



भाकृअनुप-केन्द्रीय गोवंश अनुसंधान संस्थान
ICAR-CENTRAL INSTITUTE FOR RESEARCH ON CATTLE
(Formerly: Project Directorate on Callte)
ग्रास फार्म रोड, मेरठ छावनी – 250001 (उ०प०) भारत
G.F. Road, Post Bag No. 17, MEERUT CANTT - 250001 (UP), India

Phone: 0121-2657136(Director),
2657133 (AO), 2657134 (Fax)
EPABX: 2645598 and 2656021
Email: dirpdcn@yahoo.com.
Website:http://www.circ.icar.gov.in

File No. : 5-20(SP)/ARC-Vehicle/2020-21

Date : 07.10.2020

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

The Director, ICAR-Central Institute for Research on Cattle, Meerut invites online tenders for hiring of different types of vehicles on monthly and day-to-day for a period of ONE YEAR. Tender documents may be downloaded from e-Procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

| | |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tender ID | 2020_DARE_589206_1 |
| Earnest Money | Rs. 20,000.00 |
| Name of Organization | ICAR-Central Institute for Research on Cattle, Meerut |
| Date and Time for Issue/Publishing | 12.10.2020 11:00 am |
| Document Download/Sale Start Date and Time | 12.10.2020 11:00 am |
| Bid Submission start Date and Time | 13.10.2020 11:30 am |
| Bid Submission End Date and Time | 02.11.2020 01:00 pm |
| Date and Time for Opening of Bids | 03.11.2020 02.30 pm |
| Address for Communication | Incharge, Purchase, ICAR-Central Institute for Research on Cattle, Grass Farm Road, Meerut Cantt.-250001 (UP) Website:http://www.circ.org.in |

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from CIRC website www.circ.org.in or from the Central Public Procurement Portal www.eprocure.gov.in/eprocure/app. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: www.eprocure.gov.in/eprocure/app for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids.
2. Earnest Money Rs. 20,000.00 should reach this office in the form of Demand Draft drawn in favour of **ICAR Unit CIRC, Meerut** payable at State Bank of India, Meerut on or **before 03.11.2020 upto 1.00 PM.**
3. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
4. ICAR-CIRC reserves the right to accept /reject any or all the tenders in part /full without assigning any reason thereof.
5. ICAR-CIRC will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in/eprocure/app and enroll their Digital Signature Certificate and upload their tender well in advance.
6. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
7. Firms/Agency engaged in the work of providing vehicles should submit their online tenders.

INCHARGE, PURCHASE

Terms and Conditions

1. **The documents are essentially required to be attached along with the bid as per Annexure-I**
2. The terms and conditions finalized at the time of agreement/contract shall remain unchanged during the effective contract period.
3. The contract shall ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily.
4. **The contractor should provide vehicles as per NGT guidelines for Delhi.**
5. It may be specifically noted that the Firms are required to submit performance Security of Rs. 40,000/- at the time of awarding contract with necessary documents.
6. The contractor shall provide the vehicle along with drivers, so as to ensure twenty-four-hour availability of driver. However, the normal running of vehicle will be about 8-12 hours per day. The vehicles so hired will occasionally be required to travel out of Meerut on official tours also.
7. The vehicle should be self-starting and in good condition.
8. **Model of the vehicle should not be prior to 2018.** In case condition of vehicles is not found to be satisfactory and of acceptable standards, the offer is liable to be rejected. The Director, CIRC, Meerut reserves the right to cancel the contract at any time without assigning any reasons thereof.
9. The vehicle should be registered vehicle with road transport office under taxi permit and contractor should submit relevant papers of registration of vehicle before starting the work. Necessary fitness certificate by competent authority must be attached.
10. The period of contract (for hiring of vehicles) will be for one year extendable mutually for further period of one year.
11. Driver should be experienced, with a valid commercial Driving License, for duty in uniform, courteous and well mannered.
12. The vehicle provided by the contractor should have proper seat covers etc. seat covers will have to be cleaned regularly.
13. The cost of hiring quoted by tenderer should include all charges of fuels, repair & maintenance, fitness, permit and salary of driver
14. In case the vehicle breaks down or is required to be taken under repair, another vehicle of similar type will have to be provided by the contractor.
15. AC and Non-AC charges will be applicable from March to October and November to February respectively.
16. Necessary Registration Certificate and, insurance of the vehicles should be valid and complete in all respects, PAN Number, GST No., document testifying previous experience should be attached.
17. All the taxes and duties what-so- ever livable by the Govt. (State or Central) or anybody shall be borne by the contractor and will be deducted from his account bill.
18. Payment will be made on monthly basis in favor of the firm through e-payment/NEFT-RTGS only in the firm's bank account.

19. The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm and the CIRC in no way shall be party to the dispute and will have no liability on this account.

