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भा.कृ.अ.प.—केन्द्रीय मृदा लवणता अनुसंधान संस्थान, करनाल

ICAR-Central Soil Salinity Research Institute

(A Unit of Indian Council of Agril. Research)

Zarifa Farm, Kachhwa Road,

KARNAL-132001 (Haryana) India



F.No. P-11(3) Hiring of vehicle /2020-21

Dated: 16.06.2020

Tender Notice No.6/2020

Online Tenders are invited on the behalf of Director, ICAR-CSSRI Karnal for Annual Rate Contract for the Hiring of Vehicle as per the following details:

Tender documents may be downloaded from Central Public Procurement Portal (<https://eprocure.gov.in/>) and www.cssri.res.in (for reference) only as per the schedule given:

S.No	Nature of the Work	Place of Work	EMD Amount(Rs)
1.	Hiring of AC/Non AC Vehicles	ICAR-CSSRI, Karnal	10,000/-

Date of Publishing of Tender	16.06.2020 @ 11:00 pm
Date of Sale of Tender Form	16.06.2020 @ 11:00 pm
Late Date of Sale of Form	06.07.2020 @ 02:00 pm
Last Date of Submission of Form	06.07.2020 @ 03:00 pm
Date for Open of Tender Form	07.07.2020 @ 03:00 pm

Senior Administrative Officer

Tender No. 6/2020

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR THE HIRING OF VEHICLES FOR THE INSTITUTE AT ICAR- CSSRI, KARNAL-132 001(HARYANA).

1. Last date of receipt of tenders in Office is: 06.07.2020 @ 02:00 pm
2. Tenders to be opened on: 07.07.2020 @03:00pm
3. Tender to remain open for acceptance up to 90 days from the date of opening.
4. The Tender document is also available at our **web-site www.cssri.res.in & Central Public Procurement Portal (<https://eprocure.gov.in/>)**

NOTE:-

1. If the date up to which the Tender is open for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance on the next Working day.
2. If the date fixed for opening of Tenders is subsequently declared a holiday the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
3. The intending tenderers may submit their bids.
4. No request for alteration in the rates, once quoted, will be entertained within the period of one year.

Necessary Documents to be attached thereof for qualification in Technical bid:

1. Experience of minimum 3 years (during Jan, 2015- Dec, 2019) in providing similar services in Central govt. /State govt. /PSU's departments only.
2. Income Tax Return of last financial year (2019-20).
3. Firm Registration certificate
4. No Blacklisting Certificate .
5. GST registration.
6. Copy of PAN Card.
7. Turnover of the firm for last financial year (2019-20) duly certified by a CA.

ALL THE ABOVE DOCUMENTS ARE MANDATORY WITHOUT WHICH TENDER WOULD BE CONSIDERED NON-RESPONSIVE IN TECHNICAL QUALIFICATIONS AND WILL BE LIABLE FOR REJECTION.

TERMS & CONDITIONS FOR HIRING OF VEHICLE

1. The Contractor shall provide the vehicles along with drivers, so as to ensure twenty four hour availability of vehicles. The vehicles so hired will occasionally be required to travel out of Karnal on official tours also.
 - The vehicle should be self-starting and in good condition
 - Model of the vehicle being provided should not be prior to 2017. In case condition of vehicles is not found to be satisfactory and of unacceptable standards, vehicle must be replaced with a good condition vehicle.
 - The vehicle should be registered as a commercial vehicle with road transport office along with proper insurance and contractor should submit relevant papers of registration of vehicle before starting the work.
2. Vehicles with registration as Taxi should only be provided. Each journey will be paid on the basis of quoted rates. No other charges/fees will be paid by the Institute.
3. The firm should have a camp office in Karnal and the vehicle should be readily available on the telephone call/letter within the stipulated period.
4. **The default duty point would be ICAR-CSSRI, Karnal only or any other place intimated by the Institute from time to time and not from garage to garage.**
5. The period of Contract (for hiring) will be One Year, extendable for further period of 1 year (total 2 years) on year-to-year basis, subject to consistently good services rendered by the Contractor.
6. The drivers-
 - Should be experienced.
 - Should possess an appropriate and valid Driving License.
 - Should report for duty in uniform.
 - Should be courteous and well mannered.
 - 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.
7. The vehicle provided by the Contractor should have proper seat covers, mats, perfume etc. Seat covers will have to be cleaned every 10 days or earlier (whenever required).
8. 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.
9. **FURTHER AS THIS INSTITUTE SPECAILIZES IN AGRICULTURAL RESEARCH, MANY A TIMES, THE HIRED VEHICLE WILL BE REQUIRED TO CARRY SOIL SAMPLES, AGRICULTURAL PRODUCTS ETC, ALONGWITH THE SCIENTIFIC STAFF. THE FIRM PARTICIPATING IN THE BID MUST KEEP THIS IN MIND BEFORE QUOTING.**

10. Since the officer may be required to move out in any emergency /urgent 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 fuel 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.
11. Payment will be made monthly on bill basis after completion of journey alongwith proper certification by concerned employee.
12. 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.
13. 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 immediately.
14. All the taxes and duties what-so-ever leviable by the Government (State or Central) or anybody shall be borne by the contractor and will be deducted from his account bill, if paid from Institute's side. **Only toll charges will be reimbursed on production of original receipts or FASTag transaction details for official journeys undertaken from this Institute.**
15. 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 GST (trade tax) as applicable from time to time by the government shall be deducted from his bill.
16. Night charges will be admissible from 11.00 PM to 6.00 AM during travel & stay lodging and boarding of the driver should be arranged by the owner of the vehicle/Agency.
17. All taxes/charge will be borne by the owner of the vehicle.
18. **Contractor shall deposit Rs. 10,000/- (Rupees Ten thousand only) as EMD in form of Bank-Draft in favour of ICAR-Unit-CSSRI, Karnal attached with the tender form. Original EMD must reach this office via speed post by the final date of the closing of tender. Any other documents must be uploaded only on CPPP. No other documents may be sent to office.**
19. **The Successful contractor will deposit performance security of Rs. 10,000/- which will be refunded after the period of contract is over. Firm registered under MSME or NSIC are exempted from deposit of EMD only which shall be verified from production of MSME or NSIC certificate.**
20. Vehicle must be insured with all relevant required documents.
21. Vehicle owner would be responsible for any type of legal binding arising out of vehicle being provided by them.
22. During official journey, the driver will drive the vehicle at his own risk. Institute will not be responsible for any lapse.
23. Penalty etc imposed by traffic police/Department will not be paid by this office.
24. Vehicle owner would be responsible for any type of legal binding arising out of vehicle being provided by them.

25. In case services are not satisfactory, show cause notice will be issued by the Institute. Failing to comply with the same, will lead to termination of the contract along with other administrative decisions as deemed fit.
26. GSTIN, PAN, Bank Name, Bank account No. and IFSC code should invariably be mentioned on the bill submitted for payment.
27. GSTIN, if applicable and claimed separately should be deposited by the firm in the concerned department directly and receipt should be submitted to the office for processing bill of the firm.

28. **Penalty for non-compliance:-**

Driver not in uniform	Rs.100/- per instance.
Unwashed and dirty seat cover	Rs.100/- per instance.
Failure to provide alternate vehicle in case vehicle goes under repair/break down.	Beyond 3 hours if journey has not started and beyond 1 hour after intimation if in – journey. In case alternate vehicle of similar type is not provided within the above time limit. Actual cost of making an alternate arrangement by the concerned Official will be borne by the contractor and will be deducted from his/her monthly bill.

29. Bill in triplicate may be submitted to the office for payment. The bill should have registration number of the vehicle alongwith GST.
30. The Institute reserves the right to demand the copy of registration of vehicle before passing of the bill.
31. Successful Tenderer will have to enter into a detailed contract agreement with CSSRI on non- judicial stamp paper of Rs. 100/-only (Rupees one hundred only).
32. The Driver of the vehicle should register at the main gate of the Institute for record whenever called for service.
33. In case of tie in financial bid, the contract would be awarded to the firm with more experience in providing such services in government establishments only which shall be duly verified from the experience certificate attached in the bid submitted on CPPP.
34. 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.
35. Vehicles are to be supplied and work has to be executed strictly as per the tender schedule and specifications given by the Institute.
36. Payment shall be made through RTGS, NEFT only for which bank a/c details alongwith IFSC code must be provided. A copy of cancelled cheque may be enclosed along with tender document.

37. Compliance of all relevant labour laws must be ensured by the contractor, including rules relating to payment of wages, providing prescribed rest etc.
38. Council reserves the right to discontinue all vehicles or any vehicle or to discontinue the contract, at any stage/time, after giving a one month's notice. Director, ICAR-CSSRI decision would be final & binding in cases of all conflicts.

39.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 alongwith tender, credentials to establish.

- His capacity to carry out the works satisfactorily
- His financial status supported by Bank reference and other documents
- Certificate duly attested and testimonials regarding contracting experience the type of job for which tender is invited with list of works carried out

40. Non-compliance with any of the above conditions is liable to rejection of tender.

Certified that the above terms & conditions are acceptable to me.

Signature: _____

Name & Address_____

Phone No/Mobile No: _____