



No:RKVY_IISWC_KPT/2022-23/292

Date:14/07/2022

To
As per list attached

Sub: Limited Tender Inquiry for Rate Contract for Hiring of Vehicles -reg.

Dear Sir(s),

This Institute is under the process of finalizing Rate contract for Hiring of Vehicles. Accordingly, on the behalf of the Director ICAR-IISWC, Dehradun, **Limited Tender Enquiries in two bid system (Technical Bid & Financial Bid Separately)** are here by invited for a period of one year under different internal and external projects from the date of the award of the contract which can be extended further one/more years (Maximum period of contract not more than two years) on mutual consent of both the parties. The schedule of the tender is as under:-

Details of Tender Deposits:-

Earnest Money Deposit : Rs.15,000/- (Rupees Fifteen Thousand) only
Security Deposit : Rs.25,000/- (Rupees Twenty five thousand) only

Tender document contains the following:

- Annexure-I - Terms & Conditions.
- Annexure-II - Technical Bid form.
- Annexure-III - Declaration to be submitted by the firm.
- Annexure-IV - Details of the experience/work done.
- Annexure-V - Price Bid.

Tender Schedule

Last date and time of submission of tender bid	30/07/2022 at 2.00 p.m.
Date and time for opening of Technical Bids	30/07/2022 at 3.00 p.m.
Date and time of opening of Financial Bid of the firm qualified in technical bid	To be intimated to the responsive bidders in due course of time.
Bid Validity	90 days
Place/Venue of opening of Technical & Financial Bid	ICAR-Indian Institute of Soil & Water Conservation, Research Centre, Sunabeda, Dist: Koraput (Odisha)
Address for Communication	ICAR-Indian Institute of Soil & Water Conservation, Research Centre, Sunabeda, Dist: Koraput (Odisha)

In case, holiday is declared by the Government on the day of opening of bid, the bid will be opened on the next working day at the same time.

Technical & Financial bid may be submitted in two separate sealed cover envelop which should be further kept in a single sealed cover envelop superscribed as "Limited Tender of Rate contract for Hiring of Vehicles".

Accordingly, I am **enclosing herewith Limited Tender Document** for your information and submission of your bid as per the schedule date & time and terms & conditions of the tender document.

HEAD
ICAR-IISWC, RC, SUNABEDA

**ICAR – Indian Institute of Soil & Water Conservation
Research Centre, Sunabeda, Dist: Koraput (Odisha)**

NAME OF WORK : RATE CONTRACT FOR HIRING OF SERVICES
CENTRE / ORGANIZATION : ICAR-IISWC, RC, SUNABEDA
START POINT & ENDPOINT : ICAR-IISWC, RC, SUNABEDA
COMPETENT AUTHORITY : HEAD OF THE CENTRE
PARTY : SUCCESSFUL BIDDER

A. MAIN TERMS & CONDITIONS

1. The ICAR-IISWC, Sunabeda is located at Sunabeda. The Rate Contract for Hiring of Vehicles shall be for transportation of Institute's/Centre's officers/staff and materials to different hill and plain locations in Odisha State and outside Odisha comprising all India locations. The vehicles shall be hired on different ceilings of kilometers etc. within and outside Odisha State as per Price Bid document.
2. The rate contract shall be purely on call basis. As and when required, the selected firm shall be informed to deploy the vehicle as per approved category.
3. The contract shall be governed by the terms & conditions contained in the tender/contract document.
4. **Contract is not transferrable to any other party at any stage.**
5. Initially the contract period is for one year of **one year** from the date of award of work which can be further extended for one year (Maximum period of contract not more than two years) subject to satisfactory performance of the Vendor and its willingness to continue on existing terms and conditions, as per requirement.
6. Please submit your rates only in the **prescribed price bid format** attached with this LTE document if the firm is in a position to furnish the requisite services in accordance with the requirements stated in the tender document.
7. E.M.D of Rs.15,000/- (Rupees Fifteen Thousand only) through POS/Demand Draft/Account Transfer favoring "**Head of the Centre, ICAR-IISWC**", Research Centre, Sunabeda payable at SBI, Sunabeda should accompany (proof of deposit) the technical bid which will be refunded to the unsuccessful bidder
8. Firms registered under Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempted to deposit the EMD.
9. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tender, he will not resale from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Centre.
10. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him as soon as tender process is finalized and after he has applied for the same. No interest shall be paid on the EMD.

