



भाकृअनुप-भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 040-24599308.Fax.040-24599304.www.millets.res.in



F. No. 4-104/21-22/ST

Dated: 25-05-2021

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested bidders under **two bid system for Hiring of Vehciles** at Indian Institute of Millets Research, (IIMR), Rajendranagar, Hyderabad-500030. Manual bids shall not be entertained at all. **Tender documents may be downloaded** from www.millets.res.in website of the schedule as given in **CRITICAL DATE SHEET** as under:

CRITICAL DATE SHEET

| | |
|---------------------------------------|--|
| Tender No. | F. No.4-104/21-22/ST |
| Date and Time for Issue/Publishing | 25-05-2021 at 09:00 AM |
| Document Download Start Date and Time | 25-05-2021 at 10:00 AM |
| Bid Submission Start Date and Time | 26-05-2021 at 10:00 AM |
| Bid Submission End Date and Time | 18-06-2021 at 10:00 AM |
| Date and Time for Opening of Bids | 19-06-2021 at 10.00 AM |
| Address for Communication | Assistant Administrative Officer ICAR-Indian Institute of Millets Research, Rajendranagar,(R.R. District) Hyderabad- 500030, T.S. |

TENDER HAVE TO BE SUBMITTED ONLINE ONLY. Validity of Tender to remain open for acceptance up to 180 days from the date of opening of Tenders

In the event of the date specified for tender receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of tenders and opening of tenders will be the following working day at the specified times.

The Director, ICAR-IIMR reserves the right to accept or reject any or all the tenders. Decision of the Director will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.

1. Providing of Vehicles per day along with the Driver as per requirement. The rates should be quoted in the Price bid for all types of Non-A/c and A/c Vehicles as per **Annexure-VI** as per BoQ in CPP Portal.
2. An indent will be placed with the firm on need basis and the firm has to provide the required vehicle immediately to the office or the place asked for. The driver of the vehicle should be neatly dressed provided by the agency for hire and he shall have a mobile phone for contact from time to time and the number to be given to the Transport Officer, ICAR-IIMR, immediately on reporting and the claim should have a log sheet and duty slip. **Dead mileage one way to be shared by ICAR-IIMR and one way to be shared by the firm.**
3. Parking fees, toll Tax, other state permits for journey outside or within the state of Telangana will be reimbursed extra along with the bill pertaining subject to

production of the original documents in proof of such payment to the concerned authorities.

4. Evaluation shall be done on the basis of total amount quoted (inclusive of all applicable taxes and duties).

TERMS AND CONDITIONS:

1. **Payment:** Payment shall be made by the institute on submission of the bills along with log books and certification by the competent authority.
2. **Identity of the Personnel:** The names and designations with due signatures of the Personnel to be engaged by you for this contract should be made available to us for security check. They should bear proper identity card issued by the firm whenever they enter the premises of the Academy.
3. **Contract:** The successful bidder has to enter into an agreement on non-judicial stamp paper of Rs.100/- (Rupees One Hundred Only) which has to be signed before implementing the contract. Under normal conditions, the contract shall be terminated on one month's notice in writing from either side. If the services are not satisfactory without valid reason, the Contract will be terminated by the Institute at any stage. However, Director, ICAR-IIMR will have the right to terminate the contract at any stage without assigning any reason.
4. **Billing:** An Advanced stamped receipt along with pre-receipted bill in triplicate, indicating all the details of work, in a standard bill format containing all applicable Taxes, etc. addressed to the Director, ICAR-IIMR, Rajendranagar, Hyderabad-500030 may please be submitted on completion of each month to Vehicle Section. No advance payment is permissible. However, payment will be made within fortnight after receipt of bills after due certification by the concerned authorities.
5. **Taxes to be deducted at Source:** Income Tax, Service Tax, GST and other statutory levies applicable to such contracts / Services will be deducted at source, as per the rate applicable at the time of payment.
6. **Performance Security:** The Successful Bidder has to submit within 15 days an amount of Rs. _____/- (**Rupees _____ Only**) in the form of DD or Bankers Cheque in favour of **“ICAR-Unit IIMR” as performance security along with the Contract Agreement.** The said amount will be returned after expiry of the contract without any interest.
7. **Income Tax:** The firm should submit income tax returns of previous 3 assessment years i.e., 2017-18, 2018-19 & 2019-20 along with the tender document.
8. Agency should provide good condition AC & Non AC vehicles with commercially registered with yellow number plates.

9. Reimbursement of parking fees is considered for Payment if said at Air Ports or Railway Stations etc., on production of valid receipt.
10. The agency to allow marginal increase of 5 km, and half an hour time while claiming the next slab rates.
11. vehicles are to be arranged even at short notice of half an hour.
12. **A/c. Operation: Whenever the vehicle is hired for duty if A/c is not functional the bill amount claimed for that day for the said vehicle will be restricted for Non A/c. charges.**

Notwithstanding anything contained herein above, the contract shall be terminated by us for violation by you of any of the terms, conditions and covenants set out above in which case you shall not be entitled to any compensation on any count whatsoever.

13. The vehicle must be Road worthy condition, shall not be more than 5 years old from the date of initial registration and must have Valid Registration certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage permit, proof of up to date tax payment, etc. which are mandatory for plying of vehicles. The office hiring the vehicles shall not be responsible for any damage to any property on account of use of hired vehicle any manner whatsoever. The bidder shall be responsible for all such litigations/obligations.
14. **Bidder Eligibility Conditions & Qualifying Criteria**
 - a. The bidder should have their office located in Hyderabad with sufficient manpower and drivers with valid driving licenses to drive the vehicles.
 - b. The bidder should own sufficient vehicles, registered as commercial vehicles with Yellow Plate Numbers/ Taxi Numbers and the copy of Registration Certificate to be enclosed along with the Quotation.
 - c. The vehicle offered by the firm should not be more than 5 years old and in good running condition.
 - d. The firm should be in the similar business for the last 5 years and providing services to **atleast two Govt/Central Govt. /Other agencies**. The proof of agreement / contract to be enclosed along with the Bid.
 - e. The vehicles are to be commercially registered with the concerned RTA.
 - f. The bidder should be registered with the appropriate authorities such as Deptt. Of Tourism/State RTA, etc. as the authorized Taxi/Tour Operator/Transporter.
15. The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicles. Driver should be in proper white uniform, well versed with Hyderabad routes and places and should be well behaved and courteous to passengers. He should have a mobile connection with him.
16. Rate once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes.

17. The contract will be for a period of one year and may be renewed on the existing terms and conditions for a further period of 12 months at the discretion of the Director, ICAR-IIMR.
18. All the Cars should be covered under comprehensive insurance. In circumstances the hired Car is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act.1968 and IPC, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the Law. The sole responsibility for any legal or financial implications would vest with the contract.
19. All Vehicles must be with pollution free certification issued by the authorized agency.
20. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labor laws and regulations is the sole responsibility of the contractor.
21. The firm shall not assign or sublet the work or any part of it to any other person or party.
22. The tender is not transferable.
23. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the ICAR-IIMR OFFICE. The arbitration proceedings shall take place at Hyderabad or at such other place as decided by the Director, ICAR-IIMR. The provisions of Arbitration and conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.
24. **Preference will be given to the firms whose offices of operation are located within 15 kms. radial distance from Institute.**
25. The Travels firm should provide the vehicles fully owned by them: Attached vehicles will be discouraged.
26. **Financial Bid:** The Financial Bid must be uploaded in CPPP as per the BOQ format uploaded with tender there.

Director
ICAR-IIMR

CHECKLIST (To be uploaded in CPPP)*Please upload clear and legible scans*

| S.no | Document to be uploaded in Technical bid on CPPP | Whether Uploaded (Yes/No) |
|-------------|--|----------------------------------|
| 1. | Filled Checklist Annexure I | |
| 2. | Filled Annexure II | |
| 3. | Undertaking as per Annexure III | |
| 4. | Details of Offered Vehicles filled as per Annexure IV | |
| 5. | Experience Details as per Annexure V | |
| 6. | Details specification for annual rate contract for hiring of vehicles Annexure VI | |
| 7. | Bid Security Form Annexure VII | |
| 8. | Bidder profile Annexure VIII | |
| 9. | Tender acceptance letter Annexure IX | |
| 10. | The firm should enclose copies of Income tax returns for last 3years (Financial Year 2017-18, 2018-19, 2019-20) | |
| 11. | Scanned copy of this tender document signed and stamped by bidder | |
| 12. | Registration Certificate of Firm as authorized Taxi/Tour Operator/Transporter | |
| 13. | Scanned Copy of PAN, GSTIN | |

SIGNATURE OF THE TENDERER & STAMP

Date:

Place:

ANNEXURE – II

COMMERCIAL DETAILS

(To be filled and submitted on Company Letter Head)

| | | |
|----|---|--|
| 1. | Name and Address of Bidder | |
| 2. | Telephone No. / Mobile No. / FAX No. | |
| 3. | Email ID | |
| 4. | Month and Year of Establishment | |
| 5. | PAN and GSTIN Number | |
| 6. | Local Office Address in Hyderabad/Secunderabad | |

SIGNATURE OF THE TENDERER & STAMP

Date:

Place:

ANNEXURE – III

UNDERTAKING

(To be submitted on Firm's Letter head)

I/We have read and understood General Terms and Conditions contained in the ICAR-IIMR's Tender. I/We do hereby declare that all the details provided in this tender bid 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-IIMR, Hyderabad.

I/We do hereby also accept ICAR-IIMR have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-IIMR any changes in the condition or working of the firm. It is also certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR- IIMR to approach individuals, employees, firms and corporations to verify our competence and general reputation.

I/We do hereby also certify that we have all the required expertise in the field for which bids are being invited by ICAR-IIMR.

**AUTHORISED SIGNATORY OF THE FIRM WITH
SEAL**

Place:

Dated:

ANNEXURE – IV

| Vehicles Offered should not be more than 5 years old, in good running condition & should have commercial registration with yellow number plate. | | | | | |
|--|-----------------------|--------------------------|----------------------------|--|-----------------------|
| Vehicle Model | Vehicle Number | Registration Date | Registration Number | Details of RTA Where It is registered | Insurance Upto |
| | | | | | |
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AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Date:

Place:

ANNEXURE – V

Experience Certificate: The firm should be in the similar business for the last 5 years and providing services to at least two Govt./Central Govt./Other agencies. The proof of agreement/contract to be enclosed along with bid.

| Year | Name of the Organization | Contact Details | Experience | |
|------|--------------------------|-----------------|------------|----|
| | | | from | To |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

Note: While uploading this annexure in CPPP bidder should make sure that work experience certificates are also uploaded along with this in one single pdf.

ANNEXURE – VI

DETAILS SPECIFICATION FOR ANNUAL RATE CONTRACT FOR HIRING OF VEHICLES

| Sl. No | LOCAL TOUR | *Hatchback | | *Sedan | | *SUV | | *MUV | | 12 SEATER | | 22 SEATER | | LCV (light commercial vehicle) |
|--------|---------------------------------|------------|---------|--------|---------|------|---------|------|---------|-----------|---------|-----------|---------|--------------------------------|
| | | A/c | Non A/c | A/c | Non A/c | A/c | Non A/c | A/c | Non A/c | A/c | Non A/c | A/c | Non A/c | |
| | PER DAY BASIS INSTANTION | | | | | | | | | | | | | |
| 1 | 24 hrs or 240 kms | | | | | | | | | | | | | |
| 2 | 12 hrs or 120 kms | | | | | | | | | | | | | |
| 3 | 8 hrs or 80 kms | | | | | | | | | | | | | |
| 4 | 4 hrs or 40 kms | | | | | | | | | | | | | |
| 5 | 2 hrs 25 kms | | | | | | | | | | | | | |
| 6 | Extra Km after Beyond slab | | | | | | | | | | | | | |
| 7 | Extra Hrs after Beyond slab | | | | | | | | | | | | | |
| | OUT STATION | | | | | | | | | | | | | |
| 10 | Rate per Km | | | | | | | | | | | | | |
| 11 | Driver Bhatta per day | | | | | | | | | | | | | |

*Hatchback: Maruti Swift, Maruti Baleno, Hyundai i20 or its equalient

*Sedan: Honda City, Maruti Dzire, Hyundai Verna, Honda City, Hyundai Aura, Honda Amaze, or its equalient.

*SUV: Hyundai Creta, Kia, Mahindra Thar or its equalient

*MUV: Maruti Ertiga, Toyota, Innova, Crysta, Renault Triber, Maruti XL6 · Maruti Eeco · Toyota Vellfire · Mahindra Marazzo Datsun GO Plus or its equalient.

Note : please mention Yes/No in the above columns of the service providing

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Date:

Place:

Annexure -VII

Bid Securing Declaration Form

To

(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration) Duly authorized
to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

BIDDER'S PROFILE
(Should be Uploaded on letter head of the firm)

| | |
|--|--|
| Name of the Firm | |
| Address for Correspondence | |
| Contact Person Name and Designation | |
| Mobile and Fax | |
| Email ID for correspondence | |
| Type of Firm (Sole Proprietor/Manufacture/Partnership firm/Limited Company/Corporation/Society) | Registration Certificate of the Company or Dealer/Agent Certificate. |
| Income Tax Registration /PAN No. (pls. upload self-attested copy) | |
| GST registration Certificate (pls. upload self-attested copy) | |
| The annual gross turnover of the firm should not be less than Rs. _____ lakhs at least for three years during last five years. (pls. enclose Audited balance sheet and P&L account duly signed by CA or Self attested). | |
| a) 2015-16 | |
| b) 2016-17 | |
| c) 2017-18 | |
| d) 2018-19 | |
| e) 2019-20 | |
| Upload the Compliance of Technical Specification | |
| Details of upload Bid Security form | |
| Bank Details | |
| Name of the Bank | |
| Branch & Address | |
| Type of Account | |
| Account No. | |
| MICR NO. | |
| IFSC Code No. | |
| | |

Signature of authorized signatory
Name & Designation
Seal

TENDER ACCEPTANCE LETTER
(Should be Uploaded on letter head of the firm)

Date:

To,

.....
.....

Sub: Acceptance of terms and conditions of tender.

Tender Reference No.:

Name of tender/work:-

Dear Sir,

1. I/we have downloaded / obtained the tender documents(s) for the above mentioned 'Tender/work' from the web site(s) namely:_____

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

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.
- 5 I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking/ Central Autonomous Bodies.
6. I/we certify that all information furnished by the our Firm is true and correct and in the event 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.

Signature of authorized signatory

Name & Designation

Seal

PRICE BID
(Reference for BOQ) (To be quoted in format provided on CPP Portal)

| Sl. No | LOCAL TOUR | *Hatchback | | *Sedan | | *SUV | | *MUV | | 12 SEATER | | 22 SEATER | | LCV (light commercial vehicle) |
|--------|---|------------|---------|--------|---------|------|---------|------|---------|-----------|---------|-----------|---------|--------------------------------|
| | | A/c | Non A/c | A/c | Non A/c | A/c | Non A/c | A/c | Non A/c | A/c | Non A/c | A/c | Non A/c | |
| | PER DAY BASIS IN STATION | | | | | | | | | | | | | |
| 1 | 24 hrs or 240 kms | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | |
| 2 | 12 hrs or 120 kms | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | |
| 3 | 8 hrs or 80 kms | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | |
| 4 | 4 hrs or 40 kms | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | |
| 5 | 2 hrs 25 kms | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | |
| 6 | Extra Km after Beyond slab | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | |
| 7 | Extra Hrs after Beyond slab | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | |
| 8 | Parking fee at Airport/Railway stations | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | |
| | OUT STATION | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX |
| 9 | Rate per Km | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX |
| 10 | Driver Bhatta per day | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX |
| 11 | Toll Tax | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX |

- The above mentioned Price Bid format is provided as BoQ_XXXX.xls along with this tender document at <http://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in their offer/rates in the permitted column (coloured) and upload the same as Price Bid. **Bidder shall not tamper/modify the downloaded price bid template in any manner.** In case the price bid template is found to be tampered/modified in any manner, the corresponding bid will summarily be rejected and Bid Security would be forfeited and the Bidder is liable to be banned.
- The rate shall be quoted in Indian Rupee only
- The quoted price shall be inclusive of all taxes and duties. **The quoted price shall not be affected by any subsequent revision in the statutory taxes, duties etc**
- In case of any discrepancy in calculation of total amount, the total evaluated price in word will be considered for evaluation.
- The quoted rates shall remain throughout the validity period of the bid/contract and no revision is permissible whatsoever may be the reason.

Signature of authorized signatory
Name & Designation
Seal