



भा0कृ0अ0प0-शीतजल मात्स्यकी अनुसंधान निदेशालय
भीमताल-263136, जिला-नैनीताल (उत्तराखण्ड)
Fax: 05942-247693, Phone: 05942-247279, 247280
Email: dcfrin@gmail.com



पत्रांक: 6-10(3)/2016/वाहन(Vol.II) 3809-131

दिनांक: 23.12.2016
29.12

निविदा सूचना

निदेशक, भा0कृ0अ0प0-शीतजल मात्स्यकी अनुसंधान निदेशालय, भीमताल को वार्षिक दर अनुबंध के आधार पर विभिन्न प्रकार के वाहनों को दैनिक किराये पर लेने के लिए सीमाशुल्क एवं केन्द्रीय उत्पाद(सेवा कर विभाग) (Custom & Central Excise (Service Tax Department) में पंजीकृत एवं प्रतिष्ठित ट्रैवल एजेंसियाँ जो इस क्षेत्र में पर्याप्त वाहन और अनुभव रखती हों, से मुहरबंद निविदायें निम्नलिखित तिथि तक आमंत्रित की जाती हैं।

निविदा फार्म की बिक्री	: 23.01.2017 5.00 बजे तक
निविदा की प्राप्ति	: 25.01.2017 5.00 बजे तक
निविदा खालेने की तिथि	: 27.01.2017 अपराह्न 3.00 बजे

नियम व शर्तों सहित निविदा फार्म प्रकाशन की तिथि से किसी भी कार्यदिवस में प्रातः 11.00 बजे से 2.30 बजे तक निदेशालय के कोष में रू0 500/- (पाँच सौ मात्र) जमा कर प्राप्त किया जा सकता है। निविदा फार्म निदेशालय की वेबसाइट www.dcfr.res.in से भी डाउनलोड किया जा सकता है, जिसके साथ रू0 500/- (पाँच सौ मात्र) का डिमांड ड्राफ्ट (Non refundable) संलग्न होगा। बैंक ड्राफ्ट किसी भी राष्ट्रीयकृत बैंक से "ICAR Unit-DCFR, Bhimtal" के पक्ष में देय होगा। किसी एक अथवा सभी निविदाओं को बिना कारण बताये निरस्त करने का अधिकार संस्थान के निदेशक के पास सुरक्षित होगा।


29/12/16

(आर0एस0 नेगी)
प्रशासनिक अधिकारी

REGISTERED WITH ACKNOWLEDGEMENT DUE

F.No.6-10(3)/2016/Veh.(Vol.II)

Dated: 23.12.2016

NOT TRANSFERABLE

ICAR-DIRECTORATE OF COLDWATER FISHERIES RESEARCH

**"ANUSANDHAN BHAWAN", BHIMTAL-263136, DISTT. NAINITAL
(UTTARAKHAND)**

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING **HIRING OF VEHICLES ON DAILY HIRE BASIS** AT ICAR-DCFR, BHIMTAL (UTTARAKHAND).

- A. Cost of tender form **Rs. 500/- (Rupees Five Hundred Only) -Not refundable.**
- B. Last date of sale of tender form: **23.01.2017 upto 05.00 P.M.**
- C. Last date of receipt of tenders in office: **25.01.2017 upto 05.00 P.M.**
- D. Technical bid to be opened at: **27.01.2017at 03.00 P.M.**
- E. Tender to remain open for acceptance up to 90 days from the date of opening.
- F. The tender document is also available at Institute's **website (www.dcfrr.res.in)**.

NOTE:

1. The Director, DCFR, Bhimtal may at his discretion, extend this date by a fortnight and such extension shall be binding on tenderers.
2. If the date up to which the Tenders are open for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
3. If the date fixed for opening of tenders is subsequently declared a holiday, the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.



ICAR-DIRECTORATE OF COLDWATER FISHERIES RESEARCH

Bhimtal-263136, District-Nainital (Uttarakhand)

Telephones: 05942-247279, 247280, Fax: 05942-247693,

Email:dcfrin@gmail.com



F.No.6-10(3)/2016/Veh.(Vol.II)

Dated: 23.12.2016

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING HIRING OF VEHICLES ON DAILY HIRE BASIS AT ICAR-DCFR, BHIMTAL (UTTARAKHAND).

