



भा.कृ.अनु.प.-राष्ट्रीय मत्स्य आनुवंशिक संसाधन ब्यूरो
ICAR-NATIONAL BUREAU OF FISH GENETIC RESOURCES



Canal Ring Road, P.O. Dilkusha, Lucknow-226 002, U.P., India

Ph. : (0522) 2441735, 2440145, 2442440, 2442441 Fax : (0522) 2442403 :

E-mail : director@nbfg.res.in Website : www.nbfg.res.in

F.No. 1/30/2018/Admn./Vehicle Tender File/

Dated:20/11/2018

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online bids, under 2 bid systems, are invited by the Director, ICAR-NBFG, Lucknow from interested registered/well-established/reputed service providers for **Annual Rate Contract for Hiring of Vehicle(s)** through Open Tender enquiry for awarding of contract for providing Hiring of Vehicle(s) at ICAR-NBFG Hqr., Canal Ring Road and Chinhat Unit, Lucknow-226002, U.P. Tender Documents along with a Demand Draft/Banker's Cheque of **Rs. 12,000/- (Rupees Twelve thousand only)** to be deposited as Earnest Money (EMD) in favour of 'ICAR unit, NBFG' and to be sent to the Director, ICAR- NBFG, Lucknow. The details of tender is enumerated in the following annexure. Please read the annexure attached with it before bidding. as per details given below:

Details:

Item No.	Detail	EMD (In Rs.)
1.	Annual Rate Contract for Hiring of Vehicle(s)	12,000.00

Annexure-1 : Instructions and invitation of tender

Annexure-2: Acceptance of terms and conditions by bidder

Annexure-3: Technical bid

Annexure-4: Bidder's Experience

Annexure-5: General Information and terms and conditions of the tender

Annexure-6: Instructions for online bid submission

Annexure-8: Scope of Work

Annexure-9: Financial Bid

Critical Dates Sheet:

1.	Tender No.	:	F.No. 1/30/2018/Admn./Vehicle Tender
2.	Date and time for issue/publishing	:	20/11/2018 (16:00 hrs.)
3.	Document Download/sale start date and time	:	20/11/2018 (16:00 hrs.)
4.	Bid submission End date and time		10/12/2018 (upto 12:00 hrs.)
5.	Date and time for Opening of Technical bids		11/12/2018 (At 12:00 hrs.)

1. The tender form/bidder document may be downloaded from the Website: www.nbfgr.res.in and <https://eprocure.gov.in>. Online submission of bids only through Central Public Procurement Portal is mandatory. Manual bids shall not be accepted. Tenderers/bidders are requested to visit the website regularly. Any changes/ modification in the tender inquiry will be intimated by corrigendum through this website only.
2. **Tender Fee: Nil**
3. In case, any holiday is declared by the Government on the day opening, the tenders will be opened on the next working day at the same time. The Director, ICAR-NBFGR, Lucknow reserves the right to accept or reject any or all the tenders.
4. **Earnest Money Deposit:** The interested bidders are required to deposit (in original) an Earnest Money Deposit (EMD) of Rs. 12,000/- in the form of Demand Draft/Banker's Cheque in favour of **ICAR unit, NBFGR**, Lucknow and addressed to the Director, ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, P.O. Dilkusha, Lucknow-226002. U.P., India. On or before bids submission closing date i.e. Rs.20,000/- EMD will be refunded after award of contract without any interest thereon and the forfeiture of the same will be as per the rules. Tenders received without EMD will not be considered.
5. The Competent Authority of ICAR-NBFGR may, increase/decrease the quantum of the job work under the contract as and when required in the ICAR-NBFGR and the firm will deploy the manpower accordingly.

Administrative Officer



भा.कृ.अनु.प.-राष्ट्रीय मत्स्य आनुवंशिक संसाधन ब्यूरो
ICAR-NATIONAL BUREAU OF FISH GENETIC RESOURCES



Annexure-1

INVITATION TO OPEN TENDER NOTICE AND INSTRUCTIONS CONTAINING
TERMS AND CONDITIONS FOR PROVIDING FOR **Annual Rate Contract for Hiring
of Vehicle(s)** at ICAR-NBFGR Hqr., Canal Ring Road and Chinhat Unit, Lucknow-226002,

From:
Director,
ICAR-National Bureau of Fish Genetic Resources,
Canal Ring Road, P.O. Dilkusha,
Lucknow-226 002, U.P., India

To

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.....

Dear Sir(s),

Online Bids are hereby invited on behalf of the Director, ICAR-NBFGR, Lucknow for contract of **Annual Rate Contract for Hiring of Vehicle(s)** at ICAR-National Bureau of Fish Genetic Resources, P.O. Dilkusha, Canal Ring Road, Telibagh, Lucknow.

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the ICAR-NBFGR, Lucknow as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of **Rs. 12,000/- (Rupees Twelve thousand only)** in the form of demand draft/Banker's cheque payable to '**ICAR Unit NBFGR**' must be enclosed with the bids. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be rejected out rightly.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations the aforesaid amount of EMD will be forfeited by the ICAR-NBFGR, Lucknow. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the ICAR-NBFGR, Lucknow.
4. The schedules/annexures of the tender form should be duly filled in all respect. In the event of the space provided on the schedule/annexure form being insufficient for the required purposes, additional pages may be added and/or uploaded. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If nay modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders.

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules/annexure to the tenders are not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If a tenderer does not accept the offer, after issue of letter of award by ICAR-NBFGR, Lucknow within 15 (fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/ agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-NBFGR, Lucknow shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure(s), if any, should be signed by the tenderer.
8. Bids are invited under two-bid system (Technical bids and financial bids). Both technical and financial bids may be uploaded. After evaluation of technical bid, the financial bid will be opened. Financial bid will be opened only to those tenderer whose qualify technically.
9. The rates quoted by each firm for **Annual Rate Contract for Hiring of Vehicle(s)** in tenders be given both in words and figure failing which the same is liable to be rejected. Tenders will be opened on the schedule date and time.
10. **An amount of Rs. 30,000/- of the annual value of contract** (including the amount deposited at EMD) is to be deposited by the selected agency/ successful tenderer as Performance Security Deposit as DD or in the form of Bank Guarantee for the total amount only after receiving a communication from the ICAR-NBFGR, Lucknow. In the event of non-deposition of the same, the earnest money will be forfeited & tender will be awarded to the second lowest bidder.
11. No interest on security deposit and earnest money deposit shall be paid by the ICAR-NBFGR, Lucknow to the tenderer.
12. The GST or any other tax which is applicable as per the rules of the Govt. of Uttar Pradesh or Govt. of India shall be deducted at source from bills of the successful tenderer, as per rules/ instructions made applicable from time to time by government.
13. The Director, ICAR-NBFGR, Lucknow reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-NBFGR, Lucknow, for any justifiable reasons and it is not mandatory to be communicated to the tenderer.
14. Decision of the Director, ICAR-NBFGR, Lucknow shall 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 level by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-NBFGR, Lucknow. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.

15. Acceptance by the Director, ICAR-NBFGR, Lucknow will be communicated by fax/email, express letter or any other form of communication or uploaded on the portal. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible, but the earlier instructions in the fax/email, express letter etc. should be acted upon immediately.
16. The Director, ICAR-NBFGR, Lucknow does not pledge itself to accept the lowest or nay other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
17. The Director, ICAR-NBFGR, Lucknow, in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in further annexures of this document, at its discretion, in the interest of the Annual Rate Contract for Hiring of Vehicle(s).

