



भा.कृ.अ.सं.– भारतीय कृषि अनुसंधान संस्थान, नई दिल्ली– 110 012

भंडार अनुभाग, निदेशक कार्यालय

ICAR – INDIAN AGRICULTURAL RESEARCH INSTITUTE NEW DELHI-110012

STORE SECTION, DIRECTOR'S OFFICE

Tel No. 011-25842877, Website: <http://www.iari.res.in> Email [store@iari.res.in](mailto:store@iari.res.in)

F. No. 5-5(RCVeh.) /2019-20/ST

Dated: 21/ 05/2020

### e-Tender Notice

The Director, ICAR-Indian Agricultural Research Institute, New Delhi invites ONLINE e-Tender two bid system for entering into Annual Rate Contract for hiring of vehicles (DLY Taxies) at ICAR-IARI, Pusa, New Delhi. Detailed tender document can be downloaded from [www.iari.res.in](http://www.iari.res.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in).

EMD	:	₹ 20,000/- (₹Twenty Thousand only)
Date for submission of tender	:	22/ 05/2020 upto 1100 hrs.
Date of closing of tender	:	19/06/2020 at 1100 hrs.
Date of opening of tender	:	20 /06/2020 at 1100hrs.

Assistant Administrative Officer (Store)

## **TENDER DOCUMENT**

**ICAR- INDIAN AGRICULTURAL RESEARCH INSTITUTE, NEW DELHI-11002 INVITES ONLINE TENDER FOR ENTERING INTO RATE CONTRACT (ARC) FOR HIRING OF THE VEHICLES (DLY TAXIES) AT ICAR-IARI, PUSA CAMPUS, NEW DELHI**

### **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 and take on all seven days during a week. However, the normal running may vary as per actual requirement. The vehicles so hired will occasionally be required to travel out of Delhi/ NCR on official tours also.
2. The firm has to provide the taxis 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 IARI 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 DLY 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 **WHITE** AC vehicles i.e. TATA Indica/Indigo/Innova/Tavera Ertiga/Mini Bus or similar type of vehicles.
6. The vehicle provided by the contractor will be required to ply in Delhi- NCR area as well as other outstation areas. However, the duty point would be Directorate, IARI, Pusa, New Delhi.
7. The drivers: -
  - I. Must have a mobile number for making communication.
  - II. Should be presentable/ courteous/ well behaved.
  - III. Should report for duty in clean uniform/name badge and maintain a smart turn out.
  - IV. Should be experienced and fully conversant with the routes of Delhi and NCR area.
  - V. 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.
  - VI. Attached with the vehicle 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.
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 ₹ 20000/- (Twenty Thousand only) should be deposited towards Earnest money through Bank Guarantee/Fixed Deposit in favour of Director, IARI, New Delhi.
5. The rates quoted in tender should be for a period of two 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 two years 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- IARI 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 the services of the firm are not found satisfactory the Director, IARI 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 Incharge/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 I/C transport section, Director's Office (addressed to ICAR-IARI)

**F. SECURITY DEPOSIT: -**

The successful bidder will be required to deposit Performance Guarantee/Security Deposit of ₹. 75,000/- (Rupees seventy five thousand) in the form of Bank Guarantee/Fixed Deposit issued by any nationalized bank in favour of Director, IARI, Payable at New Delhi 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 upto the value of Rs. 2000/- 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 Incharge/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 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 refuse his/her offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulations the earnest money will be forfeited by the Centre.
2. In the event of the offer made by the tenderer not being accepted/selected, the amount of earnest money deposited by the tenderer will be refunded to him/her after he /she has applied for the same, in the manner prescribed by the Centre.
3. In the event of selection, the firm is required to submit a 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. An amount of ₹ 20,000/- (**₹ Twenty Thousand only**) is to be deposited in the form of Bank Guarantee/Fixed Deposit Receipt( FDR) from any nationalised Bank in favour of “Director, IARI” payable at New Delhi. **Original EMD should be submitted in STORE SECTION, DIRECTOR’S OFFICE, IARI, PUSA CAMPUS, N.DELHI before due date.**
6. The rates may be quoted as per attached proforma which includes all applicable charges, i.e. driver wages, POL, night charges etc.
7. The tenderer 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.
8. 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.
9. GST/Any tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and IARI 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 Tenderer, as per rules/instructions made applicable from time to time by the Government.
10. The personnel so provided by the agency under this contract will not be treated as employees of the ICAR-IARI, New Delhi and there will be no employer-employee relationship between the ICAR-IARI and the personnel so provided.
11. 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 IARI, New Delhi and IARI 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-IARI 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-IARI 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.
12. The ICAR-IARI, New Delhi shall not have any obligation to employ any personnel of the agency after the termination of the contract.
13. The contractor shall submit an undertaking to keep the IARI indemnified from all angles and for all purposes.
14. Documents testifying tenderer’s previous experience, financial status should be produced along with the tender or when desired by Competent Authority of IARI.
15. 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.
16. All disputes are under New Delhi Jurisdiction Only.
17. **Validity of Tender:** 180 day from the due date.

**Technical bid**

<b>Sl. No.</b>	<b>Description</b>	<b>Page No.*</b>	<b>Details</b>
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 atleast 3 years experience to provide transport services to Govt./Semi.Govt./ Boards/ Corporation/ Autonomous Body i.e. 2016-17, 2017-18 and 2018-19 (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. 6.00 lakhs (Each year) for the financial year 2016-17, 2017-18 and 2018-19. (Copy of Bal. Sheet and P & L accounts only)		
10.	Certificate regarding non black listed firm is required to be attached (Attached certificate as per proforma)		
11.	Scanned copy of EMD		
12.	Any other information		

\*Filling up of Page No. is mandatory.

**Dated:** \_\_\_\_\_

**(Signature & Seal of Tenderer)**

**To whom it may concern**

"It is certified that our firm M/S \_\_\_\_\_ has not been blacklisted/debarred/ suspended for providing services for advertisements in newspapers 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:

