



भारतीय कृषि अनुसंधान परिषद् का पूर्वी अनुसंधान परिसर  
**ICAR RESEARCH COMPLEX FOR EASTERN REGION**  
(भारतीय कृषि अनुसंधान परिषद् INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

आई.सी.ए.आर. परिसर, पोस्ट-बिहार वेटनरी कॉलेज, पटना -800014 (बिहार), भारत  
ICAR Parisar, P.O.: Bihar Veterinary College, Patna - 800 014 (Bihar), INDIA  
फोन सं. Phone No.(0612) 2226024, 2228882\*104, फैक्स सं. Fax No. 2223956, Website:www.icarrcer.in

**STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING  
DOCUMENTS FOR HIRING OF VEHICLE ON MONTHLY RATE  
BASIS**

**Document to be submitted online  
for  
(Technical & Financial Bid as per Schedule of requirement)**

**NOTICE INVITING ONLINE TENDER**

**File No. IRCER/18-19/P&S-29/Hiring of Vehicle**

**Dated: 26.10.2018**

The ICAR-ICAR Research Complex for Eastern Region, Patna is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Director, ICAR-RCER, Patna, India, invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for **Annual Rate Contract for Hiring of Vehicle on Monthly Rate Basis at ICAR Research Complex for Eastern Region, Patna and MGIFRI, Piprakothi, Motihari .**

**CRITICAL DATE SHEET**

Tender ID ( To be allotted by portal after uploading of tender)	
Tender Reference No.	F. .No.IRCER/18-19/P&S-29/Hiring of Vehicle
Date of release of Tender through e-procurement Portal	<b>26.10.2018</b>
Bid Submission Start Date (Online)	<b>27.10.2018</b>
Last date for Receipt of Tender fees and EMD at ICAR-RCER, Patna	<b>16.11.2018</b>
Last Date & time for submission of online Bid	<b>16.11.2018 (3.00 PM)</b>
Date & time for opening of technical Bid	<b>17.11.2018 (4.00 PM)</b>
E.M.D to be paid in the shape of Demand Draft in favour of "ICAR Unit, ICAR-RCER, Patna" obtained from Nationalized Bank only.	<b>Rs. 50,000.00 (Rs. Fifty thousand only)</b>
Tender Document Fee to be paid in the shape of Demand Draft "ICAR Unit, ICAR-RCER, Patna" obtained from Nationalized Bank only.	<b>Rs. 1000.00 (Rs. One thousand only)</b>
<b>Tender fees and EMD should be submitted to the Director, ICAR-RCER, ICAR Parisar, P.O. Bihar Veterinary Collage, Patna- 14 before bid submission end date and time by Post/Speed Post/Courier only.</b>	
Address for Communication	The Director, ICAR Research Complex for Eastern Region, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800014
<b>Sd/- Assistant Administrative Officer</b>	

## INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

### IMPORTANT NOTES:-

1. The Director, ICAR-RCER, Patna hereby invites online bids for providing vehicles [**Honda City (Diesel) and Latest model of Scorpio**] to be used as Staff Cars. The vehicles to be provided should be of 2016 onwards make and approved for running on commercial basis. **The vehicles are to be engaged for one year and further extended for another one year if required.** The vehicles should be in excellent condition both technically and in appearance particularly as to the upholstery and outer painting etc.
2. If the successful tenderer declines to act on the offer made by the Complex and/or withdraw/amend their quotations after opening of tenders not agreeable to the Complex, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract without any interest.
3. The contract shall ordinarily be awarded to the overall lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily.
4. The offer has to be kept open for acceptance by the Complex for 180 days from the date of tender opening.
5. **An amount @5% of total value of the Contract in shape of Bank Guarantee / Demand Draft as Security Deposit** is to be deposited by the selected agency/successful tenderer, only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited. The performance security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Complex.
6. Tender Documents can be downloaded from the ICAR-RCER website [www.icarrcer.in](http://www.icarrcer.in) or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
7. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
8. ICAR-RCER, Patna will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.
9. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

10. ICAR-RCER, Patna reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

Place: Patna  
Date: 26.10.2018

**Assistant Admn. Officer**



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फोन सं. **Phone No.(0612)2226024, 2228882\*104, फैक्स सं. Fax No. 2223956, Web-site:www.icarrcer.in**

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure /app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) . Manual/offline bids shall not be accepted under any circumstances.

#### **For Registration**

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

3. The item shall be in compliance with the specifications mentioned in bid document and shall be of the latest technology, best quality and high standards.