Last date of issue of tender document	Date & time of submitting tender i.e. due at DCFR, Bhimtal	Date & time of opening of Technical bid of Tender at DCFR, Bhimtal	Date of opening of financial bids
23.01.2017 upto 05.00 P.M.	25.01.2017 upto 05.00 P.M.	27.01.2016 at 03.00 P.M.	28.01.2017 at 11.00 A.M.

From
Administrative Officer,
ICAR-Directorate of Coldwater Fisheries Research,
Bhimtal-263136, District-Nainital (Uttarakhand)

To

Dear Sir,

1. Sealed Tenders are hereby invited by the Director, ICAR-DCFR on behalf of the Secretary, Indian Council of Agricultural Research, New Delhi from the reputed and registered Firms/Agencies(having valid Service Tax Registration with the appropriate authority i.e. office of Custom & Central Excise (Service Tax Department) for providing different kinds of vehicle on daily hire basis. The terms and conditions of the contract applicable to the contract and the special terms and conditions are detailed in the Tender-Form, if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

2. An earnest money of **Rs. 20,000/- (Rupees Twenty Thousand Only)** must be deposited in the form of demand draft/pay order drawn in favour of **ICAR Unit-DCFR, Bhimtal** payable at **Bhimtal** on any Nationalized Bank. The particulars of the earnest money deposited must also be superscribed on the top of the envelop containing Technical bid by indicating the draft/pay order number and date, failing which the Tenders will not be opened. The Tenders will not be considered if earnest money is not deposited with the Tenders.
3. The Tenderer is being permitted to give Tenders 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. If the Tenderer fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the DCFR. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the unsuccessful Tenderer will be refunded to him in the manner prescribed by the Institute.
4. The Schedules of the Tenders forms should be returned intact and pages*should not be detached. In the event of the space provided on the schedule from 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 forms. If any modification of the schedule 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.
5. The Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the Tenders is not fully filled in. Individual signing the Tenders or other documents connected with the contract may specify whether he 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 or power of attorney or (iii) constituted attorney of the firm, if it is a company.
6. If Tenderer does not accept the offer, after issue of letter of award by DCFR within 15 days, the officer made shall be deemed to be withdrawn without any notice and Earnest money forfeited.

7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the Tenders and all other related documents must be signed by every partner of the firm. A person signing the tender forms or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so the DCFR 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.
8. The Technical bid superscribed as "**Technical bid**" and Financial bid superscribed as "**financial bid**" should be put in two separate envelopes which should be sealed by the tenderer and both the envelopes containing technical and financial bid should be put in another envelope superscribed as " Hiring of vehicles on daily hire basis at ICAR-DCFR, BHIMTAL. All tenders should be sent by Registered post or delivered personally. Tenders to be hand delivered should be put in the Tender box, which will be kept at the office of DIRECTOR, ICAR- DIRECTORATE OF COLDWATER FISHEIRES RESARCH, BHIMTAL DISTT. NAINITAL (UTTARAKHAND) not later than **25.01.2017 upto 05.00 P.M.**
9. The rates quoted by each firm for hiring of vehicles in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Please also state the name and address of the tenderer, if any.
10. 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. Tenderers are however, at liberty to tender for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
11. The successful bidder will have to submit **Performance Security of Rs. 50,000.00 (Rupees Fifty Thousand Only)** in the form of FDR/TDR/Bank Guarantee in favour of **ICAR Unit-DCFR, Bhimtal** payable at Bhimtal only after receiving a communication from this Directorate. In the event of non-deposition of the same, the earnest money will be forfeited.
12. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

13. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR-DCFR will not entertain any claim whatsoever in this respect. However the Income tax or any other tax which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tenderer. The Director, ICAR-DCFR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
14. Decision of the Director, ICAR-DCFR shall 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 by mutual consultation and in case of failure of settlement dispute shall be referred to the sole Arbitrator as appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
15. Only those firms will be considered for financial bid who will qualify in the technical bid.
16. Successful Tenderer will have to enter into a detailed contract agreement with ICAR-DCFR on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only) as laid down at Annexure-IV .