18. Evaluation of tenders:

- (i) The Institute will evaluate the technical bids and compare the tenders which are substantially responsive i.e. which are properly prepared & signed and meet the required conditions etc.
- (ii) The financial bid of only those tenders will be evaluated which qualify in Technical bid.
- (iii) The Institute will award the contract to the firm whose Tender will be determined to be responsive and offering the best services. In case of 2 or more firms quoting the same value in financial bids, the evaluation for selection of the firm will be done as follows:-

(i) On the basis of experience:-

- (a) Experience in Central Govt. (including Autonomous) departments will be calculated **upto 30th June, 2018**. The firm having more experience will be awarded the tender.
- (b) In case of Tie as, in 1, the experience with State Government Departments will be calculated as in 1 above and firm with more experience will be awarded.
- (c) in case of Tie as in 2, the experience with PSUs etc will be calculated as in 1 above.

Note:- The experience so calculated will be based on the satisfactory performance of the firm in the given department, payment of necessary taxes etc., if any such certificate is not present the particular period will not be taken for evaluation.

- (ii) If there is a Tie above then on the basis of annual turnover, higher will be given the preference.
3. Notwithstanding the above, the Institute reserves the right to accept or reject any tender at any time prior to, after award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenders.

4. Penalty:

The contractor shall provide the desired vehicle at the agreed time and place and in case of default a fine of an amount of Rs.1,000/- per duty/per day shall be levied. Further ICAR-NBFGR, Lucknow shall reserve the right to engage another vehicle from the market and the charges of the vehicle so hired shall be recovered from the contractor as decided by ICAR-NBFGR, Lucknow in addition to Rs.1,000/-. No amount shall be paid for the duty or day even if the vehicle had finally arrived at the location of reporting. **For levying penalty, the decision of Director, ICAR-NBFGR, Lucknow will be final and binding.**

- 19 Successful tenderer will have to enter into a detailed contract agreement with the Director-ICAR-NBFGR, Lucknow on non-judicial stamp paper of Rs. 100/- (One hundred only) for work.
- 20 Only those firms will be considered for financial bid who will qualify in the technical bid.
- 21 The firm should sign and stamp all the pages of the tender documents as acceptance of all the terms and conditions and upload on cpp portal or upload a certificate for accepting the terms and conditions of the tender.

(Administrative Officer)
ICAR-NBFGR, Lucknow

TENDER FOR PROVIDING JOB/WORK CONTRACT FOR Annual Rate Contract for Hiring of Vehicle(s) at ICAR-NBFGR Hqr., Canal Ring Road and Chinhath Unit, Lucknow-226002.

Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office.	
Telephone No. :	
Telegraphic Address/Fax/Cellular No.:	
E-mail Address:	
From :	
.....	
.....	
.....	

To, The Director, ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, P.O. Dilkusha, Telibagh, Lucknow-226002	
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I/we have read all the particulars regarding the general information and other terms and conditions of the contract for providing **Annual Rate Contract for Hiring of Vehicle(s)** at ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, P.O. Dilkusha, Telibagh, Lucknow-226002 and agree to provide the services as detailed in the schedule/annexures herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in annexure to this tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/we shall be bound by a communication acceptance dispatch within the prescribed time.

I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

- The following pages have been added & uploaded to and form a part of this tender _____. The annexures to accompany this tender are at pages _____
- Every page so attached with this tender bears my/our signature(s) and the office seal.
- Banker's Cheque/ DD No. _____ of Rs. _____ drawn in Favour of '**ICAR Unit,NBFGR Lucknow**' payable at Lucknow has been sent to the Director, ICAR-NBFGR, Lucknow.

Date:
Signature of witness:

Yours faithfully
Signature & Seal of the Tenderer

Name & Designation:
Address:

Telephone No. :
Office:
Res. :
Mobile:

TECHNICAL BID
(Documents should be uploaded)

PART -I

1(a)	Name of the Contracting Firm/ Agency	:
1.	Full address of the Contracting firm/Contractor with Post Box No. and telephone no. if any.	:
2.	Constitution/Establishment of the firm/agency (Attached copy)	:	
(i)	Indian Companies Act, 1956	:	
(ii)	Indian Partnership Act, 1932	:	
(iii)	Any other Act	:	
3. i)	For Partnership firms whether registered under the Indian partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.	:	
ii)	If answer to the above is in negative. Whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration	:	
iii)	If the answer to point (i) and (ii) above is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be.	:	
iv)	The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper (Rs. 100/-) by all partner(s)	:	
4.	Name, address, tel. no. of the proprietor/partner of the agency/firm or if it is a company, the same details of the Director(s) of the company	:	
5.	Name and full address of your bankers(s)	:
6.	Your permanent Income Tax No. /Circle/Ward (copies of PAN/TAN and GST registration to be submitted)	:	
7.	Date of establishment of the agency/firm/company	:	
8.	Any other relevant information	:	

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PART-II

09.	Earnest money deposited/sent (Write draft No./date/issuing bank details)	:	
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PART-III

10.	Name and address of the firm's representative and whether the firm would be representing at the opening of the tenders.	:	
11.	Name of the permanent representative to be visiting ICAR-NBFGR, Lucknow regarding the contract.	:	
Date:			
Place:			

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer

Check-list for Technical Bids (these documents may be uploaded on cpp portal)

Sl. No.	Particulars	Whether enclosed (Yes/No)	Page No.
1.	Registration certificate of the firm under the Govt.(Central/State Agency).		
2.	Minimum turnover of the firm not less than Rs. 6,00,000/- (Rs. Six lakhs only) during each of the last three financial years. Certified balance sheet & Profit and Loss Account of the firm for last year certified by chartered accountant.		
3.	Last three year's continuous experience of the firm in the field of providing such services in Central Govt. establishments/ autonomous bodies of Govt. of India/corporations of Govt. of India/reputed public or private organizations, with details in enclosed tabular form.		
4.	Duly certified copies of work orders.		
5.	Registration certificate of the firm/agency/company with Income Tax and GST departments (PAN, TAN number and GST registration no. may be furnished and a copy should be enclosed/uploaded)		
6.	EMD of Rs. 12,000/-		
7.	Signed & stamped copy of tender documents on each page or a certificate thereof.		

Details of the minimum 3 years experience/ work done.

Sl. No.	Name of the Department/ Origination & Name of the Contact person with Phone No.	Period		Remarks
		From	To	

Verification

I / We, verify that all details furnished above are true and correct to the best of my / our knowledge and belief. I /We understand that in case of furnishing of any false information or suppressing of material information, the bid shall be liable for rejection besides initiation of penal proceeding by the ICAR Unit, NBFGR, Lucknow, as it deems fit.

Date

Place

Signature of

Contractor /Authorized signatory

Seal

General Information & Other Terms & Conditions for Annual Rate Contract for Hiring of Vehicles at ICAR-NBFGR & Chinhat Unit, Lucknow.

The terms and conditions of the said Annual Rate Contract will be as follows:-

- 1) The Vehicles to be provided should be commercial vehicle and registered in the name of the service provider/firm or its subsidiary and it should be in good condition. The vehicle should possess all requisite documents(s) like Registration certificate, Pollution under Control Certificate, Insurance etc.
- 2) That the vehicles being provided should be proper RTO approved for operation as Taxi/public hiring. During the call duty of any vehicle with the NBFGR, if the vehicle is seized or detained by police, Motor Vehicle authority or any other authorities for not having complied with Motor Vehicles Law / Acts etc or on account of any accident, that will be at Contractor's risk & cost and in the event of non supply of vehicles for aforesaid reasons, compensation to NBFGR as per tender terms & conditions is payable, if no suitable substitute approved by NBFGR is provided by the contractor within 2 (two) hours of such seizure or detention.
- 3) The duty point would be ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, P.O. Dilkusha, Telibagh, Lucknow-226 002, U.P., India or any other place intimated from time to time. The kilometers and time would be calculated accordingly and **not from Garage to Garage**. The starting reading and final reading will be verified by the user/authorized officer at the time of starting and finishing of the journey.
- 4) That the contractor shall supply the various kinds of vehicle for hiring on his own and for this no tender/notice shall be permitted.
- 5) The driver should have valid driving licence, sufficient experience and be fully conversant with the routes in Lucknow & adjoining areas. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the government. The driver should wear proper uniform with name badge to be provided by the contractor. The driver should also be provided with a Mobile Phone with valid sim card by the contractor and all expenses towards the same shall be borne by the contractor. However, the driver should not use his mobile phone while driving.
- 6) Frequent change of the vehicles and driver without assigning valid reasons will not be allowed.
- 7) **In the case of breakdown of the vehicle, the agency should be able to provide another vehicle immediately and no expenses towards break down shall be borne by ICAR-NBFGR, Lucknow.**

- 8) In the case of any accident or any other contingency, and claim arising out of it shall be borne by the driver/agency only and no claim whatsoever shall be borne by this office. Compensation and connected expenses, whatsoever, in case of any unforeseen casualty shall be borne by the agency.
- 9) That the contractor shall provide vehicle as per requirement of NBFGR even with a short notice also (minimum 03 hr.) in good condition.
- 10) The owner/firm should be available on his own direct telephone (office as well as residence/Mobile). The agency should be able to provide requisite vehicles as demanded at odd hours and holidays also, if required.
- 11) A separate log sheet shall be maintained by the contractor for each call duty in the format approved by NBFGR. It is required to obtain the user/ authorized officer. signature in the log sheet with duly filled starting and finishing date, time and km readings. The same is required to be attached with their respective bills for necessary payment. In case of defective odometer reading, during a small specific period, the distance covered by the vehicle for official purpose shall be assessed by the user/ authorized officer whose decision shall be final and binding.
- 12) That there will be no limit in terms of time and km./mileage while using the hired vehicle by the Institute.
- 13) No to & fro expenses as well as element of time from Garage/agency to ICAR-NBFGR, Lucknow and *vice versa* shall be payable. While **overnight charges will only be admissible for the period after 11 PM and up to 6 AM only.**
- 14) That no advance payment is payable either for vehicle, fuel, toll etc and any other charges. For out station travel the contractor shall provide proper fuel and maintenance amount to Driver of vehicle for additional filling of fuel and emergency breakdown.
- 15) The contractor shall be responsible for boarding and lodging of the driver. No responsibility for these shall be of ICAR-NBFGR, Lucknow. However, outstation charge will be paid to the contractor for the no. of nights stayed out of station as per the rate quoted by the contractor. Any denial by the contractor/ its appointed driver for the vehicle under duty whatsoever to stay overnight will be considered as default and necessary penalty will be levied on the contractor as per tender terms & conditions. Firm Driver shall not claim any hotel rent or food charge. Parking charges shall be paid at actual. Same has to be signed by the Officer using the vehicle.
- 16) No advance payment shall be made. Payment will be made on receipt of pre-receipted bill(s) (in triplicate) during the following month after due verification by the user.

