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**ICAR-Agricultural Technology Application
Research Institute (ATARI)
CAZRI Campus, Jodhpur (Rajasthan) – 342005**

Dated : 28.09.2017

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids, under two bid systems, on behalf of the Director, ICAR-ATARI, are invited from interested registered/well-established/reputed transport service providers through Limited Tender enquiry for awarding the contract for hiring/outsourcing of vehicle on monthly basis/need based for the use of the ICAR-ATARI, Jodhpur. a Demand Draft of Rs.5,000/- (Rupees Five thousand only) to be deposited as earnest money (EMD) in favour of `ICAR UNIT-ATARI JODHPUR payable at SBI, Shastri Nagar, Jodhpur and may be sent to Assistant Administrative Officer, ICAR-ATARI, CAZRI Campus, Jodhpur, Rajasthan -342005.

The tender document contains the followings:-

Annexure - I : The terms and conditions along with the detailed specification of the contract.

Annexure - II : Instruction for Online Bid Submission.

Annexure - III : Financial Bid (BOQ).

CRITICAL DATE SHEET

Tender No.	No.3-9/97-STORE-01
Date and Time for issue/Publishing	28-09-2017, 5.00 PM
Document Download/Sale start date and time	29-09-2017, 3.00 PM
Bid Submission Start Date and Time	30-09-2017, 10.00 AM
Bid Submission End Date and Time	17-10-2017, 3.00 PM
Date and Time for Opening of Bids	18-10-2017, 3.00 PM
Tender fee and Earnest money Security money	Tender fee –Nil Earnest money – ₹ 5000/- Security money – Rs.15000/-
Bank detail	ICAR UNIT – ATARI, JODHPUR payable State Bank of India Branch – Shastri Nagar, Jodhpur (Rajasthan)
Address for Communication	Assistant Administrative Officer, ATARI, CAZRI Campus, Jodhpur Rajasthan Pin- 342005

1. The tender form/bidder document may be downloaded from the Website: www.icar.org.in and <https://eprocure.gov.in/eprocure/app>. Online Submission of Bids only through Central public procurement portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted. Tenderers/bidders are requested to visit the website: (<https://eprocure.gov.in/eprocure/app>) regularly. Any changes/modifications in the tender inquiry will be intimated by corrigendum through this website only.
2. In case, any holiday is declared by the Government on the day opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.
3. **Earnest Money Deposit:** The interested firms are required to deposit (in original) an Earnest Money Deposit (EMD) of **Rs.5,000/- (Rupees Five Thousand Only)** in the form of Demand Draft/Pay Order along with the Tender Documents from any of the Nationalized Bank in favour of **`ICAR Unit ATARI**

payable at SBI Jodhpur as a Tender Fee and sent to Assistant Administrative officer (Purchase), ATARI, Jodhpur, Rajasthan - 342005 on or before bids submission closing date **i.e. 18.10.2017**. EMD will be refunded after award of contract without any interest thereon and the forfeiture of the same will be as per the rules. Quotations received without EMD will not be considered.

4. The Firms are required to upload the following documents (Clearly Scanned):-

- a) Certificate of Company's Registration/Tax registration.
 - b) Earnest Money Deposit (EMD).
 - c) PAN Number.
 - d) Satisfactory Service certificates where the bidder is providing the services for the last three years in Govt. Section/PSU/Autonomous Bodies (Copies of awards letters of contract and satisfactory service certificate)
 - f) Proprietorship documents if any, applicable.
5. The rate should be quoted in BoQ file only.