Yours faithfully,



(R.S. Negi)

Administrative Officer

Copy to:

- ✓ 1. Incharge, AKMU, DCFR, Bhimtal for uploading on the Institute web-site.
2. Incharge, CPP Portal, DCFR, for uploading on the CPP Portal.
3. Establishment Section of DCFR, Bhimtal for publishing the Tender in the concerned News Papers.
4. Chairman, Tender Committee, DCFR, Bhimtal.
5. The AF&AO/DDO, DCFR, Bhimtal.

**SCHEDULE TO TENDERS
(TECHNICAL BID)**

PART-I		
1.	Name of the Transport Agency	
2.	Full address with Telephone/Mobile No.	
3.	Service Tax Registration No. issued by Office of Custom & Central Excise (Service Tax Department) (Attach photocopy of document)	
4.	Name and Address of the owner of the Transport Agency	
5.	Contact Telephone/Mobile No.	
6.	If providing vehicle to other Govt. department (Enclose copy of the order/Rate Contract with Govt. Departments during last 5 years)	
7.	TAN/PAN Number (Attach photocopy of document)	
9.	Details of bank account of Firm/Agency (under operation in any nationalized bank, for payment through RTGS)	Name of the Bank: Branch & Branch Code: Account No.: IFSC Code:
PART-II		
1.	Demand Draft enclosed: Cost of Tender: Rs.500/- D.D. No. & Date Drawn on:	
2.	EMD: Rs. 20,000/- D.D. No. & Date: Drawn on:	
PART-III		
1.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders	

Certified that the terms and conditions specified in the tender document are acceptable to me/us and I/we will abide by the rates offered for the period of contract.

Date: _____

Place: _____

Signature of owner(s) with seal *

SCHEDULE-II**FINANCIAL BID**

(This Financial Bid to be enclosed in a separate envelop with seat)

Last date for receipt of Tender: 25.01.2017 upto 05.00 P.M.

Date of opening of Financial Bid: 28.01.2017 11.00 A.M.

Name of the firm/travel agency: _____

Address: _____

Sl. No.	Type of Vehicle	Daily hiring charges		Night halt charges (Rs.)	Rate for fuel per Km (Rs.)	Rate for Kathgodam Railway Station/Pantnagar Airport pick up/dropping from/to office including POL (Rs.)
		Local (12 Hours)	Out station (24 hours)			
1	Tata Indica					
2	Tata Sumo					
3	Mahindra Balero/Ford Eco-Sports					
4	Toyota EthiosLiva/ Nissan Micra					
5	Tata Indigo/ Maruti Swift D-Zire/ Ford Icon/ Toyota Ethios					
6	Mahindra Scorpio					
7	Honda City/ Voxwagon Vento/ Nissan Sunny					
8	Mohindra Zylo					
9	Toyota Innova					
10	Tavera					
11	Toyota Furtuner					
12	Honda Accord					
13	Tata Winger					
14	Alto/Santro/Wagaon-R					
13	Mini bus (22 seater)					
14	Mahindra Pickup Van					

Note: 1. The vehicle will be required "as and when required" on a daily rent basis.

2. As per Central Govt. norms, the travel agency providing vehicles on daily hire basis must be registered with the office of Custom & Central Excise (Service Tax Department). The firm submitting tender should attach photo copies of latest service tax payment receipt.

Place:

Date:

Signature of the firm with seal

ANNEXURE-III

TERMS AND CONDITIONS:

