



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(Indian Council of Agricultural Research)

BARRACKPORE, KOLKATA - 700 120, WEST BENGAL

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INSTRUCTIONS TO THE BIDDERS

1. The bid should be submitted in accordance with these instructions and any tender not conforming to the instructions as under is 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 Department of Expenditure, this document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders may regularly check the portal regarding the date of opening of financial bid/corrigendum(if any).
2. The Technical Bids will be opened on 21.12.2017 at 15.00 hrs. The date & time for opening of Financial Bids will be notified on the portal.
3. While submitting the bid, if any of the prescribed conditions are not fulfilled or found incomplete in any form, the tender is liable to be rejected. If any bidder stipulates any condition of his own, such conditional tender is liable to be rejected.
4. Director, ICAR-CRIJAF, reserves the right to reject any tender/bid wholly or partially without assigning any reasons.
5. The Technical Committee constituted by the Director, ICAR-CRIJAF shall have the right to verify the particulars furnished by the bidder independently.
6. All the bid documents & Price Bid to be uploaded as per this tender notice are to be digitally signed by the Bidder.
7. Tender Cost: The bidder should submit a demand draft of Rs.500/- (Rupees Five thousand) only towards non-refundable tender fee, drawn in favour of "ICAR-UNIT-CRIJAF" payable at Barrackpore, Kolkata in a sealed envelope superscribed as "Tender fee for (Name of the work) and NIT No. **08** dated **29.11.2017**" on or before last date & time of submission of bids. In the absence of tender cost, the tender will not be accepted.

8. Earnest Money Deposit (EMD): ₹5,000/- (Rupees five thousand) only in the form of Demand Draft drawn in favour of ICAR-UNIT-CRIJAF” payable at Barrackpore, Kolkata. The EMD should be submitted in sealed envelope super-scribed as “Tender fee for (Name of the work) and NIT No. 08 dated 29.11.2017. Failure to deposit Earnest Money will lead to rejection of tender. In the event of awardee bidder backing out, EMD of the bidder will be forfeited.
9. Security Money:- An amount ₹30,000/- (Rupees thirty thousand) only as a Security Deposit for the contract is to be deposited by the selected Agency/Successful bidder only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited.
10. No interest on security deposit and earnest money deposit shall be paid by the Institute to the bidder.
11. The Director, ICAR-CRIJAF, Barrackpore, reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, any justification/reasons, are not mandatorily to be communicated to the tenderer.
12. Decision of the Director, ICAR-CRIJAF, Barrackpore 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 by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-CRIJAF. The Decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall governed by the Arbitration and Constitution Act, 1996.
13. No request for alteration in the rates, once quoted will be entertained within the period of one year.
14. The bidders should be authorized by the Licensing Authority with valid trade licence.
15. The sealed envelopes having tender fee and EMD should be super-scribed as “RATE CONTRACT FOR HIRING OF VEHICLES” and addressed to “The Director, ICAR-CRIJAF, Barrackpore, Kolkata-700120” should reach on or before the last date and time of submission of on-line bid.
16. Separate demand drafts should be submitted for EMD and cost of tender documents.

17. The rate-contract will be valid for one year from the date of issue of the work order.
18. The Institute will pay vehicle hiring charges at the higher of the rates i.e. Rate per km./Rate per hour/Minimum Charge.
19. Mileage and time will be counted from CRIJAF, Barrackpore to CRIJAF, Barrackpore.
20. Toll Tax, Parking charges, Service Tax/GST etc. will be paid by the institute on submission of receipt along with the bill.
21. Vehicles provided on hire to the Institute must have commercial license and registered as such with the Transport Authority.
22. Payment will be made on monthly basis through NEFT/RTGS only. The agency must submit pre-receipted computerised bill in triplicate along with proper requisition slip, duty slips depicting out meter/in meter; Total run in Km and out time/ In time; Total duty period in hours duly signed and certified by the concerned officer/official who has used the vehicle or the indenting officer.
23. Vehicle should be provided at short notice on time. Cleanliness of vehicles and its condition should be excellent.
24. Penalty etc. imposed by traffic police/department, will not be paid by the institute.
25. The applicable taxes will be deducted from bills of the Agency.
26. If the agency fails to provide the vehicle(s) so requisitioned on time after receiving the message, the Institute reserves the rights to cancel the above mentioned contract at any time without assigning any reason.
27. Incomplete bids, bids received late and those not in compliance with the terms & conditions, will be summarily rejected.
28. Successful tenderer will have to execute a detailed contract agreement with the Institute on non-judicial stamp paper of ₹100/-.

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.	Technical Bid	Name & Address of the Transport Agency	.PDF
02.		Scanned and signed copy of Trade Licence	.PDF
03.		Scanned and signed copy of GST Registration, Income Tax Return, Permanent Account Number (PAN).	.PDF
04.		Scanned and signed copy of documents for Name and address of the owner of the Transport Agency and contact number(s)	.PDF
05.		Scan copy of credential of vehicles providing to other Govt. department (if any) (Enclosed copy of the order/ Rate contract with Govt. Dept. during last 5 years)	.PDF
06.		Mandate form	.PDF
07.		Night Halt charges and Night Duty charges with timings	.PDF
	Cover - II		
01.	Financial Bid	Price bid (BOQ) to be filled in XLS format	.XLS

Price Bid

Online Bid submission:

Sl. No.	Cover - II (Following documents to be provided/upload as PDF file)					
	Name of the vehicles	Rate per km.	Rate per hour	Minimum Charge	Rate for dropping & pick-up at Airport from ICAR-CRIJAF, Barrackpore	Rate for dropping & pick-up at Railway station Howrah/ Sealdah/ Kolkata from ICAR-CRIJAF, Barrackpore
		(A)	(B)	(C)	(D)	(E)
	AC vehicles					
01.	Alto					
02.	Indica/Vista/Celerio/Swift					
03.	Scorpio/Zylo					
04.	Dezire/Tata Sumo/ Indigo					
05.	Innova					
	Non AC vehicles					
01.	Alto					
02.	Indica/Vista/Celerio/Swift					
03.	Scorpio/Zylo					
04.	Dezire/Tata Sumo/ Indigo					
05.	Innova					
	Other vehicles					
01.	Utility					
02.	Tata 407					
03.	Tata ACE (107)					
04.	Mini Bus (26-28 seaters)					
05.	Bus (52 seaters and above)					

Signature & Seal of the Transport Agency