

**ICAR STANDARD BIDDING DOUUMENTS  
FOR  
“HIRING OF VEHICLE”**

**Two Bid System**

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



**ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT  
BARONDA, RAIPUR(C.G.)-493225**

**TENDER FEE: Rs. 500**



# भाकृअनुप-राष्ट्रीय जैविक स्ट्रेस प्रबन्धन संस्थान

बरौंडा, रायपुर, छत्तीसगढ़-493 225

ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT

Baronda, Raipur, Chhattisgarh – 493 225

honibsm@gmail.com Tele Fax : 0771-2225351, Tele- 0771-2225333



F.No. 9-181/NIBSM/2020

Date:- 09/10/2020

Subject:- INVITATION OF RE-TENDER FOR PROVIDING “HIRING OF VEHICLE” AT ICAR- NIBSM, Raipur (C.G.).

On behalf of the Secretary, ICAR, The Director, ICAR- NIBSM, Raipur (C.G.) invites sealed tenders from authorized, approved and registered contractors/ agencies/ firms for vehicle on hire basis at ICAR-NIBSM, Baronda, Raipur C.G. for a period of one year.

S.No.	Description of Work	Earnest Money Deposit
1	“HIRING OF VEHICLE”	50,000=00

- Interested eligible bidders may obtain further information from the office of the Director ICAR-NIBSM, Baronda, Raipur (C.G.)-493225 and inspect the bidding documents. Tender form can be purchased from the date of publishing in the newspaper to **10-10-2020** from this office.
- A complete set of bidding documents for above works can be obtained by interested eligible bidders on the submission of a written application to this office and upon payment of non-refundable fee of Rs. 500/- (Rs. Five hundred only) in the form of Demand Draft/ Bankers Cheque drawn in favor of **ICAR UNIT- NIBSM, RAIPUR, C.G.** payable at Raipur during any working day between 10.00 AM to 5.00 PM. The interested bidders should add the application postage cost indicated above in its non-refundable fee mentioned earlier. **The bidders may download the bidding document from institute website [www.nibsm.res.in](http://www.nibsm.res.in) and submit separate bidding document for each work along with separate non refundable fee of Rs. 500/- in each case in the form of crossed Bank Draft/ Banker's cheque along with the Bid Security as tender fee tenders without tender fee of Rs. 500/- will be rejected.**
- Two bid system (Technical and Financial bid) should be followed in tendering for institute. **The Tender should consist of two Bids system – The Technical bid (Annexure-I- Envelop-I) and the Financial bid (Annexure-II- - Envelop-II). Both must be submitted in two separate sealed envelopes and put in a single main cover. The outer main cover should be superscribed as tenders for providing “Hiring of Vehicle” at ICAR-NIBSM, Raipur (C.G.).**
- The closing and opening dates of the bidding documents will be as per schedule/ detail given us under :

Last date of issue of tender form	Date & time of submitting tender i.e. date at NIBSM, Raipur	Date & time of opening of tender at NIBSM, Raipur
26/10/2020	26/10/2020 at 01.00 PM	26/10/2020 at 02.30 PM

- In the event of any of the above date being declared as a holiday/ closed day, the bids will be sold/ received/ opened on the next working day at the appointed time.
- Director, ICAR-NIBSM, Baronda, Raipur (C.G.) reserves the right to accept/ reject any or all the tenders without assigning any reason.



भाकृअनुप—राष्ट्रीय जैविक स्ट्रेस प्रबन्धन संस्थान

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F.No. 9-181/NIBSM/2020-21

Date:- 09/10/2020

**TERMS & CONDITIONS FOR TENDER FOR PROVIDING “HIRING OF VEHICLE” AT ICAR-NIBSM, RAIPUR (C.G.).**

Dear Sir (s),

1. Sealed Tenders in two bid systems are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research, New Delhi from the registered contractors/firms for **providing “HIRING OF VEHICLE” at ICAR-NIBSM, Raipur (C.G.)**. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institute of the Council and the special terms and conditions detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to provide the requisite services in accordance with the requirement stated in the attached schedules [**Annexure-I and Annexure-II**].
2. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof.
3. The Schedules of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedules is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/ erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
4. The Tenders are liable to be ignored if complete information as required in **Annexure-I** is not given therein or if the particulars asked for in the schedule to the Tenders is not fully filled in individual signing the Tenders or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement of power of attorney or (iii) constituted attorney of the firm if it is a company.
5. If tenderer does not accept the offer, after issue of letter of award by **ICAR-NIBSM, Raipur (C.G.)** within 15 days, the offer shall be withdrawn.
6. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.