1. The tenderer should must be registered with the office of Custom & Central Excise (Service Tax Department).
2. The envelopes containing the bid should be super scribed as "Rate Contract for hiring vehicles" and should be addressed to the "Administrative Officer", ICAR-Directorate of Coldwater Fisheries Research, Bhimtal-263136, District-Nainital (Uttarakhand). All tenders should be sent by Registered post or delivered personally. Tenders to be hand delivered should be put in the Tender box, which will be kept at the office of DCFR, Bhimtal not later than 25.01.2017 upto 5.00 P.M.
3. **The EMD to the tune of Rs. 20,000.00 (Rupees Twenty Thousand Only) and Cost of Tender to the tune of Rs. 500/-** may be submitted with the bid documents in the form of to separately drawn Demand Drafts, without which the tender documents will be summarily rejected.
4. Incomplete/late bids/without EMD/Cost of Tender Fee or not in compliance with the terms and conditions, will be summarily rejected.
5. The successful bidder will have to submit Performance Security to be mentioned in the Offer Letter within 10 day's of receipt of the offer, otherwise the Institute reserve the right to cancelled the offer and make the offer to any Agency found suitable.
6. The rate contract will be valid for one year from the date of issue of work order, and no hike in the rate will be entertained during the contract period.
7. Mileage and time will be counted as per assigned duty and the agency needs to maintain proper duty slips with starting, ending meter reading, time and signature of the traveler/indenter.
8. Toll Tax, Parking charges etc. will be paid by the Institute on submission of receipt alongwith the bill. No payment shall be made in absence of such receipt in any circumstances.
9. Vehicles provided on hire to the Institute should be Commercial Vehicles and registered as such with the Transport Authority. The life time of vehicles should not lapse as per extant rules, failing which the contract shall be terminated. The vehicles should be maximum 2-3 years old.
10. The driver driving the vehicle should be polite and well mannered. The Driver in no instances should misbehave or disobey the instructions from the Passenger/Indenter. In the event of misbehavior/disobedience on the part of the driver, the Agency shall be responsible for immediate replacement of the driver and no further assignment to the said driver in Institute services, failing which, the contract shall be terminated. The driver of vehicles should have a valid Driving License. The Agency shall be responsible for arrangement of uniforms and identity cards for the driver at its own cost. The uniform should carry a badge/tag showing the name of the driver. The uniforms of the drivers should be neat and tidy. The Agency must ensure the cleanliness of the driver's uniform. List of Driver's name to be provided to the Institute which will be submitted further to the Police Station by the Institute with their credentials. There should be no cases pending against the driver. All the Drivers should give an undertaking for maintaining discipline. All drivers will be in Uniform dress.
11. No advance payment will be made. Payment will be made on monthly basis through e-payment as per rule on receipt of bill alongwith duty slips certified by the Officer of this Office who has used the vehicle.

12. Vehicle should be provided at short notice. The itinerary may change en-route on exigency; bill may be raised as per actual travel on certification from indenting/travelling Official. Cleanliness of vehicles and its condition should be excellent. The vehicles should carry bottles of water for the passengers. The vehicles on requisition should be in time. The Vehicles may at times have to carry perishable items/organic samples etc. and the awardee shall raise no objection on carrying the same. Non-compliance may render the contract terminated.
13. Sabotage/any type of damage of vehicle and injury of Driver will not be compensated by the Institute, it will be the sole responsibility of the agency.
14. The Security Deposit of Rs. 50,000/- (Rupees Fifty Thousand Only) is returnable without interest after two months of satisfactory completion of the contract period.
15. Penalty etc. imposed by traffic police/department, will not be paid by this Institute.
16. The applicable taxes will be deducted from the bills as per Government of India Guidelines.
17. If the Agency fails to provide the vehicle(s) so requisitioned in time after receiving the message, the Institute reserves the right to cancel the above mentioned contract at any time without assigning any reason. The Agency(ies) are to keep continuous touch with the Vehicle Section of the Institute.
18. The agency has to provide/arrange alternate facility for carrying of official in case of breakdown of vehicle on road midway. The Agency will be solely responsible for successful completion of the Tour. The Agency has to obtain signature of the Traveler/Indenter on "Duty Slip". The Agency has also obtain satisfactory performance report from the Indenter on the Bill before submission.
19. Bill submitted by the Agency should accompany the "Duty Slip" depicting out meter as well as in meter as kilometer reading; Total run in Km. and out time/In time; Total Duty period in hours duly signed by the indenting/availing Officer. The meter reading will be counted from DCFR to DCFR as per the discretion of the Institute.
20. The Director, ICAR-DCFR has the power to accept/reject any or all bids or part thereof without assigning any reason thereof. All bids in which any of the prescribed conditions are not fulfilled/incomplete in any respect are liable to be rejected.



(R.S. Negi)
Administrative Officer

ANNEXURE-IV

AGREEMENT EXECUTED ONday of

Between

ICAR-Directorate of Coldwater Fisheries Research, Bhimtal

And

M/s

For

Annual Rate Contract for Hiring of vehicles of the Institute.

The agreement will come into effect on and from the date mentioned above

HIRING OF VEHICLES AGREEMENT

An Agreement made this day of between ICAR- Directorate of Coldwater Fisheries Research, a part of Indian Council of Agricultural Research having the office at Bhimtal, Nainital- 263136, Uttarakhand, India which expression shall unless excluded by or repugnant to the context be deemed to mean and includes its successors or assigns administrators and legal representative etc. of the First Party.

