



भारतीय कृषि अनुसंधान परिषद् का पूर्वी अनुसंधान परिसर
ICAR RESEARCH COMPLEX FOR EASTERN REGION
 (भारतीय कृषि अनुसंधान परिषद् **INDIAN COUNCIL OF AGRICULTURAL RESEARCH**)

आई.सी.ए.आर. परिसर, पोस्ट-बिहार वेटनरी कॉलेज, पटना –800014 (बिहार), भारत
 ICAR Parisar, P.O.: Bihar Veterinary College, Patna – 800 014 (Bihar), INDIA
 फोन सं. **Phone No.(0612)** 2226024, 2228882*104, फैक्स सं. **Fax No.** 2223956, Website:www.icarrcer.in

**STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING
 DOCUMENTS FOR HIRING OF VEHICLE ON MONTHLY RATE
 BASIS**

**Document to be submitted online
 for
 (Technical & Financial Bid as per Schedule of requirement)**

NOTICE INVITING ONLINE TENDER

File No. IRCER/2019-20/P&S-10/Hiring of Vehicle

Dated: 29.04.2020

The ICAR Research Complex for Eastern Region, Patna is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Director, ICAR-RCER, Patna, India, invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for **Annual Rate Contract for Hiring of Vehicle on Monthly Rate Basis at ICAR Research Complex for Eastern Region, Patna and MGIFRI, Piprakothi, Motihari .**

CRITICAL DATE SHEET

Tender ID (To be allotted by portal after uploading of tender)	
Tender Reference No.	IRCER/2019-20/P&S-10/Hiring of Vehicle/MRB
Date of release of Tender through e-procurement Portal	29.04.2020
Bid Submission Start Date (Online)	29.04.2020
Last date for Receipt of Tender fees and EMD at ICAR-RCER, Patna	22.05.2020 (3.00 PM)
Last Date & time for submission of online Bid	21.05.2020 (3.00 PM)
Date & time for opening of technical Bid	22.05.2020 (4.00 PM)
E.M.D to be paid through Demand Draft or NEFT or RTGS only.	Rs. 50,000.00 (Rs. Fifty thousand only)

Tender Document Fee to be paid through Demand Draft or NEFT or RTGS only.		Rs. 1000.00 (Rs. One thousand only)
Note: 1. The Demand Draft is to be issued in favour of “ICAR Unit, ICAR-RCER, Patna” payable at “Patna” obtained from Nationalized Bank. 2. For NEFT and RTGS, the details of bank account is as follows. A. Name of the Bank Account: ICAR unit ICAR Research Complex for Eastern Region B. Bank Account Number: 11435537143 C. Name of Bank and Branch: State Bank of India, Bihar Vet. College Campus Branch, Patna D. Branch Code:- 09006 E. IFS Code:- SBIN0009006		
The scan copy of Demand Draft/NEFT Transaction Details/RTGS Transaction Details must be uploaded at the respective places of CPP Portal. Further, the hard copy in case of Demand Draft should be submitted to the Director, ICAR-RCER, ICAR Parisar, P.O. Bihar Veterinary Collage, Patna- 14 before bid opening date and time by Post/Speed Post/Courier only.		
in		
Address for Communication	The Director, ICAR Research Complex for Eastern Region, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800014	
		Sd/- Assistant Administrative Officer

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

IMPORTANT NOTES:-

1. The Director, ICAR-RCER, Patna hereby invites online bids for providing vehicles [**Innova (Diesel) and Latest model of Scorpio**] to be used as Staff Cars. The vehicles to be provided should be of 2016 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.
2. If the successful tenderer declines to act on the offer made by the Complex and/or withdraw/amend their quotations after opening of tenders not agreeable to the Complex, 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.
3. The contract shall ordinarily be awarded to the overall lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily.
4. The offer has to be kept open for acceptance by the Complex for 180 days from the date of tender opening.
5. **An amount @5% of total value of the Contract 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 performance 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 Complex.
6. Tender Documents can be downloaded from the ICAR-RCER website www.icarrcer.in or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
7. **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.**
8. ICAR-RCER, Patna 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 [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.
9. 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.