Sd/-

DIRECTOR

TERMS AND CONDITIONS OF THE CONTRACT

1. The contractor should be reputed for providing Transport Services having sufficient experience and expertise in the relevant field and also having sound financial standing.
2. The Contractor shall provide the vehicle along with drivers. It should also be provided on Saturday/Sunday/Holidays as intimated by this office. The vehicles so hired will occasionally be required to travel out of Jodhpur on official tours. The vehicle may be arranged quickly as intimated by this office by telephone or otherwise.
 - (i) The vehicle should be self-starting and in good condition.
 - (ii) The maintenance of the vehicles should be as per the schedule advised by the manufacturer. The maintenance schedule shall be shown to the vehicle In-charge of ICAR for checking etc.
 - (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.
 - (iv) The tyres of the vehicle should be replaced as per the replacement schedule advised by the manufacturer.
3. The vehicles provided by the contractor will be required for Institute and outside of the institute and nothing extra will be paid for outside the institute except Toll Tax.
4. Reporting time and Closing time from ATARI or any other pick-up/drop of location specified by the office shall be taken into consideration for bill payment.
5. Mileage shall be counted from ATARI or any other pick-up/drop of location specified by the office only and for this purpose the driver deputed shall get the meter reading checked from the officer in-charge or any other person deputed by him for this purpose. Similarly, at the time of departure meter reading may be got verified by the officer using the vehicle.
6. Extra kilometre and hours will be given only if kilometre and hours go beyond the slab.
7. The initial period of contract (for hiring/outsourcing) will be ONE YEAR from the award of the contract or as specified by this office. It may be extended for a further period of two years (total 3 years) on year to year basis, subject to the satisfactory performance by the contractor and mutual consent.
8. The drivers should be provided with a mobile phone by the contractor.
9. The drivers:
 - (i) Should be presentable/courteous/well behaved to the official of ICAR-ATARI.
 - (ii) Should possess an appropriate and valid Commercial Driving License.
 - (iii) Should report for duty in clean uniform/name badge.
 - (iv) Should be experienced and fully conversant with the routes of Rajasthan, Haryana & Delhi.
 - (v) Will be required to maintain a Duty slip/Logbook, which will be signed by the user before countersigned by the concerned Nodal Officer/vehicle in-charge. All particulars of the vehicle user like name, date, time, purpose place of visit, indent no. etc. as prescribed format of the log book may be filled & submit to the office failing which the payment will be withheld.
10. The vehicle will have to be fitted/provided with the following mandatory additional/utilities:
 - a) Clean Seat Covers
 - b) Quality radio music system
 - c) Reading Lamp
 - d) Tissue Paper box
 - e) Car perfume
 - f) Mobile Charger
 - g) Seat Belt (Front/Rear)
11. The vehicles provided by the contractor should be in excellent condition mechanically as well as get up wise i.e. out body/Upholstery etc. Should be decent looking with proper seat covers etc.

12. The cost of hiring shall include salary of the driver, the cost of fuel, oil and other consumables, all repairs 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 by ICAR-ATARI, Johpur.**
13. 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.
14. Since an officer may be required to move out in any emergency 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. It should immediately be arranged to be filled to full capacity, by the contractor.
15. Nothing extra will be paid to the contractor due to fluctuation in cost of fuel or any other consumable items, registration charges etc. during the period of contract.
16. In case the vehicle breaks down or is required to be taken for repair, another vehicle of similar type will have to be provided by the contractor immediately. The firm should be able to provide vehicles at odd hours and holidays also without any extra charges.
17. All expenses are to be borne by the firm in case of breakdown 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.
18. The Contractor/firm should have a well-established office within the 10 to 20 Kilometer area from the institute and a person should be available on its direct Mobile telephone round the clock to attend to calls for taxis in emergent cases.
19. The Contractor/Firm should also be able to provide the name and mobile number of a person, who can be contacted at any time, even beyond office hours and holidays. This person should be capable of taking orders and arrange the desired vehicles, even at short notice.
20. Necessary Registration Certificate, Insurance and Pollution Check-up of the vehicles should be valid and complete in all respects.
21. All the taxes and duties what-so-ever liveable by the Government (State or Central) or any other shall be borne by the contractor and will be deducted from his account bill in case of any default.
22. Subject to any deduction or recoveries which the Institute may be entitled to make under the contract, the income tax, surcharge on income tax and sales tax (trade tax) as applicable from time to time by the government shall be deducted from his bill.
23. All the taxis so provided to the Institute should be running on CNG/Petrol not on Diesel as per the latest instructions issued by the Hon'ble Supreme Court of India.