- 17) That the Director of the ICAR-NBFGR, Lucknow or any other person authorized by the Director shall be at liberty to carry out surprise check on the person and the vehicle condition so deployed by the contractor for due performance of the contract.
- 18) That on taking over the responsibility of providing various kinds of vehicles for hiring, the contractor or his representative shall be bound to follow the directions/instructions of the Director, ICAR-National Bureau of Fish Genetic Resources, Lucknow or the designated officer (Officer In-Charge Vehicle)/AO.
- 19) That the contractor/his representative will personally supervise the work and will sign the complaint/suggestion register maintained with the designated officer weekly for attending to the complaints and unsatisfactory work for making improvement in the services being rendered by the contractor.
- 20) That it shall be the sole responsibility of the contractor to ensure services and safety of all the property and assets movable and immovable of NBFGR and if there is any loss to the ICAR-NBFGR, Lucknow on account of dishonesty, connivance and/or due to any cause attributable to the contractor or his labourers, the contractor shall make good on demand the loss to the Institute. The contractor shall report promptly to the Institute any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any, shall be recovered from the contractor.
- 21) Efficiency is the essence of this contract. The contractor undertakes to provide the services set out above efficiently and maintain the standard of workmanship as required from him under the contract. In case of failure to provide such services the contractor shall pay/authorizes the ICAR-NBFGR, Lucknow to deduct the sum equivalent to the actual expenditure which should have incurred on work not-done or not properly done plus 10% as liquidated damages, from any payment due to the contractor.
- 22) No other costs, charges, wages dues and compensation whatsoever to staff, employees or other persons engaged by the contractor shall be payable by National Bureau of Fish Genetic Resources, Lucknow for the services required to be rendered by the contractor over and above the said contractual payment.
- 23) **The contractor shall submit a bill for the services rendered in the preceding month which will be verified and certified for the payment by the officer(s) nominated by Director and payment of the bill shall be made with 15 days of the receipt of completed bills.**
- 24) **All statutory deductions/Government levies if any shall be made from the payment due to the contractor.**
- 25) That all the Personnel and staff to be engaged by the contractor for due performance of the obligations under the contract will be engaged by the contractor at his sole risk

and after thorough medical examination. If any of them is not found to be medically fit prior to or during the course of his engagement by the contractor, then the contractor shall not engage them. Director, ICAR-National Bureau of Fish Genetic Resources, Lucknow or any person authorized by the Director shall have the right to refuse admission of such medically unfit person of the contractor into the National Bureau of Fish Genetic Resources premises.

- 26) That the Security Money deposited by the contractor may be forfeited in the event of contractor's failure to fulfill any of the obligations under the agreement.
- 27) The ICAR-NBFGR, Lucknow shall be at liberty to withhold any payment of bill or security deposit or EMD to realize any amount due from the successful bidders either by way of penalty as per applicable clause or any other manner whatsoever.
- 28) If agency is already providing vehicles on hiring basis to any other Govt Ministry/Department / Autonomous body/Corporations/PSU's details thereof may also be furnished along with the quotations.
- 29) The contract will be valid for an initial period of one year with **first three months as period of observation**. Otherwise the contract can be terminated any day if services are not found satisfactory without stating any reason. No Explanation will be entertained in this regard. Upon successful completion, the contract can be extended for another 12 months at a time, subject to a **maximum duration of 2 years** on such terms and conditions as are mutually agreed upon.
- 30) That this agreement may be terminated on any of the following contingency:
 - On expiry of the contract period.
 - By giving one months notice by ICAR-NBFGR, Lucknow on account of Losses suffered by NBFGR due to lapses in the contractual works.
 - For committing breach by the contractor of any terms and conditions of the contractual agreement.
 - On assigning the contract or any part thereof or any benefit or interest therein or there under by the contractor to any third person for subletting whole or part of the contract to any third person.
 - On contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be duty of the contractor to remove all the persons deployed by him on termination of the contract on any ground and ensure that no person creates any disruption/hindrance/problem of any nature to NBFGR/ICAR.

- 31) **No escalation of contract value with respect to the charges in any form whatsoever will be entertained during the contract period and NBFGR shall not be responsible for any other kinds of claim except hiring charges during the period of contract. However the running charge (i.e. rate against per KM run) shall be revised against increase/ decrease in cost of fuel beyond 20% after 1 (one) year of contract (if extended).**

- 32) **ARBITRATION** - All disputes and differences of any kind whatsoever arising out of or in connection with this agreement shall be referred to the arbitration of a sole arbitrator to be appointed by the Director, ICAR-NBFGR, Lucknow. The place of arbitration shall be Lucknow. The decision of the arbitrator shall be final and binding on both the parties.
- 33) **The venue of arbitration will be the office of Director, ICAR-NBFGR, Lucknow or as decided by the arbitrator.**
- 34) The ICAR-NBFGR reserves the right to accept or reject the tender in full or in part without assigning any reason.
- 35) Tender should be submitted on the requisite format accompanied by a letter on Company's letter head duly signed & stamped. Every page of the tender document will have to be signed by the bidder before submitting as a token of acceptance of the terms and conditions.
- 36) The rate should be submitted on the company's letter-head as mentioned below in a separate Sealed envelope marked as Rates for hiring of vehicle. The sealed envelope should accompany the main tender document **The rates should be quoted including all taxes** as per Annexure -VI.

INSTRUCTION FOR ONLINE BIDS SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful or submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1 Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal ([https://eprocure.gov.in/e\[procure/app](https://eprocure.gov.in/e[procure/app)) by clicking on the link 'click here to Enroll'. Enrolment on the CPP portal is free of charge.
- 2 As part of the enrolment process, the bidders will be required to choose unique username and assign a password for their accounts.
- 3 Bidders are advised to register their valid email address and Mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4 Upon enrolment, the bidders will be required to register their valid Digital Signature certificate Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- 5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6 Bidder then logs in to the site through the secured log in by entering their user ID/password and the password of the DSC/etoken.

SEARCHING FOR TENDER DOCUMENTS:

- 1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameter. These parameters could include tender ID, organization name, location, date value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2 Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tender' folder. This would enable the CPP Portal to intimate the bidders through SMS/emails in case there is any corrigendum issued to the tender documents.
- 3 The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.

Preparation of Bids:

- 1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2 Please go through the tender advertisement and the tender documents carefully to understand the documents required to be submitted as part of the bid. Please note the

number of covers in which the bid documents have to be submitted, the number of documents-including the name and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3 Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be PDF/XLS/RAR/DWF forms. Bid documents may be scanned with 100 dpi with black and white option.
- 4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" are available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again. This will lead to a reduction in the time required for bid submission process.

Submission of Bids:

- 1 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2 The bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
- 3 Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4 Bidder should prepare the EMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the tender processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5 A standard BoQ format has been provided with teh tender documents to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. Bidders are required to download to BoQ file, open it and complete the while coloured (unprotected) cells with the respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidders should save it and submit it online. without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6 The serve time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidder, opening of bids etc. the bidders should follow this time during bid submission.
- 7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The date entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained suing the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 8 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date of time of submission of the bid with all other relevant details.
- 10 The bid summary has to be printed and kept as on acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

(Administrative Officer)
ICAR-NBFGR, Lucknow

SCOPE OF WORK- ANNUAL RATE CONTRACT FOR HIRING OF VEHICLES**Hiring of Taxi/Bus as and when required**

Type of vehicle	Total hrs. in one month (3000 Km* 8hr/day*)		Additional Km (Rs/Km)		Additional Hours (Rs./Hr.)		Night Charges Local/Outstation	
	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC
Indigo Dzire or equivalent								
Innova or equivalent								
Scorpio/Tavera or equivalent								
Mini Hatchbacks or equivalent								
Sedan/Ciaz or equivalent								

Sl. No.	Particulars	Indigo Dzire or equivalent		Innova or equivalent		Scorpio/ Tavera or equivalent		Mini Hatchbacks or equivalent		Sedan/Ciaz or equivalent		Bus 25 seater, 45 seater	
		AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC
1.	Dropping or receiving from NBFGR to Lucknow Airport & Railway station. (2 hrs 40 Km)												
Local Run													
1.	Half day disposal (4 hrs. 40 Km)												
2.	Full day disposal (8 hrs. 80 Km)												
3.	Each additional kilometer exceeding the maximum limit (for 1 & 2 above)												
4.	Each additional hrs. exceeding the maximum limit (for 1 & 2 above)												
5.	Overnight Charges (after 11 pm and before 6 am)												
Outstation run													
1	Running per Km												
2.	Out station night charges (per night basis)												
3.	Hill running per Km												

Note: The items provided above are only for information not to be filled in.

1. Initial meter reading in all cases will be taken on the vehicle reporting to office, duly signed by the concerned official and closing will be done by the officials of the Institute.
2. Garage to garage charges will not be admissible.

FORM - B
FINANCIAL BID

(The Financial Bid to be enclosed in a separate envelop with Seal)

To

The Director,
ICAR- National Bureau of Fish Genetic Resources,
Canal Ring Road, P.O. Dilkusha, Telibagh,
Lucknow-226002

Sub: Tender for work contract for Annual Rate Contract for Hiring of Vehicle(s) at ICAR-NBFGR Hqrs & Chinhath unit, Malhour Road, Lucknow.

Sir/Madam,

This has reference to your tender for Annual Rate Contract for Hiring of Vehicle(s) at ICAR-NBFGR Hqrs & Chinhath unit, Malhour Road, Lucknow. I have read all the terms and conditions as stipulated in the tender and agree with them. The charges for the services are as follows:

Hiring of Taxi/Bus as and when required

Sl. No.	Item Description	Item Code / Make	Quantity	Units (Kilometer)	BASIC RATE per KM In Figures To be entered by the Bidder in Rs. P
1	2	3	4	5	7
1	Local Tour- 80 KM or 8 Hours for AC Vehicle	item1			(To be fill in BOQ and Upload on CPPP)
1.01	Indigo, Dzire or equivalent (AC)	item2	1.000	KM	
1.02	Innova or equivalent (AC)	item3	1.000	KM	
1.03	Additional KM (Rs/Km)	item4	1.000	KM	
1.04	Additional Hours (Rs/Km)	item5	1.000	KM	
2	Local Tour- 80 KM or 8 Hours for Non AC Vehicle	item6			
2.01	Indigo, Dzire or equivalent (AC)	item7	1.000	KM	
2.02	Innova or equivalent (AC)	item8	1.000	KM	
2.03	Additional KM (Rs/Km)	item9	1.000	KM	
2.04	Additional Hours (Rs/Km)	item10	1.000	KM	
3	Local Tour- 40 KM or 4 Hours for AC Vehicle	item11			
3.01	Indigo, Dzire or equivalent (AC)	item12	1.000	KM	
3.02	Innova or equivalent (AC)	item13	1.000	KM	
4	Local Tour- 40 KM or 4 Hours for Non AC Vehicle	item14			
4.01	Indigo, Dzire or equivalent (Non AC)	item15	1.000	KM	
4.02	Innova or equivalent (Non AC)	item16	1.000	KM	
5	Out of Station (Min. 250KM) for AC Vehicle	item17			

5.01	Indigo, Dzire or equivalent (AC)	item18	1.000	KM
5.02	Innova or equivalent (AC)	item19	1.000	KM
5.03	Additional KM (Rs/Km)	item20	1.000	KM
5.04	Additional Hours (Rs/Km)	item21	1.000	KM
5.05	Night Stay (10.00 PM to 6.00 AM)	item22	1.000	KM
6	Out of Station (Min. 250KM) for Non AC Vehicle	item23		
6.01	Indigo, Dzire or equivalent (Non AC)	item24	1.000	KM
6.02	Innova or equivalent (Non AC)	item25	1.000	KM
6.03	Additional KM (Rs/Km)	item26	1.000	KM
6.04	Additional Hours (Rs/Km)	item27	1.000	KM
6.05	Night Stay (10.00 PM to 6.00 AM)	item28	1.000	KM
7	Mini Bus 27 Setter Non AC Rs. Per Km.	item29	1.000	KM

Date:

Place:

Signature _____
Name & Address of the Firm _____
Telephone No. _____
Mobile No. _____