**4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.**

5. Director, ICAR-RCER, Patna, reserves the right to reject any tender/bid wholly or partly without assigning any reason.

6. The Technical Committee constituted by the Director, ICAR-RCER, Patna shall have the right to verify the particulars furnished by the bidder independently.

7. Tenderer shall take in to account all costs including Hiring, Fuel Charges, Wages, EPF and ESI of Drivers etc. for giving delivery at site i.e. ICAR-RCER, Patna and MGIFRI, Piprakothi, Motihari for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.

8. The item should be delivered at ICAR-RCER, Patna and MGIFRI, Piprakothi, Motihari and the supplier shall be responsible for any damage during the contract period.

**9. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.**

10. All the communications with respect to the tender shall be addressed to: **The Director, ICAR RCER, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800 014.**

11. The bidders are required to upload documentary evidence in support of the following qualification criteria.

**Mandatory documents to be attached are:**

**1) TECHNICAL BID**

- i. Scan copy Registration certificate of Firm regarding providing such services.**
- ii. Scan Copy of Goods and Service Tax Number of the firm.**
- iii. Scan Copy of Pan Card and Income Tax Return of the financial year 2017-18.**
- iv. Scan Copy of Certified Balance Sheet of the Financial year 2017-18.**
- v. Scan Copy Minimum turnover of the firm should not be less than Rs. 10.00 lakhs annually (Rupees Ten Lakhs only) during financial year 2017-18.**
- vi. Scan Copy of two years (2016-17, 2017-18) of continuous experience of the firm in the field of providing such services in Central/State Govt. establishments/ Autonomous bodies of Govt. of India/ Corporations of Govt. of India/ Reputed Private Enterprise.**
- vii. Scan Copy of Registration of Vehicle (Minimum 5 nos.) registered directly under the firm.**
- viii. Scan Copy of tender fee and earnest money deposit (EMD)/its exemption, if any.**
- ix. Scan copy of Tender acceptance letter.**

**2) FINANCIAL BID**

- (a) Price Bid as BoQ.xls
- (b) Undertaking of Price Bid.**

**Sd-  
Assistant Admn.Officer**

## **TERMS & CONDITIONS OF ANNUAL RATE CONTRACT – FOR HIRING OF VEHICLE ON MONTHLY RATE BASIS**

- 1. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.**
2. Bidders are requested to study the terms and conditions of the tender carefully and then submit tenders accordingly. They may, if necessary, visit the Institute to study the layouts.
3. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
4. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. The bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. The Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-RCER, Patna.
5. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The ICAR- RCER, Patna reserves the right to accept or reject any or all the tenders.
6. Bid Validity: 180 days.
7. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link [http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page](http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page).
8. **Bid Security (EMD)** : The units registered with National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under **General Financial Rules , 2017**. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover-I of the e-tender in PDF format.
9. In case the unit is not covered as above, should submit the offer along with the **Bid Security (EMD) for the amount {in the form of Demand Draft only ,** in favour of “ICAR UNIT-ICAR RCER,Patna” payable at Patna.
10. The scanned copy of Earnest Money Deposit/Tender Fee by way of Demand Draft in PDF form should be included in Cover-I of the E-tender. The offers without bid security will be rejected.
11. The EMD will be returned to the unsuccessful bidders.
12. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer/bid or fails to supply the items.
13. **The successful tenderer, irrespective of its registration status, in the event of receiving award for supply for a contract value above Rs.1,00,000.00 shall have to deposit performance security at the rate of 5% (five percent) of the contract value within 3 days of receipt of confirmed Purchase/Supply Order.**

14. The Institute is under no obligation to accept the lowest or any tender received in response to this tender notice and is entitled to reject any tender without assigning any reason whatsoever.

15. The **Contractor** shall **provide** the vehicles **alongwith drivers except Honda City**, so as to ensure twenty four hour availability of drivers. However, the normal running of vehicle will be about 8-12 hours per day. **Monthly charges of the drivers are inclusive of EPF, ESI etc.** The vehicles so hired will occasionally be required to travel out of Patna and Motihari on official tours also.