7. The original copy of the tenders is to be enclosed in two envelops/covers. The inner cover should be sealed. The outer cover should be super scribed as tender for **“HIRING OF VEHICLE” at ICAR-NIBSM, Raipur (C.G.)** with address of this office and of the tenderer. All tenders should be sent by Registered Post/ hand delivered in the tender box kept in the office of the **Director, ICAR- NIBSM, Baronda, Raipur (C.G.) not later than 1.00 PM on 26/10/2020**
8. **The rates quoted in tenders to be given both in words and figure.** You are at liberty to be present or to authorize a representative to be present at the time of tender opening. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any.
9. The Institute does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part of the tenders.
10. The tender shall remain open for acceptance upto 90 days from the date of opening. The successful tenderer will have to complete the work within the specified period and no further extension of time will be given unless justified by exceptional circumstances.
11. Each tenderer will have to deposit an earnest money deposit (EMD) of **Rs. 50,000/- (Rs. Fifty thousand only) and a tender fee of Rs. 500/- (Rs. Five hundred only)** without which the tender shall not be considered. The Earnest money shall be deposited in the form of Demand Draft/ FDR in favour of the **“ICAR UNIT, NIBSM, Raipur (C.G.)”**. Earnest money and Tender fee deposited in any other form will not be accepted. The earnest money will be refunded to the unsuccessful tenderer. The earnest money of the second and third lowest tenders will be refunded after the satisfactory start of work by successful tenderer. Tender fee is not refundable. The successful tenderer will have to deposit a security money of **Rs. 10,000/- (Rs. Ten thousand only)** in the form of DD/ FDR in favour of the **“ICAR UNIT, NIBSM, Raipur (C.G.)”**.
12. Successful tenderer will have to enter into a detailed contract agreement with **ICAR-NIBSM, Raipur** on Rs. 100/- non- Judicial stamp paper. The work will be awarded only on the satisfaction of the concerned Institute authority that the firm has the necessary facility / infrastructure to handle the work. The firm will allow for the inspection of necessary facility/ infrastructure to the concerned authority, if the authority decides so.
13. Price & delivery terms:
  - (a) Items Rate as per attached schedule **Annexure-II** should be quoted on the basis of execution of work at **“ICAR UNIT, NIBSM, Raipur (C.G.)”**. Extra charges of any nature including the taxes and levies will not be borne by the **“ICAR UNIT, NIBSM, Raipur (C.G.)”**.
  - (b) The rates for the items required in accordance to the specifications mentioned in the schedule **Annexure-II** will only be considered otherwise the same will be rejected. Other term for the work etc. will be as detailed in the schedule of the tender. The work will be accepted after proper inspection, verification and trial as to their quality, quantity and conformity to the prescribed specification.
14. Each tender must be accompanied by a certified copy of the latest Registration Certificate issued from Central Excise Department/ GST registration certificate/ Income Tax certificate/ PAN without which the tender will be liable to be ignored.
15. 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.
16. The drivers: -
  - Must have a mobile number for making communication.
  - Should be presentable/ courteous/ well behaved.
  - Should be experienced and fully conversant with the routes of Chhattisgarh area.
  - 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.
  - 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.

