



चौ. चरण सिंह राष्ट्रीय कृषि विपणन संस्थान

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन)

कोटा रोड़, बम्बाला, प्रताप नगर, जयपुर-302033 (राज.)

CH. CHARAN SINGH NATIONAL INSTITUTE OF AGRICULTURAL MARKETING

(An Organization of Ministry of Agriculture & Farmers Welfare, Government of India)

Kota Road, Bambala, Pratap Nagar, Jaipur-302033 (Rajasthan)

Telephone : 0141-2795111, 2795132 (D) Fax : 0141-2771938, 2770595

Website : www.ccsniam.gov.in

TENDER FOR HIRING OF VEHICLE FOR OFFICIAL USE

The Institute is inviting tender for hiring of one vehicle (Etios) on yearly basis and other vehicles depending on requirements (Maruti SX4/ Honda city/Innova or Etios -Toyota/ Tavera/ Minibus 15, 20 and 25 seater/Tata Indigo) for official use. The contract will be initially for a period of one year. The interested parties may submit their tender on the prescribed application form enclosed at Annexure-1 (Technical Bid) along with the rates as per Annexure-2 (Financial Bid). The financial bid will be opened only after the technical bid is satisfied.

1	Description of work	Tender for hiring of vehicle services – (as per details given in annexure 1 st and 2 nd)
2	Tender cost	Rs.500/-
3	Type of tender	Two bid system (technical and financial)
4	Due date and time for submission of BID	19.01.2018
5	Date of opening of tenders	22.01.2018
6	EMD/BID Security	Rs. 75,000/- in the form of demand draft in favour of Director General, NIAM payable at Jaipur. The tenders without EMD shall be ignored at the instant. EMD is part of technical bid, thus it should be enclosed with the technical bid. NIAM is not liable to pay any interest on the amount deposited against the EMD/BID security.
7	Financial / price BID opening	The technically qualified vendors will be invited for price BID/financial BID opening in due course of time.

Basic Terms & Conditions for hiring of the vehicles:

1. The Vehicles must be of 2016/2017 model.
2. Availability of the vehicles must be 24 X 7 days along with medically fit drivers and properly dressed.
3. Vehicles shall be used for local and the Inter State travels, if required.
4. The Contractor has to provide service tax number.
5. It will be at the discretion of the Institute authorities to terminate the contract during the year or extend the term for another year on the basis of satisfactory performance of the vendor.



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6. The rates to be quoted are to be filled in the Performa given at Annexure-2.
7. The contractor has to deposit earnest money of Rs. 75,000/- in the form of DD in favour of “**Director General, NIAM**” payable at Jaipur. In case of more than one successful bidder for different categories of services, each will be required to deposit the same amount separately.
8. If the successful bidder fails to provide the vehicle in the prescribed time after the confirmed orders, the CCS National Institute of Agricultural Marketing has full right to forfeit the earnest money deposited with the Institute.
9. The contractor will give written undertaking that he accepts all the terms and conditions without alter.
10. The Director General, CCS NIAM reserves the right to cancel the bids without assigning any reason.

Other Terms & Conditions:

1. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
2. The Institute is hiring only the services and will not be responsible for anything related to the vehicle or the driver of the vehicle.
3. All drivers should have valid driving license for commercial use and proof of the same shall be provided by the contractor.
4. Contractor would be responsible for the conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the Institute, the said driver shall be withdrawn and a fresh driver shall be provided to the Institute at no additional cost.
5. Contractor shall not deploy any vehicle running on LPG.
6. Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
7. Contractor shall ensure that the driver has police verification.
8. Vehicle should be able to move freely to the neighboring States without any restrictions.
9. Contractor shall provide valid certificate of pollution check for the vehicle from the concerned authorities and the same shall be renewed well before the due date.
10. All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.



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11. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution Under Control Certificate, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
12. In case of breakdown of any vehicle, the Contractor shall within two hours provide another vehicle of similar brand at no extra cost. The Institute shall have absolute right to charge Rs. 1500 per day if the vehicle is not provided within two hours.
13. In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to the account of contractor.
14. The contract is valid for providing services of vehicle hiring and at no point of time any or all of the Staff of service provider/ contractor shall raise a claim for employment in the CCS National Institute of Agricultural Marketing, Jaipur.
15. Drivers should carry sufficient cash for discharging obligations on account of parking charges, toll taxes, etc. Such expenditure can be claimed as reimbursement by the contractor. Proper supporting documents would have to be submitted along with such claims.
16. Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
17. In the intervening period if a temporary vehicle is provided by the Contractor and its mileage will be taken separately from reporting to discharges and will be added to the total mileage of the month.
18. Drivers should be well dressed. The contractor will provide uniform and cell phone to all drivers who will wear the same on duty. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the Institute shall have right to expel or refuse entry to any of the drivers and vehicle to be treated as absent. His duty will of 12.00Hrs
19. Driver should have valid driving license, have minimum three year of experience of driving and must carry a mobile phone
20. Driver should be alert/ careful enough to take care of items/ material kept in the vehicles and
21. Vehicle should carry portable fire extinguisher.