- (i) The vehicle should be self-starting and in good condition.
- (ii) **Model of the vehicle(s) should not be prior to 2016.** In case condition of vehicles is not found to be satisfactory and of acceptable standards, the offer is liable to be rejected. The make year proof should be submitted to this office at the time of supplying of Vehicle.
- (iii) The vehicle should be registered as a commercial vehicle with road transport office and contractor should submit relevant papers of registration of vehicle before starting the work

16. Contractor will be required to provide the following vehicles:-

Sl. No.	Particulars	Required Qty.	Reporting location of the vehicle
i)	<b>Honda City</b> (Taffeta White / Alabaster Silver Metallic / Urban Titanium Metallic) <b>Car</b> (Diesel engine);	1 No.	ICAR-RCER, Patna
ii)	<b>Latest model of Scorpio</b> -Mahindra & Mahindra make.	1 No.	ICAR-RCER, Patna
iii)	<b>Latest model of Scorpio</b> -Mahindra & Mahindra make.	1 No.	ICAR-RCER, Patna
iv)	<b>Latest model of Scorpio</b> -Mahindra & Mahindra make.	1 No.	MGIFRI, Motihari

17. The duty point would be **ICAR-RCER, Patna and MGIFRI, Motihari for the respective vehicle** or any other place intimated by the Complex from time to time as mentioned in the above table and **not from garage to garage.**

18. **During preparing BOQ, the following point is to be taken seriously. No further communication will be entertained in future.**

<p><b>Honda City for Patna</b></p> <ul style="list-style-type: none"> <li>• The supplied <b>Honda City (AC)</b> should be of <b>Taffeta White</b> colour. This Car will be used by ICAR RCER, Patna as Staff Car. The general duty timing of this vehicle will be from 8 AM to 8 PM; however, the timing could vary as per the requirement. No extra payment shall be made against the change in timing.</li> <li>• The hiring rate of Honda City should be quoted on monthly basis, <b>including the cost of 500 km. For extra km, separate rate should be quoted in BOQ.</b></li> <li>• The make and model of the vehicle should <b>not</b> be earlier than <b>2016.</b></li> </ul>
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### Scorpios for Patna

- **2 Nos. of Scorpio** (7seater with AC) of Mahindra & Mahindra Ltd make. **These vehicles will be used by ICAR RCER, Patna.**
- The general duty timing of these vehicles will be 8 AM to 8 PM. However, the timing range could vary as per the requirement. No extra payment shall be made against the variation of timing.
- The make and model of the vehicles should **not** be earlier than **2016**.
- The hiring rate of **Scorpio** should be quoted on monthly basis, **fixed charges including the 1500 km run for each vehicle.**
- For extra run (exceeding 3000 km for both the Vehicles) **separate rate should be quoted in BoQ.**
  
- **The extra run cost will be evaluated as follow:**  
Honda city : extra run cost = ( Total Monthly run in km - 500 km) x Rate/km  
Scorpios : extra run cost ( Total Monthly run in km by the both the vehicles - 3000 km) x rate/ km

### For Motihari

- Scorpio (7seater AC) of Mahindra & Mahindra make.
- This vehicle will be used by MGIFRI, Piprakothi, Motihari, Bihar.
- The general duty timing of this vehicle will be 8 AM to 8 PM. However, the timing range could vary as per the requirement. No extra payment shall be made against the variation of timing range.
- Driver should be provided by the contractor/bidder .
- The hiring rate of **Scorpio** should be quoted on monthly basis, **including the cost of 1500 km. For extra km, separate rate should be quoted in BOQ** should be quoted.
- The make and model of the vehicle should **not** be earlier than **2016**.  
**The extra run cost will evaluated as follow:**  
**Scorpio : Extra run cost ( Total Monthly run in km - 1500 km) x rate/ km**

19. The firm has to provide vehicle on all working days and on call basis on holidays.
20. The drivers should be presentable/well behaved and should wear clean uniforms/name badges and fully conversant with the routes of Bihar and neighbouring states.
21. All expenses are to be borne by the firm in case of break down of the vehicle supplied. The taxi charges from the point of breakdown to the destination are' to be borne by the firm to complete the trip. An immediate replacement of the break down vehicle has to be provided.
22. The firm should be available on its direct mobile telephone round the clock to attend to calls for taxies in emergent cases.
23. The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm and the Complex in no way shall be party to the dispute and will have no liability on this account.
24. The disputes emanating from the contract shall be adjudicated through the sole arbitration of Director, ICAR-RCER, Patna. Further the contract will be interpreted under Indian Law.
25. In case vehicles do not report in time/do not report at all, the Complex has a right to hire a vehicle from the market and impose a fine of Rs.1000/- for each default and recovery of additional expenditure on this account from firm's bills. The cars provided shall be