17. 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, NIBSM reserves the right to terminate the contract immediately OR on a short notice of at least seven days.
18. 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 can 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.
19. The driver should wear a proper uniform (dress code) and have mobile phone connectivity.
20. The vehicle should be registered with road transport office and contractor should submit relevant papers of registration of vehicle before starting the work.
21. NIBSM or ICAR administration shall not be responsible for any accident, damage etc. to vehicle during the period of hire.
22. The rates may be quoted as per attached proforma **Annexure-II** which includes all applicable charges, i.e. driver wages, POL, night charges etc.
23. 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.
24. The personnel so provided by the agency under this contract will not be treated as employees of the ICAR-NIBSM, Raipur and there will be no employer-employee relationship between the ICAR-NIBSM and the personnel so provided.
25. All the taxes, tolls, and duties what-so-ever prescribed by the government (state or central) or anybody, and parking charges shall be borne by the contractor.
26. The agency/ contractor shall be wholly responsible for paying monthly wages/salaries and other admissible allowances to the personnel engaged for driving of vehicle on hiring basis at the NIBSM, Raipur and NIBSM 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- NIBSM 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- NIBSM shall not be responsible for payment of damages/compensations etc. for any injury/disablement suffered by the staff of contractor/Agency during the duty/contract period.
27. Decision of the **Director, ICAR-NIBSM, Baronda, Raipur (C.G.)** will be final for any aspect of the contract and binding to all parties. Dispute arising, if any on the contract shall be referred to the sole arbitration of an officer, appointed to be the arbitrator by the Secretary, Indian Council of Agricultural Research, New Delhi.

Yours sincerely



Head of Office

डॉ. अनिल दीक्षित

Dr. Anil Dixit

कार्यालय प्रमुख

Head of Office

भाकृअनुप-राजेंसुटे.प.स.सम्बुर (छ.न.)-493225  
ICAR-NIBSM, Baronda, Raipur (C.G.)

**TENDER FOR PROVIDING “HIRING OF VEHICLE” AT ICAR-NIBSM, BARONDA,  
RAIPUR**

Full Name & Address of the Tenderer in addition to Post Box No. if any should be quoted in all communications to this office :

Telephone No. :

Telegraphic Address/ Fax/ Cellular No. :

E-mail address :

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From,

.....

.....

.....

To,

**The Director  
ICAR-National Institute of Biotic Stress Management, Baronda,  
Raipur (C.G.)**

I/we have read all the particulars regarding the general information and other terms and conditions of the contract for “**HIRING OF VEHICLE**” at **ICAR-NIBSM, RAIPUR** and agree to provide the services as detailed in the schedule herein in the acceptance of the tender at the rates given in the Schedule to this tender and I/We agree to hold this offer open till 90 days. I/We shall be bound by communication acceptance dispatched within the prescribed time.

I/we have understood these terms and conditions for the contract and shall provide the best services strictly accordance with these requirements.

The following pages have been added to form a part of this tender.....the Schedules I & II to accompany this tenders are at pages.....

Every page so attached with this tender bears my signature and the office seal.

Yours faithfully

Dated:  
Witness.....  
Address.....  
Occupation.....  
Signature of witness to contractor’s signature  
Address:  
Name & Signature of Witness:  
Address:

Signature & Seal of the Tenderer  
Telephone No. Office  
Resi.  
Mobile

**SCHEDULE TO TENDER (TECHNICAL BID)**

**PART – I**

- 1- Name of the Firm/ Agency
- 2- Full address with Post Box No.  
And Telephone No. if any
- 3- Constitution of the Firm/ Agency  
(Attached copy)
  - (a) Indian Companies Act, 1956
  - (b) Indian Partnership Act, 1932  
(Please give names of partners)
  - (c) Any other Act, if not, the owners
- 4- For partnership firms whether registered under the Indian Partnership Act, 1932 please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
  - (a) If answer to the above is an negative whether there is any general power attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the Partnership to arbitration .
  - (b) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner.
- 5- Name of Full Address of your Banker.
- 6- Your Permanent Income Tax No. / Circle/ Ward
- 7- Earnest Money deposited Amount, BC/DD No. Date
- 8- Any other relevant information.

- 9- GST Registration.
- 10- Name and Address of the firm's representative  
And whether the firm would be representing at the  
Opening of the tenders.
- 11- Name of the Permanent Representative to be  
Supervised the work at NIBSM, Raipur regarding  
the contract.
- 12- 5-7 years working experience with Central/ State Govt Offices.
- 13- The firm/ Agency should have minimum turnover  
of the firm not less than 1 crore (Rs. One Crore).  
ITR for last three years.
- 14- Last 3 year turnover (minimum 50 lakhs) with Central/ State Govt. Offices.
- 15- EPFO/ ESIC Certificate.