11. The tenders are liable to be ignored if complete information as required in the technical bid is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents contained with the contract may specify whether he 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 is partnership, in such case he must have authority to refer to Arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
12. In case of partnership firm, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, Centre 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 tender and the schedules to the tender and annexure(s), if any, should be signed by the tenderer.
13. **The criteria for selection of successful bidder shall be the greatest number of lowest rates(s) in the scheduled items. However, for remaining items (for which successful firm has quoted higher rates) successful bidder has to match up with the lowest rates quoted by the non-successful firms.**
14. In case of tie between two or more firms, the criteria for selection shall be the maximum experience in the in government departments. Hence all bidder must submit the document in support of their experience alongwith the technical bid.
15. Rates quoted should be inclusive of all taxes, running expenses, maintenance, repairs, road taxes, permit etc. The cost of parking of vehicle and toll taxes, if levied shall be paid by the firm. Rates quoted by the firms shall be final during the contract period including extended period of contract, if any. **Institute/Centre will not be responsible for any enhancement of the rates quoted in case of any hike in Petrol/Diesel prices** by Union Government or any extra tax imposed on the Contractor by State/Central Government.
16. For reimbursement of the cost of parking of vehicle and toll taxes, if levied and paid by the firm, the firm shall submit original payment receipt along with bill of respective journey duly verified by the indenter/OIC (Vehicle).
17. Work experience, if any, in any of the Govt. Department may be submitted.
18. An amount of Rs.25,000/- is to be deposited by the successful bidder as performance security deposit only after receiving communication from the Centre. In the event of non deposition of the same, the Earnest Money shall be forfeited. The performance security shall be deposited with the Centre for the contract period. The amount of Rs.25,000/- towards performance security is for whole contract of all categories of vehicle. No interest on performance security deposit shall be given upto release of payment.
19. Acceptance of the tender will be communicated by the Centre by speed post/registered letter or any other form of communication as per address provided by the bidder in his tender document. If tenderer does not accept the offer **within 15 days** after issue of letter of award by Institute, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
20. The name and address of the representative who would be attending the opening of the tenders on the behalf of the firm should be indicated in tender document.

21. Income Tax, TDS, GST or any other statutory tax which is as per the rules of the Government shall be deducted at source from the bill of the successful tenderer, as per rules/instructions made applicable from time to time by government. Tax deduction certificate will be issued to the tenderer after closing of financial year.
22. Conditional tenders shall not be entertained.
23. Successful Bidder/tenderer will have to enter into a detailed contract agreement with the Centre on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only) duly notarized for awarded work. The specimen of contract document shall be supplied to the successful bidder.
24. Decision of Competent Authority shall be final for any aspect of the tender/contract and binding on all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 as amended time to time.
25. Modification of the tender in any manner after the closing date is not permissible. The tender must be filled by ink only.
26. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, report is received that the Contractor/Contracting Firm has breached any condition of the contract.
27. The Competent Authority reserves the right to reject any or all tenders in whole or in part without assigning any reasons therefore. His decision shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

28. LIQUIDATED DAMAGES CLAUSE:

- i. Whenever and wherever it is found that the services performed by the firm is either not up to the mark or the vehicle is not immediately supplied on demand within the stipulated time, an amount equivalent to the bill charges supposed to be paid on account of such visit shall be levied as liquidated damages and shall be enforceable on the firm's next bill or performance security deposit as per the decisions of the Centre.
 - ii. In case of sudden breakdown of vehicle during the visit, the firm shall provide same type new vehicle within two hours failing which the entire cost of such visit shall be levied as liquidated damage and charged from next bill/performance security as per the decision of the Centre
- 29. The Following document are mandatorily required to be attached along with the Technical Bid format (Annexure-II) besides other documents, if any mentioned in the technical bid form :-**
- i. A copy of complete Technical document duly filled in all respect by the firm.
 - ii. Self attested Copy of PAN Card
 - iii. Self attested Copy of GST.
 - iv. Original Demand Draft of Earnest Money Deposit (EMD)/ Proof of EMD deposited through POS/Online.
 - v. Copy of firm's valid registration certificate under MSEs, if applicable for exemption of EMD.
 - vi. Copy of general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender, if applicable.
 - vii. Copy of firm's banker details.
 - viii. Original declaration as per attached format (Annexure-III) in a non-judicial stamp paper of value of Rs. 100/- (Rupees One Hundred Only) duly notarized.
 - ix. Original Price Bid in the prescribed format duly filled in by ink and without any correction.

