INVITATION OF TENDERS FOR PROVIDING “HIRING OF VEHICLE (HONDA CITY)”

On behalf of the Secretary, ICAR, The Director, ICAR- NIBSM, Raipur (C.G.) invites sealed tenders from authorized, approved and registered contractors/ agencies/ firms for vehicle on hire basis at ICAR-NIBSM, Baronda, Raipur C.G. for a period of one year.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description of Work</th>
<th>Earnest Money</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>“HIRING OF VEHICLE (HONDA CITY)”</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

1. Interested eligible bidders may obtain further information from the office of the Director ICAR-NIBSM, Baronda, Raipur (C.G.)-493225 and inspect the bidding documents. Tender form can be purchased from the date of publishing in the newspaper to 01/07/2020 from this office.

2. A complete set of bidding documents for above works can be obtained by interested eligible bidders on the submission of a written application to this office and upon payment of non-refundable fee of Rs. 500/- (Rs. Five hundred only) in the form of Demand Draft/ Bankers Cheque drawn in favor of ICAR UNIT- NIBSM, RAIPUR, C.G., payable at Raipur during any working day between 10.00 AM to 5.00 PM. The interested bidders should add the application postage cost indicated above in its non-refundable fee mentioned earlier. The bidders may download the bidding document from institute website www.nibsm.res.in and submit separate bidding document for each work along with separate non-refundable fee of Rs. 500/- in each case in the form of crossed Bank Draft/ Banker’s cheque along with the Bid Security as tender fee tenders without tender fee of Rs. 500/- will be rejected.

3. The closing and opening dates of the bidding documents will be as per schedule/ detail given us under:

<table>
<thead>
<tr>
<th>Last date of issue of tender form</th>
<th>Date &amp; time of submitting tender i.e. date at NIBSM, Raipur</th>
<th>Date &amp; time of opening of tender at NIBSM, Raipur</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/07/2020</td>
<td>03/07/2020 at 01.00 PM</td>
<td>03/07/2020 at 02.30 PM</td>
</tr>
</tbody>
</table>

4. In the event of any of the above date being declared as a holiday/ closed day, the bids will be sold/received/opened on the next working day at the appointed time.

5. Director, ICAR-NIBSM, Baronda, Raipur (C.G.) reserves the right to accept/ reject any or all the tenders without assigning any reason.
Dear Sir (s),

1. Sealed Tenders are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research, New Delhi from the registered contractors/firms for providing “HIRING OF VEHICLE (HONDA CITY)” at ICAR-NIBSM, Raipur (C.G.). The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institute of the Council and the special terms and conditions detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to provide the requisite services in accordance with the requirement stated in the attached schedules [Annexure-I and Annexure-II].

2. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof.

3. The Schedules of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedules is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/ erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.

4. The Tenders are liable to be ignored if complete information as required in Annexure-I is not given therein or if the particulars asked for in the schedule to the Tenders is not fully filled in individual signing the Tenders or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement of power of attorney or (iii) constituted attorney of the firm if it is a company.

5. If tenderer does not accept the offer, after issue of letter of award by ICAR-NIBSM, Raipur (C.G.) within 15 days, the offer shall be withdrawn.

6. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
7. The original copy of the tenders is to be enclosed in two envelopes/cover. The inner cover should be sealed. The outer cover should be super scribed as tender for “HIRING OF VEHICLE (HONDA CITY)” at ICAR-NIBSM, Raipur (C.G.) with address of this office and of the tenderer. All tenders should be sent by Registered Post/ hand delivered in the tender box kept in the office of the Director, ICAR- NIBSM, Baronda, Raipur (C.G.) not later than 1.00 PM on 03/07/2020.

8. The rates quoted in tenders to be given both in words and figure. You are at liberty to be present or to authorize a representative to be present at the time of tender opening. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any.

9. The Institute does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part of the tenders.

10. The tender shall remain open for acceptance upto 90 days from the date of opening. The successful tenderer will have to complete the work within the specified period and no further extension of time will be given unless justified by exceptional circumstances.