20. Liquidated Damage Clause:

Penalties and Fine :

In case of noncompliance of the standards of the services to be provided as per this agreement, the buyer would be at liberty to levy such penalty and terminate the contract as per the conditions detailed out below:

| S.No. | Nature of Default | Default Details | Penalties | | | Remarks |
|-------|------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | 1 st Instance | 2 nd Instance | 3 rd Instance | |
| 1 | Non deployment of vehicle/driver (no replacement provided) | Non deployment for 30 min or more, no replacement provided up to 2 hours | Amount of charges for vehicle hired by Buyer from third party | Amount of charges for vehicle hired by Buyer from third party and a penalty of 5% of monthly vehicle hiring cost | Amount of charges for vehicle hired by Buyer from third party and a penalty of 10% of monthly vehicle hiring cost | After 3 rd instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 rd instance. |
| 2 | Non deployment of vehicle/driver (replacement provided) | Non deployment for 30 min or more, replacement provided within to 2 hours | Warning | Penalty of 3% of particular monthly vehicle hiring cost | Penalty of 5% of particular monthly vehicle hiring cost | After 3 rd instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 rd instance. |
| 3 | Breakdown of vehicle during trip (no replacement provided) | No replacement provided up to 2 hours | Amount of charges for vehicle hired by Buyer from third party | Amount of charges for vehicle hired by Buyer from third party and a penalty of 4% of monthly vehicle hiring cost | Amount of charges for vehicle hired by Buyer from third party and a penalty of 8% of monthly vehicle hiring cost | After 3 rd instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 rd instance. |
| 4 | Breakdown of vehicle during trip (replacement provided) | Replacement provided within to 2 hours | Warning | Amount of charges for vehicle hired by Buyer from third party and a penalty of 2% of | Amount of charges for vehicle hired by Buyer from third party and a penalty of 4% of | After 3 rd instance, the buyer may terminate the contract or continue to impose the same penalty as imposed |

| | | | | monthly vehicle hiring cost | monthly vehicle hiring cost | for 3 rd instance. |
|---|-----------------------------------------------------------|---------------------------------------------------------|-----------------------|----------------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | Delay in arrival of vehicle/ driver | For 30 mins or more | Warning | Penalty of 1% of monthly vehicle hiring cost | Penalty of 2% of monthly vehicle hiring cost | After 3 rd instance, the buyer may continue to impose the same penalty as imposed for 3 rd instance. |
| 6 | Misbehaviour by driver/ unacceptable behaviour by driver | Any instance | Penalty of Rs. 1000 | Penalty of Rs. 2000/- | | After 2 nd instance, the service provider will have to replace the driver |
| 7 | Driver in intoxicated state | Any instance | Penalty of Rs. 2500/- | | | After 1 st instance, the service provider will have to replace the driver. After 2 nd cumulative instances, buyer may terminate the contract. |
| 8 | Failure to address deficiencies pointed out at inspection | Deficiencies not addressed after 24 hours of inspection | Penalty of Rs. 500/- | Penalty of Rs. 800/- | Penalty of Rs. 1000/- | After 3 rd instance, the buyer may continue to impose the same penalty as imposed for 3 rd instance. |

21. A daily record of time and mileage for each vehicle shall be maintained in a slip book/log book. No payment will be made without submission/verification of slip book/log book verified by the user officer or authorized signatory.
22. The model of Vehicle for which rates are quoted may clearly be mentioned.
23. All the responsibilities of accident, completion of papers & any other types related to hired vehicle on the road will be of the firm/owner.
24. The night charges, if any, may clearly be mentioned while quoting the rates.
25. The rates quoted will be applicable for a period of rate contract.
26. Vehicle should be valid for all India permit.
27. Payment of Toll Tax/Parking charge if any will be paid by this office with the payment of bill as per actual receipts.
28. The payment will be made directly to the firms Bank A/C. The Bank Account details shall be attached with the quotation.

29. Counting of kilometer for start and end of journey will be counted from CIRC, Meerut Cantt. or the residence of the officer who performing the Journey by the vehicle. The payment of bill will be made according to kilometers verified by the user officer/official of vehicle.
30. The tenderer shall quote for the complete requirement of services and for the all type of vehicle as shown in the financial bids.
31. The contract shall be governed by the laws of India and interpreted in accordance with such laws.
32. The offer shall remain valid for acceptance for a period not less than ninety days after the specified date of opening of the offers.
33. The CIRC will evaluate and compare the quotations, which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specification etc. The purchaser will award the contract to the firm whose quotation will be determined to be responsive and offering the best evaluated price.
34. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or tender in process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.
35. Status of the firm shall be disclosed whether proprietor or partnership firm. In case of partnership firm, partnership deed should be attached and status of all partners shall be disclosed.
36. Conditional tender/offer will not be accepted.
37. The Director, CIRC, Meerut reserves the rights to accept or reject any tender/quotation or all the tenders/quotations or whole or in part thereof without assigning any reason.
38. If any dispute or difference arises between the CIRC and the firm relating to any matter connected with the contract, the parties shall make every effort to resolve the dispute or difference by such mutual discussion within 30 days, either the CIRC or the firm may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contracts issued.
39. All disputes to be settled under Meerut Jurisdiction.
40. Online tender may please be submitted in two bid system i.e. **technical and financial bids**. Technical bid with required documents as per enclosed check list of Annexure-I and Financial bids for monthly basis and day-to-day basis as per BOQ may be uploaded on CPP Portal only.