AND WHEREAS M/s (hereinafter called in short as Hiring Vehicle Agency/ Agency) which expression shall unless excluded by or repugnant to the context be deemed to mean and include its executors, administrators, assign and legal representative etc. of the Second Party.

NOW THEREFORE it is agreed by and between one part/ first party DCFR Bhimtal and Hiring vehicle agency as under:-

1. The rate-contract will be valid for one year from the date of issue of work order, and no hike in the rate will be entertained during the contract period.
2. Mileage and time will be counted as per assigned duty and the agency need to maintain proper duty slips with starting, ending meter reading, time and signature of the traveler/ Indenter.
3. Toll Tax, Parking charges etc. will be paid by the Institute on submission of receipt along with the bill. No payment shall be made in absence of such receipt in any circumstances.
4. Vehicles provided on hire to the Institute should be commercial Vehicle and registered as such with the Transport Authority. The life time of vehicles should not lapse as per extant rules, failing which the contract shall be terminated. The vehicles should be maximum 2-3 years old.
5. The driver driving the vehicle should be polite and well mannered. The Driver in no instances should misbehave or disobey the instructions from the Passenger/ Indenter. In the event of misbehavior/disobedience on the part of the driver, the Agency shall be responsible for immediate replacement of the driver and no further assignment to the said driver in the Institute services, failing which, the contract shall be terminated. The driver of vehicle should have a valid Driving License. The Agency shall be responsible for arrangement of uniforms and identity cards for the driver at its own cost. The uniform should carry a badge/tag showing the name of the driver. The uniforms of the driver should be neat and tidy. The agency must ensure the cleanliness of the driver's uniform. List of drivers' name to be provided to the Institute which will be submitted further to the Police Station by the Institute with their credentials. There should be no cases pending against the driver. All the Drivers

should give an undertaking for maintaining discipline. All drivers will be Uniform dress.

6. No advance payment will be made. Payment will be made on Monthly basis through e-payment as per rule on receipt of bill along with duty slips certified by the Officer of this Office who has used the vehicle.
7. Vehicle should be provided at short notice. The itinerary may change en- route on exigency; bill may be raise as per actual travel on certification from indenting/travelling Official. Cleanliness of vehicles and its condition should be excellent. The vehicles should carry sealed bottles of water for the passengers. The vehicles on requisition should be in time . The Vehicles may at times have to carry perishable items / organic samples etc. and the awardee shall raise no objection on carrying the same. Non- compliance may render the contract terminated.
8. Sabotage/any type of damage of vehicle and injury of Driver will not be compensated by the Institute, it will be the sole responsibility of the agency.
9. The Security Deposit of **Rs.50,000.00 (Rupees Fifty Thousand Only)** is returnable without interest after two months of satisfactory completion of the contract period.
10. Penalty etc. imposed by traffic police/department, will not be paid by this Institute.
11. The applicable taxes will be deducted from the bills as per Government of India Guidelines.
12. If the Agency fails to provide the vehicle (s) so requisitioned in time after receiving the message, the Institute reserves the right to cancel the above mentioned contract at any time without assigning any reason. The Agency (ies) are to keep continuous touch with the Vehicle Section of the Institute.
13. The agency has to proved/arrange alternate facility for carrying of official in case of breakdown of vehicle on road midway. The Agency will be solely responsible for successful completion of the Tour. The Agency has to obtain signature of the Traveler/Indenter on "**Duty Slip**". The Agency has also to obtain satisfactory performance report from the Indenter on the Bill before submission.
14. Bill submitted by the Agency should accompany the "Duty Slip" depicting out meter as well as in meter as kilometer reading; Total run in Km and out time/In time; Total duty period in hours duly signed by the indenting/availing Officer. The meter reading will be counted from DCFR Bhimtal to DCFR Bhimtal as per the discretion of the Institute.

In WITNESS, whereof, the parties herein to have set their respective hands on this day of

For and one behalf of
Director, ICAR DCFR

(A. K. Singh)
Signature
Name & Designation and Seal

Witness:-

1.

2.

For and one behalf of the
M/s

Signature
Name & Designation and Seal