



**ICAR – National Research Centre for Integrated Pest Management, LBS Building, Pusa,
New Delhi – 110 012**

F. No. 9(15)/S&P/ Hiring of Vehicle/2020-21

दिनांक : 27th November, 2020

इ-प्रोक्योरमेन्ट के द्वारा टैन्डर आमन्त्रित करने हेतु नोटिस

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

निदेशक, एन सी.आई.पी.एम की ओर से **अनैगजर 'ए'** में वर्णित स्पेसीफिकेशन के अनुसार इच्छित फर्मों से टू बिड सिस्टम (टैक्नीकल एवं फाइनेंसियल) में **Hiring of Vehicle** सप्लाय करने के लिए आन लाइन बिड्स आमन्त्रित की जाती हैं। पूरा टैन्डर डोक्यूमेंट संलग्न है।

For and on behalf of Director, NCIPM, online bids are invited from interested Firms in two bid system (Technical & Financial) for **Hiring of Vehicle** as per specifications available at **Specification:-(Annexure-A** in Tender Document is enclosed herewith.

CRITICAL DATE SHEET

TENDER NO.	F. No. 9(15)/S&P/ Hiring of Vehicle /2020-21
NAME OF ORGANIZATION	National Research Centre for Integrated Pest Management, LBS Building, Pusa, New Delhi-110012
Date and Time for Issue/Publishing	27/11/2020 (04:30PM)
Document Download/Sale Start Date and Time	27/11/2020 (04:30PM)
Document Download/Sale End Date and Time	18/12/2020 (04:30PM)
Bid Submission start Date and Time	27/11/2020 (04:30PM)
Bid Submission End Date and Time	18/12/2020 (02:00PM)
Date and Time for opening of Bids	19/12/2020 (02:00PM)
ADDRESS FOR COMMUNICATION	Incharge (S&P) National Research Centre for Integrated Pest Management, LBS Building, Pusa, New Delhi-110012

1. The tender form/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprcure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprcure/app>) is mandatory. Manual bids shall not be accepted in any case.
2. Tenderers/bidders are requested to visit the website (<https://eprocure.gov.in/eprcure/app>) regularly. Any changes/modifications in tender enquiry will be intimated by Corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The ICAR-NCIPM reserves the right to accept or reject any or all the tenders.

INSTRUCTIONS FOR ONLINE BID SUBMISSION :-

The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificate. The Instructions given below are 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. For more Information CPP Portal may be visited at <https://eprocure.gov.in/eprocure/app>.

- 1 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2 Bidder has to select the payment option as offline to pay EMD as applicable and enter details of the instrument.
- 3 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted by registered post /speed post/ given in person to the Tender processing section, latest by the last date of bid submission. 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.

Following documents may be enclosed with Technical Bid

- 1 Tender Form (Annexure-B,C,D,E Download from Centre's Website)
- 2 Registration Copy of the Firm.
- 3 Proof of similar work during last 3 years.
- 4 EMD
- 5 Copy of PAN Card.
- 6 Copy of GST Registration

7 b) Financial Bid Filled up separately in BOQ available on CPPP (GOI)

TENDER DOCUMENT

**ICAR- NATIONAL RESEARCH CENTRE FOR INTEGRATED PEST MANAGEMENT, PUSA
NEW DELHI-110012 INVITES ONLINE TENDER FOR ENTERING INTO RATE
CONTRACT (ARC) FOR HIRING OF THE VEHICLES (DLY TAXIES) AT ICAR-NCIPM,
PUSA CAMPUS, NEW DELHI-110012**

INSTRUCTIONS /TERMS & CONDITIONS

A. SERVICE REQUIREMENT: -

1. The contractor shall provide the vehicle along with drivers, so as to ensure twenty-four-hour availability of drivers and take on all seven days during a week. However, the normal running may vary as per actual requirement. The vehicles so hired will occasionally be required to travel out of Delhi/ NCR on official tours also.
2. The firm has to provide the taxis on all working days as well as on holidays. However, the requirement of vehicle will be provided separately and well in advance from time to time.
3. The vehicles should be in good condition and well maintained with all necessary documents. The selected vendor has to get the vehicles approved by NCIPM before deployment. In case the condition of the vehicles is not found satisfactory, the offer is liable to be rejected.
4. The vehicle should be DLY registered as a commercial vehicle with road transport office and contractor should submit all relevant papers of registration of vehicle before starting the work.
5. Contractor will be required to provide good condition **WHITE** AC vehicles i.e. TATA Indica/Indigo/Innova/Tavera Ertiga/Mini Bus or similar type of vehicles.
6. The vehicle provided by the contractor will be required to ply in Delhi- NCR area as well as other outstation areas. However, the duty point would be Directorate, NCIPM, Pusa, New Delhi.
7. The drivers: -
 - I. Must have a mobile number for making communication.
 - II. Should be presentable/ courteous/ well behaved.
 - III. Should report for duty in clean uniform/name badge and maintain a smart turnout.
 - IV. Should be experienced and fully conversant with the routes of Delhi and NCR area.
 - V. Will be required to maintain a duty slip/logbook, which will be signed by the officer using the vehicle or any other person (s) authorized by him/her.
 - VI. Attached with the vehicle must have valid driving license and also having the complete set of valid and up to date documents i.e. Registration Certificate, Insurance, Pollution clearance, Road Tax, Permit, etc. for the concerned vehicle.