- x. Copy of registration certificate, insurances of the vehicles to be engaged **(at least two from any mentioned category should be in his own name).**
- xi. Under taking for not having any legal cases pending against the bidder as well as on the provided vehicles.
- xii. The documents such as valid RC, Insurance, Pollution, Fitness etc. of vehicles should be submitted by the successful bidder.
Only those firms who will qualify in the technical bid will be considered for financial bid.

B. OTHER TERMS & CONDITIONS

1. The LTE document is also being uploaded on CPPP/Institute website. The responses received against CPPP/Website publishing shall be treated as unsolicited and shall not be evaluated in present bidding. However, they shall be invited during next tender process, if any.
2. The contract shall 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.
3. Offer has to be kept open for acceptance by the Centre/Institute for 90days from the date of tender opening.
4. Vehicle(s) must have registered as a **commercial vehicle** and having all valid **Permits**.
5. Vehicle should be self-starting and in good condition.
6. **Vehicle to be provided should be registered on or after 1.1.2019.** In case the registration of vehicle sent by the firm is found prior to 1.1.2029, the same shall be returned without any cost on the part of the Centre and liquidity damage shall be enforced.
7. At the time of journey/visit, the driver must have valid Driving Licence, Vehicle's Registration Certificate, Insurance Certificate, Pollution Certificate and other relevant certificate/documents as required by the Central/State Transport Department/Regional Transport Officer for plying such vehicle for commercial use. Vehicle(s) provided should have up-to-date and complete documents as per Motor Vehicle Act.
8. Firm shall make available the vehicle(s) within two hours of sending the notice/information from this Institute as and when the requirement of vehicle(s) arises or the period specified in the demand.
9. Demand of vehicle will also be sent in odd hours/late night due to occurrence of emergency situations.
10. The Kilometers and Journey time of the vehicle will be start **from the Research Centre and ends at this location.**
11. Speedometer meter of the vehicle should be in running condition for calculation of kilometers covered by the vehicle.
12. Institute will have no liability whatsoever in case of any mishaps to the vehicle(s) made available to this Institute and the Firm/Travelling Agency will be solely responsible for the same.
13. Driver provided by the agency with the vehicle should maintain its log book which will be signed by the indenting officer of the Institute. The agency may supply a photocopy of the log book duly certified along with respective bill for payment.

14. Driver(s) deputed by the firm on the vehicle(s) hired should be of good behaviour, well disciplined and in sound mental, physical health with valid Driving license.
15. Driver(s) deputed along with the vehicle(s) should have driving license for driving commercial vehicles in hills and plains as per motor vehicle act/rules.
16. Contract may be cancelled at any time if the work of the hiring the vehicle(s) is not found satisfactory and the loss if any, suffered by the Institute will be borne by the Travelling Agency/Firm or shall be recovered from the Performance Security deposited by the agency.
17. Payment of bill shall be made within 30 days of the receipt in proper form accompanied with a copy of the relevant log sheet signed by the Official(s) using the vehicle(s), after adjusting for default, if any, and income tax as applicable to contract works as per prevailing rules. The bills should positively be submitted in the office on completion of the programme for arranging payment. **The payment will be made through Bank Transfer. The Travelling Agency will mention on the Invoice/bill its Account No. with name of the branch/branch code of State Bank of India to enable this Institute to make payment through Bank Transfer. In case of delay in payment beyond 30 days due to administrative reasons, no claim for interest etc. shall be entertained.**
18. **The Institute shall not be responsible for any compensation etc. in case of any loss of life or property made by the hired vehicle/driver during the travelling by the firm's vehicle(s). All such liabilities shall be borne by the firm itself.**
19. Competent Authority reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Bidder.

HEAD
ICAR-IISWC, RC, SUNABEDA

**ICAR – Indian Institute of Soil & Water Conservation
Research Centre, Sunabeda, Dist: Koraput (Odisha)**

Rate Contract for Hiring of Vehicles**Technical Bid form**

1	Name of the Firm/Agency	
2	Full address with Post Box No. And Telephone No., E-mail etc.	
3	Details of Constitution of the Firm/Agency (Attached copy), Whether it is under Indian Companies Act, 1956, Indian Partnership Act, 1932 or any other act (Please give names of proprietor/partners)	
4.i	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.	
ii.	If answer to the above is in negative whether there is any general power of 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.	
iii.	If the answer to above 4.i & ii is 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 and Full Address of your Banker's and bank account details	
7	Earnest Money Deposited & its details	Yes/No
8	Whether all documents referred in <u>Sl.No.29 of Annexure-I, main terms & conditions</u> are attached with the technical bid (give the sl.no. of each document)	Yes/No (Sl.No.....to.....)
9	Name and Address of the Firm's Representative, if any to be present at the time of opening of the Tenders	
10	Name and details of Permanent Representative of the firm for coordination during contract period	
11	Any other relevant information	

Note :- All the above information along with the requisite documents as stated in Annexure-I must be accompanied with certified copies of the documents, failing which the quotation will be liable to be rejected.

