



ज्वार अनुसंधान निदेशालय
DIRECTORATE OF SORGHUM RESEARCH
(भारतीय कृषि अनुसंधान परिषद/Indian Council of Agricultural Research)
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 24018651,24015349, Fax no.24016378



F,No.4-44/13-14/ST

Date:19.11.2014

Sealed and typed tender dully filed in and super scribed with TENDER FOR ANNUAL RATE

CONTRACT FOR HIRING OF VEHICLES " addressed to the Director, DSR is requested to be sent by **Registered/Speed Post on or before the 11.12.2014 by 14:00 hrs.** The Tender received after the due date time will not be entertained. **The Tender will be opened on the same day at 14:30 hrs** in the presence of the representatives of the firms who desire to be present at the scheduled date & time.

Please forward your tender in **two-way bid system** in a sealed cover with superscription of enquiry number and date addressed to the Director, DSR, Rajendranagar, Hyderabad-500030.

The tender form and other details are available in DSR Website WWW.sorghum.res.in, which can be downloaded and cost of enquiry document Rs.200/- and EMD of Rs.10000/- is to be paid by means of Demand draft in favour of ICAR-Unit –DSR, Hyderabad. Enquires submitted without enquiry fee and EMD shall be rejected.

In the event of date specified proposal submission for tender Receipt declared as closed holiday for Office, the due date for the submission of the Enquiry will be the following working day.

PROPOSAL SUBMISSION:

Interested bidders should submit both technical and financial proposals in two parts namely.

- | | | | |
|---|---------------------------|----|-----------------|
| a | Technical Proposal | -- | Part "A" |
| b | Financial Proposal | -- | Part "B" |

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"**. Financial proposal to indicate a warning **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL"**. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment **"HIRING OF VEHICLES "**.

Technical Proposal should be prepared considering the detailed specifications of the work as mentioned below. On the basis of detailed specification a check list is attached as **Annexure-I** which is must be submitted only along with the technical proposal, duly signed and sealed. The technically qualified bidders will be informed the date & time of opening of Financial Bid.

FINANCIAL PROPOSAL CONTENT

1. Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes etc., for the said **“HIRING OF VEHICLES “** as per **Annexure-II**.

The terms and conditions of the said tender will be as follows:-

1) The vehicles to be provided should be (commercial vehicles) duly registered in the name of the service provider/firm or its subsidiary and it should be in good running condition. The vehicle should be registered in 2009 or later and possess all requisite documents(s) like Registration Certificate, Trade License, valid Insurance, Pollution Control Certificate, Service Tax Registration Certificate and valid License.

2) That the vehicles being provided should have proper RTO approval for operation as Taxi/public hiring. During the call duty of any vehicle with the DSR, if the vehicle is seized or detained by police, Motor Vehicle authority or any other authorities for not having complied with Motor Vehicles Law / Acts etc or on account of any accident, that will be at Contractor's risk & cost.

3) The duty point would be DSR, Rajendranagar Hyderabad-500 030 India or any other place to be intimated to the service provider from time to time. The kilometers and time would be calculated accordingly from/to DSR unless specifically indicated otherwise.

4) The driver to be deployed should possess valid driving license, sufficient driving experience and be fully conversant with the routes within/ outside Hyderabad. The driver of the vehicle must follow traffic rules and other regulations prescribed by the government. The driver should wear proper uniform with name badge to be provided by the contractor. The driver should also be provided with a Mobile Phone with valid sim card by the contractor and all expenses towards the same shall be borne by the service provider.

5) Frequent change of the vehicles and driver without assigning valid reasons will not be allowed.

6) In case of breakdown of the vehicle during performance of duty, the agency should be able to provide another vehicle immediately and no expenses towards break down shall be borne by DSR, Hyderabad.

7) In case of any accident or any other contingency, and claim arising out of it shall be borne by the driver/service provider only and no claim whatsoever shall be borne by DSR, Hyderabad. Compensation and connected expenses, whatsoever, in case of any unforeseen casualty shall be borne by the service provider.

8) That service provider shall have to provide vehicle to DSR even with a short notice also (minimum 1 hr.) in good condition.

9) The service provider should be available on his own direct telephone (office as well as residence/Mobile). The agency should be able to provide requisite vehicles as demanded at odd hours and holidays also, if required.

