



भा. कृ. अनु. प. – केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान  
 ICAR - Central Arid Zone Research Institute  
 जोधपुर (राजस्थान) 342 003 / Jodhpur (Rajasthan) 342 003  
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F. No. 7(2)2017-2018/Adm. IV/

Dated : 20.01.2018

### **NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

The Director, ICAR-Central Arid Zone Research Institute, Jodhpur on behalf of the President, Indian Council of Agricultural Research, New Delhi invites online bids under Two bid system from the registered Cab Operators/registered travel agencies/firms for hiring of vehicles as and when required basis for official use (for local/out-station tour) of the Institute under Annual Rate Contract (for a period of one year and the Contract can be extended further one year time subject to mutual consent/agreement on the same terms and conditions).

#### **Critical Date Sheet**

1.	Date and Time for Issue/Publishing	06.00 PM on 20.01.2018
2.	Document Download / Sale Start Date and Time	06.00 PM on 20.01.2018
3.	Document Download / Sale End Date and Time	11.30 AM on 30.01.2018
4.	Bid Submission start Date and Time	06.00 PM on 20.01.2018
5.	Bid Submission End Date and Time	11.30 AM on 30.01.2018
6.	Date and Time for Opening of technical Bids	11.30 AM on 31.01.2018
7.	Tender Fee Bid Security (Earnest Money) and Performance Security	Tender Fee Rs. 500/- Bid Security Rs. 16000/- Performance Security Rs. 40000/-
8.	Bank Details	“ICAR Unit-CAZRI, Jodhpur” Payable at State Bank of India Branch –Shastri Nagar, Jodhpur(Rajasthan)
9.	Address for Communication	Director, ICAR-CAZRI, Jodhpur-342003 (Raj.) India

1. The tender form and other details are available on CAZRI's website [www.cazri.res.in](http://www.cazri.res.in) & CPPP. The interested registered Cab operators/registered Tour & Travel agency/firm of repute may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time. Tenders are to be submitted only online through e-procurement portal <http://eprocure.gov.in/eprocure/app>.

2. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender documents. Tenders sent by any other mode will not be accepted.
3. Any changes/modifications in the tender inquiry will be intimated by corrigendum through this website only.
4. 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 Council reserves the right to accept or reject any or all the tenders.
5. Tender fee and Bid Security (Earnest Money Deposit) : The interested firms are required to submit (in original) Tender Fee and Bid Security (EMD) in the form of Demand Draft/Pay Order from any commercial Bank in an acceptable form in favour of "ICAR Unit-CAZRI, Jodhpur" on or before last date/time of bid submission. Bids shall not be considered in case the Tender fee and Earnest money are not submitted by 30.01.2018 at 11.30 A.M.

Asstt. Administrative Officer (S)  
for Director

**Annexure - I**

**F.No. 7(2)2017-2018/Admn.IV**

**Instructions for Online Bid submission**

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 registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for 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 (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a 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 (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / 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 DSC's 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 / e-Token.

**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 document 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 names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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” or “Other Important Documents” area 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 and 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 they can 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 bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 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 document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. 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) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their 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 bidder 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 server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, 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 data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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**Technical Bid – Part ‘A’****Check list of documents to be uploaded by the tenderer in Technical Bid cover**

The Firms are required to upload copies of the following documents:-

S.No.	Documents required	<input checked="" type="checkbox"/> Attached with Technical bid <input type="checkbox"/> not attached with technical bid
a)	Scanned copy of Firm's registration issued by the Central Govt./State Govt. as a Cab operator	
b)	Scanned copy of Earnest Money Deposit (EMD) and tender fee/its exemption, if any.	
c)	Users list, and scanned copies of the Work Order/Contract awarded to firm/travel agency by the other Govt. dept./organizations etc. for the said item(s) of last 2 years.	
d)	RTGS detail of the firm	
e)	Scanned copy of Valid PAN issued by Income Tax Department, TIN No. & GST Registration No.	
f)	Scanned copy of Income Tax Return of last 2 years	
g)	Scanned copy of signed our terms and conditions	
h)	Tender acceptance letter	
i)	Undertaking that items shall be supplied as detailed in tender document.	
j)	Undertaking that firm has not blacklisted by any government organization.	
k)	Scanned copy of Signed Price Bid undertaking	
l)	Any other, if any	

