



**ICAR – National Research Centre for Integrated Pest Management,
LBS Building, Pusa, New Delhi – 110 012**

F. No. 9(22)/S&P/ Hiring of Vehicle /2018-19

दिनांक : 24th Jan, 2019

इ-प्रोक्योरमेन्ट के द्वारा टैन्डर आमन्त्रित करने हेतु नोटिस

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

निदेशक, एन सी.आई.पी.एम की ओर से अनैगजर 'ए' में वर्णित स्पेसीफिकेशन के अनुसार इच्छित फर्मों से टू बिड सिस्टम (टैक्नीकल एंव फाइनेंसियल) में **Hiring of Vehicle** की सप्लाई करने के लिए आन लाइन बिड्स आमन्त्रित की जाती हैं। पूरा टैन्डर डोक्यूमेन्ट संलग्न है।

For and on behalf of Director, NCIPM, online bids are invited from interested Firms in two bid system (Technical & Financial) for **Hiring of Vehicle** as per specifications available at **Specification :- (Annexure- A)** in Tender Document is enclosed herewith.

टैन्डर फार्म के साथ निम्नलिखित डिपोजिट/फीस भेजना आवश्यक है:-

1. Rs.2,000/- (Rupees Two Thousand Only) ई.एम.डी. के लिए

प्रभारी, स्टोर एंव परचेज
Incharge, Store & Purchase

CRITICAL DATE SHEET

TENDER NO.	F. No. 9(22)/S&P/ Hiring of Vehicle /2018-19
NAME OF ORGANIZATION	National Research Centre for Integrated Pest Management, LBS Building, Pusa, New
Date and Time for Issue/Publishing	24/01/2019 (05:00PM)
Document Download/Sale Start	24/01/2019 (03:00PM)
Document Download/Sale End	14/02/2019 (03:00PM)
Bid Submission start Date and Time	24/01/2019 (03:00PM)
Bid Submission End Date and Time	14/02/2019 (03:00PM)
Date and Time for opening of	15/02/2019 (03:00PM)
ADDRESS FOR COMMUNICATION	Incharge (S&P)

1. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprcure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprcure/app>) is mandatory. Manual bids shall not be accepted in any case.
 2. Tenderers/bidders are requested to visit the website (<https://eprocure.gov.in/eprcure/app>) regularly. Any changes/modifications in tender enquiry will be intimated by Corrigendum through this website only.
 3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The ICAR-NCIPM reserves the right to accept or reject any or all the tenders.
- The Firms are also required to upload copies of the following documents:-
- (a) Scanned copy of Earnest Money Deposit (EMD), its exemption, if any
 - (b) Scanned copy of Firm's registration and GST and PAN No etc.
 - (c) Scanned copy of similar work of last two years.
 - (d) Any other document required as per the tender document.

INSTRUCTIONS FOR ONLINE BID SUBMISSION :-

The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificate. The Instructions given below are 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. For more Information CPP Portal may be visited at <https://eprocure.gov.in/eprocure/app>.

- 1 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2 Bidder has to select the payment option as offline to pay EMD as applicable and enter details of the instrument.
- 3 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted by registered post /speed post/ given in person to the Tender processing section, latest by the last date of bid submission. 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.

Following documents may be enclosed with Technical Bid

- 1 Tender Form (Annexure-B,C,D,E Download from Centre's Website)
- 2 Registration Copy of the Firm.
- 3 Proof of similar work during last 2 years.
- 4 EMD
- 5 Copy of PAN Card.
- 6 Copy of GST Registration

b) Financial Bid Filled up separately in BOQ available on CPPP (GOI)

Yours Faithfully,



Incharge, Store & Purchase

1. Taxes and other charges outside Delhi as applicable may be mentioned clearly.
2. If the date on which tender is to be opened is declared to be a holiday the tender shall be deemed to remain open for acceptance till the next working day at the same time
3. Contract will be given to single vendor quoting the lowest rates. If rates of lowest quoter for some vehicles are higher than other quoters then vendor agreeing for providing the vehicle at par with the lowest rates of other quoter will be considered.