INCHARGE PURCHASE

**TECHNICAL BID FOR ENTERING INTO A RATE CONTRACT FOR PROVIDING
DIFFERENT TYPES OF VEHICLES ON MONTHLY AND DAY-TO-DAY HIRE-BASIS**

| S.No. | Details of requirements | Requirement fulfill please ✓ if yes | Page No. of the bid where the copy of concerned documents is attached |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1. | Name of Firm/Company/Agency | | |
| 2. | Full Postal Address of the firm/Company/Agency | | |
| 3. | Owner of the Firm/Company/Agency | | |
| 4. | Telephone/Mobile Nos. | | |
| 5. | Firm's Registration No. | | |
| 6. | GST Registration No. | | |
| 7. | If exempted from GST, necessary exemption certificate shall be attached duly issued by competent authority | | |
| 8. | Permanent Account No.(PAN) | | |
| 9. | Copy of Income Tax Return for last 02 years | | |
| 10. | Copy of Audited balance sheet for last 02 years | | |
| 11. | Details of bank account of Firm/Company/Agency (Under operation in any nationalized bank, for payments through RTGS) | Name of Bank: Branch & Branch Code: Account No.: IFSC Code: | |
| 12. | No. of Taxi/Vehicles registered in the name of bidding Firm/Company/Agency alongwith valid vehicle registration certificates | | |
| 13. | Copy of Registration No. of the offered vehicle with Registration certificate and Insurance details of vehicle. | | |
| 14. | Copies of Details of Vehicles on own name and vehicles on lease with all papers of vehicles, i.e. RC/TC, Insurance, Permit, Fitness, etc. | | |
| 15. | Experience details (Enclose separately the list of offices/departments/ organizations with whom Firm/Company /Agency had/is having contract of similar nature, along with self-certified copies of contract letters) | | |
| 16. | Scan Copy of Earnest Money deposit for Rs. 20000/- in favour of ICAR Unit CIRC, Meerut. | | |
| 17. | Copy of MSME/NSIC/Start up certificate to claim exemption from payment of cost of tender form, Earnest Money deposit, if applicable | | |

Place:

Signature of Authorized Signatory

Date:

Name of firm with seal:

CERTIFICATE TO BE GIVEN BY BIDDER

I/We undertake that documents are genuine/authentic and nothing has been concealed. I/We also certify that the firm has not been debarred by any Government organization. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

We confirm that we agree to all other terms and conditions of your tender enquiry. We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tenderer desires to put some additions/modified stipulation terms and conditions etc, the same may be clearly indicated)

We confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

Signature of the Authorized Signatory

Name of the firm with complete address,

Contract No:

(Seal of the tendering firm)

Check list for Tenderers

Before submission of tender documents, Tenderers should check they have complied with the following requirements: -

| S.No. | Requirements to be checked before submission of the tender | Compiled (Please indicate) Yes after complying with Page No. |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1. | Copy of Firm's Registration | |
| 2. | Copy of GST Registration | |
| 3. | If exempted from GST, necessary exemption certificate shall be attached duly issued by competent authority | |
| 4. | Copy of Permanent Account No. (PAN) | |
| 5. | Copy of Income Tax Return for last 02 years | |
| 6. | Copy of Audited balance sheet for last 02 years | |
| 7. | Details of bank account of Firm/Company/Agency (Under operation in any nationalized bank, for payments through RTGS) | |
| 8. | No. of Taxi/Vehicles registered in the name of bidding Firm/Company/Agency alongwith valid vehicle registration certificates | |
| 9. | Copy of Registration No. of the offered vehicle with Registration certificate and Insurance details of vehicle. | |
| 10. | Copies of Details of Vehicles on own name and vehicles on lease with all papers of vehicles, i.e. RC/TC, Insurance, Permit, Fitness, etc. | |
| 11. | Experience details (Enclose separately the list of offices/ departments/organizations with whom Firm/Company/ Agency had/is having contract of similar nature, along with self-certified copies of contract letters) | |
| 12. | Scanned copy of Earnest Money deposit for Rs.20000/- in favour of ICAR Unit CIRC, Meerut. | |
| 13. | Copy of MSME/NSIC/Start up certificate to claim exemption from payment of cost of tender form, Earnest Money deposit, if applicable | |

Place:

Signature of Authorized Signatory

Date:

Name of firm with seal: