



F.No. 06-02/15-16/ Hiring of Pvt. Taxi/ Part-III

Date: 19.04.2016

**BIDDING DOCUMENT FOR HIRING OF PRIVATE TAXI ON MONTHLY RATE BASIS**

Dates of sale of Bidding document	:	<b>From 21.04.2016 to 28.04.2016 upto 3.00 P.M.</b>
Place of sale of Bidding document	:	AAO, ICAR-RCER, RC, Ranchi
Pre-bid meeting in Conference Hall	:	<b>03.00 PM on 27.04.2016</b>
Closing date and time for receipt of Bids (both technical & financial)	:	2.00 P.M. on 29.04.2016
Place of receipt of Bids	:	AAO, ICAR-RCER, RC, Ranchi
Time and date of opening of Bids	:	2.30 P.M. on 29.04.2016
Place of opening of Bids	:	Conference Room, ICAR-RCER, RC, Ranchi

# INDEX

<b>Sr. No.</b>	<b>Name of Section</b>	<b>Page No.</b>
(1)	Invitation for Bids (IFB-I)	3
(2)	Invitation to Tender and Instructions to Tenderers	4-5
(3)	Special Conditions of Contract (Annexure-I)	6-8
(4)	Special T&C of this Bi-Annual Contract (Annexure-II)	9-10
(5)	Proforma for technical bid	11-12
(6)	Check list for Pre-qualification bid for hiring of vehicle	13
(7)	Rate Schedule (Annexure-III)	14-15
(8)	T&C of the Contract relating to Hiring of Pvt. Taxi on monthly rate basis (Annexure-IV)	16-17
(9)	Bank Guarantee Form for Bid Security (i.e. EMD)	18
(10)	Bank Guarantee Form for Performance Security	19
(11)	Contract Form (Annexure-V)	20-21



## INVITATION FOR BIDS (IFB-I)

On behalf of the Director, ICAR Research Complex for Eastern Region, Patna (Indian Council of Agricultural Research), invites sealed Bids from eligible and qualified Bidders for the Job-Work Schedules under following IFBs:-

IFB No.	Details of Job Proposals	EMD (Rs)
I	<b>Hiring of Private Taxi (02 Nos.) on monthly rate basis under Bi-Annual Rate Contract for ICAR-RCER, Research Centre, Ranchi.</b>	<b>40,000/-</b>

1. A complete set of bidding documents in English may be downloaded from our website: [www.icarrcer.in](http://www.icarrcer.in) or may be collected from Asstt. Admn. Officer, ICAR-RCER, Research Centre Ranchi, TATA Road, Plandu, Namkum, Ranchi – 834010 on submission of written request on payment of **Rs.1,000/- (Rupees One Thousand only)** by **crossed Demand Draft** (Non-refundable); DD may be drawn on a scheduled commercial Bank in India, in favour of “**Head, ICAR-RCER, RC, Ranchi**”, in case of downloading Bid document from the Institute website, the firm must submit cost of bidding document i.e. Rs.1,000/-, with its tender, otherwise tender will be rejected straightway.
2. Tenderers shall ensure that their tenders complete in all respects, are dropped in the tender box at the address given above, on or before the closing date and time, failing which the tenders will be treated as late and rejected. In the event of any of the below mentioned dates being declared as a holiday, the tenders will be opened on the next working day at the appointed time. The tender enquiry documents are not transferable.
3. Other detailed terms and conditions are available on our website: [www.icarrcer.in//tenders](http://www.icarrcer.in//tenders).
4. To solicit prospective Bidders' feedbacks, on Specifications/Terms, a Pre-Bid Meeting is scheduled on 27.04.2016 (3.00 PM).

Date of Start of Sale of Bidding Documents	: 21 <sup>st</sup> April, 2016	Sd/- Assistant Administrative Officer
Pre-Bid meeting in Conference Room, ICAR-RCER, RC, Ranchi	: 27 <sup>th</sup> April, 2016 (3.00 PM)	
Last Date for Submission of Sealed Bids	: 29 <sup>th</sup> April, 2016 (11.00 AM)	
Date of Opening of Technical Bids	: 29 <sup>th</sup> April, 2016 (2.30 P.M.)	



