



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



No. 7(2)/Vehicle Misc.2019-20/552

Date: 17.06.2020

ONLINE (E-PROCUREMENT) BIDDING DOCUMENTS FOR SUPPLY OF COMMERCIAL VEHICLES (LATEST MODELS OF TATA SUMO WITH AC & BOLERO CAMPER WITH AC) ON HIRE BASIS FOR MONTHLY (ON KILOMETER) BASIS UNDER ANNUAL RATE CONTRACT FOR A PERIOD OF ONE YEAR

(Documents to be submitted online for Technical & Financial Bid)

NOTICE INVITING ONLINE TENDER

The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh, India, invites e-tenders through e-Procurement website of Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> under two bid systems from the reputed firms / agencies for hiring/outsourcing of commercial vehicles (**Latest Models of Tata Sumo with AC and Bolero camper with AC**) under Annual Rate Contract (ARC) for a period of 1 (one) year from the date of AoC (until otherwise specified).

Approximate Estimated Value of the Contract	Bid Security (EMD)	Cost of Tender Form
₹25,00,000/- (Rupees twenty five Lakhs Only)	₹50,000/- (Rupees fifty Thousand Only)	₹1,000/- (Rupees One Thousand Only)

CRITICAL DATE SHEET

Date of release of e-Tender through e-procurement portal	:	22.06.2020 at 09.00 hours
Document Download Start Date	:	22.06.2020 at 09.00 hours
Bid Submission Start Date (Cover-1 & Cover-2)	:	22.06.2020 at 09.15 hours
Bid Submission End Date (Cover-1 & Cover-2)	:	05.08.2020 up to 05.00 hours
Bid Opening Date (Cover-1), Technical Bid	:	07.08.2020 at 10.00 hours
Address for Communication	:	The Director, ICAR-National Research Centre on Yak, Dirang-790101, West Kameng District, Arunachal Pradesh- Phone No. 03780-242259, 242387

Sd/-
प्रशासनिक अधिकारी
Administrative Officer

TERMS & CONDITIONS OF THE CONTRACT

1. 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.
2. 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.**
3. Tenderers/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.
4. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected.
5. In case, holiday is declared by the Government on the day of opening the e-bids, the same will be opened on the next working day at the same time. The Director, ICAR-NRC on Yak, Dirang, Arunachal Pradesh reserves the right to accept or reject any or all the tenders.
6. **Tender Fee (Non-Refundable):**

(A) The interested Bidders/Tenderers are required to deposit **Tender Fee of ₹ 1,000/- (Rupees one thousand) only to Institute's Bank Account THROUGH CORE BANKING TRANSFER/ RTGS/ NEFT/ BANK CHALLAN on or before last date and time of Bid Submission.** The signed and stamped, scanned copy of Bank Challan / Receipt / Counterfoil, etc. in PDF form should be included in Cover-I of the E-tender. **The bids/offers without tender fee will be rejected.**

(B) **The Bank Accounts details of the Institute are as below:**

Bank Name	:	State Bank of India
Bank Branch	:	Dirang Branch (06010)
Account Number	:	11862656313
Account Name	:	ICAR Unit NRC on Yak, Dirang
IFS Code No	:	SBIN0006010
MICR Code No	:	784002519

7. **Bid Security (EMD):**

(A) The interested bidders / tenderers are required to deposit **Bid Security (Earnest Money Deposit) of ₹ 50,000/- (Rupees Fifty thousand) only to Institute's Bank Account THROUGH CORE BANKING TRANSFER/ RTGS / NEFT / BANK CHALLAN on or before the last date and time of Bid Submission.**

(B) **Bid Security (EMD) may also be deposited** in the form of **Bank Guarantee/ Fixed Deposit Receipt** from any of the Commercial Banks in fav our of **ICAR Unit-NRC on Yak, Dirang** and addressed to **the Director, ICAR-National Research Centre on Yak, West Kameng District, Dirang, Arunachal Pradesh-790101** and should be reached in original at this Institute **on or before the last date and time of Bid Submission.** The scanned copy of the same in PDF form should be included in Cover-I of the E-tender. **The bids/offers without Bid Security (EMD) will be rejected.**

- (C) Bidder shall not be permitted to withdraw his offer or modify the terms & conditions thereof. In case the bidder fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of Bid Security (EMD) will be summarily rejected.
- (D) In case of bidder / firm is registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department, shall be exempted from the payment of Bid Security (EMD). 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. However, in the event that a firm that has claimed Bid Security (EMD) exemption turns out to be Lowest One (L-1), the firm will have to deposit the requisite Performance Security and no exemption will be given in that case.
- (E) The Bid Security (EMD) will be forfeited, if the bidder/tenderer withdraws or amends its Bid or impairs or derogates from the Bid in any respect within the period of validity of its Bid.**
- (F) The Bid Security (EMD) will be returned to the unsuccessful bidders without any interest only after finalization of the tender process.

NOTE	
At the time of submitting the e-Tender, the Bidders/ Tenderers are advised to select the payment option on e-Procurement Portal as 'OFFLINE' to pay the requisite Tender Fee and Bid Security (EMD) as applicable.	

8. **Online Submission of e-Bids:** The bidders / tenderers are required to upload copies of the following documents :-

(A) TECHNICAL BID (Cover-I):

Sl. No.	Content	File Type
(a)	Scanned copy of Bank Challan/ Receipt/ Counterfoil, etc. (duly signed and stamped by the concern bank) for depositing Tender Fee and Bid Security (EMD) or its exemption, if any.	PDF
(b)	Scanned copy of valid Trading Licence /Registration Certificate of the firm issued by Appropriate Authority.	PDF
(c)	Scanned copy of (1) PAN Card, (2) GSTIN Registration Certificate, (3)Valid Solvency certificate from scheduled bank more than ₹30.00 lakh in the letter head of the Bank, and (4)Income Tax Return (ITR) for the last two financial years.	PDF
(d)	Scanned copy of satisfactorily / work completion certificate for last 3 years' with other Central Government/Autonomous bodies/Research Institutes under similar service, testifying tenderers' previous experience.	PDF
(e)	Scanned copy of: (1) Tender Acceptance letter in <i>Annexure-I</i> , (2) Mandate Form for Bank details in <i>Annexure-II</i> , and (3) Certificate about Non-Black Listing in <i>Annexure-III</i> .	PDF

(B) FINANCIAL BID (Cover-II):

Sl. No.	Content	File Type
(a)	Price Bid as BoQ.xlsx	XLSX

9. The bidders are advised to download this BoQ.xlsx 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 Bid Security (EMD) would be forfeited and tenderer is liable to be banned from doing business with ICAR-NRC on Yak, Dirang, Arunachal Pradesh.

10. Performance Security Deposit:

- 10.1. The successful bidder shall be required to deposit Performance Security Deposit @ 5% of the value of the contract as specified in the bid document within 14 (fourteen) days from the date of issue of Award of Contract (AoC) in the form of **Demand Draft/ Bankers Cheque** issued by **“STATE BANK OF INDIA” ONLY** drawn in favour of **“ICAR UNIT, NRC ON YAK”** payable at **“SBI DIRANG BRANCH (CODE: 06010)”** or by core banking system/ online transfer to our Institutes Bank Account (with intimation to this office):
 - 10.2. Performance Security Deposit may also be accepted in the form of Bank Guarantee / Fixed Deposit Receipt (FDR) from any of the Commercial Banks and should be valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier.
 - 10.3. The Performance Security Deposit will be refunded after expiry of the contract period as well completion of all contractual obligations of the supplier. The dues, if any, not settled by the Firm/Agency will be recovered from the Performance Security Deposit.
 - 10.4. No interest on Performance Security Deposit shall be paid by the Council / Institute to the Firm / Agency.
 - 10.5. If the successful tenderer / bidder refuse or unable to deposit Performance Security Deposit within the time frame i.e. 14 (fourteen) days from the date issue of Award of Contract (AoC), the Bid Security (EMD) will be forfeited automatically and subsequently the contract will offer to the L-2 tenderer / bidder.
- 11.** The amount of GST as applicable rate will be reimbursed on monthly bill basis as per Govt. of India norms.
- 12. Period of Rate Contract:** 1 (one) year from the date of AoC (until otherwise specified).
- 13. Scope of work:** Supply of vehicles on hire basis: **Bolero Camper (AC)** and **Tata Sumo (AC) with latest models** 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.
- 14. 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.
- 15. 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.
- 16. 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.
- 17.** 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.