**(Signature of the Bidder, with Official Seal)**

**Technical Bid Part – 'B'****Details of the Cab Operator/Travel Agency/Firm/Company**

S.No.	Particulars	
1.	Name of Proprietor of the Tenderer Cab operator/travel agency/firm who submitted the bid	
2.	Name of Tenderer Cab operator/Travel agency/firm	
3.	Registered/Postal Address	
4.	Details of the Cab Operator/Travel agency/ /company/society etc.- i) Individual/UHF ii) Partnership firm (Regd. under partnership act 1932) In case of partnership firm give the details of parters. iii) Company (Regd. Under Indian Companies Act 1956 or Any other	
5.	Regn. No. with the name of Central Govt./State Govt. department wherein registered the firm	
6.	Regn. No. Regd. as Cab Operators with Central Excise Department	
7.	Phone number/Mobile number office residence	
8.	E-mail Address	
9.	PAN No	
10.	TIN /GST Registration. No.	
11.	Applicable Bank Details : Bank Name : Branch Address with Phone No. Account No. Type of Account (Current/Saving) RTGS/IFSC Code & Branch	
12.	Any Other	

Signature of the bidder

**(Annexure II)**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter head)**

**Date:**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub : Acceptance of Terms & Conditions of Tender.

Tender Reference No. : \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender / Work' from the web site(s)

namely: \_\_\_\_\_

\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

**(Annexure III)**

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them for the ARC.

3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of the firm with seal

(Printed on letter head of firm)

**TO WHOM IT MAY CONCERN**

We hereby certify that our firm M/s .....  
.....has not been black listed by any Government, or semi Government department in  
India.

**(Signature of the Firm with Seal)**

**Annexure - V**

**तकनीकी बिड**

**Technical bid**

**IMPORTANT INFORMATION**

- 1. PURCHASER :** The Director, ICAR – CAZRI, Jodhpur.
  - 2. CONSIGNEE:** Assistant Administrative Officer (Admin-IV).
  - 3. PERIOD OF CONTRACT:** One year from the date of conclusion of Rate Contract. Contract period may be extended for further one year depending upon requirements with mutual consent/agreement as may be decided by the competent authority, after review of performance.
  - 4. FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.
  - 5. NON TRANSFERABILITY:** This tender is non-transferable.
  - 6. TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of the Authority.
  - 7. TENDER FEE:** Tendering firms who downloaded the tender document from CAZRI website [www.cazri.res.in](http://www.cazri.res.in). will have to submit a non –refundable tender fee of Rs. 500 /-(Rupees five hundred only) in the form of DD/BC/Pay Order in favour of “ICAR Unit-CAZRI, Jodhpur” payable at Jodhpur will be submitted along with bid Security EMD in sealed envelope to the office ICAR-CAZRI, Jodhpur on or before last date/time of bid submission.
  - 8. Bid Security (EARNEST MONEY) :** An amount of Rupees Rs. 16,000/- (in lump-sum) only has to be submitted DEPOSIT by way of FDR/Bank Guaranty/Banker’s Cheque/Demand Draft/Pay Order in favour of ICAR unit-ICAR - CAZRI, Jodhpur payable at Jodhpur separately to the office ICAR-CAZRI, Jodhpur on or before last date and time of bid submission. Bids shall not be considered in case the earnest money is not submitted by 30.01.2018 upto 11.30 A.M. Payment by any other mode shall not be acceptable.
  - 9.** The said Bid Security (EMD) will not be bear any interest and the bid security (EMD) of unsuccessful tenderer would be returned without any interest after finalization of the Contract within one month period.
  - 10. Performance Security:** The successful tenderer shall deposit Rs. 40,000/- (in lump-sum) as security deposit within 15 days of award of contract which will be refunded after satisfactorily completion of the Annual Rate Contract.
  - 11. PRESCRIBED FORMS:** online bids under two bid systems (Technical bid and Financial bid) through e-procurement in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. The tender sent by Courier/Registered post/Telegraphic/Telex/Fax/ Email will not be accepted and ignored straightaway.
  - 12. CAZRI’s RIGHTS:** The Director, ICAR-CAZRI reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
  - 13. LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking in duplicate on stamp paper of appropriate value (charges to be borne by the supplier/travel agency), immediately after the receipt of the award letter but not later than by 15 days of the date of issuance of award letter. The subsequent matter will be got typed on judicial papers of appropriate Court fee Stamps worth Rs. 1/-affixed on each page. A copy of award letter duly stamped (Court) and signed on each page is also to be attached with this contract agreement. Each page of this contract agreement should be duly stamped & signed by the authorized signatory of the firm. A copy of power of attorney in respect of the authorized signatory, that he is authorized to sign the contract on behalf of the firm, is also to be attached with the contract agreement. All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in Jodhpur only.
- Note: - Contract agreement is to be signed at ICAR - CAZRI, Jodhpur. Contract agreement by post shall not be entertained.**

**Annexure - VI**

**GENERAL INSTRUCTIONS**

**Terms and Conditions of the Contract**

1. The rates should be quoted as per the Financial Bid format /BOQ format uploaded on the CPP Portal. Taxes, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfils all the required specifications, terms and conditions and remains L-1.
2. The firm must also possess valid PAN No., TIN No. & Goods and Service Tax registration number and a copy of the same must also be enclosed with the tender document.
3. Modification in the tender documents after the closing date and time is not permissible.
4. if the materials are not supplied and installed in time then EMD shall be forfeited. The rates quoted shall be valid for 12 months from the date of opening of tender.
5. The contractor/bidder or his representative may contact the undersigned at Tel No.0291-2787152 for any further clarification. No variation in terms of quality of the items shall be entertained or else EMD/Security deposit shall be forfeited.
6. The Director, ICAR-CAZRI, Jodhpur shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
7. Merely quoting of lowest rates does not mean that order shall be given to that firm. The competent authority will finally decide on the basis of quality & performance of past installations.
8. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) of the amount in the form of Demand Draft from any of the Commercial Bank in favour of "ICAR Unit-CAZRI, Jodhpur", payable at Jodhpur may be addressed to Director, ICAR-CAZRI, Jodhpur on or before bid submission closing date and time as mentioned in critical date sheet. No quotation shall be considered without the earnest money deposit. Demand Draft drawn in favour of any officer other than "CAR Unit-CAZRI, Jodhpur" payable at Jodhpur' will not be accepted and the tender will be rejected. The earnest money will be refunded only after the finalization of the procurement and no interest will be paid on earnest money.
9. Rates once finalized will not be enhanced/reduced during the currency of the contract.
10. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money/performance security deposited would be forfeited.
11. The Director, ICAR-CAZRI, Jodhpur reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
12. The firm to whom the tender will be awarded, will have to deposit the performance security Rs.40,000/- After finalize the ARC. If the services are not found to be satisfactory, the performance security is liable to be forfeited. No interest will be paid on performance security.
13. If any dispute(s) arises between ICAR-CAZRI, Jodhpur and the firm with reference to the contract, ICAR-CAZRI, Jodhpur will decide it and its decision will be binding on the firms.
14. Bid Validity : 90 days.
15. The contract will be given to Least one (L1).

16. Jurisdiction of Court :- The court of the Jodhpur shall have a jurisdiction to decide any dispute arising out of or in respect of contract.
17. Force Majeure Clause :- The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods. Epidemics, quarantine restrictions, strikes, lockout or any act of war. Notice of the happening of any such event is given by either party to the other within 15 days from the date of occurring thereof. However either party at its discretion can terminate the contract in such cases.
18. Termination of Contract :- Time shall be the essence of the contract. The purchaser shall have the right to terminate the contract without any notice in part or in full in any of the following cases:
  - a) The delivery of the material is delayed for causes not attributed to Force Majeure after the scheduled date of delivery.
  - b) The seller is declared bankrupt or becomes insolvent.
  - c) The delivery material is delayed due to causes of Force Majeure by more than reasonable time.
  - d) In case Performance Security is not furnished within the time period specified by the purchaser.
  - e) Supply in the case of successful Tenderer should strictly confirm to the specifications of the equipment being purchased.
  - f) Any change in Address/Telephone/Fax/e-mail of the tenderer should immediately be informed. The state of non-communication by the firm will make the offer liable for rejection.
19. Acceptance or rejection of offer :- The Director, ICAR-CAZRI, Jodhpur reserves the right to accept or reject any tender in part or full without assigning any reason thereof. The successful bidder should submit order acceptance letter within 10 days from the date of issue.

'Terms & Conditions are acceptable to us'.

Dated:

(Authorized signatory of the firm)

**Annexure - VII**

**TERMS AND CONDITIONS OF THE CONTRACT**

1. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
2. EMD will be returned to the unsuccessful bidders within 30 days after award of the Rate Contract to successful bidders.
3. ICAR-CAZRI reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
4. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Director, ICAR-CAZRI and his decision shall be binding to both the parties.
5. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Jodhpur only.
6. Authorized Signatory/ Signing of Tender:  
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are digitally signed as:
  - a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
  - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

**NOTES:**

- i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- ii.) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

iii.) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, CAZRI may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

7. The tenderers should digitally sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.

8. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.