F.No. 06-02/15-16/ Hiring of Pvt. Taxi/Part-III

Dated: 19.04.2016

Note: All the communication must be addressed to the Head, ICAR-RCER, Research Centre, Plandu, Ranchi-834010

### INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

**Sub: Hiring of Pvt. Taxi i.e. Scorpio -01no. & Xylo -01no. for Official use of the ICAR-RCER, Research Centre, Ranchi.**

Dear Sir(s),

I am directed to refer to the captioned subject and to say that on behalf of Director, ICAR RCER, the Head, ICAR-RCER, RC, Ranchi hereby invites sealed tenders for providing vehicles **Scorpio -01no. & Xylo -01no.** to be used in office for day to day activities. The vehicles to be provided should be of 2014 onwards make and approved for running on commercial basis. **The vehicles are to be engaged for one year and further extended for another one year if required.** The vehicles should be in excellent condition both technically and in appearance particularly as to the upholstery and outer painting etc. The detailed terms and conditions of the proposed contract shall be as per Annexure-IV.

The bids are required to be submitted to the Institute in a sealed cover which should be super scribed as '**Tender for Hiring of Pvt. Taxi on monthly rate basis**'. The other salient terms and conditions of the tender are as under:-

- The Tender consists of Two Bid system, Technical bid and Financial Bid. Both the Bids should be submitted is sealed in separate envelopes duly superscribed. The financial bid will be opened only to those tenderers who qualify/fulfill the technical bid.
- The tender/quotations shall be submitted in prescribed Performa (Annexure-II) along with an Earnest Money Deposit (EMD) of **Rs.40,000/- (Rupees forty thousand only)** in the form of Bank Guarantee (format enclosed) / Demand Draft in favour of "**Head, ICAR-RCER, RC, Ranchi**" from any recognized Bank. If the successful tenderer declines to act on the offer made by the Research Centre and/or withdraw/amend their quotations after opening of tenders not agreeable to the Research Centre, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract without any interest.
- The bid is also to be accompanied with the experience details and other relevant information which the prospective bidder may like to bring the notice of the Institute.

- 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.
- The Late bids i.e. bids/alteration/modification to bids received after the stipulated date and time of receipt shall not be considered.
- Apart from the quotation, the invitation to Tender along with Annexure shall be signed by the tenderer on each and every page with the rubber stamp of the agency. The entire set of invitation to tender with Annexure – ‘I to V’ and the quotation shall be dropped in the Tender Box. The tenderer may retain a copy of the same set for his use.
- The offer has to be kept open for acceptance by the Institute for 90 days from the date of tender opening.
- **An amount of Rs.1.20 lakh (Rupees one lakhs twenty thousand) only in shape of Bank Guarantee / Demand Draft as Security Deposit** is to be deposited by the selected agency/successful tenderer, only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Research Centre.
- EMD will be refunded to the successful bidder after completion of all formalities in relation to security deposit and submission of other relevant papers asked for in accordance with this tender document. No interest will be paid on EMD.
- Please submit papers in technical bid as per detail provided in page no.11
- A check list for Pre-qualification bid for hiring of vehicle has been provided for your reference which may also be adhered to on page no. 13

The sealed quotation, in the prescribed proforma only, are to be dropped in the tender box placed at the ICAR-RCER, RC, Ranchi. The due date and time for submission of the tender/quotation is **2.00 PM on 29.04.2016**. The tender/quotation shall be opened on the same date at 2.30 PM in the presence of bidder, who may like to be present. *It may be specifically noted that the tender/quotation are required to be submitted with EMD with necessary documents and in the prescribed proforma only. The Council reserves the right to accept/reject any or all the tender/quotation received and the decision of the Council in this regard shall be final/binding.*

You may accordingly submit your quotations, if interested.