Quotation shall satisfy the following terms & conditions:

- 1 Quotations are to be prepared in technical and financial bids separately and placed in different sealed envelopes. These envelopes should then be placed in one single envelop and submitted. Tenders/ Quotation form duly filled and signed is essential to be enclosed with the quotation failing which Quotation will be cancelled. The technical bid should not indicate price of quoted items anywhere.
- 2 The tender form can be downloaded from Centre's website www.ncipm.res.in. To download the form a fee of Rs. 250/- is to be deposited separately in the form of **Demand Draft** in favour of **ICAR UNIT-NCIPM, NEW DELHI**
- 3 The rates quoted must be valid for a minimum period of 90 days from the last date fixed for the receipt of quotations/tenders.
- 4 The Quotation must be accompanied with earnest money/Security Money of **Rs.2,000/- (Rupees Two thousand)** in the form of D.D./Pay Order/Fixed Deposit Receipt/Bank Guarantee from commercial bank drawn in favour of ICAR UNIT-NCIPM, without which the quotation will not be entertained.
- 5 The Contractor shall provide the vehicle alongwith drivers, so as to ensure twenty four hour availability of drivers and take on all seven days during a week. The vehicles so hired will also be required to travel out of Delhi on official tours whenever needed.
- 6 Model of the vehicle should not be prior to 2010. In case condition of vehicles is not found to be satisfactory and of acceptable standards, the offer is liable to be rejected
- 7 The vehicle should be registered as a commercial vehicle with road transport office and contractor should submit relevant papers of registration of vehicle before starting the work.
- 8 Contractor will be required to provide vehicles as per the details of vehicles given in the Schedule.
- 9 The duty point would be LBS Building, Pusa, New Delhi or any other place intimated by the Centre from time to time and not from garage to garage. However, if the vehicle is required at other Place other than LBS Building then excess of distance from Garage to LBS Building will be payable.
- 10 The period of Contract (for hiring) will be ONE YEAR extendable for further period of two years (total 3 years) on year to year basis
- 11 The Drivers should be experienced and should possess an appropriate and valid Commercial Driving License issued by RTO, Delhi & their address and Police Verification etc. should be available with the agency and the same has to be produced as when asked for. They 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. The Drivers should have a Mobile Phone provided by the contractor in order to have an easy contact with them.
- 12 Necessary Registration Certificate, insurance, fitness & pollution certificate of the vehicle should be valid and complete in all respects.
- 13 Nothing extra will be paid to the Contractor due to fluctuation in cost of diesel or any other consumable items, registration charges etc. during the period of the contract.
- 14 All the taxes and duties what-so-ever leviable by the Government (State or Central) or anybody shall be borne by the contractor and will be deducted from his account/bill.
- 15 Subject to any deduction or recoveries which the Centre may be entitled to make under the contract, such as income tax, surcharge on income tax, service tax and sale tax (trade tax) as applicable from time to time by the government shall be deducted from his bill.
- 16 Contractor has to submit power of attorney/affidavit in favour of one who is authorized to sign various documents, bills, MB, contract agreement etc. to enter into contract agreement & submit partnership deed if any.

- 17 NCIPM shall not be responsible for any accident, damage etc to the vehicle or to any other vehicle/driver or to any third party. The loss or damage or legal expenses on this account shall be borne by the agency during the period of hiring.
- 18 Compliance of all relevant labour laws must be ensured by the contractor, including rules relating to payment of wages, providing prescribed rest etc.
- 19 In case the agency failed to provide required vehicle after receiving the message for the same even on telephone at a short notice, the vehicle so required will be arranged at the cost of the agency.
- 20 The vehicles are required to be provided in good running condition for duty as & when required.

21 Tenderer's Credentials :-

Documents testifying tenderer's previous experience, financial status should be produced along with the tender or when desired by Competent Authority.

Tenderer(s) who has/have carried out any work in Govt. sector should submit alongwith tender, credentials to establish.