- 10) A separate log sheet shall be maintained by the contractor for each call duty in the format approved by DSR. It is required to obtain the distance of user/ authorized officer, in the log sheet with duly filled starting and released date & time and km readings. The same is required to be attached with their respective bills for necessary payment. In case of defective odometer reading, during a small specific period, the distance covered by the vehicle for official purpose shall be assessed by the user/ authorized officer whose decision shall be final and binding. However, infrequent service provider may be exempted from the above clause.
- 11) That no advance payment is payable either for vehicle or fuel. For out station travel the service provider shall provide proper fuel and maintenance amount to the Driver of vehicle for additional filling of fuel and emergency breakdown.
- 12) No escalation of tender value with respect to the charges in any form whatsoever will be entertained during the contract period and DSR shall not be responsible for any other kinds of claims except hiring charges during the period of contract.
- 13) No advance payment shall be made. Payment will be made on monthly/quarterly basis by mode of e-payment to the supplier/firm after satisfactory completion of work to the satisfaction of the Institute and receipt of pre- receipt bills in duplicate. The service provider shall provide necessary bank details for the same.
- 14) That on taking over the responsibility of providing different kinds of vehicles for hiring, the service provider or his representative shall be bound to follow the directions/instructions of the Director, DSR –or the designated officer (Chairman, Vehicle Maintenance Committee).
- 15) Tender should be accompanied by Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of ICAR DSR otherwise tender will not be considered. Earnest Money Deposit of unsuccessful tenderers will be returned immediately after finalizing the contract. However, the EMD of the successful bidder will be retained for a period of one year from the date of issue of award of contract as security deposit.
- 16) If agency is already providing vehicles on hiring basis to any other Govt. Ministry/Department / Autonomous body/Corporations/PSU's details thereof may also be furnished along with the quotations.
- 17) In case of partnership firms, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or other/documents forming part of the contract on behalf of another shall be deemed to warranty that he has of signing authority to do so. The Authority 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 annexure, if any, should be signed by the tenderer(s).
- 18) The contract will be valid for an initial period of one year with first three months as period of observation. Otherwise the contract can be terminated any day if services are not found satisfactory without stating any reason. No Explanation will be entertained in this regard.
- 19) The Director DSR reserves the right to accept or reject the tender in full or in part without assigning any reason.
- 20) Tender should be submitted in the requisite format accompanied by a letter on service provider/Company's letter head duly signed & stamped.

21) Our quotation no and its due date for opening should be inscribed on the cover of your quotation. **Unsealed quotation will not be accepted. Quotation which does not indicate our quotation no and its due date for opening and also not accompanied with EMD will be summarily rejected.** Rates/Price should be quoted clearly both in figure and in word and on the company's letter head. Any overwriting/use of white ink or other discrepancy will make the tender liable to be rejected. All Taxes & other charges, if any, should be mentioned clearly; otherwise, the rates will be treated as all inclusive.

22) All disputes arising out of this contract are subject to Hyderabad Jurisdiction only.

DIRECTOR

APPLICATION FORM FOR ENLISTMENT FOR 2014-15 FOR ICAR HIRE AGENCIES

1	Name of Organization	
2A	Address for Communication	
2B	Location of Garages (Please use separate sheet if required)	
3	Name of the Proprietor/Partner/Director of the Organization and Contact No	
4A	Name of the person authorized to communicate on behalf of the organization (please enclose visiting card, if any)	
4B	Contact Number (including Cell no) of the Authorized person (please enclose visiting card, if any)	
5	Latest Trade License Details (please include copy of the latest Trade License Certificate)	
6	Updated status of Income Tax Return (please enclose copy of the last Income Tax Return Certificate)	
7	PAN of the Organization (please enclose copy of PAN card)	
8A	Updated Status of Service Tax Return (please enclose copy of the last Service Tax Return Certificate)	
8B	Service Tax Registration Number (please enclose copy of the Service Tax Registration Certificate.)	

9.

Nature of Ownership of Cars under service	Total No	No. of cars registered on or after 01/01/2009		No. of cars registered prior to 01/01/2009		Remarks (if any)
		No. of AC Car	No. of Non-AC Car	No. of AC Car	No. of Non-AC Car	
Own Car						
Hired Car						

10. Details of Service Experience (Proof to submit)]

Sl.No.	Name of the Organization Served	Period of Service	No. of AC Cars Served	No. of Non- AC Cars Served	Remarks

11. Maximum Kilometers offered for journey between Garages to Reporting Place and Release Place to Garage:

12. Rates to be quoted in respect of following types of vehicles (Enclosed Format)

13. Other Information, if any, that you have not mentioned above (Please Use Separate Sheet if needed):

14. Changes in hiring charges if any with decrease/increase in fuel charges.

15. Payment would be made either on hour or kilometer travelled basis, whichever is beneficial to the Institute.

16. Payment would be processed after submission of bills in duplicate.

17. The agency must be located within the greater Hyderabad Municipality.

18. The distance between DSR and garage should be within 2 k.m. However for vehicles asked to report at DSR for duty shall not be paid per hour/per km charges for the duration/distance it covered from its garage to DSR.

