



भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत
ICAR-National Academy of Agricultural Research Management
(ISO 9001:2015 Certified)

Rajendranagar, Hyderabad-500030, Telangana, India
Phones: (040) 2458 1322; Fax: (040) 2401 5912; <https://naarm.org.in>



No.5-112/19-20/PS
20th March, 2021

Tenders are invited for **Hiring of Vehicles on Annual Rate Contract** from reputed firms / travel agencies

S No	Description	Quantity	EMD
1.	Hiring of Vehicles on Annual Rate Contract	PRICE BID	Rs. 50,000/-

Interested eligible bidders may view the Tender Document from ICAR-NAARM Website (<http://www.naarm.org.in/>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) and in such cases, participation in the tender will be subject to remittance of the prescribed **EMD** along with the tenders. The bidders should submit the technical & financial bids separately. The unsuccessful bidders EMD will be returned. In the event of failure to submit your acceptance after your rates and finalized and work order issued, the amount of EMD will be forfeited by ICAR-NAARM. The decision in all this matters shall be final and binding on you. No interest will be paid by the ICAR-NAARM on EMD/Security Deposit for the period of retention in the ICAR-NAARM.

Key Dates:

Sl. No.	Description	Date	Time
1.	Tender Publishing Date	22-03-2021	1000 hrs
2.	Document Download start date	22-03-2021	1100 hrs
3.	Seek Clarification Start Date	22-03-2021	1200 hrs
4.	Seek Clarification End Date	10-04-2021	1000 hrs
5.	Bid Submission Start Date	22-03-2021	1200 hrs
6.	Bid Submission Closing Date	14-04-2021	1400 hrs
7.	Bid Opening Date	15-04-2021	1400 hrs

TENDER HAVE TO BE SUBMITTED ONLINE ONLY. Validity of Tender to remain open for acceptance up to 90 days from the date of opening of Tenders. Late Submission of Tenders shall not be entertained at any cost after specified date & time as indicated. In the event of the date specified for tender receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of tenders and opening of tenders will be the following working day at the specified times.

The Director, ICAR-NAARM reserves the right to accept or reject any or all the tenders. Decision of the Director will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.

It is to state that our Academy is one of the premier institutions of ICAR under Department of Agricultural Research and Education, Ministry of Agriculture, Govt. of India. The Academy organizes training programmes, workshops in collaboration with National and International reputation and the Academy has to make transport arrangements to and fro journeys. Hence the Academy intends to hire the vehicles to meet our additional transport requirements. Hence, you are requested to submit Tenders ONLINE ONLY in CPPP.

1. Providing of Vehicles per day along with the Driver as per requirement. The rates should be quoted in the Price bid for all types of Non-A/c and A/c Vehicles for Indica or similar category Vehicle, Qualis or similar category Vehicle, Innova, Indigo, Swaraj Mazda, and 50 seater Buses. etc.
2. An indent will be placed with the firm on need basis and the firm has to provide the required vehicle immediately to the office or the place asked for. The driver of the vehicle should be neatly dressed provided by the agency for hire and he shall have a mobile phone for contact from time to time and the number to be given to the Transport Officer, ICAR-NAARM, immediately on reporting and the claim should have a log sheet and duty slip. **Dead mileage one way to be shared by ICAR-NAARM and one way to be shared by the firm.**
3. Parking fees, toll Tax, other state permits for journey outside or within the state of Telangana will be reimbursed extra along with the bill pertaining to the respective month subject to production of the original documents in proof of such payment to the concerned authorities should be submitted along with the bills for the following month.
4. Rate contract for each item will be awarded to firms quoting least price in that particular item.

TERMS AND CONDITIONS:

1. **Payment:** Payment shall be made by the Academy on monthly basis on completion of each successive month and due submission of log books and certification by the competent authority.
2. **Identity of the Personnel:** The names and designations with due signatures of the Personnel to be engaged by you for this contract should be made available to us for security check. They should bear proper identity card issued by the firm whenever they enter the premises of the Academy.
3. **Contract:** The successful bidder has to enter into an agreement on non-judicial stamp paper of Rs.200/- (Rupees Two Hundred Only) which has to be signed before implementing the contract. Under normal conditions, the contract shall be terminated on one month's notice in writing from either side. If the services are not satisfactory without valid reason, the Contract will be terminated by the Academy at any stage. However, Director, ICAR-NAARM will have the right to terminate the contract at any stage without assigning any reason.
4. **Billing:** An Advanced stamped receipt along with pre-receipted bill in triplicate, indicating all the details of work, in a standard bill format containing all applicable Taxes, etc. addressed to the Director, ICAR-NAARM, Rajendranagar, Hyderabad – 500030 may please be submitted on completion of each month to Stores and Purchase Officer. No advance payment is permissible. However, payment will be made on monthly basis within fortnight after receipt of bills of the following month after due certification by the concerned authorities.
5. **Taxes to be deducted at Source:** Income Tax, Service Tax, GST and other statutory levies applicable to such contracts / Services will be deducted at source, as per the rate applicable at the time of payment.
6. **Performance Security:** The Successful Bidder has to submit within 15 days an amount of Rs.1,50,000/- (**Rupees One Lakh Fifty Thousand Only**) in the form of DD or Bankers Cheque in favour of "**NAARM MAIN ACCOUNT**" as **performance security along with the Contract Agreement**. The said amount will be returned after expiry of the contract without any interest.
7. **Income Tax:** The firm / travels should submit income tax returns of previous 3 assessment years i.e., 2017-18, 2018-19 & 2019-20 along with the tender document.
8. Agency should provide good condition AC vehicles with commercially registered with yellow number plates, should paint its name on vehicle both on the front and back side glasses, and drivers with uniform and should possess a better working mobile for maintaining proper contact with Transport Officer.
9. Reimbursement of parking fees is considered for Payment if said at Air Ports or Railway Stations etc., on production of valid receipt.

10. The agency to allow marginal increase of 5 km, and half an hour time while claiming the next slab rates.
11. ICAR-NAARM is Training Academy having transport requirements throughout the year receiving and seeing off and keeping in view the exigencies of work vehicles are to be arranged even **at short notice of half an hour.**
12. **A/c. Operation: Whenever the vehicle is hired for duty if A/c is not functional the bill amount claimed for that day for the said vehicle will be restricted for Non A/c. charges.**

Notwithstanding anything contained herein above, the contract shall be terminated by us for violation by you of any of the terms, conditions and covenants set out above in which case you shall not be entitled to any compensation on any count whatsoever.

13. The vehicle must be Road worthy condition, shall not be more than 3 years old from the date of initial registration and must have Valid Registration certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage permit, proof of up to date tax payment, etc. which are mandatory for plying of vehicles. The office hiring the vehicles shall not be responsible for any damage to any property on account of use of hired vehicle any manner whatsoever. The bidder shall be responsible for all such litigations/obligations.
14. **Bidder Eligibility Conditions & Qualifying Criteria**
 - a. The bidder should have their office located in Hyderabad with sufficient manpower and drivers with valid driving licenses to drive the vehicles.
 - b. The bidder should own sufficient vehicles, registered as commercial vehicles with Yellow Plate Numbers/ Taxi Numbers and the copy of Registration Certificate to be enclosed along with the Quotation.
 - c. The vehicle offered by the firm should not be more than 3 years old and in good running condition.
 - d. The firm should be in the similar business for the last 5 years and providing services to atleast two Govt/Central Govt. /Other agencies. The proof of agreement / contract to be enclosed along with the Bid.
 - e. The vehicles are to be commercially registered with the concerned RTA.
 - f. The bidder should be registered with the appropriate authorities such as Deptt. Of Tourism/State RTA, etc. as the authorized Taxi/Tour Operator/Transporter.
15. The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicles. Driver should be in proper white uniform, well versed with Hyderabad routes and places and should be well behaved and courteous to passengers. He should have a mobile connection with him.
16. Rate once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes.

17. The contract will be for a period of one year and may be renewed on the existing terms and conditions for a further period of 12 months at the discretion of the Director, ICAR-NAARM.
18. All the Cars should be covered under comprehensive insurance. In circumstances the hired Car is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act.1968 and IPC, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the Law. The sole responsibility for any legal or financial implications would vest with the contract.
19. All Vehicles must be with pollution free certification issued by the authorized agency.
20. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labor laws and regulations is the sole responsibility of the contractor.
21. The firm shall not assign or sublet the work or any part of it to any other person or party.
22. The tender is not transferable.
23. Arbitration:
If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the ICAR-NAARM OFFICE. The arbitration proceedings shall take place at Hyderabad or at such other place as decided by the Director, ICAR-NAARM. The provisions of Arbitration and conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.
24. **Preference will be given to the firms whose offices of operation are located within 15 kms. radial distance from Academy.**
25. The Travels firm should provide the vehicles fully owned by them: Attached vehicles will be discouraged.
26. **Financial Bid:** The Financial Bid must be uploaded in CPPP as per the BOQ format uploaded with tender there.

**STORES AND PURCHASE OFFICER
ICAR-NAARM**

ANNEXURE-A

CHECKLIST (To be uploaded in CPPP)

Please upload clear and legible scans

S.no	Document to be uploaded in Technical bid on CPPP	Whether Uploaded (Yes/No)
1.	Filled Checklist Annexure – A	
2.	Earnest Money Deposit: EMD Scanned copy to be uploaded in CPPP and Hard copy of same to be deposited in Stores Section, ICAR-NAARM before tender opening date.	
3.	Registration Certificate of Firm as authorized Taxi/Tour Operator/Transporter	
4.	Scanned Copy of PAN, GSTIN	
5.	Filled Annexure – B	
6.	Undertaking as per Annexure – C	
7.	Details of Offered Vehicles filled as per Annexure – D	
8.	Experience Details as per Annexure - E	
9.	The firm should enclose copies of Income tax returns for last 3 years (Financial Year 2017-18, 2018-19, 2019-20)	
10.	Scanned copy of First Five (05) Pages of this tender document signed and stamped by bidder	
11.	Details of Drivers working in Firm as per Annexure – F	

SIGNATURE OF THE TENDERER & STAMP

Date:

Place:

ANNEXURE – B

COMMERCIAL DETAILS

(To be filled and submitted on Company Letter Head)

1.	Name and Address of Bidder	
2.	Telephone No. / Mobile No. / FAX No.	
3.	Email ID	
4.	Month and Year of Establishment	
5.	PAN and GSTIN Number	
6.	EMD Details	
7.	Local Office Address in Hyderabad/Secundrabad	

SIGNATURE OF THE TENDERER & STAMP

Date:

Place:

UNDERTAKING

(To be submitted on Firm's Letter head)

I/We have read and understood General Terms and Conditions contained in the ICAR-NAARM's Tender. I/We do hereby declare that all the details provided in this tender bid are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-NAARM, Hyderabad.

I/We do hereby also accept ICAR-NAARM have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-NAARM any changes in the condition or working of the firm. It is also certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-NAARM to approach individuals, employees, firms and corporations to verify our competence and general reputation.

I/We do hereby also certify that we have all the required expertise in the field for which bids are being invited by ICAR-NAARM.

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

Vehicles Offered should not be more than 3 years old, in good running condition & should have commercial registration with yellow number plate.

Vehicle Model	Vehicle Number	Registration Date	Registration Number	Details of RTA Where It is registered	Insurance Upto

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

ANNEXURE – E

Experience Certificate: The firm should be in the similar business for the last 5 years and providing services to at least two Govt./Central Govt./Other agencies. The proof of agreement/contract to be enclosed along with bid.

Year	Name of the Organization	Contact Details	Experience	
			from	To

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

Note: While uploading this annexure in CPPP bidder should make sure that work experience certificates are also uploaded along with this in one single pdf.

ANNEXURE – F

Sufficient manpower and drivers of the vehicle must have valid driving license and should have experience in driving the transport passenger vehicle.

Driver Name	License Number	Experience	Working with present firm from date

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated: