



भाकृअनुप-राष्ट्रीय पशु पोषण एवं शरीर क्रिया विज्ञान संस्थान
आडुगोडि, बेंगलूर - 560 030



ICAR - National Institute of Animal Nutrition and Physiology
Adugod, Bangalore - 560 030

Phone:(O) +91-80-25711304, 25711164, Fax: +91-80-25711420 Website: www.nianp.res.in

❖ **Sardar Patel Outstanding ICAR Institution Award 2012** ❖

F. No. 6-8(4)/NIANP/CDN/Rate Contract/2018-19/Vol-IV

Dated: 12-02-2019

E-Procurement Tender Notice

ICAR-National Institute of Animal Nutrition and Physiology (NIANP), Bengaluru is a public funded research organization under Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India.

For and on behalf of the Secretary, ICAR, the Director, National Institute of Animal Nutrition and Physiology, Bengaluru invites bids in online through e-tenders from reputed firms for hiring of vehicles on rate contract basis to this Institute as mentioned below:

Sl. No.	Name of the Item	EMD	Tender ID
1	Hiring of vehicles on rate contract basis	₹ 50,000	2019_DARE_440205

A complete set of bidding documents in English may be downloaded from our Website:
www.nianp.res.in or CPP Portal <https://eprocure.gov.in>.

Other detailed terms and conditions are available on our website.

Date of start of sale of bidding documents : 12 February 2019
Last date of submission of bids : 13 March 2019 @ 11.00 Hrs.
Date of opening of Technical Bids : 14 March 2019 @ 11.30 Hrs.
Date of opening of Financial Bids : After evaluation of Technical bids

Administrative Officer

IMPORTANT NOTE:

1. The documents can be downloaded from ICAR-NIANP website www.nianp.res.in or from the Central Public Procurement Portal <http://eprocure.gov.in>. Bidders should also enroll/ register in the e-Procurement module of central Public Procurement Portal through the website <http://eprocure.gov.in>. for participating in the bidding process. Bidders must possess a valid Digital Signature (DSC) for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids any other form sent through sealed cover/email/post/Fax etc, WILL BE REJECTED.
3. ICAR-NIANP reserves the right to accept/reject any or all the tenders in part/full without assigning any reason any thereof.
4. ICAR-NIANP will not be responsible for any delay in enrolment/ registration as bidder or submitting/uploading the offer on tender portal. Hence bidders are advised to register in e-tendering website <http://eprocure.gov.in>. and enroll their Digital Signature Certificate upload their quotation well in advance.
5. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit the ICAR-NIANP website for updates.
6. Bidders are should also upload the scan copy of signed tender documents and acceptance letter.
7. The original Demand Draft drawn (Hard copy) for the EMD separately should reach this office on or before the opening of the technical bid failing which uploaded bid will be rejected.



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Advt. No. II/NIANP/CDN/JAN/2019

LIMITED TENDER CALL NOTICE

“Hiring of Vehicle on Call basis for ICAR-NIANP”

Quotations through online are invited in the prescribed format from the local travel agencies / tour operators having valid up to date PAN/GST Registration No for providing different types of vehicle for engagement at ICAR-National Institute of Anima Nutrition and Physiology, Bengaluru – 560 030 on call basis. The details of the terms and conditions of the aboveservice along with the tender document can be downloaded from www.nianp.res.in Interested bidders may submit their tender through online CPP Portal in the prescribed format. The tenders must submit latest by **13th March 2019 up to 11 AM**. The bids will be opened on **14th March 2019 11.30 AM**. The undersigned reserves theright to reject any or all the tenders without assigning any reason thereof.

Administrative Officer

INVITATION FOR INTENDED TENDERER FOR HIRING OF VEHICLE FOR ON CALL BASIS FOR ICAR-NIANP, Bengaluru – 560 030.

1. Tenders are invited through online CPP Portal/Gem in the prescribed format from the registered travel agencies / tour operators having for providing “**Hiring of vehicle on call basis**” to be deployed for the one year.