Date: .....

Place: .....

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered whether needed by the tenderer.



**LIST OF VEHICLES OWNED BY THE CONTRACTOR/ FIRM (TO BE ATTACHED IN  
COVER I/TECHNICALBID**

**Note:**

**1 .All vehicles shall be commercially registered in the name of Firm/ Proprietor/Owner/  
Partner or by Notarized power of attorney.**

**The Firm shall have a minimum of 04 vehicles i.e. 2 times of the required Nos .of any make listed  
herein (Any/ combined) as per their availability viz.**

<b>Details</b>	<b>1<sup>st</sup> Vehicle</b>	<b>2<sup>nd</sup> Vehicle</b>	<b>3<sup>rd</sup> Vehicle</b>	<b>4<sup>th</sup> Vehicle</b>	<b>5<sup>th</sup> Vehicle</b>
<b>Vehicle Registration No.</b>					
<b>Year of Manufacture</b>					
<b>Registration Type (Comm./Pvt.)</b>					
<b>Name of Owner</b>					
<b>Type of Vehicle/ Model</b>					
<b>Insurance valid up to</b>					
<b>Road Tax valid up to</b>					

**DECLARATION:**

**I/We hereby declare and state that the details furnished above are correct and true to best of  
my knowledge and belief.**

**Signature of Tenderer/Authorized Signatory**



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**ANNEXURE-II**

**SCHEDULE OF TENDER (FINANCIAL BID)**

Date and time of receipt of Tender : Up to 01.00 PM of 26-10-2020  
Date and time of opening of Tender : At 02.30 PM of 26-10-2020

निविदा दर रूपये प्रति कि०मी० निम्नलिखित प्रोफार्मा में अंकित करें।

**Hiring of vehicle for monthly basis:-**

S.No.	Description Charges (Amount in Rupees)	CIAZ (AC)
1	Per month charges for 2000 km running per month and 10 hrs per day.	
2	Charges for extra km (Rs./Km)	
3	Charges for extra hours (Rs./hr.)	
4	Night charges (Amount in Rupees)	

**Hiring of vehicle for per day basis:-**

Sr. No	Description Charges for Taxis	Swift Dzire/ Etios/ Zest/ Tiago	Innova/ Xylo/ Crysta/ Scorpio	Tempo Traveller	Loading vehicle/ mini truck
1	Charges up to 10 hrs/80 Km with duty limits per day				
2	Charges for additional Km beyond 80 Km per day				
3	Charges for additional hrs beyond 10 hr. per day				
4	Charges for outstation per Km (minimum 250 Km)				
5	Charges for outstation per Km (minimum 500 Km)				
6	Outstation night charges				
7	GST 5%				
8	Toll Tax and Parking				

Note: Other special instructions and conditions of the tender applicable to this tender are attached as Annexure-II

- 1- निविदा राशि (EMD) रू0 50,000/- (रू0 पचास हजार मात्र) बैंक ड्राफ्ट/बैंकर चैक/एफ0डी0आर संख्याँ  
.....दिनांक.....बैंक का नाम.....संलग्न है।
- 2- निविदा शुल्क (Tender Fee) रू0 500/- (रू0 पाँच सौ मात्र) बैंक ड्राफ्ट/बैंकर चैक/एफ0डी0आर संख्याँ  
.....दिनांक.....बैंक का नाम.....संलग्न है।