9. The prices charged for the stores supplied under the Contract by the supplier shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organization (s) including the CAZRI or any office of Central Govt. or a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organization (s) including the Purchaser or any Statutory Undertaking of the Central Government or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the CAZRI and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.

10. Indenting Authority: ICAR- CAZRI, Jodhpur.

11. **Consignee:** Assistant Administrative Officer, Admn-IV/Store Section, ICAR - CAZRI, Jodhpur, Rajasthan, 342 003.

12. **Delivery Period :** The hiring vehicle may be arranged quickly as intimated by this office by telephone or otherwise( within 12-24 hours or as ordered or as stipulated in the terms & conditions of AMC/Agreement deed).

13. **Payment Terms:** 100% payment shall be released within 15 days on satisfactory receipt of the goods/articles ordered and satisfactory services. Advance payment will not be made under any circumstances.

14. **GUARANTEE/ WARRANTY:**

The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The supplier shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the supplier and in such an event, the above mentioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.

15. Tenderers who are registered with DGS&D/NSIC for a particular item should submit the photocopy of Registration Certificate with all amendments up to date.

**16. Duties & Taxes :**

Service Tax: Tenderers should indicate whether the prices quoted are exclusive or inclusive of Service tax. They should indicate the rate (s) Tax (as may be applicable) . In case, they are exempted from payment of any tax(es), a copy of the Exemption Certificate issued by the appropriate authority may be furnished.

17. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).

18. The decision of the ICAR-CAZRI shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.

19. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

20. **Liquidated Damages:** In case the firm does not complete the supply/part supply within delivery period or failure to provide the hiring vehicle (s) in time, action will be taken against the firm / travel agency and the vehicle(s) may be hired from another sources at their risk and cost and recover the additional expenses paid by the Institute, if any from the travel agency including administrative expenses under the contract, the total damages, so claimed shall not exceed 10% of the total price of stores required/hiring vehicle(s).

21. ICAR-CAZRI reserves the right to conclude parallel Rate Contract with a number of suppliers and place orders on any of such firm that may be the most economical to it or suitable to its requirements.

22. The ICAR-CAZRI reserves the right to reject any or all the online bids without assigning any reason.

Signature of authorized representative of firm with Name & Seal

**Annexure - VIII**

तकनीकी बिड

**Technical Bid**

**Other Terms & conditions of Contract for hiring of vehicles as and when required basis :**

1. The rate of hire charges per km. should be quoted separately for each vehicle inclusive of all charges i.e. P.O.L., Maintenance. /Repair of vehicle, Insurance, Permit, fitness etc. etc.
2. The vehicle should be clean and in good conditions (mechanically as well as get up wise i.e. out body/Upholstery etc. should be decent looking with proper seat covers etc.) (preferably new vehicles/model of year 2016 and onwards)and registered as commercial vehicle with RTO department. The hired vehicle will have to be fitted/provided with the mandatory additional/utilities such as clean seat covers, mobile charger, seat belt (front/rear), quality radio music system, car perfume, reading lamp etc.
3. The Institute shall not be responsible/liable for any type of wear & tear/repair/accident etc. in respect of vehicle(s) to be hired. In case the hired vehicle meets an accident/or is damaged due to ignorance/carelessness of the driver of the travel agency , the travel agency will be held responsible for any type of loss/damage/claims.
4. The Cab operator owner/firm should be in a position to provide the commercial vehicle(s) as and when required/needed (as intimated on short notice by telephone or otherwise by the office). It should be provided/made available/arranged immediately to this Institute (within 12-24 hours after receipt of order) under ARC.
5. The owner/firm/travel agency should be in a position to provide standby vehicle in case of any breakdown.
6. Driver of travel agency on providing hired vehicle should have valid licence and he should in clean uniform/name badge, having good character and conduct. The driver will not consume intoxicating drinks or drug while on duty of hired vehicle. The driver should be provided with a mobile phone by the contractor, he should be professional drivers and fully conversant with the routes of Rajasthan, Gujarat & Delhi as and when hired vehicle required to the Institute. TA/DA etc. will have to pay by the Agency to their driver while on tour for outstation duty.
7. Driver shall all times obey traffic rules while driving the hired vehicle and if he disobeyed the traffic rules and any penalties imposed /caused, the same will be paid by the driver of travel agency and if he fails to pay the same on the spot, the penalty amount if paid by any officer of the Institute, the amount will be recovered from the monthly bill of the firm before making payment.
8. All the related documents of hired vehicle will accompanied with the driver of hired vehicle.
9. The vehicle will be hired on contract basis. The contract is made for a period of one year subject to follow all the terms & conditions of the Contract. It may be extended for a further period of one year subject to the satisfactory performance by the contractor and mutual consent.
10. The firm having Registration of Cab operators with Central Excise Dept.

