



## भा०कृ०अनु०प - राष्ट्रीय याक अनुसंधान केन्द्र

ICAR - NATIONAL RESEARCH CENTRE ON YAK

दिरांग-७९०१०१, पश्चिम कामेंग जिला, अरुणाचल प्रदेश, भारत

DIRANG-790101, WEST KAMENG DISTRICT, ARUNACHAL PRADESH, INDIA



File No. 7(2)/Veh. Misc./2016-17-Admn/6731

Dated 20/03/2018

### INVITATION TO ONLINE TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING SUPPLY OF COMMERCIAL VEHICLES (TATA SUMO & SCORPIO) ON HIRE BASIS FOR MONTHLY (ON KILOMETER) BASIS UNDER ANNUAL RATE CONTRACT FOR OFFICIAL DUTY OF ICAR-NRC ON YAK, DIRANG-790101, WEST KAMENG DISTRICT, ARUNACHAL PRADESH.

1. The bid should be submitted in accordance with these instructions and any tender not confirming to the instructions as liable to be rejected. These instructions shall form the part of the tender and contract.

**Note:** For Online Bid Submission, as per the directives of Departments of Expenditure, this document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting online bids on the CPP Portal may be obtained at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app).

2. Last date for submission of online Bid:- **07.04.2018 up to 05:00 PM**
3. The Technical Bids will be opened on **09/04/2018 at 11:00 AM**. The date & time for opening of Financial Bids will be notified on the portal. The bidders may regularly check the portal regarding the date of opening of financial bid. In case the above date of opening is holiday in ICAR-NRC on Yak, Dirang, the tenders will be opened on the next working day.
4. Tender documents can be downloaded from the ICAR-NRC on Yak, Dirang, Arunachal Pradesh website <https://www.nrcy.icar.gov.in> or from the e-Procurement website of Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website <https://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.
5. 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.**
6. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
7. The Technical Committee constitute by the Director, ICAR-NRC on Yak, Dirang shall have the right to verify the particulars furnished by the bidder independently.
8. **Scope of work:**

Providing of vehicle on hire basis: Brand New **Scorpio** (Make: Mahindra, Model: S7 and **Tata Sumo Gold** (Make Tata, Model-EX) for official use at ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh-790101 in perfect condition along with drivers, all

consumables including fuel, lubricants tools & tackles, spares and uniform of driver at the cost of the contractor.

**9. Duty Hours:**

The Vehicles shall be for exclusive use of ICAR-NRC on Yak personnel. Duty hours of the Vehicle along with its driver shall normally be 08 (Eight) hours per day basis. However, the vehicle should be made available in good condition for 24 hours for use by ICAR-NRC on Yak to meet any emergency. Use of the vehicle for the owner's personal interest shall not be permitted during the contract period.

10. **Wage /Payment to the Driver:** Wages to be paid to the driver shall not be less than the minimum wages applicable for skilled workmen as per area defined in the circular of the Central Labour Commissioner (GOI). Cost on account of the Driver's wages, EPF/ESI shall be included in the quoted hiring charges. Register for wage payment to the driver shall be maintained by the contractor.
11. **Area of Operation:** The headquarters for the vehicle shall be at Dirang, West Kameng, Arunachal Pradesh. However, the vehicle may have to ply in all states of North Eastern Region. Road permit for plying the vehicle in places other than Dirang shall be arranged by the contractors.
12. Income tax and other taxes as applicable as per Govt. rule will be deducted from bill as per statutory provision prevailing from time to time.
13. **Tender Fee:** The interested firms are required to deposit (in original) **Tender Fee of ₹ 1,000/- (Non-refundable)** in the shape of Demand Draft prepared in favour of **ICAR Unit-NRC on Yak, payable at State Bank of India, Dirang (Bank Code: 06010)** and addressed to **the Director, ICAR-National Research Centre on Yak, West Kameng District, Dirang, Arunachal Pradesh-790101** and should be reached at this Institute on or before **07.04.2018 up to 05:00 P M. The bids/offers without tender fee will be rejected.**
14. Earnest Money Deposit (EMD): **₹ 24,000.00** (Rupees twenty four thousand) only in the form of Demand Draft/ Banker's Cheque/ drawn in favour of **ICAR Unit-NRC on Yak, payable at State Bank of India, Dirang (Bank Code: 06010)**. This EMD should be submitted in sealed envelope super-scribed as "EMD for (Name of the work). Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.  
**Note:** Both (tender fee & EMD) envelopes should be placed in another sealed envelope and addressed to: "The Director, ICAR-NRC on Yak, Dirang-790101, West Kameng District, Arunachal Pradesh. This envelopes having tender fee & EMD should reach **on or before last date & time of submission of online bid i.e. 07.04.2018 up to 05:00 P M.** .
15. **Performance Security:** The selected tenderers must deposit Performance Security of **₹ 60,000.00 (Rupees Sixty thousand)** only in the shape of Demand Draft/Bank Guarantee payable in favour of the Director, ICAR-NRC on Yak, Dirang, West Kameng District, Arunachal Pradesh, India for supply of transport services/vehicles as per instructions provided in the office supply order. The bank guarantee should cover the entire contract period of one year duration from the date of supply of vehicle/transportation service.
16. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

17. Director, ICAR-NRC on Yak, reserves the right to reject any tender/bid wholly or partly without assigning any reason.

**18. Special terms & conditions:-**

- 1) The vehicle should be commercial and shall have clean seat covers/ upholstery, good look and should be in perfect condition fulfilling the latest emission norms of Government of India.
- 2) The vehicle will be attached to routine farm duty to be performed in Dirang/Nyukmadung farm, and occasionally the vehicles may be deputed far outside Dirang for needful official use.
- 3) Monthly Kilometerage will be of minimum **1500 kilometers (approximately 280 hours)** and beyond that it will be counted per km basis. However, the lowest bidder will be consider as L-1 on the average of monthly rental + per km which comes lowest rate and the average monthly km will be calculated upto 2500 km during the Financial Bid.
- 4) Vehicle supplier should submit all valid documents such as vehicle registration, insurance with updated road tax payment, pollution control certificate etc. to the office after finalization of tender. The Driver should possess valid driving license issued by the authority, should be well mannered/disciplined and adequately educated so as to be maintained logbook. He should be well conversant with all traffic signals, road and routes.
- 5) Driver with vehicle should report every morning at **6.30. A.M.** to the institute as per scheduled days.
- 6) In case of non-availability of requisitioned vehicle, it will be the responsibility of the supplier/transporter to make to make alternative arrangements for supplying similar type of vehicle.
- 7) Payment of monthly bill shall be made within one month of the presentation of the bill after submission of copy of logbook along with pre-receipted bill in duplicate.
- 8) Vehicle supplier should maintain the logbook for the vehicle for duty that should be duly signed by the user, which would indicate the opening and closing meter reading with time and date at the point of starting/ending journey or use of vehicle by the user. It should be ensured that there is no overwriting in log book. Log book should be verified by the in-charge vehicle of this institute.
- 9) No advance payment shall be made under any circumstances.
- 10) The service contract shall be valid for one year from the date of execution of contract.
- 11) ICAR-NRC on Yak shall not be responsible for any damage to the vehicle in case of accident or otherwise, theft of vehicle/ parts and accessories therein. Similarly, NRCY shall not be responsible for any third party claims. The Authority shall not be responsible for any challan and disobeying Traffic Rules caused by the Driver.
- 12) Vehicle should be fully maintained by the contractors at his own cost including break down maintenance even during active utilization by NRC-Yak (arrangement of alternative vehicle is to be done during breakdown). For the purpose of routine maintenance, vehicle will be released to the contractors for a maximum of one day in a month.
- 13) The maintenance cost, charge of POL (fuel & other consumable), road tax, permit fee, Passenger tax, Octroi charges, salary of the Driver, the over time of Driver etc. are the responsibility of the service provider and should be paid by the transporter/agency/service provider.
- 14) The agency shall ensure that the odometer of car supplied is properly sealed so that no tempering is done to inflate kilometer distance travelled.
- 15) ICAR-NRC on Yak reserves the right to get the odometer calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaking (including those undertaken earlier) would be adjusted, besides any other penal action which may even lead to termination of the contract.
- 16) The provide vehicle must be fully and comprehensively insured covering the risk to the driver and all the passengers also.
- 17) The diver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission for the concerned officer of NRCY.
- 18) Once particular driver has been attached with a particular vehicle normally service provider should not change the driver in casual manner unless and until directed to do so by the office.

- 19) The agency/transporter/vehicle supplier should keep necessary tools kit always with the vehicle and updated "Pollution under control Certificate" with the vehicle.
- 20) In case of non-reporting/refusing to provide the requisite care, the same will be hired from many other sources at the risk and cost of the Transporter, besides any other penal action, which may even be termination of contract.
- 21) In case of quality of service provided by the contracted agency/supplier found unsatisfactory, the Competent Authority may terminate the contract agreement without assigning any reason and performance Guarantee Deposit will be forfeited.
- 22) **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.**
- 23) For any query/ clarification with respect to the tender shall be approached to: **Contact No. 03780-242259, 242387, Fax No. 03780-242273, Email: [yakdirector@gmail.com](mailto:yakdirector@gmail.com) or [aaonrcy@gmail.com](mailto:aaonrcy@gmail.com).**

Sd/-  
Administrative Officer

### Online Bid Submission Details

Online Bid submission:

The Online bids (complete in all respect) must be uploaded in Two Covers as explained below:

Sl No.	Cover-I (Following documents to be provided as PDF file)		File types
	Documents	Content	
01.	<b>Technical Bid</b>	Scanned copy of Tender fee.	PDF
02.		Scanned copy of Bid Security (EMD) / its exemption, if any.	PDF
03.		Certified scanned copy of Trade License.	PDF
04.		Certified scanned copy of GST Registration.	PDF
05.		Certified scanned copy of Permanent Account Number (PAN).	PDF
06.		Certified scanned copy Income Tax Return (ITR) for last two year.	PDF
07.		Certified scanned copy of solvency certificate from scheduled bank more than ₹ 15.00 lakhs in latter head of Bank	PDF
08.		Satisfactorily /work completion certificate issued by Central Govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organization for the same work.	PDF
09.		Scanned copy of Tender Acceptance letter (Annexure-I).	PDF
10.		Scanned copy of Mandate Form for Bank details (Annexure-II).	PDF
11.		Scanned copy of Certificate about Non-Black Listing (Annexure-III).	PDF
12.		Scanned copy of Check list (Annexure-IV).	PDF
<b>Cover - II</b>			
01.	Financial Bid	Price bid (BOQ) to be filled in XLS format	XLS

(On the letter head of the Firm)

**TENDER ACCEPTANCE LETTER**

Date:

To,

The Director,  
ICAR-NRC on Yak,  
Dirang, West Kameng District,  
Arunachal Pradesh-790101

**Sub: Acceptance of terms and conditions of tender.**

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

**Name of the tender/work:** \_\_\_\_\_

Dear Sir,

1. I/we have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the website (s) namely:

\_\_\_\_\_

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

2. 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), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.
5. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Bid Security (Earnest Money Deposit) absolutely.

Yours faithfully,

**(Signature of the 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 Number (GSTIN No.)	
3.	Bank Details:	
	a. Bank Name	
	b. Branch Address	
	c. Account Number	
	d. Type of Account (Current/ Saving)	
	e. IFSC Code	
	f. MICR Code	

Date:

Name of Authorized Signatory

Place:

Stamp & Signature

(On the letter head of the Firm)

**CERTIFICATE ABOUT NON BLACK LISTING**

I/We \_\_\_\_\_ on this date \_\_\_\_\_ do hereby certify that our company/ firm has not been blacklisted by any Government Department / Government Educational Institute(s) during the last five years.

Authorized signatory of bidder with seal

Name \_\_\_\_\_

Designation \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Date:

Name of Authorized Signatory

Place:

Stamp & Signature



(On the letter head of the Firm)

Name of the firm :  
Tender Reference No. :  
Name of the Tender/Work :

**CHECK LIST**

<b>Sl. No.</b>	<b>Details</b>	<b>Submitted (Yes/ No)</b>	<b>If submitted, mention page no of PDF file</b>	<b>Remarks</b>
1	Scanned copy of Tender Fee.			
2	Scanned copy of Bid Security (EMD)/ its exemption, if any.			
3	Certified scanned copy of Trade License.			
4	Certified scanned copy of PAN Card.			
5	Certified scanned copy of GSTIN number and registration certificate.			
6	Certified scanned copy of Income Tax Return (ITR) for last two years.			
7	Certified scanned copy of solvency certificate from scheduled bank more than ₹ 15.00 lakhs in latter head of Bank			
8	Certified scanned copy of satisfactorily /work completion certificate issued by Central Govt. establishment/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organization for the same work.			
9	Scanned copy of Tender Acceptance letter (Annexure-I).			
10	Scanned copy of Mandate Form for Bank details (Annexure-II).			
11	Scanned copy of Certificate about Non-Black Listing (Annexure-III).			
12	Scanned copy of Check list (Annexure-IV).			

Date:

Name of Authorized Signatory

Place:

Stamp &amp; Signature