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

19. Special terms & conditions:-

- 19.1. The tenderer must have the vehicle on his/her own name.
- 19.2. The vehicle should be commercial with latest models and shall have clean seat covers/upholstery, good look and should be in perfect condition fulfilling the latest emission norms of Government of India.
- 19.3. 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.
- 19.4. 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.
- 19.5. Vehicle supplier should submit all valid documents such as vehicle registration, insurance with updated road tax payment, Taxi permit, 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.
- 19.6. Driver with vehicle should report every morning at **6.30. A.M.** to the institute as per scheduled days.
- 19.7. 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.
- 19.8. 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.
- 19.9. 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 logbook. Log book should be verified by the in-charge vehicle of this institute.
- 19.10. No advance payment shall be made under any circumstances.
- 19.11. 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, ICAR-NRC Yak 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.
- 19.12. Vehicle should be fully maintained by the contractors at his own cost including break down maintenance even during active utilization by ICAR-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.
- 19.13. The maintenance cost, charge of POL (fuel & other consumable), road tax, permit fee, Passenger tax, Octoroi 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.
- 19.14. The agency shall ensure that the odometer of car supplied is properly sealed so that no tempering is done to inflate kilometer distance travelled.
- 19.15. 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.

- 19.16. The provide vehicle must be fully and comprehensively insured covering the risk to the driver and all the passengers also.
- 19.17. 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 ICAR-NRC-Yak.
- 19.18. 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.
- 19.19. The agency/transporter/vehicle supplier should keep necessary tools kit always with the vehicle and updated "Pollution under control Certificate" with the vehicle.
- 19.20. 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.
- 19.21. 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.
- 20. 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 estipulate any condition of his own, such conditional tender is liable to be rejected.**
21. The Technical/Financial Committee constituted by the Director, ICAR-National Research Centre on Yak, Dirang, Arunachal Pradesh, shall have the right to verify the particulars furnished by the bidder independently.
22. All the communications with respect to the tender shall be addressed to: **The Director, ICAR-National Research Centre on Yak, West Kameng District, Dirang, Arunachal Pradesh-790101.**
23. Legal jurisdiction for all disputes shall be within the purview of the West Kameng District, Arunachal Pradesh, India.
24. For any query/ clarification with respect to the tender shall be approached to: **Contact No. 03780-242259, 242387, 9436229518, 9774343660 Fax No. 03780-242273, Email: yakdirector@gmail.com or aaonrcv@gmail.com.**

Sd/-
Administrative Officer

(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: No. 7(2)/Vehicle Misc.2019-20/552, Date: 18.06.2020

Name of the tender/work: Hiring/outsourcing of commercial vehicles (Latest Models of Tata Sumo with AC and Bolero camper with AC)

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

To,

**The Director,
ICAR-National Research Centre on Yak,
Dirang, West Kameng District,
Arunachal Pradesh-790101**

Sub: Submission of mandate form for banking details.

Tender Reference No: 7(2)/Vehicle Misc.2019-20/552, Date: 17.06.2020

Name of Tender/Work: Hiring/outsourcing of commercial vehicles (Latest Models of Tata Sumo with AC and Bolero camper with AC)

Sir,

I/We, the undersigned is proving herewith the mandatory banking details of our company/ firm/ agency:

1.	Name of the Firm:	
2.	Registered /Postal Address:	
3.	Permanent Account Number: (PAN No.)	
4.	Goods & Service Tax Registration Number (GSTIN No.)	
5.	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)

SELF-DECLARATION FOR NON BLACK LISTING

To,

**The Director,
ICAR-National Research Centre on Yak,
Dirang, West Kameng District,
Arunachal Pradesh-790101**

Sub: Submission of Self-declaration for Non-black Listing.

Tender Reference No: 7(2)/Vehicle Misc.2019-20/552, Date: 17.06.2020

Name of Tender/Work: Hiring/outsourcing of commercial vehicles (Latest Models of Tata Sumo with AC and Bolero camper with AC)

Sir,

1. I/We _____ on this date _____ do hereby confirm and declare that our company/firm/agency viz. M/s. _____ has never been blacklisted by any Central/ State Government/ Autonomous Bodies/ Public Section Undertaking/ Research Institutes/ Educational Institutes/ Regulatory Authorities of India at any time.
2. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the Tender Inviting Authority (TIA).

Authorized signatory of bidder with seal

Name _____

Designation _____

Place _____

Date _____

Date:

Name of Authorized Signatory

Place:

Stamp & Signature