- (i) His capacity to carry out the works satisfactorily
 - (ii) His financial status supported by Bank reference and other documents
 - (iii) Certificate duly attested and testimonials regarding contracting experience, the type of job for which tender is invited with list of works carried out in the respective Organizations/Departments.
- 22 A daily record indicating 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 user officer or his authorized signatory.
 - 23 A performance security of Rs.5,000/- (Rupees Five Thousand only) shall have to be deposited by the successful tenderer in the form of FDR/DD of any nationalized Bank in the name of ICAR UNIT-NCIPM for the period of contract. The performance security will be forfeited for breach of the any of terms/conditions of our tender and if it is found at any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. The decision of the NCIPM in this regard shall be final and binding on the firm.
 - 24 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 NCIPM in no way shall be party to the dispute and will have no liability on this account.

25 Penalty clause for non-compliance:-

Failure to provide alternate Vehicle : Rs.100/ per hour of delay upto 3 hours and above
in case vehicle goes under repair. 3 hours Rs.500/- per day & non payment for the period on days basis.

(Technical Bid)

With reference to invitation of tender for hiring of vehicles at NCIPM, the information as required is given as under. The copies of related documents are attached:-

01	EMD details (Amount, Name of Bank Branch, DD No. and date)		
02	Experience Details	Name of the organization	Year and Value of work done (in Rs.)
03	Details of works premises including infrastructure available		
04	The details of registration(s) with Government authorities..		
05	The details of the PAN and other statutory registration i.e. GST etc.		

I/We undertake that documents are genuine/authentic and nothing has been concealed and that I/we are not debarred by any Government organization and competent to have contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information. All the terms & conditions as given in Annexure-I are acceptable to me/us.

(Signature of Authorized Signatory of the Firm/Tenderer/Contractor)

Name of the bidder :

Complete Address :

Contact No.

निविदा फार्म /TENDER FORM

निविदा सं/TENDERNo _____

(विक्रेता द्वारा उनके लेटर हैड पर भरा जाना चाहिए) / (TO BE SUBMITTED BY THE VENDOR ON THEIR LETTER HEAD)

संदर्भ सं./Ref: _____ दिनांक / Dated _____

सेवा में /To
 निदेशक, /The Director
 राष्ट्रीय समेकित नाशीजीव प्रबंधन अनुसंधान केन्द्र,
National Research Centre for Integrated Pest Management,
 लाल बहादुर शास्त्री भवन, पूसा कैम्पस,
Lal Bhadur Shastri Bhawan Pusa
 नई दिल्ली-110012 / New Delhi-110012

विषय: तकनीकी कोटेशन जैसा कि आपकी निविदा सं. दिनांक में है।

Sub: Technical Quotation as per your Tender No -----Dated-----

श्रीमान, /Sir,

आपकी निविदा सूचना संख्या.....दिनांक.....जो किके लिए है
 के संदर्भ में आपके द्वारा निर्धारित अनुबंध 'सी' और अनुबंध 'डी' में तकनीकी कोटेशन का प्रस्ताव प्रस्तुत है। हम भी आपके निविदा
 के नियम और शर्तों के लिए सहमत हैं।

With reference to your Tender Notice No _____ Dated _____ for

"-----" We hereby submit our best offer for the
 same towards technical Quote as per prescribed Annexure 'C' & Annexure 'D'. We also agree to the terms and
 conditions of your Tender.

आपका धन्यवाद, /Thanking you,

भवदीय, /Yours faithfully,

हस्ताक्षर / (Signature)

निविदा फार्म/TENDER FORM
ORGANIZATION PROFILE

SI No	PARTICULARS	RESPONSE
1	Tender No	
2	Name of the Company	
3	Address	
4	Tele/Mobile No	
5	Name of the Contract Person	
6	Fax & Email ID/Website	
7	Scanned copy of GST Registration No.	
8	Scanned copy of Registration copy of the Firm	
9	Scanned copy of PAN Number	
10	Tender fee/EMD Details a) Bank Draft No b) Payable at c) Amount d) Enclosed	
11	Scanned copy of Proof of similar supply made during last two years	
12	Web site address	

हस्ताक्षर / **Signature**

नाम / **Name**

पदनाम / **Designation**

कंपनी की मोहर / **Seal of Company**

मोबाईल न / **Mobile No**

निविदा फार्म/TENDER FORM

तकनीकी कोटेशन के लिए प्रोफार्मा / PROFORMA FOR TECHNICAL QUOTATION FOR“-----”

(विक्रेता द्वारा उनके लैटर हैड पर भरा जाना चाहिए) (To be submitted by the vendor on their Letter Head)

“-----” सूचीबद्ध अनुबंध 'ए' की आवश्यकता के अनुसार। स्पष्टीकरण, क्षमताओं, पिछले अनुभव और तकनीकी आदि घटकों के साथ आइटम वार विवरण दे।

“----- As per requirement listed in (Schedule”). Give item wise details with explanations, capabilities, past experience and technical components etc.

आइटम / Item	तकनीकी विवरण / Technical Details	प्रमाण / संदर्भ Proof/Reference

नोट: तकनीकी साहित्य। लीफलेट्स। कार्य। आपूर्ति निष्पादन के लिए / योजना विवरण इस अनुबंध के साथ संलग्न होना चाहिए।

Note : Technical literature / leaflets/ details/ plan for execution of work/supply should be attached with this Annexure.

हस्ताक्षर / Signature

नाम / Name

पदनाम / Designation

कंपनी की मोहर / Seal of Company

मोबाईल नं @ Mobile No

अनुबंध-ई / ANNEXURE- E

निविदा फार्म / TENDER FORM

टैंडर / कॉटेशन सं. / TENDER No _____

(विक्रेता द्वारा उनके लैटर हैड पर भरा जाना चाहिए / (To be submitted by the vendor on their Letter Head)

संदर्भ सं. / Ref: _____ दिनांक / Dated _____

सेवा में

To

निदेशक, / The Director

राष्ट्रीय समेकित नाशीजीव प्रबंधन अनुसंधान केन्द्र,

National Research Centre for Integrated Pest Management,

लाल बहादुर शास्त्री भवन, पूसा कैम्पस,

Lal Bhadur Shastri Bhawan Pusa

नई दिल्ली-110012 / New Delhi-110012

विषय: आपकी निविदा सं. _____ दिनांक _____ के संदर्भ में वित्तीय कोटेशन ।

Sub: Financial Quotation as per your Tender No _____ dated _____

श्रीमान, / Sir,

आपकी निविदा सं. _____ दिनांक _____ के लिए _____ हम अपना वित्तीय प्रस्ताव BOQ जो की गवर्नमेंट की वेबसाइट CPPP Portal के अनुसार प्रस्तुत करते हैं । हम अनुबन्ध में दी गई निविदा की सभी शर्तों से भी सहमत हैं ।

With reference to your Tender Notice No _____ Dated _____ for "_____

_____ "We hereby submit our best offer for the same as per separately in BOQ on CPPP(GOI). we also agree to all the terms and conditions of your Tender.

आपका धन्यवाद, / Thanking you.

भवदीय / Yours faithfully,

हस्ताक्षर / (Signature)

Specification :- (Annexure-A)

Annual Rate Contract for Hiring of Vehicle at ICAR-National Research Centre for Integrated Pest Management, LBS Building, Pusa New Delhi-110012

Sr.No.	Description	AC Category		Non-Ac Category
		Swift Dzire / Similar Vehicle	Innova /Tavera / Ertiga / Similar Vehicle	Swift Dzire / Similar Vehicle
	Charges for Taxis			
1	Charges up to 8 hrs/80 Km with duty limits per day	—	—	—
2	Charges for additional Km beyond 80 Km per day	—	—	—
3	Charges for additional hrs beyond 8 hrs. per day	—	—	—
4	Charges for outstation per Km (Minimum 250 Km per day)	—	—	—
5	Outstation night charges	—	—	—
6	Local night charges	—	—	—

Nandkumar

MN
SP
AK
MS