2. INSTRUCTIONS TO THE BIDDERS.

A) Bid: The tender document as above shall be super scribing the name of items, tender number, due date of opening of the bid and complete address of the tenderer shall be indicated.

B) i) EMD: Rs.50,000.00 (Rupees Fifty thousand) only in shape of Demand Draft//BG in favor of ICAR-Unit, NIANP drawn on any Nationalized bank in India payable at NIANP, BENGALURU”. The agency shall not claim interest money on EMD.

ii) Kind, date & time for submission of bid: Through online CPP Portal on or before- **13th March 2019 up to 11.00 A.M.**

C) The Technical Qualification must be accompanied with following documents:

Criteria Parameters	Remarks
The agency/firm must have been registered as Travel Agency or Tour operator of Transport Business with Government of Karnataka.	
The agency should have valid GST registration for Tour & Travel services & PAN. (Self-Attested copies of GST Certificate & PAN Card are to be submitted in the bid).	
The agency/firm must have office within the 8KM from ICAR-NIANP, Adugodi, Bengaluru (KM must be mentioned).	
The agency should have Annual Turnover of Rupees Thirty Lakhs in each of the last three financial years or more during 2014-15, 2015-16 & 2016-17.	

The agency must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid contract permit, Proof of up to date tax payment etc which are mandatory for applying of vehicle.	
The agency must submit Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization/ PSU	
Bidders must submit Undertaking for providing Monthly Wages/Salary to be paid to the divers (not less than the minimum wages) including provision of mobile phones, white uniform (two pairs), Blackshoes (two pairs).	
Bidder must submit Earnest Money Deposit of Rs 50000/- (Rupees fifty thousand only).	
The agency must submit Self-attested Copies of Service Tax Returns for last 3 Financial Years i.e. 2014-15, 2015-16 & 2016-17	

3. GENERAL TERMS AND CONDITIONS OF CONTRACT FOR HIRING OF VEHICLE:

A. SCOPE OF WORK

- a) The vehicle on call basis will generally be required by the ICAR-NIANP for its official work and carrying officers/ consultants to Government Offices/ Departments and field tour.
- b) Providing litigation free vehicles in perfectly good running condition as and when required basis as per Annexure-IV.
- c) The agency shall give their consent to provide the vehicle at the fixed price.
- d) The agency should provide vehicles to ICAR-NIANP as and when required basis only on getting the telephonic requisition from the authorized Officials of ICAR-NIANP.

B. MODE OF SELECTION

The firm shall be selected based on technical parameters. Price/ charges for call basis have been fixed in the tender document.

C. PERIOD OF CONTRACT

- a) The contract period will be for a period of one year (from the date of contract).
- b) The authority reserves the right to terminate the Contract without assigning any reason thereof, at anytime during currency of contract by giving seven days notice. In the event of any such termination of the contract, the Travel Agent shall only be entitled to the entire amount for services actually provided under the Contract till the termination of Contract, subject to deductions if any under the terms of Contract and no other claims can be allowed or considered.
- c) In case of failure by the Travel Agent to fulfill his contractual obligations, the ICAR-NIANP reserves the right to rescind the Contract immediately and the Security Deposit shall be forfeited.
- d) The quotations should be kept valid for 90 (ninety) days from the date of opening of quotation.

D. PERFORMANCE SECURITY DEPOSIT

- (a) Successful bidders will be required to deposit **Rs. 50000/- (Rupees Fifty thousand only)** as Security Deposit, and will be refunded two months after satisfactory completion of the contract on request. If the agency fails to provide the vehicle/service as per agreement of ICAR-NIANP, the security deposits shall be utilised or forfeited as the case may be by ICAR-NIANP.
- (b) The EMD (which will not carry any interest) of the unsuccessful bidders will be refunded on execution of agreement with the successful bidder on production of Performance Security deposit.

(c) In case of successful bidder, the EMD may be forfeited if the bidder fails to accept the Order.

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(d) EMD of the successful bidder will be retained as Performance Security and will be refunded on successful completion of the job without interest after the terms of the agreement.

E. RUNNING & MAINTENANCE OF VEHICLE SUPPLIED ON FIXED CHARGES ON CALL BASIS VEHICLE.

(a) The parking charges/toll fee/ permit fee should be paid by the company and claimed upon production of valid receipts.

(b) The vehicle should be available at this Institute within thirty minutes of the intimation.

(c) The vehicle shall be kept in good running conditions at all times by the agency. Purchase of fuel, lubricants, spares etc. will be arranged by the Agency at their own cost. Maintenance repair frequent check up, servicing, overhauling, payment of wages to Driver etc. will be the responsibility of the agency and no claim whatsoever on this will be entertained. If the vehicle is sent to garage or filling station, agency shall not claim for these empty trips as well as the time involved for the purpose.

(d) Normal maintenance kit, first aid box, torch with three cell battery and umbrella shall be always made available within the vehicle by the Travel Agency along with vehicle documents.

(e) During the period of Contract, the vehicle shall be exclusively used for ICAR-NIANP as per directives of Officer-in-charge of, ICAR-NIANP.

(f) The Agency shall be responsible for proper behaviors of all the persons employed by them. Without prejudice to the generality of above, the agency shall be bound to prohibit and prevent any employee from being intoxicated while on duty, trespassing or acting in any way detrimental or prejudicial to the interest of ICAR-NIANP.

(g) The firm should have a provision to take bookings on 24 x 7 time basis.

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(h) The Kilometres covered by the vehicle from travel agency to OLM and back shall not be included in the Contract and for billing purpose.

(i) The Travel Agency should provide the Fitness Certificate of the Vehicle.

(j) The drivers detailed on vehicles assigned for duty should be well versed with the roads / routes and traffic regulations. The drivers should have at least 3 years of driving experience as well as roads.

(k) The Travel Agency would provide drivers with mobile phone at the cost of the travel agency.

(l) The drivers shall possess valid driving License, should be at least matriculate, well behaved, punctual and non-toxic. The agency shall be required to change/replace the driver(s) in case not found suitable. The drivers should extend all normal courtesy (such as greeting, opening/closing door etc.) towards the user(s) and should present themselves for duty in a neat and clean appearance.

(m) The Travel Agency shall provide replacement of the vehicle immediately (within reasonable time) in case of breakdown or any other problem. In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due to the agency. Repeated failure to provide vehicles as and when required by the ICAR-NIANP will make the agency liable for **Termination/Blacklisting**.

(n) The Travel Agency shall be solely responsible for the staff deployed on the vehicles and for any untoward situation occurring during the course of duty.

(o) ICAR-NIANP is not responsible on any accident / any kind of damage to the vehicle during the use of the same by ICAR-NIANP.

(p) List of credential and names of the Agencies / Companies with full address and telephone numbers with whom you have vehicle hire contract at present should be given.

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(q) The Director ICAR-NIANP reserves the right to accept/reject/cancel/recall all or any of the bids without assigning any reasons.

(r) Driver should know the local area around the city and also well known the vernacular language.

F. STATUTORY LAWS

a) The Agency will comply with all statutory provisions of law and keep OLM indemnified against all actions arising due to or act of the Agency/ his employees. The Driver of the vehicle provided should have valid professional D.L. with badge as provided in the M.V. Acts.

b) The police/ court case (Legal disputes) in respect to the vehicle during of the period of engagement will be at the risk & cost of the travel agency.

c) The Vehicle should have all valid documents like RC Book, 1st Party Comprehensive Insurance, and Permits etc. in updated conditions for inspection of OLM Officials at any time.

d) All Taxes and Insurance presently in force or to be levied in future during the Contractual period in respect of the vehicles shall have to be entirely borne by the Agency. The agency must comply the GST rules & regulations time to time.

e) Agency shall have valid Permit as per Statutory Provisions.

f) Agency shall comply with all relevant Rules and Regulations of Motor Vehicle Act applicable at present and may be enforced from time to time.

g) During the Contract period if the vehicle is seized or detained or requisitioned by Government Authorities for non compliance of relevant act/statutory requirement etc. or for any reason whatsoever penalty/compensation shall only be

payable by the Agency besides the liability to provide for alternative vehicles without any loss.

h) If the vehicle/driver does not report for duty on any day, twice of the proportionate cost will be deducted from the bill.

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G. COMPENSATION AND PENALTY

For vehicles to be provided on as and when required basis, if the agency fails to provide the vehicles as enumerated in the Agreement/ Order, the ICAR-NIANP reserves the right to get the vehicles through other Agencies at the risk and cost of the Traveler without prejudice to the liability for termination, forfeiture of security deposit and other consequences.

H. EMPLOYMENT LIABILITY

a) The Travel Agent shall be solely and exclusively responsible for engaging or employing Drivers. All employees engaged by the Travel Agent shall be on their pay roll. The ICAR-NIANP will have no liability whatsoever concerning the remuneration of the Driver(s) of the Travel Agent or of the payment of the owner(s) of the Vehicle. The Travel Agent shall make regular and full payment of all Wages to its Drivers. The Travel Agent shall be directly responsible for any disputes arising between them and the drivers indemnified against losses, damages or claims arising thereof including any workmen's compensation etc.

b) In case of non-fulfilment of any obligations under the Contract or law, the Officer-in-charge reserves the right to withhold payments due to the Travel Agent. The Travel Agent shall at his own expenses carry and maintain such Insurance with reputed Insurance Company/Companies as may be required under any Law or Regulation.

I. PAYMENT OF BILLS

a) For the vehicles to be provided on as and when required basis, Bills shall be submitted every month or before 7th of succeeding month. Under normal circumstances, payment will be made within 14 days from the date of submission of Bill.

b) The payment shall be made through E-Payment only, if the bills are complete in all respects and are found in order.

c) Statutory deduction as per the Govt. rules/Tax law shall be deducted from the bills of the Agency.

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d) ICAR-NIANP will release GST so claimed in the bill to the agency while settling the hire charges bill of a period. But the agency has to provide proof of deposit of such GST while preferring the subsequent bill to ICAR-NIANP.

f) Overwriting on the duty slip as well as the bill shall not be accepted.

g) Do not quote the vehicles which cannot be provided by the agency.

J. JURISDICTION

The Contract shall be governed by the Laws of India.

K. USE OF THE VEHICLE

a) The selection of agency for required basis. For each category of services there are varieties of vehicles & varieties of rate break up such as detention charges, night halt charges, free kilometer per hour, fuel consumption etc which are mentioned in ANNEXURE-IV (Price Bid). *Please Note that price against all the items have been fixed.*

L. Requirement

I. For Official work/field and outstations

- a) Tata Indica (Non A/c)
- b) Tata Indica (A/c)
- c) Swift Desire (A/c)
- d) Ford Ikon (A/c)
- e) Toyota Innova (A/c)
- f) Mahindra xylo (XUV A/c)
- g) Toyota Corolla (A/c)
- h) Maruthi Van (Omni/Non A/c)

i) ETIOS

II. For field work

- a) Tata Sumo/Tavera (A/c Non A/c)
- b) Toyota Qualis (A/c / Non A/c)

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L. DECLARATION BY THE BIDDER:

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions of the terms and conditions and I/we will be liable to drivers' credibility.

Name of the Travel Agency / Tour Operator

Address/Tel No.

Designation: On behalf of: Signature: Date: Place

M. Checklist of technical documents to be furnished by the Travel Agency.

(The documents have to be arranged **serially** as per the order mentioned below)

Particulars	Yes/ No	If Yes documents to attached and mention the information
The agency/firm must have been registered as Travel Agency or Tour operator of Transport Business with Government of Karnataka.		Registration Certificate
The agency should have valid GST registration for Tour & Travel services & PAN. (Self-Attested copies of GST Certificate & PAN Card are to be submitted in the bid).		Detail of GST registration and PAN No.
The agency/firm must have office in Bengaluru within the 8KM from the ICAR-NIANP office, Bengaluru (KM		Name of the Organization Address of the organization with telephone

must be mentioned)		no. & fax, Email id of the Organization. (KM must be mentioned)
The agency should have Annual Turnover of Rupees Fifty Lakhs in each of the last three financial years or more during 2014-15, 2015-16 & 2016-17.		Audited Balance sheet and P/L account of 2014-15, 2015-16 & 2016-17. Pl mention the turn over for each year.

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The agency must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid contract permit, Proof of up to date tax payment etc which are mandatory for applying of vehicle.		all certificate may be produced
The agency must submit Undertaking that the firm has not been debarred/blacklisted by any Govt. Organization Semi-Govt. Organization/ PSU.		Undertaking may be produced
Bidders must submit Undertaking for providing Monthly Wages/Salary to be paid to the divers (not less than the minimum wages) including provision of mobile phones, white uniform (two pairs), Black shoes (2 pairs).		Undertaking may be produced
Bidder must submit (EMD) Earnest Money Deposit of Rs50000/- (Rupees fifty thousand only).		EMD details or BG details may be produced.
The agency must submit Self-attested Copies of GST for last 3 Financial Years i.e. 2014-15, 2015-16 & 2016-17.		proof of GST return may be produced
The agency/firm must have at least 5 nos of Commercial vehicle within 3 years old as on last date of submission of bid registered in the name of agency/firm or owner of the agency/firm. The agency/firm shall be given added advantage for having more own commercial vehicles.		Information may be produced as per the format Annexure-I

<p>The agency must have at least 10 Commercial cars/Taxis in operation excluding own vehicle. The firm handling more vehicles shall be given added advantage.</p>		<p>Information may produced as per the format Annexure-II</p>
<p>The agency must have at least 3 nos completed assignment from the Govt./ Semi-Govt Organizations/ PSUs in Odisha (At least three different organizations) during the last three financial years i.e. 2014-15, 2015-16 & 2016-17. The contract value of each assignment must not be less than five lakhs for aforesaid three assignments only. The firm shall be given added advantage having similar assignment irrespective of the value.</p>		<p>Attach self-attested copies of Work Orders received from Government/ Semi-Government / PSUs (At least three different organizations) during last three Financial Years i.e. 2014-15, 2015-16 & 2016-17). Information may be provided as per the format at Annexure-III</p>

ANNEXURE: I

N. The agency/firm must have at least 5 nos of Commercial vehicle within 3 years old as on last date of submission of bid registered in the name of agency/ firm or owner of the agency/ firm. The agency/ firm shall be given added advantage for having more own commercial vehicles.

Detail information of Vehicles registered in the name of the Firm/Owner

Sl. No.	Type of vehicle Within 3 years old.	Year of Manufacture	Vehicle Registration Number	Year of Registration	Insurance No and Validity Details
1					
2					
3					
4					
5					

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ANNEXURE: II

O. The agency must have at least 10 Commercial cars/ Taxis in operation excluding own vehicle. The firm handling more vehicles shall be given added advantage.

Detail information of outside Vehicles operated by the Travel Agency

Sl. No.	Type of vehicle Within 3 years old.	Year of Manufacture	Vehicle Registration Number	Year of Registration	Insurance No and Validity Details	Name of the Owner
1						
2						
3						
4						

ANNEXURE: III

P. The agency must have at least three nos completed assignment from the Govt./ Semi-Govt Organizations/ PSUs in Odisha (At least three different organizations) during the last three financial years i.e. 2014-15, 2015-16 & 2016-17. The contract value of each assignment must not be less than five lakhs for aforesaid three assignments only. The firm shall be given added advantage having similar assignment irrespective of the value.

Sl. No	Name of the Department/ Organization.	Contract Period		Contract Value/ Order Value	Whether Contract Closed/Not closed/Extension
1					
2					

3					

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ANNEXURE: IV

Q. FIXED PRICE BID FOR HIRING OF VEHICLE ON CALL BASIS

Sl. No.	Name of the Vehicle	2 Hr/ 20 Km	4 Hr/ 40 Km	8 Hr/ 80 Km	Per extra Km	Per extra Hour	Outstation trips	
							Min 250 km/day	Driver bata/day
1								
2								
3								
4								

We agree to the terms and conditions forthe period as per the contract from the date of signing of the contract.

Name of the bidder
With complete address

Place:
Date :