Declaration
(to be submitted in Non-judicial stamp paper of Rs.100/- duly notarized)

I/We have read and understood Terms and Conditions contained in the tender document (No.1(9)/2020-21/Stores/.....dated.....) issued by ICAR-IISWC, RC, Sunabeda for **Rate Contract for Hiring of Vehicles**. I/We do hereby declare that all the details furnished in our Tender Document are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-IISWC.

I/We do hereby also accept IISWC have the right to accept or reject our Tender.

It is certified that our firm has not been blacklisted/debarred by any organization of Central/State government department/ PSUs including Central Vigilance Commission (CVC) during last five years.

I/we also certify that no criminal/legal suit is pending or contemplated against our firm.

The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize IISWC to approach Individuals, employees, firm and corporations to verify our competence and general reputation

Signature & Seal of the Tenderer.....
Address of firm
Telephone/Mob. No.....
E-mail ID.....
Date:.....
Place :

**ICAR – Indian Institute of Soil & Water Conservation
Research Centre, Sunabeda, Dist: Koraput (Odisha)**

E-tender for Rate contract for Hiring of Vehicles

Details of experience/work done:

Sl. No.	Name of the Deptt. / Organization with phone No.	Period		No. of vehicles deployed	Remarks
		From	To		

Signature & Seal of the Tenderer.....

Address of firm

Telephone/Mob. No.....

E-mail ID.....

Date:_____

Place : _____

FINANCIAL BID

Last date for receipt of tender : **30/07/2021 at 2.00 p.m.**
 Date of opening tender (Technical Bid) : **30/07/2021 at 3.00 p.m.**

To

**Head of the Centre,
 ICAR-IISWC, Research Centre, Sunabeda**

Sir,

I/We wish to submit our Tenders for **HIRING OF VEHICLE at ICAR-IISWC, RC, Sunabeda** on the following rates.

S#	Particulars / Description	Rate (in Rs.)	
		AC vehicles	Non AC vehicles
1.	CAR (Dezire, Etios, Sail etc.)		
a	Rate upto 60km for 12hrs ((with day halt charges))		
b	Rate per Kilometre (Upto 250km range)		
c	Day halt charges Upto 250km		
d	Rate per Kilometre (more than 250km range) (No day halt charges)		
e	Night halt charges (Including logistic arrangements of driver)		
2.	Multi Utility Vehicles (Bolero)		
a	Rate upto 60km for 12hrs ((with day halt charges))		
b	Rate per Kilometre (Upto 250km range)		
c	Day halt charges Upto 250km		
d	Rate per Kilometre (more than 250km range) (No day halt charges)		
e	Night halt charges (Including logistic arrangements of driver)		
3.	Sports Utility Vehicles (Innova / Scorpio / Xuv etc.)		
a	Rate upto 60km for 12hrs ((with day halt charges))		
b	Rate per Kilometre (Upto 250km range)		
c	Day halt charges Upto 250km		
d	Rate per Kilometre (more than 250km range) (No day halt charges)		
e	Night halt charges (Including logistic arrangements of driver)		
4.	CAR (Dezire, Etios, Sail etc.)		
a	Visakhapatnam- local travel & Back_ full day – (upto 400km)		
b	Visakhapatnam – Either one side (upto 200km)		
c	Vizianagaram-local travel & Back_ full day – (upto 250km)		
d	Vizianagaram – Either one side (upto 120km)		
5.	Sports Utility Vehicles (Innova / Scorpio / Xuv etc.)		
a	Visakhapatnam, local travel & Back full day – (upto 400km)		
b	Visakhapatnam – Either one side (upto 200km)		
c	Vizianagaram-local travel & Back full day – (upto 250km)		
d	Vizianagaram – Either one side (upto 120km)		

Note:

- Rates should be quoted including all taxes, other charges including GST, TDS. No other charges will be paid extra.
- Road permit (within Odisha or other state) should be obtained by the bidder. No extra charges in this regard will be paid
- Insurance, pollution, etc, should be paid by the bidder. No extra charges in this regard will be paid
- All logistic arrangements of driver should be born by the bidder.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature:

Name & Address of the Firm:

Telephone No /Mobile No: