



**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.28-04-2014**

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	18,000/-

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 tender should be submitted along with EMD of Rs.18,000/- as indicated above in the form of crossed demand draft /Bankers Cheque in favour of "ICAR, UNIT, DSR, HYD" payable at Hyderabad. Tenders without EMD will not be considered.

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 Performance Security for an amount Rs. **95,000/-**(Rupees Ninety Five Thousand Only). In the event failure to submit your acceptance after your rates are finalized and work 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.

<b>Last date of submission of Tender</b>	<b>11.30 AM on 21-05-2014.</b>
<b>Opening of Tender</b>	<b>01:30 PM on 21-05-2014</b>

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.**

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 **21-05-2014 at 11.30AM**, and the quotations received after the due date and time shall not be considered. DSR invites “Sealed Bids” under “two cover system” from the firms of repute and recognized / identified by State / Central / Autonomous Organizations as enclosed at Annexure .

Interested bidders should submit both technical and financial proposals in two parts namely.

- a. **Technical**
- b. **Financial**

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**”. Financial proposal to indicate a warning “**DO NOT OPEN WITH THE TECHICAL PROPOSAL**”. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment “**hiring of Vehicles on Annual Rate Contract Basis**”.

**I. Terms and Conditions:**

1. The Bidder should have their Office located in Hyderabad with sufficient manpower and drivers with valid driving license and adequate experience to drive the vehicle.
2. The Bider should provide of vehicles 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.
3. The contract will be for a period of one year and shall be extended for further period on mutual consent by the both parties.
4. 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.**

5. 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.
6. 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.
7. 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.
8. Decision of the Director, DSR, is final and legally binding on all disputes matters.
9. **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.
10. **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.
11. **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.
12. **Performance Security :** The successful bidder has to deposit an amount of Rs. **95,000/- (Rupees Ninety Five 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 within 15 days from the date of issue the order. The said amount will be returned after successful completion of the contract without any interest.
13. Agency should provide good condition AC / Non-AC vehicles with commercially registered with yellow number plates and drivers with uniform.
14. Reimbursement of parking fees is considered for payment if paid at Air Ports or Railway Stations etc., on production of valid receipt.
15. The agency to allow marginal increase of 5 km, and half an hour time while claiming the next slab rates.
16. **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.

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17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. The firm shall not assign or sublet the work or any part of it to any other person or party.
24. The tender is not transferable.

## **II. (1) Bidder Eligibility Conditions & Qualifying Criteria**

- a. 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).
- b. The vehicles offered by the firm should not be more than 5 years old and in good running condition.

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- 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.
- d. The vehicles are to be commercially registered with the concerned RTA.
- e. The bidder should be Registered with the appropriate authority such as State RTA, etc. as the authorized Taxi/Tour Operator/Transporter.
- f. The Bidder should also be registered with Service Tax and submit the proof along with the Bid.
- g. **Income Tax:** The firm / travels should submit self attested income tax returns of previous 3 financial years (ie., 2010-11, 2011-12 & 2012-13) along with the tender document.
- h. Details of EMD

#### **Submission of Tender:**

- (2) a. The bids should be submitted in two envelopes viz.,
  - Envelop (A) - Bidder Profile Part-A (Annexure-I)
  - Envelop (B) - Price bid / finance bid – Part-B (Annexure-II)
- b. Both the covers must be sealed separately and superscribed with Tender Number, due date and Name of the Envelop on the respective covers. These two covers should be enclosed in a separate cover and addressed to the tender inviting Authority (i.e., Director, DSR)

#### **(3) OPENING OF TENDERS**

##### **3.(1). Tender Opening:**

- a. Tenders will be opened at the prescribed date and time in the presence of tenderer or their representatives who choose to be present. The representatives of Tenderers must bring the authorization letter from the bidding companies for attending the Tender opening not more than two representatives for each Tenderer would be allowed to take part during the bid opening process.
- b. **Envelope-A** Containing Technical Bid would be opened first. Eligibility criteria such as payment of EMD and compliance with pre-qualification conditions as per Annexure-I will be checked. The supporting documents would be cross checked whenever required.
- c. Only the Technial Bid will be opened on the due date.
- d. The date, time and venue of opening the Price Bid will be intimate separately. The price bids will be opened at the appointed time in the presence of bidders who choose to be present.
- e. Tenders non compliant with any of the tender terms will not be considered for the next stage i.e., for opening of the Price Bid.

**3.(2). PRICE BID EVALUATION:  
Opening of Envelope-B Price Bid:**

Tenderers who are qualified in Technical Bid (Envelope-A) only will be called for Price Bid opening. The technically qualified bidders alone will be informed about the date and time of opening of the Price Bid and their Price Bids along will be opened on the due date and time in the presence of the Tenderers of their authorized representatives who choose to be present. The contract will be entrusted to the Tenderer, whose bid has been determined as L1. In case the lowest Tenderer fails to execute the contract, DSR will have right to consider 2<sup>nd</sup> lowest or subsequent quotation reject / cancel the tender without assigning any reason thereof. The decision of DSR will be final in this regard.

25. **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.

26. **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.

27. **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.

28. **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.**

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

**PART-A**  
**TECHNICAL BID**

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

Sl. No.	Particulars	Page No.
1.	<u>The Firm</u> (a) Name : (b) Address (Registered) : (c) Address for Correspondence : (d) <u>Contact Persons:</u> (i) Name & Designation : (ii) Address : (iii) Telephone/Landline No. : Mobile No : (iv) Email ID :	
2.	Type of Firm : Sole Proprietor/Private/Partnership / Public Co. etc. (copy of certificate to be enclosed)	
3.	Self attested copy of Service Tax Registration Number, if applicable:-	
4.	Self attested copy of Valid Registration No. of the Agency/Firm:-	
5.	EMD of Rs.10,000/- (refundable) through demand draft Bankers Cheque in favour of "ICAR, UNIT, DSR, HYD" Hyderabad.	
6.	List of vehicles along with photocopy of their RC/fitness and permit owned by the contractor and Statement stating that vehicles listed are not older than 5 years.	
7.	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.	
8.	Terms and conditions duly accepted /signed with the stamp of the prospective bidder.	
9.	Income Tax statement for the financial years 2010-11,2011-12, 2012-13	
10.	Cliental List	
11.	Undertaking	

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 be responsible for health and injury caused to my employees while on duty. I/we will also be responsible for the behavior & conduct of the workers.
3. 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**

SI. 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
	<b>PER DAY BASIS</b>										
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										
<b>Monthly Basis Minimum 3000 Km</b>											
10	Extra Kms										
11.	Extra Hrs										
12.	Driver Bhatta										
<b>OUTSTATION</b>											
13.	Rate per KM										
14.	Driver Bhatta										
<b>TERMS AND CONDITIONS</b>											
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