



ज्वार अनुसंधान निदेशालय
DIRECTORATE OF SORGHUM RESEARCH
(भारतीय कृषि अनुसंधान परिषद/Indian Council of Agricultural Research)
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 24015349, 24018651, Fax no.24016378



NOTICE INVITING SEALED TENDER FOR HIRING OF VEHICLES ON ANNUAL RATE CONTRACT BASIS

F.No.4-44/13-14/ST

Dt.18.01.2014

Sealed Tenders are invited for Hiring of Vehicles on Annual Rate Contract from Government approved/registered firms / travel agencies.

Sl.No.	Description	Quantity	EMD
	Hiring of vehicles on Annual R/c	Annexure-I	10,000/-

Cost of non-refundable tender document is Rs.500/- EMD as indicated above in the form of crossed DD drawn from any nationalized bank *in favour of ICAR Unit – DSR Account*, payable at Hyderabad should be enclosed with the tender. Without cost of tender document and EMD the tender submitted by the bidders will not be considered under any circumstances.

Interested bidders may download the prescribed tender document with complete details of the requirements and general terms & conditions from DSR website. Tender documents will not be sold at DSR office.

The EMD to unsuccessful bidders will be returned soon after the finalization of tender, whereas the successful bidders EMD will be returned subject to furnishing the Performance Security for an amount Rs. **50,000/-**(Rupees Fifty Thousand Only). In the event failure to submit your acceptance after your rates are finalized and worked order issued, the amount of security deposit will be forfeited. No interest will be paid by the DSR on EMD /performance security deposit for the period of retention in the DSR.

Last date of submission of Tender	11.30 AM on 20.02.2014.
Opening of Tenders	1.30 PM on 20.02.2014.
Venue of Opening	Ist Floor Seminar Hall – II, DSR.

Tender to remain open for acceptance up to 90 days from the date of opening. 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, DSR 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.

DIRECTOR
DSR



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Sub: Sealed Tenders for hiring of Vehicles on Annual Rate Contract Basis – Reg.

Sirs,

Directorate of sorghum Research intends to hire the vehicles to meet our additional transport requirements. Hence, you are requested to submit sealed quotations addressed to the Director, DSR, Rajendranagar, Hyderabad – 500 030 and to be dropped in the tender box kept in purchase section on or before **20.02.2014 at 11.30AM**, and the quotations received after the due date and time shall not be considered.

Sealed Tender are invited for hiring of vehicles on Annual Rate Contract subject to the following Terms and Conditions:

1. Providing of vehicles per day along with the Driver as per requirement. The rates should be quoted in the schedule for all types of Non-A/c and A/c Vehicles for Indica, Qualis, Innova, Indigo, Swaraj Mazda, and Etc.
2. The contract will be for a period of one year and shall be extended for further period on mutual consent by the both parties.
3. 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 DSR, immediately on reporting and the claim should have a log sheet and duty slip. **Dead mileage for one way to be shared by DSR and one way to be shared by the firm.**
4. Parking fees, toll Tax, other state permits for journey outside or within the state of Andhra Pradesh 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. Service Tax percentage should be quoted and the proof of payment to the concerned authorities should be submitted along with the bills for the following month.
5. The successful bidder has to enter into an agreement on non-judicial stamp paper of Rs.100/- (Rupees one Hundred Only) which has to be signed before implementing the contract.

6. 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.

7. Decision of the Director, DSR, is final and legally binding on all disputes matters.

TERMS AND CONDITIONS:

1. **Payment:** Payment shall be made by the Directorate on monthly basis on completion of each successive month and due submission of log books and certification by the competent authority.
2. **Identify 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 concerned firm whenever they enter the premises of the Directorate.
3. **Termination of the Contract:** Under normal conditions, the contract shall be terminated by one month notice in writing from either side. If the services are not satisfactory without valid reason, the Contract will be terminated by the Directorate at any stage. However, Director, DSR will have the right to terminate the contract at any stage.
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 VAT & Service Tax, APGST Regn. Numbers etc. addressed to the Director, DSR, Rajendranagar, Hyderabad -500 030 may please be submitted on completion of each month to Stores and Purchase Officer, DSR, for arranging early payment.
5. **Taxes to be deducted at Source:** Income Tax, Service Tax 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 deposit an amount of Rs. **50,000/- (Rupees Fifty Thousand only)** in the form of DD or Bankers Cheque from any Nationalized Bank drawn in favour of "ICAR UNIT DSR, Hyd" as performance security along with the Contract Agreement with in 15 days from the date of issue the order. The said amount will be returned after successful completion of the contract without any interest.
7. **Income Tax:** The firm / travels should submit income tax returns of previous 3 financial years (ie., 2010-11, 2011-12 & 2012-13) along with the tender document.

8. Agency should provide good condition AC vehicles with commercially registered with yellow number plates and drivers with uniform.
9. Reimbursement of parking fees is considered for payment if paid 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.
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.
13. The drivers on duty should compulsorily carry Cell phone with them. The Cell phone numbers should be given to the Transport Officer.

Not withstanding 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.