10. ICAR-RCER, Patna reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

Place: Patna
Date: 29.04.2020

Assistant Administrative Officer (P)



भारतीय कृषि अनुसंधान परिषद का पूर्वी अनुसंधान परिसर
ICAR RESEARCH COMPLEX FOR EASTERN REGION
(भारतीय कृषि अनुसंधान परिषद **INDIAN COUNCIL OF AGRICULTURAL RESEARCH**)

आई.सी.ए.आर. परिसर, पोस्ट-बिहार वेटनरी कॉलेज, पटना –800014 (बिहार), भारत
ICAR Parisar, P.O.: Bihar Veterinary College, Patna – 800 014 (Bihar), INDIA
फोन सं. **Phone No.(0612)2226024, 2228882*104, फैक्स सं. Fax No. 2223956, Web-site:www.icarrcer.in**

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) . Manual/offline bids shall not be accepted under any circumstances.

For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

3. The item shall be in compliance with the specifications mentioned in bid document and shall be of the latest technology, best quality and high standards.

4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.

5. Director, ICAR-RCER, Patna, reserves the right to reject any tender/bid wholly or partly without assigning any reason.

6. The Technical Committee constituted by the Director, ICAR-RCER, Patna shall have the right to verify the particulars furnished by the bidder independently.

7. Tenderer shall take in to account all costs including Hiring, Fuel Charges, Wages, EPF and ESI of Drivers etc. for giving delivery at site i.e. ICAR-RCER, Patna and MGIFRI, Piprakothi, Motihari for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.

8. The item should be delivered at ICAR-RCER, Patna and MGIFRI, Piprakothi, Motihari and the supplier shall be responsible for any damage during the contract period.

9. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.

10. All the communications with respect to the tender shall be addressed to: **The Director, ICAR RCER, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800 014.**

11. The bidders are required to upload documentary evidence in support of the following qualification criteria.

Mandatory documents to be attached are:

- a. **Annexure-I – Pre Qualification Criteria sheet / Checklist**
- b. **Annexure-II – Mandate Form for Banking details**
- c. **Annexure-III – Certificate**
- d. **Annexure-IV – Certificate about non-blacklisting**
- e. **Annexure V- Certificate**
- f. **Annexure-VI – Tender Acceptance Letter**

1) TECHNICAL BID

- i. **Scan copy Registration certificate of Firm.**
- ii. **Scan Copy of Goods and Service Tax Number of the firm.**
- iii. **Scan Copy of Pan Card and Income Tax Return of the financial year 2018-19.**
- iv. **Scan Copy of Certified Balance Sheet of the Financial year 2018-19.**
- v. **Scan Copy Minimum turnover of the firm should not be less than Rs. 10.00 lakhs annually (Rupees Ten Lakhs only) during financial year 2018-19.**
- vi. **Scan Copy of two years among last three financial years (2017-18 to 2019-20) of continuous experience 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/ Reputed Private Enterprises.**
- vii. **Scan Copy of tender fee and earnest money deposit (EMD)/its exemption, if any.**
- viii. **Scan copy of Tender acceptance letter.**

