certificate may be attached with the quotation.

15. Users list, and photo copies of the Contract awarded to firm/travel agency by the other Govt. dept./organizations etc. for the said item of last 2 years may also be attached with the quotation.
16. 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.
17. 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.
18. Mileage shall be counted from ICAR-NRCL, Mushahari, Muzaffarpur 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.
19. Extra kilo meters and hours will be given only, if kilometre and hours go beyond the slab.
20. 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.
21. 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.
22. Toll tax, Parking, Border Tax or any other charges will be paid on submission of Cash Receipt with the bill.
23. The milometer of the hired vehicle should be sealed and in perfect working conditions.
24. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
25. Non-compliance with any of the above conditions is liable to rejection of tender.
26. 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.
27. Decision of Director, ICAR-NRCL, Mushahari, Muzaffarpur 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.
28. The rate should be quoted as per the financial bid schedule attached.

Details of the Cab Operator/Travel Agency/Firm/Company

S.No.	Particulars	
1.	Name of Proprietor of the Tenderer Cab operator/travel agency/firm who	
2.	Name of Tenderer Cab operator/Travel agency/firm	
3	Registered/Postal Address	
4.	Details of the Cab Operator/Travel agency/ /company/society etc.- i) Individual/UHF ii) Partnership firm (Regd. under partnership act 1932) In case of partnership firm give the details of parters. iii) Company (Regd. Under Indian Companies Act 1956 or Any other	
5.	Regn. No. with the name of Central Govt./State Govt. department wherein registered the firm	
6.	Regn. No. Regd. as Cab Operators with Central Excise Department	
7.	Phone number/Mobile number office residence	
8.	E-mail Address	
9.	PAN No	
10.	TIN /GST Registration. No.	
11.	Applicable Bank Details : Bank Name : Branch Address with Phone No. Account No. Type of Account (Current/Saving) RTGS/IFSC Code & Branch	
12.	Any Other	

Signature of the bidder

TENDER ACCEPTANCE LETTER
(To be given on Company Letter head)

Date:

To

Sub : Acceptance of Terms & Conditions of Tender.

Tender Reference No. : _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender / Work' from the web site(s) namely: _____
_____ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them for the ARC.

3. I offer to work at the rates as indicated in the price Bid.

Yours Faithfully,

Signature of the firm with seal

(Printed on letter head of firm)

TO WHOM IT MAY CONCERN

We hereby certify that our firm M/s
.....has not been black listed by any
Government, or semi Government department in India.

(Signature of the Firm with Seal)

Technical Bid – Part ‘A’

Check list of documents to be uploaded by the tenderer in Technical Bid cover

The Firms are required to upload copies of the following documents:-

S.No.	Documents required	✓ Attached with Technical bid X not attached with technical bid
a)	Scanned copy of Firm’s registration issued by the Central Govt./State Govt. as a Cab operator	
b)	Scanned copy of Earnest Money Deposit (EMD)/its exemption scanned copy and tender fee/its exemption, if any.	
c)	Scanned copy of Tender Fee	
d)	Users list, and scanned copies of the Work Order/Contract awarded to firm/travel agency by the other Govt. dept./organizations etc. for the said item(s) of the last 2 years.	
e)	RTGS detail of the firm	
f)	Scanned copy of Valid PAN issued by Income Tax Department, TIN No. & GST Registration No.	
g)	Scanned copy of Income Tax Return of last 2 years	
h)	Tender acceptance letter(Annexure –II)	
j)	Scanned copy of Signed Price Bid undertaking(Annexure III)	
k)	Undertaking that firm has not blacklisted by any Government organisation(Annexure-IV)	
l)	Any other, if any	

(Signature of the Bidder, with Official Seal)

**FINANCIAL BID
(SCHEDULE – I)
(To be submitted separately in Financial bid Cover)**

For Local duty

	Particulars	Weightage	for Non- A/C(50% weightage)		for A.C(50% weightage)	
			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 12 hours/ 100 kms Per day (as and when required basis)					
(i)	Tata Indica/ Wagonr/ Ambassdor/ Maruti Alto/Ranault Kwid	10%				
(ii)	Tata Indigo/Swift Dezire/Toyota Etios	10%				
(iii)	Inova/Tata Safari	20%				
(iv)	Mahindra Bolero/Tata Sumo	40%				
(v)	Mahindra Scorpio/ Tavera/	20%				

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.
2. The rates quoted should be exclusive of taxes. Taxes will be paid as extra as per actual.
3. The weightage mentioned in financial bid will be applied for preparation of financial comparative. The actual usage may vary from the weightage provided. The charges will be paid as per actual usages.

Signature of authorized representative of firm with Name & Seal

**FINANCIAL BID
(SCHEDULE – II)
(To be submitted separately in Financial bid Cover)**

For Outstation duty

	Particulars	Weightage	for Non- A/C(50% weightage)		for A.C(50% weightage)	
			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 12 hours/ 100 kms Per day (as and when required basis)					
(i)	Tata Indica/ Wagonr/ Ambassdor/ Maruti Alto/Ranault Kwid	10%				
(ii)	Tata Indigo/Swift Dezire/Toyot a Etios	10%				
(iii)	Inova/Tata Safari	20%				
(iv)	Mahindra Bolero/Tata Sumo	40%				
(v)	Mahindra Scorpio/ Tavera/	20%				

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.
2. The rates quoted should be exclusive of taxes. Taxes will be paid as extra as per actual.
3. The weightage mentioned in financial bid will be applied for preparation of financial comparative. The actual usage may vary from the weightage provided. The charges will be paid as per actual usages.

Signature of authorized representative of firm with Name & Seal