24. Penalty clause for non-compliance:-

S. No.	Violations	Penalty (in Rs.)
1.	Driver not in uniform	100/- per day/ every instance
2.	Unwashed seat cover	100/- per day/ every instance
3.	Inadequate fuel	200/- per day/ every instance
4.	Non-functioning of AC in Car	200/- every instance
5.	Failure to provide alternative arrangement within one hour of vehicle break down	500/- every instance
6.	Tampering of meters of vehicle	500/- every instance
7.	Irregularities such as over writing forged entries	500/- every instance
8.	Delay (more than 30 minutes) in reporting for duty by driver/vehicle.	Rs. 200/- every instance
9.	Non-compliance for any other	200/- every instance/each time

25. 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 Institute in no way shall be party to the dispute and will have no liability on this account in any manner whatsoever.
26. ICAR-ATARI shall not responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or the driver or to any other third party. The loss or damage or legal expenses on the account shall be borne by the agency.
27. A daily record indicating time and mileage for 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.
28. The payment against the contract shall be made on bill basis through RTGS/IFSC (online) only.
29. 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 & submit partnership deed, if any.
30. Vehicles are to be supplied and work has to be executed strictly as per the schedule and specifications given by the ATARI.
31. ICAR-ATARI shall not be responsible for any accident, damage etc. to the vehicles are during the period of hire.
32. The ICAR-ATARI will have the authority to select more than one firm for award of contract.
33. ICAR-ATARI reserves the right to discontinue all vehicles or any vehicle or to terminate the contract, at any stage/time, after giving one month's notice.
34. In case of any dispute, the jurisdiction shall be Jodhpur Court.
35. **Performance Security :** The successful tenderer of estimated value of contract shall deposit Rs.15000/- as security deposit within 15 days of award of contract. The EMD should be submitted in the form of Demand Draft/FDR payable to **`ICAR Unit ATARI, JODHPUR**. Failure to furnish Security Deposit shall be treated as breach of contract and shall entail cancellation of contract along with forfeiture of EMD. No interest will be paid on performance security deposit. If tenderer does not accept the offer, after issue of letter of award by ATARI within 15 days, the offer made shall be withdrawn & Earnest Money shall be forfeited.
The estimated value of contract will be calculated as under :
Annual charges of the regular vehicle will be treated as 75% of the value of contract. Based on this premise, 100% of the value of contract will be estimated.
36. The successful contractor/firm will also be required to submit, within 5 days, copies of Registration Certificate, Insurance Papers, PUC, Permit etc. for the vehicles/Taxies proposed to be deployed in ATARI failing which his earnest money deposit will be forfeited. However, if successful bidder proposes to purchase new vehicles, he will be given adequate time but exceeding 15 days to go so.
37. **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 ICAR-ATARI.
Tenderer(s) who has/have carried out any work in Govt. sector should submit along with tender, credentials 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, the type of job for which tender is invited with list works carried out.
38. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
39. Non-compliance with any of the above conditions is liable to rejection of tender.
40. No advance payment will be made. The approved firm shall submit the bill (in triplicate) at the end of the month along with duty slip certified by the concerned officer who has used the vehicle. No interest is payable on delayed payment.
41. The tender shall remain valid for 90 days from the date of opening of quotation.
42. Vehicle registration number for regular use of vehicle should be mentioned while submitting the bid invariably unless bid will be treated as unresponsive.
43. **Settlement of Disputes:**
 1. The Director, ICAR-ATARI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-ATARI, for any justifiable reasons, not mandatory to be communicated to the tenderer.
 2. Decision of Director, ICAR-ATARI will be final for any aspect of the contract and binding to all

parties. Disputes arising, if any on the contract will be settled at his/her level and will not be referred to arbitration.

44. The tender/ contract should be viable in every respect.

INSTRUCTION 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: <https://eprocure.gov.in/eprocure/app>). 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 registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CP Portal.

More information useful or submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION:

- 1) Bidders are required to enrol on the e-procurement module of the Central Public procurement Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose 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 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 DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID/password and the password of the DSC/etoken.

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 Tender' folder. This would enable the CPP Portal to intimate the bidders through SMS/emails in case there is any corrigendum issued to the tender documents.
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 documents 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 name and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be PDF/XLS forms. 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. This will lead to a reduction in the time required for bid submission process.

Submission of Bids:

1. Bidder should log into 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 bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the tender 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.
5. A standard BoQ format has been provided with the tender documents 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. Bidders are required to download to BoQ file, open it and complete the while coloured (unprotected) cells with the respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidders should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The serve time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidder, 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 bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date of time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Assistance to bidders :

1. Any queries relating to the tender document and terms and conditions contained therein should be addressed to the tender inviting authority for a tender 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 0120-4200462, 0120-4001002 or ATARI No. 0291-2748412.

Sd/-

DIRECTOR