1. The vehicle must be Road worthy condition, shall not be more than 5 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 vehicle shall not be responsible for any damage / loss caused to hired vehicles or loss of life/ injury to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The bidder shall be responsible for all such litigations / obligations.
2. 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. (Please submit details in ANNEXURE-I, duly signed & Supported by evidence).
 - c. The vehicles offered by the firm should not be more than 5 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 at least two State 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 State RTA, etc. as the authorized Taxi/Tour Operator/Transporter.
 - g. The Bidder should also be registered with EPF/ESI/Service Tax and submit the proof along with the Bid.
3. 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.
 4. 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/LPG prices or taxes.
 5. The contract will be for a period of one year and may be renewed on the existing terms and conditions for a specific period at the discretion of the Director, DSR.
 6. All the vehicles should be covered under comprehensive insurance. In circumstances the hired vehicles 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 of 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 implication would vest with the contractor.
 7. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor.
 8. As and when demanded, the contractor shall submit the proof of Service Tax/ESI/EPF deposits and any other document confirming the proof of subscriptions/payments.
 9. The firm shall not assign or sublet the work or any part of it to any other person or party.
 10. The tender is not transferable.

11. 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 DSR office. The arbitration proceedings shall take place at Hyderabad or at such other place as decided by the Director, DSR. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

DIRECTOR.
DSR.

STATEMENT OF VEHICLES OWNED BY THE BIDDER

BIDDER'S NAME: _____

COMPANY'S NAME: _____

Details of "OWNED" Vehicles of Three Years old or less in our fleet of operation as on date									
Sl. No.	Registration Number	Model (Year)	Date of Registration	Vehicle Owner's Name	Vehicle Type Indica/Indigo/Innova etc. Please specify	Validity Details			
						Permit	Fitness	Road	Insurance
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Note: Use additional sheets if required

Declaration:

The details as above furnished are correct and true. I undertake to produce original documents of the above said vehicles for verification as and when called for.

Date:

Bidders Signature
Office Seal

CHECK LIST

The prospective bidder shall furnish the following documents in their pre-qualification bid:

Sl. No.	Particulars	Page No.
1.	Self attested copy of PAN;	
2.	Self attested copy of Service Tax Registration Number, if applicable:-	
3.	Self attested copy of Valid Registration No. of the Agency/Firm:-	
4.	Self attested copy of valid Provident Fund Registration Number, if applicable:-	
5.	Self attested copy of valid ESI Registration Number, if applicable:-	
6.	Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules, if applicable.	
7.	Proof of experience as stated in Tender documents supported by documents from the concerned organizations; Earnest money of Rs. 50,000 thousand through demand draft Bankers Cheque in favour of "ICAR, UNIT, DSR, HYD" payable at Hyderabad.	
8.	Tender document fee of Rs. 500/- (non-refundable) through demand draft Bankers Cheque in favour of "ICAR, UNIT, DSR, HYD" Hyderabad.	
9.	List of vehicles along with photocopy of their RC/fitness and permit owned by the contractor.	
10.	An undertaking as mentioned in the Tender Document to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/State or UT Government and no criminal case is pending against the said firm/agency.	
11.	Terms and conditions duly accepted /signed with the stamp of the prospective bidder.	

Signature of Tenderer
With Seal

UNDERTAKING

To

The Director,
DSR, Rajendra Nagar,
Hyderabad – 500 030

Sir,

1. I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. I/we will abide by the Minimum Wages Act and the Contract Labour Act etc as applicable from time to time for the workers employed by the tenderer. Bonus, Gratuity, PF and ESI if applicable will have to be borne by us. The number of persons employed will be adequate to provide quick and efficient service
3. I/we will be responsible for health and injury caused to my employees while on duty. I/we will also be responsible for the behaviour & conduct of the workers.
4. That no Criminal/Income Tax/Service Tax/Blacklisting case is pending against my firm.

Dated:

SIGNATURE OF THE TENDERER
WITH SEAL

NAME OF THE TENDERER
WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 100/- (Rupees Hundred only)

Signature of Tenderer

SCHEDULED TRAFFIF FOR INDICA, INDIGO, SWARAJ MAZDA 25 SEATER FOR A/C AND NON A/C

Sl. No.	Local Tour	INDICA		INDIGO		INNOVA		SWARAJ MAZDA 24 Seater		QUALIS	
		A/c	Non A/c	A/c	Non A/c	A/c	Non A/c	A/c	Non A/c	A/c	NonA/c
	PER DAY BASIS										
1.	24 hrs or 230 kms										
2.	12 hrs or 120 kms										
3.	8 hrs or 80 kms										
4.	4 hrs or 40 kms										
5.	2 hrs or 25 kms										
6.	Extra Km after beyond slab										
7.	Extra Hrs beyond 8 hrs										
8.	Driver Bhatta before 7 am or after 9 pm										
	Monthly Basis Minimum 3000 Km										
10	Extra Kms										
11.	Extra Hrs										
12.	Driver Bhatta										
	OUTSTATION										
13.	Rate per KM										
14.	Driver Bhatta										
	TERMS AND CONDITIONS										
18.	Service Tax percentage										
19.	Income Tax percentage										
20.	Parking fee										
21.	Time & Kms . xceeding										
22.	Midnight Driver Charges										

Please list out any other charges payable other than those mentioned above

Signature of Tender
With seal and Mobile Number