हस्ताक्षर निविदादाता  
नाम व पूर्ण पता दूरभाष नंबर सहित

**वाहन निविदा शर्त :-**

1. ठेकेदार के वाहन एवं कार्य से संतुष्ट नही होने पर ठेका समाप्त करने का पूर्ण अधिकार संस्थान को होगा, ऐसी स्थिति में धरोहर राशि जब्त कर ली जावेगी।
2. ठेका स्वीकृत होने पर वाहन की स्थिति देखने के लिये प्रस्तुत करना होगा तथा संतोष जनक पाये जाने पर –  
(क) सुरक्षा राशि रू0 10,000/- जमा करवानी होगी।  
(ख) रू0 100.00 के स्टाम्प पर अनुबंध लिखकर पेश करना होगा। ऐसा न होने पर बयाना राशि (EMD) जब्त कर ली जावेगी।
3. ठेका स्वीकृत होने पश्चात् मांग के अनुरूप वाहन निश्चित दिनांक व समय पर उपलब्ध करवाना होगा।
4. वाहन बीच रास्ते में खराब हो जाने या दुर्घटनाग्रस्त हो जाने पर वैकल्पिक वाहन ठेकेदार को उपलब्ध करवाना होगा तथा क्षति की जिम्मेदारी संस्थान की नही होगी।
5. वाहन का माइलोमीटर सही रहना आवश्यक है। खराब होने की स्थिति में :  
(क) संस्थान अनुमानित किलोमीटर निर्धारण का अधिकार रखता है।  
(ख) खराब माइलोमीटर को तुरंत सही करवाना आवश्यक रहेगा।
6. दावों का निपटारा **Director, ICAR-NIBSM, Baronda, Raipur (C.G.)** स्थित न्यायालयों की परिधि में ही किया जावेगा।
7. वाहन छत्तीसगढ़, मध्यप्रदेश, महाराष्ट्र, उडिसा, झारखण्ड आदि राज्यों के जिलो के विभिन्न ग्रामों में भी ले जाया जायेगा।
8. ठेका अन्य व्यक्ति को स्थानान्तरित नही किया जा सकेगा।
9. वाहन चालक के अतिरिक्त अन्य व्यक्ति वाहन के साथ स्वीकार्य नही है।
10. रात्रि विश्राम के लिये वाहन को रोकना भी पडेगा, जिस हेतु कोई अतिरिक्त भुगतान नही किया जायेगा।
11. वाहन संपूर्ण संविदा अवधि के लिये पंजीकृत, काम्प्रीहेंसिव बीमा, फिटनेस व अन्य आवश्यक प्रमाण-पत्र, दस्तावेज, टैक्सी परमिट आदि से पूर्ण होना चाहिए।
12. **वाहन वर्ष जनवरी-2017 से पहले का नही होना चाहिए।**
13. **ठेकेदार के पास लगभग 10 गाड़ियों का मालिकाना हक होना आवश्यक है। एवं सभी 10 गाड़ियों का रजिस्ट्रेशन प्रमाण-पत्र (Registration Certificate) संलग्न करना अनिवार्य है।**
14. यात्रा कार्यो के दौरान संस्थान के सामान जो वाहन में ले जाया जा रहा है, के खो जाने की स्थिति में क्षतिपूर्ति ठेकेदार को करनी होगी।
15. वाहन मांग के अनुसार उपलब्ध नही करवाने की स्थिति में अधिकतम 10 प्रतिषत पेनेल्टी राशि बिल में से काट ली जायेगी।
16. वाहन चालक के पास मान्य लाईसेंस होना आवश्यक है तथा वह व्यवहार कुशल एवं साक्षर होना चाहिए।
17. संस्थान द्वारा किसी भी प्रकार की ईंधन, अग्रिम राशि बगैरह देय नही होगी। भुगतान चैक/इलेक्ट्रानिक्स पद्धति द्वारा आवश्यक टैक्स आदि की कटौती उपरांत किया जायेगा।
18. ठेका एक वर्ष की अवधि के लिये किया जाना संभावित है।
19. केन्द्रीय विभाग में पंजीकृत फर्म/संस्था/ठेकेदार तथा जिनके पास GST/ सर्विस टैक्स रजिस्ट्रेशन होगा, को ही प्राथमिकता दी जायेगी।
20. The contract will be valid for 12 months with a provision for renewal for next 12 month period subject to mutually agreed terms and conditions.
21. **Director ICAR-NIBSM, Baronda, Raipur (C.G.)** का निर्णय अंतिम होगा।