B. ELIGIBILITY CONDITIONS: -

1. The details as mentioned in Tech. Bid should be filled in completely.
2. The firm should have PAN/TAN and other registration certificates in the name of firm OR Proprietor/ Partner (s) of the firm.
3. The firm should have GST No.
4. An amount of Rs. 2000/- (Two Thousand only) should be deposited towards Earnest money through Bank Guarantee/Fixed Deposit in favour of ICAR-UNIT NCIPM, New Delhi.
5. The rates quoted in tender should be for a period of two years. No alteration of any sort in the rates quoted in tender is allowed during the tender process and RC period.

C. TERMS OF CONTRACT: -

Initially the term of the contract will be for two years which may be extended for further period of one year on the basis of mutual consent and same terms and conditions. On the expiry of the contract or its termination, the Director ICAR- NCIPM reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon.

D. TERMINATION: -

The contract can be terminated by giving one month's notice on either side. If any point of time the services of the firm are not found satisfactory the Director, NCIPM reserves the right to terminate the contract immediately.

E. MODE OF PAYMENT: -

The bill for each duty work is subject to correct quality & quantity and satisfactory certification of concerned Incharge/Indenter. The payment for each work will be made through NEFT/RTGS after successful completion of the work. However, all applicable taxes will be deducted at source from the bill/invoice. No payment will be made without submission/verification of slip book/ log book verified by the officer using the vehicle or any other person (s) authorized by him/her. The bill for all works should be submitted for payment on monthly basis on consolidated basis to I/C Vehicle, addressed to ICAR-NCIPM.

F. SECURITY DEPOSIT: -

The successful bidder will be required to deposit Performance Guarantee/Security Deposit of ₹. 10000/- (Rupees Ten Thousand) in the form of Bank Guarantee/Fixed Deposit issued by any nationalized bank in favour of ICAR-UNIT NCIPM, Payable at New Delhi towards Annual Rate Contract for hiring of vehicle at this Institute. The Performance Security will be forfeited for breach of any of the terms & conditions of the tender and if it is found any time during the contract period that the services provided by the firm are poor/ defective/ unsatisfactory. However, the same may be refunded after successful completion of Annual Rate Contract as per rule. No interest will be paid on the security money deposited with this Office.

G. PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE: -

An amount upto the value of Rs. 500/- will be levied as liquidated damages per duty, whenever it is found that the work is not taken up or not completed as per the schedule and instructions given by the concerned Incharge/Office. Penalty for non-compliance towards Proper Uniform, Cleanliness, adequate fuel, alternative arrangement may also be imposed as per situation.

H. OTHER TERMS & CONDITIONS: -

1. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not refuse his/her offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulations the earnest money will be forfeited by the Centre.
2. In the event of the offer made by the tenderer not being accepted/selected, the amount of earnest money deposited by the tenderer will be refunded to him/her after he /she has applied for the same, in the manner prescribed by the Centre.
3. In the event of selection, the firm is required to submit a agreement on ₹ 100/- non judicial stamp paper to enter in a formal contract by signing the contract's terms & conditions
4. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, every page of the tender and all other related documents must be signed by every partner of the firm.

5. An amount of **2,000/- (Two Thousand only)** is to be deposited in the form of Bank Guarantee/Fixed Deposit Receipt(FDR) from any nationalised Bank in favour of "ICAR-UNIT NCIPM" payable at New Delhi. **Original EMD should be submitted in STORE SECTION, NCIPM, LBS BUILDING PUSACAMPUS, NEW DELHI before due date.**
6. The rates may be quoted as per attached proforma which includes all applicable charges, i.e. driver wages, POL, night charges etc.
7. The tenderer is advised that all required documents should be attached with the proposal and rates may be quoted as per our requirement however distribution of rates may be given.
8. The Institute does not pledge itself to accept the lowest or any tender & also reserves to itself the right of accepting the whole or part of the tender. Also this Institute reserves the right to reject any tender or to terminate/hold the overall process of tendering at any time for without giving the reasons thereof.
9. GST/Any tax applicable or made applicable after awarding the contract in respect or this contract shall be payable by contractor and NCIPM will not entertain any claim whatsoever in this respect. However, the GST or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful Tenderer, as per rules/instructions made applicable from time to time by the Government.
10. The personnel so provided by the agency under this contract will not be treated as employees of the ICAR-NCIPM, New Delhi and there will be no employer-employee relationship between the ICAR-NCIPM and the personnel so provided.
11. The agency/ contractor shall be wholly responsible for paying monthly wages/salaries and other admissible allowances to the personnel engaged for driving of vehicle at the NCIPM, New Delhi and NCIPM shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel. The contractor shall be wholly responsible for compliance of all statutory labour laws/regulations in force and any contravention of the same or any dispute arising there from shall be the responsibility of the contractor/firm and the ICAR-NCIPM shall in no way be responsible for meeting any obligation and liabilities from financial/legal implications of the contractor or any other arising there from. The ICAR-NCIPM shall not be responsible for payment of damages/compensations etc. for any injury/disablement suffered by the staff of contractor/Agency during the contract period.
12. The ICAR-NCIPM, New Delhi shall not have any obligation to employ any personnel of the agency after the termination of the contract.
13. The contractor shall submit an undertaking to keep the NCIPM indemnified from all angles and for all purposes.
14. Documents testifying tenderer's previous experience, financial status should be produced along with the tender or when desired by Competent Authority of NCIPM.
15. Tenderer (s) who has/have carried out any work in Govt. sector should submit along with tender, credentials to establish his/her capacity to carry out the works satisfactory, his/her financial status supported by Bank reference and other documents, Certificate duly attested and testimonials regarding contracting experience.
16. All disputes are under New Delhi Jurisdiction Only.
17. **Validity of Tender:** 180 day from the due date.

To whom it may concern

"It is certified that our firm M/S_____ has not been blacklisted/debarred/ suspended for providing services for advertisements in newspapers by any Central/State Government/Public Sector Undertaking/Institute of Government of India/Autonomous Body etc. It is further certified that this statement is true and based on facts. If it is found false at any stage, I/we shall be liable responsible for the same and action as deemed fit may be taken against me/our agency.

**Signature & Seal of the Tenderer
with Date**
Telephone
No. Fax:
E mail:
Mobile:

निविदा फार्म /TENDER FORM

निविदा सं/TENDERNo _____

(विक्रेता द्वारा उनके लैटर हैड पर भरा जाना चाहिए) / (TO BE SUBMITTED BY THE VENDOR ON THEIR LETTER HEAD)

संदर्भ सं./Ref: _____ दिनांक / Dated _____

सेवा में /To
निदेशक, /The Director
राष्ट्रीय समेकित नाशीजीव प्रबंधन अनुसंधान केन्द्र,
National Research Centre for Integrated Pest Management,
लाल बहादुर शास्त्री भवन, पूसा कैम्पस,
Lal Bhadur Shastri Bhawan Pusa
नई दिल्ली-110012 / New Delhi-110012

विषय: तकनीकी कोटेशन जैसा कि आपकी निविदा सं. _____ दिनांक _____ में है।
Sub: Technical Quotation as per your Tender No _____ Dated _____

श्रीमान, /Sir,

आपकी निविदा सूचना संख्या _____ दिनांक _____ जो कि _____ के लिए है के संदर्भ में आपके द्वारा निर्धारित अनुबंध 'सी' और अनुबंध 'डी' में तकनीकी कोटेशन का प्रस्ताव प्रस्तुत है। हम भी आपके निविदा के नियम और शर्तों के लिए सहमत हैं।

With reference to your Tender Notice No _____ Dated _____ for "_____
_____" We hereby submit our best offer for the same towards technical
Quote as per prescribed Annexure 'C' & Annexure 'D'. We also agree to the terms and conditions of your
Tender.

आपका धन्यवाद, /Thanking you,

भवदीय, /Yours faithfully,

हस्ताक्षर / (Signature)

निविदा फार्म/TENDER FORM

ORGANIZATION PROFILE**Technical bid**

Sl. No.	Description	Page No.*	Details
1.	Name of the Company/Firm		
2.	Address of the company/Firm with contact details (Tel/Fax/E mail/ Cell)		
3.	Registration of the Firm with Govt./Concerned Deptt. Under shop & commercial Estt. Act.		
4.	Name & full address of your Banker with branch code, IFS code, MICR code, etc.		
5.	Agency should have at least 3 years' experience to provide transport services to Govt./Semi.Govt./ Boards/ Corporation/ Autonomous Body i.e. 2017-18, 2018-19 and 2019-20 (Attach documentary proof)		
6.	Current/Valid PAN No. (Attach documentary proof)		
7.	Current/Valid GST No. (Attach documentary proof)		
8.	List of Clients (as on date) Complete Address		
9.	CA certified Turnover Rs. 6.00 lakhs (Each year) for the financial year 2016-17, 2017-18 and 2018-19. (Copy of Bal. Sheet and P & L accounts only)		
10.	Certificate regarding non black listed firm is required to be attached (Attached certificate as per proforma)		
11.	Scanned copy of EMD		
12.	Any other information		

*Filling up of Page No. is mandatory.

Dated: _____

(Signature & Seal of Tenderer)

निविदा फार्म / TENDER FORM

तकनीकी कोटेशन के लिए प्रोफार्मा / PROFORMA FOR TECHNICAL QUOTATION FOR "_____"

(विक्रेता द्वारा उनके लैटर हैड पर भरा जाना चाहिए) (To be submitted by the vendor on their Letter Head)

"_____ " सूचीबद्ध **Annexure-A** की आवश्यकता के अनुसार। स्पष्टीकरण, क्षमताओं, पिछले अनुभव और तकनीकी आदि घटकों के साथ आइटम वार विवरण दे।

"_____ As per requirement listed in (**Annexure-A**)". Give item wise details with explanations, capabilities, past experience and technical components etc.

आइटम / Item	तकनीकी विवरण / Technical Details	प्रमाण / सबूत Proof/Reference

नोट: तकनीकी साहित्य। लीफलेट्स। कार्य। आपूर्ति निष्पादन के लिए/योजना विवरण इस अनुबंध के साथ संलग्न होना चाहिए।

Note.: Technical literature / leaflets/ details/ plan for execution of work/supply should be attached with this Annexure.

- हस्ताक्षर / Signature
- नाम / Name
- पदनाम / Designation
- कंपनी की मोहर / Seal of Company
- मोबाईल न @ Mobile No

निविदा फार्म / TENDER FORM

टेंडर / कॉटेशन सं. / TENDER No _____

(विक्रेता द्वारा उनके लैटर हैड पर भरा जाना चाहिए / (To be submitted by the vendor on their Letter Head)

संदर्भ सं. / Ref: _____ दिनांक / Dated _____

सेवा में

To

निदेशक, / The Director

राष्ट्रीय समेकित नाशीजीव प्रबंधन अनुसंधान केन्द्र,

National Research Centre for Integrated Pest Management,

लाल बहादुर शास्त्री भवन, पूसा कैम्पस,

Lal Bhadur Shastri Bhawan Pusa

नई दिल्ली-110012 / New Delhi-110012

विषय: आपकी निविदा सं. _____ दिनांक _____ के संदर्भ में वित्तीय कोटेशन ।

Sub: Financial Quotation as per your Tender No _____ dated _____

श्रीमान, / Sir,

आपकी निविदा सं. _____ दिनांक _____ के लिए _____ हम अपना वित्तीय प्रस्ताव BOQ जो की गवर्मेंट की वेबसाइट CPPP Portal के अनुसार प्रस्तुत करते हैं । हम अनुबंध में दी गई निविदा की सभी शर्तों से भी सहमत हैं ।

With reference to your Tender Notice No _____ Dated _____ for "_____

_____ "We hereby submit our best offer for the same as per separately in BOQ on

CPPP(GOI). we also agree to all the terms and conditions of your Tender.

आपका धन्यवाद, / Thanking you.

भवदीय / Yours faithfully,

हस्ताक्षर / (Signature)

Proforma price bid to be submitted in BOO (online only)

(Annexure –A)

Sl. No.	Taxi detail	Charges up to 8 hrs/80 Km with duty limits per day	Charges for every additional Km beyond 80 Km	Charges for every additional Hour beyond 8 Hrs. per day	Charges for outstation per Km (minimum 250 Km per day)	Charges for additional vehicle as and when required (10 hrs/100KM)	Charges for every additional Km beyond 100 KM	Charges for every additional Hour beyond 10 Hrs.	Outstation night charges	Local night charges
1	A.C. Mini bus 30 seater -									
2	A.C. Indica/ Similar vehicle									
3	A.C. Indigo/ Similar vehicle									
4	A.C. Innova									
5	A.C. Tavera/ Ertiga/ Similar vehicle									
6	Non A.C. Indica/ Similar vehicle									
7	Non A.C. Indigo/ Similar vehicle									
8	Non A.C. Mini bus 30 seater									