- inspected at random and if nay car/cars do/does not satisfy the requirements of the Complex, the car/cars will be sent back and the hire charges for such car/cars for that will not be paid.
26. A dally record indicating time and mileage for each vehicle shall be maintained in a Slip Book/Log Book. No payment will be made without submission/verification of Slip Book/Log Book verified by user officer or his authorized signatory.
  27. The payment against the contract shall be made on monthly basis.
  28. A **performance security @5% of total value of the contract** shall have to be deposited by the successful tenderer in the form of FDR of any nationalized Bank in the name of Director, ICAR-RCER, Patna for the period of contract. The performance security will be forfeited for breach of the any of terms/conditions of our tender and if it is found at any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. The decision of the ICAR-RCER in this regard shall be final and binding on the firm.
  29. The Parking Charges and Toll Taxes, if any, will be payable on reimbursement-basis, in addition to the total monthly charges quoted by the Contractor. The Officer(s) should, in no conditions, be asked to bear any expense on this account.
  30. The period of Contract (for hiring) will be **ONE YEAR**, extendable for further period of maximum 1 year, subject to consistently good services rendered by the Contractor.  
The drivers;-
    - (i) Should be experienced.
    - (ii) Should possess an appropriate and valid Driving License.
    - (iii) Should report for duty in uniform.
    - (iv) Should be courteous and well mannered.
    - (v) 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.
  31. The **drivers should be provided with a mobile phone by the contractor.**
  32. The vehicle provided by the Contractor should have proper seat covers etc. Seat covers will have to be cleaned every 10 days or earlier (whenever required).
  33. 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.
  34. The vehicles provided by contractor will be required to ply on all kinds of roads and surfaces, in all kinds of weather conditions. If required, the vehicles along with driver may have to stay out of station, as per requirement.
  35. Since the officer may be required to move out in any emergency in any 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 diesel 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.
  36. 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.

37. 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.
38. Necessary Registration Certificate, insurance of the vehicles should be valid and complete in all respects.
39. All the taxes and duties what-so-ever leviable by the Government (State or Central) or any body, shall be borne by the contractor and will be deducted from his account bill.
40. 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 sale tax (trade tax) as applicable from time to time by the government shall be deducted from his bill.

**41. Penalty clause for non-compliance:-**

- |       |   |   |  |
|-------|---|---|--|
| (i)   | Driver not in uniform   | : | Rs.1000/- per day  |
| (ii)  | Unwashed seat cover   | : | Rs.1000/- per day  |
| (iii) | Inadequate fuel   | : | Rs.1000/- per day  |
| (iv)  | Failure to provide alternate<br>Vehicle in case vehicle goes<br>under repair. | : | Rs.500/-per hour of delay up to 3 hours<br>and for beyond 3 hours Rs.2000/- per<br>day & non payment for the entire period on<br>days basis. |
| (v)   | Instances of any tempering<br>of Odometer*                                    | : | Non-payment of bill for the particular<br>month and other penalty as decided by the<br>Competent Authority                                   |
| (vi)  | Mis-behaviour/Mis-conduct of<br>Driver  | : | Rs. 500/- per instance/day   |

\* In case odometer becomes non-functional due to genuine reasons, the same must be immediately reported to the travelling officer, who will then ensure to manually maintain and certify the actual distance travelled.

42. 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.
43. Vehicles are to be supplied and work has to be executed strictly as per the tender schedule and specifications given by the Complex.
44. Payment shall be made through cheque/ E-payment (RTGS/NEFT) only.
45. ICAR administration shall not be responsible for any accident, damage etc. to the vehicle during the period of hire.
46. Compliance of all relevant labour laws must be ensured by the contractor, including rules relating to payment of wages, providing prescribed rest etc.
47. **TERMINATION:-** This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties, if delivered to them personally or dispatched at the address given hereinunder through registered post.
48. **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 credentials, along with tender to establish.

- (i) His capacity to carry out the works satisfactorily
  - (ii) His financial status supported by Bank reference and other documents
  - (iii) Certificate duly' attested and testimonials regarding contracting experience for the type of job for which tender is invited with list of works carried out in the past.
49. In case of any dispute the matter shall be referred to the Director, ICAR-RCER, and his decision will be final and binding on the Contractor.
50. The Institute is **not bound to accept the lowest or any other tenders** and also reserve to itself the right of accepting the tenders in whole or in part or cancel the same.