Terms of Payment:

Contractor shall raise monthly running account bill and the due payment shall be made within 10 days from the date of receipt of bill.



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Termination:

The contract can be terminated by giving 15 days notice in writing by either side.

Jurisdiction:

All disputes arising out of this contract shall be subjected to the jurisdiction of the courts of the law at Jaipur only.

SERVICE TAX

Quoted prices should be inclusive of all taxes and duties, except Service Tax. Please note that the responsibility of payment of Service Tax lies with the Service Provider only. The Bidder shall also furnish copy of "Service Tax Registration Certificate" along with the Bid, wherever Service Tax is applicable. Contractor providing taxable service shall issue an Invoice, a Bill or as the case may be, a Challan which is signed, serially numbered, and shall contain the following:

- (a) Name, Address & Registration No. of such Person/Contractor
- (b) Name & Address of the Person/Contractor receiving Taxable Service
- (c) Description, Classification and Value of Taxable Service provided
- (d) Service Tax Amount

Payments to Service Provider for claiming Service Tax amount will be made provided above formalities are fulfilled. Service tax, if applicable, the percentage should be indicated in the schedule of rates, after considering rebate, if any. The above details are required to enable CCS NIAM to avail convert credit for the same.

Signature of Authorized Signatory



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Annexure -1

TECHNICAL BID

Payment Details

DD No. _____

DD Amount _____

Bank Name/Branch _____

S. No.	Detail of particulars	To be filled agency
1.	The applicant should be a registered firm or company in Rajasthan	Attach proof
2.	Agency must file papers regarding registration and should have experience in the business of vehicle and transport last five years and in these five years must have worked for three state and two government institutions	Attach proof
3.	Name of the Contractor/Agency	
4.	Complete Address	
5.	Service Tax Registration number issued by the Central Excise Department in favour of the contractor/agency	
6.	PAN Number issued by the IT Department in favour of the contractor/agency	
7.	TIN Number	
8.	List of vehicles, Agency should have minimum 10 Numbers of commercial vehicles of latest model 2017.	Attach a certificate to this effect.
9.	The annual turn over of the agency should not be less than Rs. 30 lakh, during last three financial years	Attach proof of annual return.
10.	Give the details and number of expert drivers along with valid commercial license. Must have minimum 5 drivers on permanent roll.	Attach proof, their commercial license
11.	Agency should have minimum working experience/existence in Jaipur of last 10 years.	Attach proof
12.	Agency should have at least five work orders from central and state government during last two years.	Attach proof

Declaration

I, (name of the person) hereby declare that the I am authorized to sign this document and that:

1. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency do not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/terminated.
2. I understand that the decisions taken by the CCS NIAM are final in all matters.
3. I hereby agree to work as per the terms and conditions rolled out by CCS NIAM.
4. I understand that the CCS NIAM reserves the right to accept or reject and to cancel

The empanelment process and reject all expression of interests at any time prior to the award of the Contract, without detailing any specified reasons whatsoever.

Signature _____

Place _____

Name _____

Date _____

Designation _____

Agency Seal and Signature



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Annuxture-2

Financial BID

S. No.	Description of work	No. or Qty.	Unit	Rate in Figures and words to be entered by the Bidder		Amount	
				Rs.	P	Rs.	P.
				Figures	Words		
1	A.C. Vehicles Innova/Xylo/Scorpio/Etios/Qualis (Rate per day per km., Minimum 250km. Per day)	1.00	No.				
2	A.C. Vehicles Innova/Xylo/Scorpio/Etios/Qualis (Rate per km.)	1.00	No.				
3	A.C. Vehicles Innova/Xylo/Scorpio/Etios/Qualis (Rate for pick and drop form Airport/Bus Stand/Railway Station and vice versa)	1.00	No.				
4	A.C. Vehicles Innova/Xylo/Scorpio/Etios/Qualis (Monthly basis Rate Minimum 2500 km. per month)	1.00	No.				
5	A.C. Vehicles Mahendra/Tata Mini bus (15, Seater, Rate per Km. Minimum 250 km. per day)	1.00	No.				
6	A.C. Vehicles Mahendra/Tata Mini bus (15 Seater, Rate per Km.)	1.00	No.				
7	A.C. Vehicles Mahendra/Tata Mini bus (20, Seater, Rate per Km. Minimum 250 km. per day)	1.00	No.				
8	A.C. Vehicles Mahendra/Tata Mini bus (20 Seater, Rate per Km.)	1.00	No.				
9	A.C. Vehicles Mahendra/Tata Mini bus (25, Seater, Rate per Km. Minimum 250 km. per day)	1.00	No.				
10	A.C. Vehicles Mahendra/Tata Mini bus (25 Seater, Rate per Km.)	1.00	No.				

Note:-

1. The Service Tax shall be paid additional on the bill to be furnished.
2. The driver should be provided as per terms and conditions.
3. Vehicle shall be provided at CCS NIAM Campus, Jaipur

I hereby agree to the terms and conditions as rolled out by CCS NIAM, Jaipur.

Date:

Place:

Signature of Authorized Signatory

Seal