



## 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 **08.05.18 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. 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 (Name of the work) and NIT No. **04/18-19** dated **16.04.18**. 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.

**Note:** EMD should be dropped in the tender box available at the Purchase & Store Section on or before last date & time of submission in a sealed envelope addressed to: "The Director, ICAR-Central Research Institute for Jute & Allied Fibres, Barrackpore, Kolkata-700120

6. 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.

7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the bidder.
8. 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.
9. 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.
10. No request for alteration in the rates, once quoted will be entertained within the period of one year.
11. The bidders should be authorized by the Licensing Authority with valid trade licence.
12. The sealed envelope having 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.
13. The rate-contract will be valid for one year from the date of issue of signing of MOU.
14. The Institute will pay vehicle hiring charges at the higher of the rates i.e. Rate per km./Rate per hour/Minimum Charge.
15. Mileage and time will be counted from CRIJAF, Barrackpore to CRIJAF, Barrackpore.
16. Toll Tax, Parking charges, Service Tax/GST etc. will be paid by the institute on submission of receipt along with the bill.
17. Vehicles provided on hire to the Institute must have commercial license and registered as such with the Transport Authority.

18. Payment will be made on monthly basis through PFMS/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.
19. Vehicle should be provided at short notice on time. Cleanliness of vehicles and its condition should be excellent.
20. Penalty etc. imposed by traffic police/department, will not be paid by the institute.
21. The applicable taxes will be deducted from bills of the Agency.
22. 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.
23. Incomplete bids, bids received late and those not in compliance with the terms & conditions, will be summarily rejected.
24. Successful tenderer will have to execute a detailed contract agreement with the Institute on non-judicial stamp paper of ₹100/-.

**Documents to be submitted:**

1. Name & Address of the Transport Agency with signature of the proprietor(s).
2. Scanned and signed copy of documents for Name and address of the owner of the Transport Agency and contact number(s).
3. Scanned and signed copy of Trade Licence.
4. Scanned and signed copy of GST Registration, PAN Registration.
5. Scan copy of credential of vehicles providing to other Govt. dept. (if any) (enclose copy of the order/ Rate contract with Govt. Dept. during last 2 years [16-17 & 17-18]).
6. Mandate form.
7. Scan copy of EMD / its exemption.
8. Self-declaration of non-blacklisting on Company's letterhead.

**sd/-**  
**Asstt. Admn. Officer (P)**