



ICAR - CENTRAL INLAND FISHERIES RESEARCH INSTITUTE
Barrackpore, Kolkata-700 120, West Bengal
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No. Rate Contract (Bkp.)-404(1)/2021-Vehicle

Dated 07.03.2022

OPEN TENDER NOTICE INVITING E-PROUREMENT FOR HIRING OF VEHICLEs UNDER ANNUAL RATE CONTRACT

E-procurement Bid ID:- "2022_DARE_676595_1"

The Director, ICAR-CIFRI invites quotation for **Annual Rate Contract for hiring of vehicles at ICAR-CIFRI, Barrackpore** through E-procurement Open bid system from reputed registered Travel agencies having sufficient number of vehicles and having adequate experience in the field. Initially the term of the contract will be for 1(one) year, which may be renewed for further year(s) as per decision of the Competent Authority and on mutual consent.

Date of Publishing:- 07.03.2022 at 9.00 am
Document Download date:- 07.03.2022 at 9.00 am
Bid submission start date:- 07.03.2022 at 10.00 am
Bid submission closing date:- 28.03.2022 till 11.00 am
Bid Opening date:- 29.03.2022 at 11.00 am

No bid other than e-procurement shall be admissible. In the event of query(ies), an email at sudipta.gupta@icar.gov.in may be placed well in advance before last date of submission of bid.

Joint Director (Admn.)-cum-Registrar

ANNEXURE-I

GENERAL TERMS & CONDITIONS :

1. **TENURE OF CONTRACT** – Initially the tenure of the contract will be for 1(one) year. However, the Institute reserves the right to renew the contract for another year(s) subject to satisfactory performance and on the existing terms and conditions and rates, if mutually agreed upon. Further, the contract may be extended on monthly/quarterly/half-yearly basis also as per need of the Institute.
2. L-1 will be determined based on the BOQ submitted by the firm. The bidders shall be so registered in West Bengal that it can provide vehicle to ICAR-CIFRI, Barrackpore, Kolkata-700120 within minimum laps of time. The evaluation shall be made by two bid system (Technical and Financial bid).
3. The Bidders/Tenderers should be authorized Transport Agency having trade licence. Copy of trade license must be attached along-with bid documents, failing which tender will be rejected. Bid validity must be for 90 days from the date of opening of tender.
4. The following documents are required to be submitted for technical evaluation:-
 - I. PDF copy of Firm's Name with full address of authorised office. The document should also clearly indicate that it has registered office/Branch in Kolkata/Barrackpore preferably.
 - II. **PDF copy of the Trade Licence for Transportation business.**
 - III. PDF copy of GST Registration certificate issued by Competent Authority
 - IV. Authenticated copy of Orders/Rate contracts at State/Central Government Departments/PSU/Autonomous Organization/Reputed Private Firms for the last two years.
 - V. PDF copies of Annual Accounts for last 2(two) financial years (2019-20 and 2020-21) showing Annual turnover of minimum **5,00,000/-** audited by Chartered Accountant.
 - VI. PDF copy of undertaking on the letter head of the firm as per **Annexure – I, Annexure-II and Tender Acceptance Letter** of the Bid Documents.
 - VII. The EMD amount to the tune of Rs.10,000/- in the form of DD drawn in favour of "ICAR Unit CIFRI" payable at SBI, Barrackpore.
5. If any document mentioned above is not uploaded by the Agency, the bid will be rejected.
6. The bidders may raise query through mail at sudipta.gupta@icar.gov.in, which will be replied appropriately.
7. The bid for hiring of vehicle at ICAR-CIFRI ,Barrackpore is purely as per need basis. The requisition for vehicle shall be intimated to the successful bidder 48 hours before

- commencement of journey and vehicle may be provided as per contract containing terms contained herein and the rates arrived at after offer of contract.
8. The period of Contract shall be for valid 1 (One) year from the date of initiation of contract. The lowest rates offered shall be considered for the contract period and billing may be done on monthly basis as per requisition by the Institute.
 9. The Service provider and the Buyer shall abide by the obligation contained in the contract.
 10. The Night charges shall be equal for all the vehicles mentioned in the BOQ and the said amount is Rs.250/- per night. The night charges as applicable from 10.30 pm to 6.00am on next day.
 11. The BOQ requisitions charges for 8 hours/80 KMs. In the event the actual Hr/KM exceeds the said limit of 8 hours/80KMs, pro-rata payment shall be made on "whichever is higher basis", i.e. either (Rate Quoted x additional KM/80KM) or (Rate x additional Hour/8 Hrs) whichever is higher.
 12. If the selected bidder does not accept the offer after issue of letter of award by ICAR-CIFRI within **15 (fifteen) days**, the offer made shall be deemed to be withdrawn without any further notice and Earnest Money will be forfeited.
 13. **Security Deposit** – The EMD amount to the tune of Rs.10,000/- in the form of DD drawn in favour of "ICAR Unit CIFRI" payable at SBI, Barrackpore. The EMD of the successful bidder shall be kept as performance Security.
 14. In case of partnership firms where no authority has been given to any one partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by every & all the partners of the firm. A person signing the Tenders form of any other documents forming part of the contract for himself/ herself on behalf of other shall be deemed to guarantee that he/she has signing authority.
 15. The performance of the firm shall be reviewed every six months and extension of tenure of contract shall be considered based on the outcome of the review. However, the Director, ICAR-CIFRI reserves the right to reduce or terminate the period of contract or to extend the duration in the interest of the Institute, for any justifiable reasons and it is not mandatory to be communicated to the tenderer.
 16. Mileage and time will be counted as per assigned duty and the agency needs to maintain proper duty slips with starting, ending meter reading, time and signature of the traveller/indenter. The SLA in GeM shall be considered as reference documents.
 17. Toll Tax, Parking charges etc. will be paid by the Institute on submission of receipt along with the bill. No payment shall be made in absence of such receipt in any circumstances. NO GST or other taxes are admissible upon the said expenses and shall be paid as per actual on submission of authenticated original.
 18. Vehicles provided on hire to the Institute should be Commercial Vehicles and registered as such with the Transport Authority. Driver of such vehicle should have a valid Driving License. The life time of vehicles should not lapse as per extant rules, failing which the contract may be terminated. Vehicles should be maximum 6-7 years old.
 19. No advance payment will be made. Payment will be made on monthly basis through e-payment as per rule on receipt of bill along with duty slips certified by the Officer of this Office who has used the vehicle. The rates charged should be as per minimum or as

per kilometer/hour basis whichever is higher. For journeys beyond 80 Kms/8 Hrs., bill should be charged on kilometer/hour basis.

20. Vehicle should be provided at short notice. The itinerary may change en-route on exigency; bill may be raised as per actual travel on certification from indenting/travelling Official. Cleanliness of vehicles and its condition should be excellent. The vehicles on requisition should be in time. The Driver should be polite, well dressed and well mannered. In the event the drivers misbehave or leave the Guest(s)/traveller(s) midway before completion of the journey, bill(s) shall not be paid and the contract shall be terminated forthwith. The Drivers should wear proper Uniform, the Agency should take the responsibility of providing and cleaning of the uniform without any additional cost to the Institute. The Agency should keep the Institute indemnified with regard to the past records of the Drivers. The details of the drivers including Voter Id, AADHAR should be submitted to the Institute on initiation of the rate contract.
21. The Vehicles may at times have to carry perishable items/organic samples etc. and the awardee(s) shall raise no objection on carrying the same. Non-compliance may render the contract be terminated.
22. Sabotage/any type of damage of vehicle and injury to Driver will not be compensated by the Institute, it will be the sole responsibility of the agency.
23. Penalty etc. imposed by traffic police/department, will not be paid by this Institute.
24. The applicable taxes will be deducted from the bills as per Government of India Guidelines.
25. If the Agency fails to provide the vehicle(s) so requisitioned in time after receiving the message, the Institute reserves the rights to cancel the above mentioned contract at any time without assigning any reason. The Contract shall be considered as reference documents.
26. The agency has to provide/arrange for alternate facility for carrying of official in case of breakdown of vehicle on road.
27. Bill submitted by the Agency should accompany the "Duty Slip" depicting out meter as well as in meter as kilometre reading ; Total run in Km and out time/ In time ; Total duty period in hours duly signed by the indenting /availing Officer. The meter reading will be counted from CIFRI to CIFRI/ as per the discretion of the Institute.
28. Preference will be given to firms which have provided/providing vehicles as rate contract basis to reputed Central/State Govt. organization/PSU etc.
29. The tender documents should be submitted along with all documents proof/evidence failing which the tender will be summarily rejected.
30. An amount of 10% of each bill amount shall be deducted in the event any of the conditions contained in the contract is not taken care upon/violated/breached or the services provided have been faulty.
31. The Director, ICAR-CIFRI, reserves the right to accept/reject any or all Quotations received without assigning any reasons whatsoever. The tenders who do not fulfill any of the prescribed conditions in any respect are liable to rejected.

Joint Director (Admn.)-cum-Registrar

Annexure-I

Technical Bids

Sl. No.	CRITERIA FOR EVALUATION
1	Name, Address and Name of the Authorized representative of the firm in official letter head of the Firm duly certified by the owner office bearer of the firm as contained in Annexure – I, Annexure-II and Tender Acceptance Letter
2	Scan copy of Trade Licence of the firm
3	PDF copy of valid GST
4	Authenticated copy of Orders/Rate contracts at State/Central Government Departments/PSU/Autonomous Organization/Reputed Private Firms for the last two years.
5	PDF copies of Annual Accounts for last 2(two) financial years (2019-20 and 2020-21) showing Annual turnover of minimum 5,00,000/- audited by Chartered Accountant.
6	The EMD amount to the tune of Rs.10,000/- in the form of DD drawn in favour of “ICAR Unit CIFRI” payable at SBI, Barrackpore
7	PDF copy of undertaking on the letter head of the firm as per Tender Acceptance Letter of the Bid Documents
8	Whether the Agency has registered office/branch in Barrackpore/Kolkata (Provide documentary support)

This is to certify that I/We have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide the same.

**Signature of the Bidder
Name of the firm with seal**

DETAILS OF THE AGENCY

ANNEXURE-II

1. Name & Address of Firm :
2. Trade License No. :
(Attach photocopy of document)
3. GST Registration No. :
(Attach photocopy of document)
4. Name and address of the owner of the Firm :
5. Phone/Mobile No. :
6. TAN/PAN Number :
(Attach photocopy of document)
7. Bank details of firm/Agency for making Payment
 - a) Name of the Bank & Branch :
 - b) Account Number :
 - c) IFSC Code :
 - d) MICAR Code No. :
8. Annual turn over of the firm
9. Balance sheet of last Three (3) years (Attach copy)
Photo copy of Annual Tax return for last Three (3)
Years may be enclosed
10. Country of origin of the offered item(s) :
(where the item(s) is/are produced/manufactured/assembled/originated)

Certified that the terms and condition are acceptable to me/us. I/we will abide by the terms and conditions of the contract/offer and shall supply the items as per specification and terms and conditions of the Tender Document.

Place:

Date:

Signature of owner with seal

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,
The Director,
ICAR-Central Inland Fisheries Research Institute,
Barrackpore, Kolkata - 700120

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Title of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(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/ organization too has 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 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 therefor, summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said EMD/Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)