11. The Contract is remain valid for a period of one year, this may be terminated before the one year period without ascertaining any reasons or extended the same, this is at the discretion of the Director ICAR - CAZRI, Jodhpur.
12. The vehicle provided should be of comprehensive Insurance and covers all risks/losses complete in all respect. In case of any accident or theft etc. all the claims arising out of it will be met by the Agency and this Institute shall not be liable in any matter whatsoever.
13. Copy of PAN/ITCC issued by Dept. of Income Tax may be submitted with the quotation.
14. Copy of Service Tax/CST clearance certificate may be attached with the quotation.
15. Users list, and photo copies of the Contract awarded to firm/travel agency by the other Govt. dept./organizations etc. for the said item of last 2 years may also be attached with the quotation.
16. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Institute will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs. 500/- would be imposed for every such lapse.
17. The successful bidder/service provide travel agency to whom the contract awarded may ensure that no such vehicle to be provided under the contract period which is financed by the bank/or finance company and the firm is defaulter to deposit EMI of such vehicle to them in time of any reason. In case such vehicle provide by the travel agency and during travel of any officer of the Institute with the vehicle any incident happens cause of/come in the notice /faced irregularities, an appropriate action will be taken against the service provide travel agency.
18. Mileage shall be counted from ICAR-CAZRI, Jodhpur or any other pic-up/drop of location specified by the office only and for this purpose the driver deputed shall get the meter reading checked from the officer -in-charge or any other person deputed by him for this purpose. Similarly, at the time of departure meter reading may be got verified by the officer using the hired vehicle.
19. Extra kilo meters and hours will be given only, if kilometre and hours go beyond the slab.
20. The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the Cab Operator/travel agency. The Institute in no way shall be party to the dispute and will have no liability on this account in any manner whatsoever.
21. Any Police Case lodged in respect of hired vehicle/ driver of hired vehicle will be dealt by the service provide travel agency and no claims for any penalty/legal expenses etc. imposed by Police /Court will be admitted by the Institute.
22. Toll tax, Parking, Border Tax or any other charges will be paid on submission of Cash Receipt with the bill.
23. The milometer of the hired vehicle should be sealed and in perfect working conditions.
24. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
25. Non-compliance with any of the above conditions is liable to rejection of tender.
26. No advance payment will be made. The approved firm shall submit the bill (in duplicate) at the end of the month along with cash receipt of toll tax and duty slip certified by the concerned officer who has used the vehicle. No interest is payable on delayed payment.
27. Decision of Director, ICAR-CAZRI will 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 and will not be referred to arbitration.
28. The rate should be quoted as per the financial bid schedule attached.

**Annexure - IX****FINANCIAL BID****(SCHEDULE – I)****(To be submitted separately in Financial bid Cover)****For Local duty**

S.No.	Particulars	for Non- A/C		for A.C		Remarks
		Rate (quoted in figures) per Km	Rate quoted (in words) Per km.	Rate (quoted in figures) per Km	Rate quoted in words per km.	
(i)	Tata Indica					
(ii)	Tata Indigo					
(iii)	Tavera					
(iv)	Innova					
(v)	Mahindra Bolero					
(vi)	Tempo Travellor					

Note 1: The rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

Signature of authorized representative of firm with Name &amp; Seal

**FINANCIAL BID****(SCHEDULE – II)****(To be submitted separately in Financial bid Cover)****For Out station duty**

S.No	Particulars	For Non- A/C		For A.C		Remarks
		Rate (quoted in figures) per Km	Rate quoted (in words) Per km.	Rate (quoted in figures) per Km	Rate quoted in words per km.	
(i)	Tata  Indica					
(ii)	Tata  Indigo					
(iii)	Tavera					
(iv)	Inova					
(v)	Mahindra Bolero					
(vi)	Tempo Travellor					
(vii)	Mahindra Bolero camper					
(viii)	Mahindra Bolero pick up					

Note 1: The rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

Signature of authorized representative of firm with Name &amp; Seal