**Assistant Administrative Officer**

(On the letter head of the Firm)

<b>Name of the Firm</b>	:			
<b>Tender Reference No.</b>	:			
<b>Name of the Tender/work</b>	:			
<b>Check List</b>				
Sl. No.	Details	Submitted (Yes/No)	If submitted, mention page no. of pdf file	Remarks
1	Scan copy Registration certificate of Firm regarding providing such services			
2	Scan Copy of Goods and Service Tax Number of the firm			
3	Scan Copy of Pan Card and Income Tax Return of the financial year 2017-18			
4	Scan Copy of Certified Balance Sheet of the Financial year 2017-18			
5	Scan Copy Minimum turnover of the firm should not be less than Rs. 10.00 lakhs annually (Rupees Ten Lakhs only) during financial year 2017-18			
6	Scan Copy of two years (2016-17, 2017-18) of continuous experience of the firm in the field of providing such services in Central/State Govt. establishments/ Autonomous bodies of Govt. of India/ Corporations of Govt. of India/ Reputed Private Enterprise.			
7	Scan Copy of Registration of Vehicle (Minimum 5 nos.) registered directly under the firm			
8	Scan Copy of tender fee and earnest money deposit (EMD)/its exemption, if any.			
9	Scan copy of mandate form for banking details.			
10	Scan copy of certificate about Non-blacklisting			
11	Scan copy of tender acceptance letter			

Signature of Bidder with Official Seal

(On the letter head of the Firm)

**MANDATE FORM FOR BANKING DETAILS**

Name of the Firm:

Registered /Postal Address:

1	Permanent Account Number (PAN) No.		
2	Goods & Service Tax Registration No.		
3	Bank details:		
	a	Bank Name	
	b	Branch Address	
	c	Account No.	
	d	Type of Account (Current/Savings)	
	e	MICR No.	
	f	RTGS/NEFT Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

(On the letter head of the Firm)

**CERTIFICATE ABOUT NON-BLACKLISTING**

We.....on this date ----- do hereby

certify that our company / firm has not been blacklisted by any Government Department / Government Educational Institutions / Research Institute(s) on any grounds.

Authorized signatory of Bidder with Seal

Name -----

Designation-----

Place -----

Date -----

**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)**

Date:

To,  
The Director  
ICAR Research Complex for Eastern Region,  
ICAR Parisar, P.O.: Bihar Veterinary College,  
Patna – 800 014 (BIHAR) INDIA

**Sub: Acceptance of Terms & Conditions of Annual Rate Contract for Hiring of Vehicle on Monthly Rate Basis at ICAR Research Complex for Eastern Region, Patna and MGIFRI, Motihari.**

Tender Reference No: \_\_\_\_\_

**Name of Tender / Work: - Annual Rate Contract for Hiring of Vehicle on Monthly Rate Basis at ICAR Research Complex for Eastern Region, Patna and MGIFRI, Motihari.**

Dear Sir,

I / We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely:

\_\_\_\_\_

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

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Autonomous Body/Organization/Public sector undertaking.

I / We certify that all information furnished by the our Firm is true & correct and in the event that 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.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

**(To be given on Company Letter Head)**

Financial Bid/Price Bid Undertaking

**UNDERTAKING**

1. I submit the Financial Bid for “**Annual Rate Contract for Hiring of Vehicle on Monthly Rate Basis at ICAR Research Complex for Eastern Region, Patna and MGIFRI, Motihari**” as envisaged in the Tender document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.
3. I offer the rate(s) as indicated in the Financial Bid inclusive of all applicable charges, duties and taxes except Goods and Service Tax. The rates are in Indian Rupee.
4. I understand and agree that in case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
5. I also agree that the quoted rates shall remain firm throughout the tenure of the contract and no revision will be considered for any reason.

Place:

Date:

**SIGNATURE OF BIDDER & STAMP**



## **BANK GUARANTEE FORMAT FOR FURNISHING EMD**

Whereas M/s ..... (hereinafter called the “tenderer”) has submitted their offer dated..... for the supply of ..... (hereinafter called the “tender”) against the purchaser’s tender enquiry No. ....

KNOW ALL MEN by these presents that WE ..... of ..... having our registered office at ..... are bound unto ..... (hereinafter called the “Purchaser) in the sum of .....for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of ..... 2018.

**THE CONDITIONS OF THIS OBLIGATION ARE:**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 90 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorized officer of the Bank)  
.....  
.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

## **Instructions for Online Bid Submission**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant 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.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

### **REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app> ) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted / couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. 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.
5. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids) i.e. after Clicking “Freeze Bid Submission: in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1204200462

### **General Instructions to the Bidders**

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

**KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY**

**CPP Portal website: [www.eprocure.gov.in](http://www.eprocure.gov.in)**

**Assistant Admn. Officer**