11. Each tenderer will have to deposit an earnest money of Rs. 1000/- (Rs. One thousand –only) and a tender fee of Rs. 500/- (Rs. Five hundred only) without which the tender shall not be considered. The Earnest money shall be deposited in the form of Demand Draft/ FDR in favour of the “ICAR UNIT, NIBSM, Raipur (C.G.)”. Earnest money and Tender fee deposited in any other form will not be accepted. The earnest money will be refunded to the unsuccessful tenderer. The earnest money of the second and third lowest tenders will be refunded after the satisfactory start of work by successful tenderer. Tender fee is not refundable. The successful tenderer will have to deposit a security money of Rs. 5000/- (Rs. Five thousand only) in the form of DD/ FDR in favour of the “ICAR UNIT, NIBSM, Raipur (C.G.)”.

12. Successful tenderer will have to enter into a detailed contract agreement with ICAR-NIBSM, Raipur on non-Judicial stamp paper. The work will be awarded only on the satisfaction of the concerned Institute authority that the firm has the necessary facility / infrastructure to handle the work. The firm will allow for the inspection of necessary facility/ infrastructure to the concerned authority, if the authority decides so.

13. Price & delivery terms:
   
   (a) Items Rate as per attached schedule Annexure-II should be quoted on the basis of execution of work at “ICAR UNIT, NIBSM, Raipur (C.G.)”. Extra charges of any nature including the taxes and levies will not be borne by the “ICAR UNIT, NIBSM, Raipur (C.G.)”.
   
   (b) The rates for the items required in accordance to the specifications mentioned in the schedule Annexure-II will only be considered otherwise the same will be rejected. Other term for the work etc. will be as detailed in the schedule of the tender. The work will be accepted after proper inspection, verification and trial as to their quality, quantity and conformity to the prescribed specification.

14. Each tender must be accompanied by a certified copy of the latest Registration Certificate issued from Central Excise Department/ GST registration certificate/ Income Tax certificate/ PAN without which the tender will be liable to be ignored.

15. 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.

16. The drivers:
   
   - Must have a mobile number for making communication.
   - Should be presentable/ courteous/ well behaved.
   - Should be experienced and fully conversant with the routes of Chhattisgarh area.
   - 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.
   - 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.
17. 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, NIBSM reserves the right to terminate the contract immediately OR on a short notice of at least seven days.

18. 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 can 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.

19. The firm should be available on its direct mobile telephone round the clock to attend to calls for vehicles in emergent cases.

20. The vehicle should be registered with road transport office and contractor should submit relevant papers of registration of vehicle before starting the work.

21. NIBSM or ICAR administration shall not be responsible for any accident, damage etc. to vehicle during the period of hire.

22. The rates may be quoted as per attached proforma Annexure-II which includes all applicable charges, i.e. driver wages, POL, night charges etc.

23. 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.

24. The personnel so provided by the agency under this contract will not be treated as employees of the ICAR-NIBSM, Raipur and there will be no employer-employee relationship between the ICAR-NIBSM and the personnel so provided.

25. All the taxes, tolls, and duties what-so-ever prescribed by the government (state or central) or anybody, and parking charges shall be borne by the contractor.

26. The agency/contractor shall be wholly responsible for paying monthly wages/salaries and other admissible allowances to the personnel engaged for driving of vehicle on hiring basis at the NIBSM, Raipur and NIBSM 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-NIBSM 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-NIBSM shall not be responsible for payment of damages/compensations etc. for any injury/disablement suffered by the staff of contractor/Agency during the duty/contract period.

27. Decision of the Director, ICAR-NIBSM, Baroda, Raipur (C.G.) will be final for any aspect of the contract and binding to all parties. Dispute arising, if any on the contract shall be referred to the sole arbitration of an officer, appointed to be the arbitrator by the Secretary, Indian Council of Agricultural Research, New Delhi.