Yours faithfully

(Asstt. Admin. Officer)  
For and on behalf of the Director  
ICAR-RCER, P/O – BVC, Patna

## Special Conditions of Contract

1. The **Contractor** shall **provide** the vehicles **alongwith drivers**, so as to ensure twenty four hour availability of drivers. 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 Ranchi on official tours also.
  - (i) The vehicle should be self-starting and in good condition
  - (ii) Model of the vehicle should not be prior to 2014. In case condition of vehicles is not found to be satisfactory and of acceptable standards, the offer is liable to be rejected.
  - (iii) 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.
2. Contractor will be required to provide the following vehicles:-

Sr. No.	Particulars	Required Qty.	Location for providing the vehicle at
i)	<b>White Scorio</b> - Mahindra & Mahindra make	01 No.	ICAR-RCER, RC, Ranchi
ii)	<b>Xylo</b> - Mahindra & Mahindra make	01 No.	ICAR-RCER, RC, Ranchi

3. **The duty point will be ICAR-RCER, RC, Ranchi or any other place intimated by the Research Centre from time to time and not from garage to garage.**
4. The period of Contract (for hiring) will be for TWO YEARS, extendable for further period of maximum 1 year (total 3 years) if required subject to consistently good services rendered by the Contractor.
5. The drivers;-
  - (i) Should be experienced for driving on similar vehicle for a minimum of one year.
  - (ii) Should possess an appropriate and valid Driving License.
  - (ii) Should report for duty in uniform of a driver as specified in Central Govt. Offices. Should be provided by the contractor.
  - (iv) Should be courteous and well mannered.
  - (v) Will be required to maintain a Duty Slip/Logbook, which will be signed by the officer using the vehicle or any other persons authorized by her/him.
6. **The drivers should be provided with a mobile phone by the contractor.**

7. The vehicle provided by the Contractor should have proper seat covers etc. Seat covers will have to be cleaned every 10 days or earlier (whenever required).
8. The cost of hiring quoted by tenderer should include salary of driver, cost of diesel and other consumables, all repair and maintenance costs, all taxes applicable on hired vehicles by road transport authorities (like registration charges. insurance charges etc.), mobile phone for driver etc. for which nothing extra will be payable.
9. The vehicles provided by contractor will be required to ply on all kinds of roads and surfaces, in all kinds of weather conditions. If required. the vehicles along with driver may have to stay out of station, as per requirement.
10. Since the officer may be required to move out in any emergency in any case at odd hours in the night, when petrol pumps remain closed, the fuel in the fuel tanks must never be below the half way mark. The contractor must ensure availability of diesel at any given time, equal to half the capacity of the fuel tank. When the fuel tank reaches the half way mark, it should immediately be arranged to be filled to full capacity, by the contractor.
11. Price variation will be allowed as per Govt. of India rule and illustrated in page no.
12. 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.
13. Necessary Registration Certificate, insurance of the vehicles should be valid and complete in all respects.
14. All the taxes and duties what-so-ever leviable by the Government (State or Central) or any body, shall be borne by the contractor and will be deducted from his account bill.
15. Subject to any deduction or recoveries which the Council may be entitled to make under the contract, the income tax, surcharge on income tax and sale tax (trade tax) as applicable from time to time by the government shall be deducted from his bill.
16. **Penalty clause for non-compliance:-**

(i)	Driver not in uniform	:	Rs.100/- per day
(ii)	Unwashed seat cover	:	Rs.100/- per day
(iii)	Inadequate fuel	:	Rs.100/- per day
(iv)	Failure to provide alternate Vehicle in case vehicle goes under repair.	:	Rs.200/-per hour of delay up to 3 hours and for beyond 3 hours Rs.1000/- per day & non payment for the entire period on days basis.
17. 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.
18. Vehicles are to be supplied and work has to be executed strictly as per the tender schedule and specifications given by the Complex.