I confirm that the above information as furnished by me is correct to the best of my knowledge and belief and if the same is proved to be wrong or doubtful subsequently, I will accept the decision taken by the DSR. I also undertake that in case of any adverse consequences due to the wrong/ doubtful information or due to the nondisclosure of valid information, DSR will not be held responsible for such consequences.

Further, I undertake that in case of any damage/loss of cars due to accident/ happenings caused out of the reasons beyond the control of DSR administration, DSR will not be held responsible for arranging any compensation for any such damages/ loss.

I further confirm that I will abide by the Rules and Regulation of National Institute of Research on Jute and Allied Fibre Technology (DSR) as framed from time to time for enlistment of vendors.

I have enclosed following documents as Annexure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

TENDERER TO FILL UP THIS PAGE

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. i) VAT Registration No:

ii) Trade License No:

iii) Service Tax No:

iv) PAN No:

8.i) Firm's Bank Account No:

ii) Name of Bank & Branch:

iii) IFSC Code No:

9. Name of authorized representative(s):

10. Whether proprietary or partnership Firm or Company:

11. List of documents furnished along with the tender paper:

12. Details of EMD and Tender document fee

Particulars	Tender Document Fee	EMD
DD No. & Date		
Bank		
Branch		

**Signature of Authorized person of the
Firm/Agency with seal**

(In the Letterhead of the Firm)

To
The Director,
DSR
Rajendranagar,
Hyderabad – 500 030

Subject: Authorization for attending bid opening on(date) in the
Tender no.....
for.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender
mentioned above on behalf of(Bidder's
name) in order of preference given below.

Name in Order of Preference

Specimen Signature

- 1.
- 2.

**Signature of bidder or Officer authorized to
sign the bid documents on behalf of the bidder**

Note:

- 1) Only one representative will be permitted to attend bid opening.
- 2) Permission for entry in the hall where bids are to be opened will be refused in case authorization as prescribed above is not produced.

Annexure-I

Check list

Minimum requirements to be checked at the time of opening tender by committee

1	Enquiry/Tender fees DDNO. Dt:	Y/N
2	EMD DDNO. Dt:	Y/N
3	Validity of the quotation :90 Days	Y/N
4	Latest income Tax Clearance certificate	Y/N
5	Registration with Govt Organization	Y/N
6	One supplier one Quotation only	Y/N
7	Tax identification number copy of registration Certificate	Y/N
8	Sign of the firm or all pages	Y/N
9	Price Quote must be in the format enclosed Annex-2	Y/N
10	ORIGINAL- Tender form must be submitted duly signed and Stamped on each page	Y/N

Signature of the bidder

Financial Bid

Annexure – II

Schedule Traffic for Indica, Indigo, Innova, Swaraj Mazda qualis

Sl. No.	Local Tour	INDICA		INDIGO		INNOVA		SWARAJ MAZDA 24 Seater		QUALIS	
		A/c	Non A/c	A/c	Non A/c	A/c	Non A/c	A/c	Non A/c	A/c	NonA/c
	PER DAY BASIS										
1.	24 hrs or 230 kms										
2.	12 hrs or 120 kms										
3.	8 hrs or 80 kms										
4.	4 hrs or 40 kms										
5.	2 hrs or 25 kms										
6.	Extra Km after beyond slab										
7.	Extra Hrs beyond 8 hrs										
8.	Driver Bhatta before 7 am or after 9 pm										
	Monthly Basis Minimum 3000 Km										
10	Extra Kms										
11.	Extra Hrs										
12.	Driver Bhatta										
	OUTSTATION										
13.	Rate per KM										
14.	Driver Bhatta										
	TERMS AND CONDITIONS										
18.	Service Tax percentage										
19.	Income Tax percentage										
20.	Parking fee										
21.	Time & Kms . xceeding										
22.	Midnight Driver Charges										

Please list out any other charges payable other than those mentioned above

Signature of Tender
With seal and Mobile Number