Yours sincerely

[Signature]

Head of Office

[Name]

[Position]
TENDER FOR PROVIDING “HIRING OF VEHICLE (HONDA CITY)” AT ICAR-NIBSM, BARONDA, RAIPUR

Full Name & Address of the Tenderer in
addition to Post Box No. if any should be
quoted in all communications to this office : 

Telephone No. :

Telegraphic Address/ Fax/ Cellular No. :
E-mail address :

From, 

……………………………………………….
……………………………………………….
……………………………………………….

To,

The Director
ICAR-National Institute of Biotic Stress Management, Baronda,
Raipur (C.G.)

I/we have read all the particulars regarding the general information and other terms and conditions of the contract for “HIRING OF VEHICLE (HONDA CITY)” at ICAR-NIBSM, RAIPUR and agree to provide the services as detailed in the schedule herein in the acceptance of the tender at the rates given in the Schedule to this tender and I/We agree to hold this offer open till 90 days. I/We shall be bound by communication acceptance dispatched within the prescribed time.

I/we have understood these terms and conditions for the contract and shall provide the best services strictly accordance with these requirements.

The following pages have been added to form a part of this tender…………………..the Schedules I & II to accompany this tenders are at pages……………………

Every page so attached with this tender bears my signature and the office seal.

Yours faithfully

Dated: 
Witness…………………..
Address…………………..
Occupation…………………..
Signature of witness to contractor’s signature
Address:
Name & Signature of Witness:
Address:

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile
## SCHEDULE TO TENDER

### PART – I

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-</td>
<td>Name of the Firm/ Agency</td>
<td></td>
</tr>
<tr>
<td>2-</td>
<td>Full address with Post Box No. And Telephone No. if any</td>
<td></td>
</tr>
</tbody>
</table>
| 3- | Constitution of the Firm/ Agency | (Attached copy)
  |   | (a) Indian Companies Act, 1956 |
  |   | (b) Indian Partnership Act, 1932  
  |   | (Please give names of partners) |
  |   | (c) Any other Act, if not, the owners |
| 4- | For partnership firms whether registered under the Indian Partnership Act, 1932 please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender. | (a) If answer to the above is an negative whether there is any general power attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the Partnership to arbitration. |
|   |   | (b) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner. |
| 5- | Name of Full Address of your Banker. | |
| 6- | Your Permanent Income Tax No. / Circle/ Ward | |
| 7- | Earnest Money deposited Amount, BC/DD No. Date | |
| 8- | Any other relevant information. | |
ANNEXURE-I

9- Name and Address of the firm’s representative
And whether the firm would be representing at the
Opening of the tenders.

10- Name of the Permanent Representative to be
Supervised the work at NIBSM, Raipur regarding
The contract.

Date: ............................

Place: ..............................

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered whether needed by the tenderer.
**ANNEXURE-II**

**SCHEDULE OF TENDER**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description Charges (Amount in Rupees)</th>
<th>Honda CITY (AC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Per month charges for 2500 km running and 10 hrs</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Charges for extra km (Rs./Km)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Charges for extra hours (Rs./hr.)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Night charges (Amount in Rupees)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Other special instructions and conditions of the tender applicable to this tender are attached as Annexure-II

1- निविदा राशि (EMD) ₹0 1,000.00 (₹0 एक हजार मात्र) बैंक झापट/बैंकर चेक/एफ0डी0आर संख्यां .......
....................................................दिनांक......................................................बैंक का नाम.........................................................सलग्न है।

2- निविदा शुल्क (Tender Fee) ₹0 500.00 (₹0 पांच सौ मात्र) बैंक झापट/बैंकर चेक/एफ0डी0आर संख्यां ..
....................................................दिनांक......................................................बैंक का नाम.........................................................सलग्न है।