2) FINANCIAL BID

- (a) Price Bid as BoQ.xls
- (b) **Undertaking of Price Bid.**

**Sd-
Assistant Administrative Officer (P)**

TERMS & CONDITIONS OF ANNUAL RATE CONTRACT – FOR HIRING OF VEHICLE ON MONTHLY RATE BASIS

1. The Bidder(s) may note that **ONLINE BIDS** will **ONLY** be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded **On-line** <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
2. Bidders are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly. They may, if necessary, visit the Institute to study the layouts.
3. The bidders may submit duly filled and completed bidding document **ONLINE** as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bidding document.
4. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-RCER, Patna.
5. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The ICAR- RCER, Patna reserves the right to accept or reject any or all the tenders.
6. Bid Validity: 180 days.
7. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link [http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page).
8. **Bid Security (EMD)** : The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under **General Financial Rules , 2017**. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.
9. In case the unit is not covered as above, should submit the offer along with the **Bid Security (EMD) for the amount {in the form of Demand Draft only ,** in favour of “ICAR UNIT-ICAR RCER,Patna” payable at Patna.
10. The scanned copy of Earnest Money Deposit/Tender Fee by way of Demand Draft in PDF form should be included in Cover-I of the E-tender. The offers without bid security will be rejected.
11. The EMD will be returned to the unsuccessful bidders.
12. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
13. **The successful tenderer, irrespective of its registration status, in the event of receiving award for supply for a contract value above Rs.1,00,000.00 shall have to deposit performance security at the rate of 5% (five percent) of the contract value within 3 days of receipt of confirmed Purchase/Supply Order.**

14. The Institute is under no obligation to accept the lowest or any tender received in response to this tender notice and is entitled to reject any tender without assigning any reason whatsoever.

15. The **Contractor** shall **provide** the vehicles **alongwith drivers except Innova**, so as to ensure twenty four hour availability of drivers. However, the normal running of vehicle will be about 8-12 hours per day. **Monthly charges of the drivers are inclusive of EPF, ESI etc.** The vehicles so hired will occasionally be required to travel out of Patna and Motihari on official tours also.

- (i) The vehicle should be self-starting and in good condition.
- (ii) **Model of the vehicle(s) should not be prior to 2016.** In case condition of vehicles is not found to be satisfactory and of acceptable standards, the offer is liable to be rejected. The make year proof should be submitted to this office at the time of supplying of Vehicle.
- (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

16. Contractor will be required to provide the following vehicles:-

Sl. No.	Particulars	Required Qty.	Reporting location of the vehicle
i)	Innova (Taffeta White / Alabaster Silver Metallic / Urban Titanium Metallic) Car (Diesel engine);	1 No.	ICAR-RCER, Patna
ii)	Latest model of Scorpio -Mahindra & Mahindra make.	1 No.	ICAR-RCER, Patna
iii)	Latest model of Scorpio -Mahindra & Mahindra make.	1 No.	ICAR-RCER, Patna
iv)	Latest model of Scorpio -Mahindra & Mahindra make.	1 No.	MGIFRI, Motihari

17. The duty point would be **ICAR-RCER, Patna and MGIFRI, Motihari for the respective vehicle** or any other place intimated by the Complex from time to time as mentioned in the above table and **not from garage to garage.**

18. **During preparing BOQ, the following point is to be taken seriously. No further communication will be entertained in future.**

Innova for Patna

- The supplied **Innova (AC)** should be of **Taffeta White** colour. This Car will be used by ICAR RCER, Patna as Staff Car. The general duty timing of this vehicle will be from 8 AM to 8 PM; however, the timing could vary as per the requirement. No extra payment shall be made against the change in timing.
- The hiring rate of Innova should be quoted on monthly basis, **including the cost of 500 km. For extra km, separate rate should be quoted in BOQ.**
- The make and model of the vehicle should **not** be earlier than **2016.**

Scorpios for Patna

- **2 Nos. of Scorpio** (7seater with AC) of Mahindra & Mahindra Ltd make. **These vehicles will be used by ICAR RCER, Patna.**
- The general duty timing of these vehicles will be 8 AM to 8 PM. However, the timing range could vary as per the requirement. No extra payment shall be made against the variation of timing.
- The make and model of the vehicles should **not** be earlier than **2016**.
- The hiring rate of **Scorpio** should be quoted on monthly basis, **fixed charges including the 1500 km run for each vehicle.**
- For extra run (exceeding 3000 km for both the Vehicles) **separate rate should be quoted in BoQ.**
- **The extra run cost will be evaluated as follow:**
Innova : extra run cost = (Total Monthly run in km - 500 km) x Rate/km
Scorpios : extra run cost (Total Monthly run in km by the both the vehicles - 3000 km) x rate/ km

For Motihari

- Scorpio (7seater AC) of Mahindra & Mahindra make.
- This vehicle will be used by MGIFRI, Piprakothi, Motihari, Bihar.
- The general duty timing of this vehicle will be 8 AM to 8 PM. However, the timing range could vary as per the requirement. No extra payment shall be made against the variation of timing range.
- Driver should be provided by the contractor/bidder .
- The hiring rate of **Scorpio** should be quoted on monthly basis, **including the cost of 1500 km. For extra km, separate rate should be quoted in BOQ** should be quoted.
- The make and model of the vehicle should **not** be earlier than **2016**.
The extra run cost will evaluated as follow:
Scorpio : Extra run cost (Total Monthly run in km - 1500 km) x rate/ km

19. The firm has to provide vehicle on all working days and on call basis on holidays.
20. The drivers should be presentable/well behaved and should wear clean uniforms/name badges and fully conversant with the routes of Bihar and neighbouring states.
21. 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.
22. The firm should be available on its direct mobile telephone round the clock to attend to calls for taxies in emergent cases.
23. 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 Complex in no way shall be party to the dispute and will have no liability on this account.
24. 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.
25. 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 Complex, the car/cars will be sent back and the hiring charges for such car/cars for that will not be paid.
26. A dally 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.
 27. The payment against the contract shall be made on monthly basis.
 28. A **performance security @5% of total value of the contract** shall have to be deposited by the successful tenderer in the form of FDR of any nationalized Bank in the name of Director, ICAR-RCER, Patna 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 in this regard shall be final and binding on the firm.
 29. 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.
 30. The period of Contract (for hiring) will be **ONE YEAR**, extendable for further period of maximum 1 year, subject to consistently good services rendered by the Contractor.
The drivers;-
 - (i) Should be experienced.
 - (ii) Should possess an appropriate and valid Driving License.
 - (iii) Should report for duty in uniform.
 - (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.
 31. The **drivers should be provided with a mobile phone by the contractor.**
 32. 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).
 33. 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.
 34. 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.
 35. 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.
 36. 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 contract.

37. 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.
38. Necessary Registration Certificate, insurance of the vehicles should be valid and complete in all respects.
39. 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.
40. 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.

41. Penalty clause for non-compliance:-

- | | | | |
|-------|---|---|--|
| (i) | Driver not in uniform | : | Rs.1000/- per day |
| (ii) | Unwashed seat cover | : | Rs.1000/- per day |
| (iii) | Inadequate fuel | : | Rs.1000/- per day |
| (iv) | Failure to provide alternate
Vehicle in case vehicle goes
under repair. | : | Rs.500/-per hour of delay up to 3 hours
and for beyond 3 hours Rs.2000/- per
day & non payment for the entire period on
days basis. |
| (v) | Instances of any tempering
of Odometer* | : | Non-payment of bill for the particular
month and other penalty as decided by the
Competent Authority |
| (vi) | Mis-behaviour/Mis-conduct of :
Driver | : | Rs. 500/- per instance/day |

* In case odometer becomes non-functional due to genuine reasons, the same must be immediately reported to the travelling officer, who will then ensure to manually maintain and certify the actual distance travelled.

42. 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.
43. Vehicles are to be supplied and work has to be executed strictly as per the tender schedule and specifications given by the Complex.
44. Payment shall be made through cheque/ E-payment (RTGS/NEFT) only.
45. ICAR administration shall not be responsible for any accident, damage etc. to the vehicle during the period of hire.
46. Compliance of all relevant labour laws must be ensured by the contractor, including rules relating to payment of wages, providing prescribed rest etc.
47. **TERMINATION:-** This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties, if delivered to them personally or dispatched at the address given hereinunder through registered post.
48. **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 credentials, along with tender 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 for the type of job for which tender is invited with list of works carried out in the past.
49. In case of any dispute the matter shall be referred to the Director, ICAR-RCER, and his decision will be final and binding on the Contractor.
50. The Institute is **not bound to accept the lowest or any other tenders** and also reserve to itself the right of accepting the tenders in whole or in part or cancel the same.

Assistant Administrative Officer (P)

Pre Qualification criteria Sheet / Checklist

(On the letter head of the Firm)

Name of the Firm	:			
Tender Reference No.	:			
Name of the Tender/work	:			
Criteria				
Sl. No.	Details	Submitted (Yes/No)	If submitted , mention page no. of pdf file	Remarks
1	Scan copy Registration certificate of Firm			
2	Scan Copy of Goods and Service Tax Number of the firm			
3	Scan Copy of Pan Card and Income Tax Return of the financial year 2018-19			
4	Scan Copy of Certified Balance Sheet of the Financial year 2018-19			
5	Scan Copy Minimum turnover of the firm should not be less than Rs. 10.00 lakhs annually (Rupees Ten Lakhs only) during financial year 2018-19			
6	Scan Copy of two years among last three financial years (2016-17 to 2019-20) of continuous experience 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/ Reputed Private Enterprise.			
7	Scan Copy of tender fee and earnest money deposit (EMD)/its exemption, if any.			
8	Scan copy of mandate form for banking details.			
9	Scan copy of certificate about Non-blacklisting			
10	Scan copy of tender acceptance letter			

Signature of Bidder with Official Seal

(Printed on letter head of firm)

Annexure-II

Name of the Firm : -----

Registered/Postal Address : -----

1.	Phone number/Mobile number	
2.	E-mail Address	
3.	PAN No.	
4.	VAT/TIN no., if applicable	
5.	Bank Details : Bank Name Branch Address Account no. Type of account (Current/Savings)	

DECLARATION BY THE BIDDER

1. I have read and understood the tender terms and conditions relevant to Tender Document
2. I have submitted the Technical Bid in accordance with the Terms and Conditions of the above Tender Document.
3. The information furnished in the Technical Bid are true and factual and I clearly understand that our tenders are liable for rejection, if any information furnished is found to be not true and not factual at any point of time.
4. I would abide by the terms and conditions governing this tender. In case if I fail to supply as per requirement, I would be fully responsible for all the consequences that may arise and ICAR-RCER, Patna can exercise appropriate action like black listing in addition to forfeiting of EMD. I shall pay the difference of higher cost involved and other related expenses paid if any for supply of the product/providing vehicle.
5. The Commercial Bid is separately submitted against this tender.

SEAL & SIGNATURE OF BIDDER

CERTIFICATE

This is to certify that our firm..... is dealing with various organization of Central/State Govt./ICAR institutes form..... years. We have fulfil all the work/supply order of respective department/ICAR institutes within time limit with satisfactory.

(Name and address of the tendering firm)

Seal & Sign of the tendering firm

प्रमाण पत्र

प्रमाणित किया जाता है कि हमारे फर्म मेसर्स के द्वारा पिछले वर्षों में केन्द्र/राज्य सरकार के विभिन्न कार्यालय/भारतीय कृषि अनुसंधान परिषद के विभिन्न संस्थानों को अपनी सेवायें दिया जा रहा है। वर्णित वर्षों के दौरान केन्द्र/राज्य सरकार के विभिन्न कार्यालय/भारतीय कृषि अनुसंधान परिषद के विभिन्न संस्थानों से प्राप्त समस्त कार्य आदेश/कय आदेश को नियत समय में संतोशजनक रूप से पूरा/पूर्ति किया गया है।

निविदाकर्ता फर्म का नाम एवं पता

हस्ताक्षर सील सहित

(To be given on Company Letter Head)

TO WHOM IT MAY CONCERN

We hereby certify that our firm..... has no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its Directors on grounds of moral turpitude or for violations of any of the laws in-force. Also, that the firm/agency has never been black listed by any Government or semi Government authority during the last 05 years.

(Name and Signature of the Bidder, with Official Seal)

DECLARATION TO BE SUBMITTED BY BIDDER

1. I/We agree to keep the offer of this tender valid up to 180 days from the date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If I/we withdraw the tender, EMD may be forfeited.
2. I/We hereby distinctly and expressly declare and acknowledge that before the submission of tender, we have made such examination of the tender documents and such investigation of the work required to be done, as to enable us to thoroughly understand convenient, agreements, stipulations and restriction contained in the contracts and agree that we will not hereafter make any claims or demand to RCER, Patna based upon on arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement.
3. I/We shall not assign the contract or any portion of the contract to anyone.
4. If my/our tender is not accepted, the EMD shall be returned on my/our application. If my/our tender is accepted, the earnest money shall be retained by RCER, Patna up to the submission of acceptance letter of contract award to the office and till deposition of 10% of total cost as required under the contract.
5. If upon written intimation to me/us by the ICAR-RCER, Patna, I/we fail to attend the said office on the date fixed therein or I/ we fail to deposit security deposit and entered into the required agreement deed as defined in the terms & conditions in tender documents, then I/we agree to the forfeiture of the earnest money. Any notice required to be served on me/us hereunder shall be sufficiently if delivered to me/us personally or forwarded by post or left at my/our address given herein, such notice shall be deemed to have been served.
6. I/We agree to identify and keep indemnified the first party from any claims, loss or damages that may be caused to the first party on account of my/ our failure to comply with their obligations.
7. I/We have fully understood that the written agreement to be entered between us and ICAR RCER shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of ICAR-Research Complex for Eastern Region, Patna.

Signature of Contractor & Seal

Address:-

Contact No.

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

Date:

To,
The Director
ICAR Research Complex for Eastern Region,
ICAR Parisar, P.O.: Bihar Veterinary College,
Patna – 800 014 (BIHAR) INDIA

Sub: Acceptance of Terms & Conditions of Annual Rate Contract for Hiring of Vehicle on Monthly Rate Basis at ICAR Research Complex for Eastern Region, Patna and MGIFRI, Motihari.

Tender Reference No: _____

Name of Tender / Work: - Annual Rate Contract for Hiring of Vehicle on Monthly Rate Basis at ICAR Research Complex for Eastern Region, Patna and MGIFRI, Motihari.

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Autonomous Body/Organization/Public sector undertaking.

I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Financial Bid Declaration

To,
The Director
ICAR -Research Complex for Eastern Region
Patna –800 014 (BIHAR)

Sir,

I/We wish to submit our tender for **Annual Rate Contract for Hiring of Vehicle on Monthly Rate Basis at ICAR Research Complex for Eastern Region, Patna and MGIFRI, Motihari** on the following rates:

Sr. No.	Particulars	Rates Quoted (INR)
1.	Rates offered for Item at ICAR-RCER and MGIFRI is accordance with the terms and conditions specified in the tenders including all acts and taxes etc. as applicable from time to time.	As per BOQ

NOTES:

- The overall comparison shall be done on the basis of the summation of the quoted rates.
- I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part lay down in the Tender form.
- I/We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.
- I offer the rate(s) as indicated in the Financial Bid inclusive of all applicable charges, duties and taxes except Goods and Service Tax. The rates are in Indian Rupee.
- I understand and agree that in case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
- I also agree that the quoted rates shall remain firm throughout the tenure of the contract and no revision will be considered for any reason.

Signature _____
Name & Address of the firm _____
Contact No. & Email ID _____
Mobile No _____

Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant 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.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted / couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. 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.
5. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders“ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids)i.e. after Clicking “Freeze Bid Submission: in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1204200462

General Instructions to the Bidders

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY

CPP Portal website: www.eprocure.gov.in

Assistant Admn.Officer