19. Payment shall be made through cheque/only.
20. ICAR administration shall not be responsible for any accident, damage etc. to the vehicle during the period of hire.
21. Compliance of all relevant labour laws must be ensured by the contractor, including rules relating to payment of wages, providing prescribed rest etc.
22. Council reserves the right to discontinue all vehicles or any vehicle or to discontinue the contract, at any stage/time, after giving a one month's notice.

**23. Tender's Credentials:-**

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

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.
24. Non-compliance with any of the above conditions is liable to rejection of tender.

----- XXXX -----

**SPECIAL TERMS & CONDITIONS OF THIS BI-ANNUAL CONTRACT**

Keeping in view the guidelines enunciated by the Ministry of Finance, Department of Expenditure in the Manual of Procurement of Good & Services, 2006 in accordance with the new General Financial Rules (GFR), 2005, it has been decided to introduce the element of Price Variation for fuel-element (subject to maximum 50% of contract value, in accordance with these guidelines) at the time of regular half-yearly Wage-Revisions by the Ministry of Labour, Govt. of India. The **illustrative formula for price variation clause** is reproduced below, from the aforesaid **GoI, MoF Manual**, followed by **an illustrative example for using this price variation formula:-**

**ILLUSTRATIVE FORMULA FOR PRICE VARIATION CLAUSE**

The formula for Price Variation should ordinarily include a fixed element, a material element and a labour element. The figures representing the material element and the labour element should reflect the corresponding proportion of input costs, while the fixed element may range from 10 to 25%. That portion of the price represented by the fixed element, will not be subject to variation. The portions of the price represented by the material element and labour element alone will attract price variation. The formula for price variation will thus be:

$$P_1 = P_0 \{F + a (M_1/M_0) + b (D_1/D_0)\} - P_0$$

2.

- Where  $P_1$  is the **adjustment amount** payable to the supplier (a minus figure will indicate a reduction in the Contract Price)
  - $P_0$  is the **Contract Price** at the **base-level**.
  - $F$  is the **Fixed element** not subject to Price variation.
  - $a$  is the **assigned percentage** to the **Fuel element** in the Contract price.
  - $b$  is the **assigned percentage** to the '**Driver-charges**' element in the Contract price.
  - $D_0$  and  $D_1$  are the **wage indices (as applicable for skilled Driver)** at the **base month and year** and at the **month and year of calculation** respectively.
  - $F_0$  and  $F_1$  are the **Fuel Price indices** at the **base month and year** and at the **month and year of calculation** respectively.
3. If more than one major item of Fuel (Diesel/Petrol) is involved, the Fuel element can be broken up into two components such as  $F_x$  &  $F_y$ .
4. *Following conditions would be generally applicable to Price Adjustment:-*
- (a) *Base dates shall be due dates of opening of tenders.*
  - (b) *Date of adjustment shall be mid point of manufacture.*

- (c) *No price increase is allowed beyond original DP, unless the delay is attributable to the buyer.*
- (d) *Total adjustment will be subject to maximum ceiling prescribed in the contract.*
- (e) *No price adjustment shall be payable on the portion of contract price paid to the contractor as an advance payment.*

### **AN ILLUSTRATIVE EXAMPLE FOR USING PRICE VARIATION FORMULA**

As per the clause 3 of the guidelines of Ministry of Finance on "Illustrative Formula for Price Variation Clause" reproduced at preceding Annexure-II, the Price Variation Formula should have only three elements viz. a Fixed Element (not to be less than 50%), Wage element (for skilled Drivers) and a Fuel Element (for Petrol/Diesel). The Fixed Element shall in such cases be 50% or more.

Accordingly, in case of our IFB, inviting bids for Taxi-Hiring-Rate-Contract, it is decided to have the following three elements in our Price Variation Formula:-

- i) Fixed Element: *Irrespective of actual Hiring-Rate quoted by the Bidder, the Fixed Element (i.e. Monthly Hiring Rate, devoid of Fuel charges & Driver-charges) shall be kept at not less than 50%, for the purpose of calculating the admissible Price Variation figure.*
- ii) Wage Element: It will be the Monthly Rate for Driver-charges quoted by the Bidder. This element will be variable, exactly as per the Minimum Wages revised half-yearly (on 1<sup>st</sup> April & 1<sup>st</sup> October every year), by the Ministry of Labour, Govt. of India, for skilled Drivers..
- iii) Fuel Element: It will be the Monthly Rate quoted by the bidder for Fuel charges for minimum 2500 kilometres per month per vehicle. This element will be variable, exactly as per the Fuel Price (for Diesel/Petrol) revised from time to time, by the Ministry of Petroleum & Natural Gas, Govt. of India.

For example, suppose, a successful contractor has quoted the rate of POL (Diesel/Petrol, as the case may be) at Rs.10,000/-. Hence, if unit rate of POL (revised by the Ministry of Petroleum & Natural Gas, Govt. of India) increases by 10%, then the amount payable on account of POL charges would also increase by 10%.

Similarly, if the the Ministry of Labour, Govt. of India, happens to enhance the Minimum Wages (for skilled Driver) by, say, 10%, then the contractor would get extra 10% on account of Monthly Driver-charges.

----- X -----

TECHNICAL BID

तकनीकी बिड

फार्म ए

1.	फर्म का नाम	
2.	फर्म का पूरा पता टेलीफोन नं. एवं फैक्स नं. सहित	
3.	फर्म का स्थापित वर्ष	
4.	फर्म की स्थिति	
5.	फर्म के निदेशक/पार्टनर/ प्रोपराइटर का नाम व पता टेलीफोन नं. सहित	
6.	पावर आफ अटार्नी (आवश्यकता के अनुसार) की प्रति संलग्न करें नाम पता	
7.	फर्म का सरकार (केन्द्रीय/राज्य) से पंजीकरण संख्या	
8.	8 (अ) बैंक का नाम पता सहित: (ब) फर्म का खाता संख्या (स) बैंक जहाँ खाता है उसका आई. एफ. सी. कोड नं०	
9.	टैन/पैन नं. तथा आयकर असेसमेंट और अदेयता प्रमाण संलग्न	
10.	संरचनाओं की उपलब्ध जानकारी समेत कार्यस्थलों का विस्तृत ब्योरा	
11.	पंजीकरण (पंजीकरणों) का विवरण, जैसे – तिथि, वैधता इत्यादि, फर्म के समावेश एवं चल रहे व्यवसाय से संबंधित सरकारी प्राधिकार जैसे – लेबर लाइसेन्स, सर्विस टैक्स तथा प्राधिकृत स्थल (प्रति संलग्न करें)	
12.	फर्म का गत एक वर्ष (2014-15) के टर्न ओवर का विवरण जो न्यूनतम 8 लाख हो (लेखा प्रति संलग्न करें) :	Rs. ....Lac
13.	केन्द्र/राज्य सरकार के प्रतिष्ठानों/भारत सरकार के स्वायत्त निकायों/निगमों में इस प्रकार की सेवा प्रदान करने के क्षेत्र में न्यूनतम दो वर्षों (2013-14 एवं 2014-15 का) के लगातार अनुभव सम्बंधी विवरण (प्रतिलिपियाँ संलग्न करें)	
	संस्थान का नाम	कार्य अवधि कितनी राशि का कार्य किया गया

14	धरोहर राशि का विवरण संलग्न ड्राफ्ट की संख्या तिथि राशि बैंक एवं शाखा का नाम	

सत्यापन:-

मैं/हम पूर्ण विश्वास के साथ कहता हूँ/कहते हैं कि उपरोक्त विवरण पूर्णतया सत्य एवं सही है। अगर उपरोक्त विवरण में किसी भी प्रकार की सूचना गलत पायी गयी तो संस्थान को पूर्ण अधिकार है कि मेरे/हमारे बिड को रद्द कर दें।

दिनांक-

हस्ताक्षर

स्थान-

फर्म/प्रधिकृत हस्ताक्षरकर्ता

### Check List for Pre-qualification bid for Hiring of vehicle

**Following information is required to be provided by the Contracting Firm/  
Contractor**

- 3.1 Name of the Contracting firm/ service provider.
- 3.2 Constitution/ Memorandum and Article of Association duly certified.
- 3.3 Complete address of the Contracting firm/ service provider.
- 3.4 Telephone, Fax & E-mail etc. of the Contracting firm/ service provider.
- 3.5 Name(s) of the proprietor, partner(s) Director and their address/telephone No.
- 3.6 Year of establishment of Contracting firm/ service provider.
- 3.7 Income Tax PAN / TAN No. and Income Tax return for the year 14-15.
- 3.8 ST/CST registration No.
- 3.9 Registration details of the Contracting firm/ service provider.
- 3.10 Experience details where the services are currently being rendered by contracting firm/ service provider with value, for last 2 years (2013-14 & 2014-15).
- 3.11 Documentary proof / Audited certified copies of accounts of Annual Turnover for not less than :- 8.00 Lakhs in each year for last 1 year (2014-15).
- 3.12 Declaration on the letter head of the contracting firm that it has never been involved in any illegal activities.
- 3.13 A demand draft of Rs.40,000/- drawn in favour of **Head, ICAR-RCER, RC, Ranchi payable at SBI, Namkum** towards earnest money deposit.
- 3.14 Ensure that each page of the tender application has been signed by the service provider/authorized signatory at designated place in order to assure that they have read and gone through all the terms and conditions of the tender.
- 3.15 Both the bids will be sealed in two separate envelopes. Both the separately sealed envelopes will be kept in another third envelope.

It may also be noted that tender not accompanied by anyone of the above information may be summarily rejected.

**Rate Schedule**

To,

The Head,  
ICAR-RCER, Research Centre Ranchi,  
TATA Road, Plandu, Namkum, Ranchi – 834010.

**Sub: Hiring of Pvt. Taxi i.e. two vehicles Scorpio-01no. & Xylo -01no. on monthly rate basis at ICAR-RCER, RC, Ranchi for local and outstation journey - regarding.**

Sir,

I/We intend to submit the tender/quotation on the subject mentioned above and hereby consent to agree/accept all the terms and conditions stipulated in ICAR-RCER, IFB-II advertised on 07.02.2016 in local newspapers (Ranchi editions). The information desired and the rates quoted are as per following details:-

Sr. No.	Type of vehicle	Qty.	Monthly Hiring Rate (Timing: 8 AM to 8 PM #)	Monthly Charges for skilled Driver (inclusive of ESI, EPF, etc., if any)	Charges for POL @ 2500* KM per vehicle	Additional charges, if any, for outstation journey## including night halt per night	Total (In Rs.)
A)	<b>Hiring of Pvt. Taxi for ICAR-RCER, Ranchi:-</b>	---	---	---	---	---	---
i)	White <b>Scorpio</b> -Mahindra & Mahindra make, 7-seater) with all seat-rows parallel to Driver-seat.	01 No.					
ii)	<b>Xylo</b> -Mahindra & Mahindra make, 7-seater) with all seat-rows parallel to Driver-seat.	01No.					
<p>* <b>Total KM</b> may vary from 2500 KM to any no. of Kms. for any single vehicle; however, charges for additional KM (i.e. beyond 2500 KM) will be payable on <u>pro-rata basis</u>, only if Total KM (for all two vehicles taken together) exceeds 5000 KM in a month.</p> <p>** <b>Total number of nights</b> may vary from <b>15 nights</b> for any single vehicle; however, charges for additional nights will be payable on pro-rata basis, only if Total numbers of nights (for all two vehicles taken together) exceeds 30 nights in a month.</p> <p># <b>No additional charge</b> will be payable if any vehicle runs extra for 02 hours (e.g. starting the day at 6.00 AM instead of 8.00 AM, or ending the day at 10.00 PM instead of 8.00 PM) for <b>maximum 07 days</b> in a <b>month</b>. Beyond 07 days, any such extra duty would also count as outstation journey.</p> <p>## For outstation journey, the day may start even as early as 4.30 AM, without any limit on closing hour during night-halt.</p>							
2.	EMD details (Amount, Name of Bank Branch, DD No. and date) <b>Enclose along with Technical Bid</b>						

3.	<b>Minimum turnover</b> of the firm not less than <b>Rs.8.00 lakh</b> (Rupees eight lakhs only) during the last financial year (2014-15) <b>Enclose along with Technical Bid</b>	
4.	<b>Minimum two years continuous experience</b> of the firm in the field of providing such services in Central/State Govt. establishments/ Autonomous bodies of Govt. of India/ Corporations of Govt. of India; Bidder to provide the details (Attach copies) <b>Enclose along with Technical Bid:-</b>	
	Period	Name of the <b>Govt./Semi Govt. Organization</b>
	2013-14	
	2014-15	
5.	Details of work premises including infrastructure available ( <b>Enclose along with Technical Bid</b> ):	
6.	The details of registration(s) viz. No., date, validity etc. with Government authorities towards incorporation of the firm, running of stated business viz. Labour License, Service tax and authorized premises ( <b>Enclose along with Technical Bid</b> ):	
7.	The details of the <b>PAN Card, Service Tax</b> and other <b>statutory registration</b> (copy attached herewith) ( <b>Enclose along with Technical Bid</b> ):	

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 contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Name of the bidder: .....

Complete Address : .....

Contact No.....

**TERMS & CONDITIONS OF THE CONTRACT RELATING TO HIRING OF  
PRIVATE TAXI ON MONTHLY RATE BASIS**

1. The taxis to be supplied should be DLY(Commercial Vehicle) registered in the name of the firm or attached with the firm and in excellent condition mechanically as well getup wise i.e. out body/upholstery etc. should be decent looking and should have permit to go to any wherein Jharkhand. The vehicle should be 2014 or above model. The selected vendor has to get the vehicles approved by the Council before deployment and it has to be ensured that the cleaning of vehicles/upholstery is done on regular basis. Any deviation to this shall entail cancellation of the contract prematurely /without notice.
2. **The duty point would be ICAR-RCER, RC, Ranchi or any other place intimated by the Research Centre from time to time and not from garage to garage. The required parking space for both during days and nights will be provided by Research Centre.**
3. The firm has to provide taxis on all working days and on call basis on holidays.
4. The drivers should be presentable/well behaved and should wear clean uniforms/name badges and fully conversant with the routes of Ranchi Municipal Area, Out of Ranchi and Bihar / Jharkhand.
5. The firm shall have to provide standby taxi in case of any break down immediately. The firm should be able to provide taxis at odd hours and holidays also.
6. All expenses are to be borne by the firm in case of break down of the vehicle supplied. The taxi charges from the point of breakdown to the destination are to be borne by the firm to complete the trip. An immediate replacement of the break down vehicle has to be provided.
7. The firm should be available on its direct mobile telephone round the clock to attend to calls for taxis in emergent cases.
8. 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 Institute in no way shall be party to the dispute and will have no liability on this account.
9. The disputes emanating from the contract shall be adjudicated through the sole arbitration of Director, ICAR-RCER, Patna. Further the contract will be interpreted under Indian Law.
10. In case vehicles do not report in time/do not report at all, the Complex has a right to hire a vehicle from the market and impose a fine of Rs.1000/- for each default and recovery of additional expenditure on this account from firm's bills. The cars provided shall be inspected at random and if any car/cars do/does not satisfy the requirements of the Institute, the car/cars will be sent back and the hire charges for such car/cars for that will not be paid.

- 11B-1
11. 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 authorised signatory.
  12. The payment against the contract shall be made on monthly basis.
  13. A **performance security of Rs.1,20,000/- (Rupees one lakhs twenty thousand only)** shall have to be deposited by the successful tenderer in the form of FDR of any nationalized Bank in the name of Head, ICAR-RCER, Research Centre, Ranchi 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 ICAR-RCER, RC, Ranchi in this regard shall be final and binding on the firm.
  14. The Parking Charges and Toll Taxes, if any, will be payable on reimbursement-basis, in addition to the total monthly charges quoted by the Contractor. The Officer(s) should, in no conditions, be asked to bear any expense on this account.