हस्ताक्षर निविदाधार
नाम व पूर्ण पता दूरभाष संबर सहित
वाहन निविदा राशि :—

1. ठेकेदार के वाहन एवं कार्य से संबंध नहीं होने पर ठेका समाप्त करने का पूर्ण अधिकार संस्थान को होगा, ऐसी स्थिति में घरोहर राशि जब्त कर ली जावेगी।
2. ठेका स्वीकृत होने पर वाहन की स्थिति देखने के लिये प्रस्तुत करना होगा तथा संतोष जनक पाये जाने पर –
   (क) पुराना राशि ₹ 5,000.00 जमा करवानी होगी।
   (ख) ₹ 100.00 के स्टाम्प पर अनुबंध लिखकर पेश करना होगा। ऐसा न होने पर बयाना राशि (EMD) जब्त कर ली जावेगी।
3. ठेका स्वीकृत होने पर स्वावलंब मांग के अनुरूप वाहन निष्ठित दिनांक व समय पर उपलब्ध करवाना होगा।
4. वाहन बीच रास्ते में खराब हो जाने या दुर्घटनाग्रस्त हो जाने पर वैकल्पिक वाहन ठेकेदार को उपलब्ध करवाना होगा तथा क्षति की जिम्मेदारी संस्थान की नहीं होगी।
5. वाहन का माइलोमीटर सही रहना आवश्यक है। खराब होने की स्थिति में :
   (क) संस्थान अनुमानित किलोमीटर निर्धारण का अधिकार रखता है।
   (ख) खराब माइलोमीटर को तुरंत सही करवाना आवश्यक रहेगा।
6. दायों का निपटारा Director, ICAR-NIBSM, Baronda, Raipur (C.G.) स्थित न्यायालयों की परिधि में ही किया जावेगा।
7. वाहन छत्तीसगढ़, मध्यप्रदेश, महाराष्ट्र, उड़ीसा, झारखंड आदि राज्यों के जिलों के विभिन्न ग्रामों में भी ले जाया जायेगा।
8. ठेका अन्य व्यक्ति को रघुनान्तरित नहीं किया जा सकेगा।
9. वाहन चालक के अतिरिक्त अन्य व्यक्ति वाहन के साथ स्वीकार्य नहीं है।
10. साधु विश्वास के लिए वाहन को रोकना भी पड़ेगा, जिस हेतु कोई अतिरिक्त भुगतान नहीं किया जायेगा।
11. वाहन संपूर्ण सविदा अवधि के लिये पंजीकृत, कामगीरिसिव बीमा, फिटनेस व अन्य आवश्यक प्रमाण-पत्र, दस्तावेज, टैंकी परमीटर आदि से पूर्ण होना चाहिए।
12. वाहन वर्ष जनवरी-2015 से पहले का नहीं होना चाहिए।
13. यात्रा कार्यों के दौरान संस्थान के सामान जो वाहन में ले जाया जा रहा है, के खो जाने की स्थिति में क्षतिपूर्ति ठेकेदार को करवानी होगी।
14. वाहन मांग के अनुसार उपलब्ध नहीं करवाने की स्थिति में अधिकतम 10 प्रतिशत पेनेल्टी राशि मिल में से काट ली जायेगी।
15. वाहन चालक के पास मान्य लाइसेंस होना आवश्यक है तथा वह ध्यान देने वाला एवं साक्षर होना चाहिए।
16. संस्थान द्वारा किसी भी प्रकार की ईंधन, अंग्रेजी राशि वाले देय नहीं होगी। भुगतान वेक/इलेक्ट्रॉनिक्स पद्धति द्वारा आवश्यक टैंक आदि की कटौती उपरात किया जायेगा।
17. ठेका एक वर्ष की अवधि के लिये किया जाना समाप्त नहीं है।
18. केंद्रीय विभाग में पंजीकृत फॉर्म/संस्था/ठेकेदार तथा जिनके पास GST/ सर्विस टैक्स रजिस्ट्रेशन होगा, को ही प्राथमिकता दी जायेगी।
19. Director ICAR-NIBSM, Baronda, Raipur (C.G.) का निर्णय अंतिम होगा।