----- XXXX -----

**MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD**

Whereas M/s ..... (hereinafter called the “tenderer”) has submitted their offer dated ..... for the supply of ..... (hereinafter called the “tender”) against the purchaser’s tender enquiry No. ....

KNOW ALL MEN by these presents that WE ..... of .....having our registered office at ..... are bound unto ..... (hereinafter called the “Purchaser) in the sum of .....for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of ..... 20.....

**THE CONDITIONS OF THIS OBLIGATION ARE:**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorized officer of the Bank)

.....  
.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To,

The Head,  
ICAR-RCER, Research Centre Ranchi,  
TATA Road, Plandu, Namkum, Ranchi – 834010 (Jharkhand).

WHEREAS ..... (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no..... dated ..... to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

(TO BE PRINTED ON Rs.100/- NON JUDICIAL STAMP PAPER BY  
THE HIRING ORGANIZATION)**AGREEMENT**

Article of Agreement made this day, the \_\_\_\_\_ between Shri/Smt./Kum. \_\_\_\_\_ son / daughter of \_\_\_\_\_ residing presently at \_\_\_\_\_ (the first party) and \_\_\_\_\_ (designation of hiring authority representing the Institute) the second party.

Whereas the second party has agreed to hire services of first party for \_\_\_\_\_ in short \_\_\_\_\_ on contract basis for the \_\_\_\_\_ programme funded fully/substantially by \_\_\_\_\_ and the first party has agreed to provide these services to the second party in that capacity for the period on the terms and conditions herein after contained.

NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:

1. **PERIOD OF CONTRACT:**

- (i) The period of contractual appointment shall be from \_\_\_\_\_ to \_\_\_/\_\_\_/201\_.
- (ii) The period of contract can however be extended by mutual consent for a period of not more than one year at a time but will not in any case exceed five years in all or the date on which the plan scheme/project closes, whichever is earlier. In case of external funding for project stops before the normal date of closure for any reason whatsoever, agreement shall stand terminated automatically at the end of one month from the date of such intimation by second party to the first party.

2. **SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:**

- (i) The first party will present himself/herself at the place and time designated by the second party and render services to the second party broadly designated as \_\_\_\_\_ and described in detail in a job chart attached as Annexure-III (a) \_\_\_\_\_ to this agreement.
- (ii) In consideration of the services desired in (i) above, the second party shall pay a consolidated package amount of Rs. \_\_\_\_\_ per month.

3. **RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED:**

Monthly package amount shall be paid only on submission of monthly bill of service rendered to the satisfaction of second party or his/ her authorized officer. First party will submit bill on the fifth of the following month and second party will arrange to make payment upto 15th of the following month.

4. **OTHER TERMS AND CONDITIONS:**

As per Annexure-III( c ).

5. **ACTION AGAINST FIRST PARTY:**

- (i) Any misconduct on the part of the first party, if proven, after an enquiry by second party, shall entitle second party to terminate services of first party.

- (ii) Any unauthorized or willful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.

6. **TERMINATION OF CONTRACT:**

- (i) The contract can be terminated with notice of one month on either side or by depositing/ paying one month's package /contract amount in lieu of notice.
- (ii) Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract etc.
- (iii) The agreement/Contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for services rendered after expiry of stipulated date of contract.

7. **STANDARDS OF SERVICE:**

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.

8. **GENERAL:**

This contract is issued on the understanding that all the information given by the first party in his/her application form and during the interviews is correct, true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time the first party has taken up services with the second party without any notice or compensation.

( )  
Signed by First Party  
by Authorized signatory

Name:

Address:

Dated:

WITNESS

Signature  
Name:

Address:

( )  
Signed  
by the Second Party

Name:

Address:

Dated:

WITNESS

Signature  
Name:

Address: