

ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University), (A University Established Under Sec. 3 of UGC Act 1956)

Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061



TENDER DOCUMENT



E-TENDER NOTICE FOR HIRING VEHICLE

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Tel. No. 022-26361446/7/8, Fax No. 022-26361573



F.No.64 (48)/WS/2020-21/HV- Contract -part (1)

Dated: 09/02/2021

E-Tender Notice

Director, ICAR-CIFE, Mumbai invites e-tenders for the Annual Rate Contract for “entering into Annual Rate Contract for hiring of vehicles at ICAR-CIFE, Mumbai.” through the website www.eprocure.gov.in under Two Bid System from reputed firms as per Schedule given below:

Tender Details			
1	Tender ID		
2	Start of issue tender Download	09 FEB 2021	05:30 PM
3	Last date for submission of tender	02 MAR 2021	05:00PM
4	Pre-Bid Meeting	12 FEB 2021	02:30 PM
5	Pre-Bid Meeting Place	ICAR-CIFE ,MUMBAI	
6	Opening of Technical Bid	03 MAR 2021	05:10 PM
7	Mode of Tender	Open	
8	Tender type	Open Tender	
9	Tender category type	Services	
10	Type of Bid	Two (Technical & Commercial)	
11	Tender validity	90 Days	
12	EMD Deposited (In Rupees)	Rs.10,000/- (INR)	
13	Location of Supplies	ICAR-CIFE ,MUMBAI	

Sr. Administrative Officer (I/C)

TENDER DOCUMENT

The Director, ICAR-Central Institute of Fisheries Education, Panch Marg, off Yari Road, Versova, Mumbai 400061, INVITES ONLINE TENDER FOR ENTERING INTO RATE CONTRACT (ARC) FOR HIRING OF THE VEHICLES AT ICAR-CIFE Mumbai 400061,

INSTRUCTIONS /TERMS & CONDITIONS

A. SERVICE REQUIREMENT: -

1. The contractor shall provide the vehicle along with drivers, so as to ensure twenty four hour availability of drivers and take on all seven days during a week. However, the normal running may vary as per actual requirement. The vehicles so hired will occasionally be required to travel out of Mumbai City/ Outside Mumbai City on official tours also.
2. The firm has to provide the Vehicle on all working days as well as on holidays. However the requirement of vehicle will be provided separately and well in advance from time to time.
3. The vehicles should be in good condition and well maintained with all necessary documents. The selected vendor has to get the vehicles approved by CIFE before deployment. In case the condition of the vehicles is not found satisfactory, the offer is liable to be rejected.
4. The vehicle should be DLY registered as a commercial vehicle with road transport office and contractor should submit all relevant papers of registration of vehicle before starting the work.
5. Contractor will be required to provide good condition AC vehicles i.e. TATA Indica/Indigo/Innova/Tavera Ertiga/Mini Bus or similar type of vehicles.
6. The vehicle provided by the contractor will be required to ply in **Mumbai City** area as well as other outstation areas. However, the duty point would be Director, CIFE Mumbai 400061.
7. **Time and distance should be calculated from CIFE to CIFE. Parking and Toll taxes shall be reimbursed as per actual amount paid on producing the receipts/vouchers.**
8. The drivers: -
 - I. Must have a mobile number for making communication.
 - II. Should be presentable/ courteous/ well behaved.
 - III. Should be experienced and fully conversant with the routes of Mumbai city and outside Mumbai City area.
 - IV. Will be required to maintain a duty slip/logbook, which will be signed by the officer using the vehicle or any other person (s) authorized by him/her.
 - V. Must have valid driving license and also having the complete set of valid and up to date documents i.e. Registration Certificate, Insurance, Pollution clearance, Road Tax, Permit, etc. for the concerned vehicle.

B. ELIGIBILITY CONDITIONS: -

1. The details as mentioned in Tech. Bid should be filled in completely.
2. The firm should have PAN/TAN and other registration certificates in the name of firm OR Proprietor/ Partner (s) of the firm.
3. The firm should have GST No.
4. An amount of **Rs. 10,000/- (Ten Thousand only)** should be deposited along with the tender towards Earnest money through Bank Guarantee/Fixed Deposit in favor of Director, ICAR-CIFE Mumbai. **(Companies having valid MSME/NSIC certificate are exempted for the payment of EMD. The certificate to be attached with the Tender for getting the exemption).**
5. The rates quoted in tender should be for a period of one year. No alteration of any sort in the rates quoted in tender is allowed during the tender process and RC period.

C. TERMS OF CONTRACT: -

Initially the term of the contract will be for one year which may be extended for further period of one year on the basis of mutual consent and same terms and conditions. On the expiry of the contract or its termination, the Director ICAR- CIFE reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon.

D. TERMINATION : -

The contract can be terminated by giving one month's notice on either side. If any point of time the services of the firm are not found satisfactory the Director, CIFE reserves the right to terminate the contract immediately.

E. MODE OF PAYMENT: -

The bill for each duty work is subject to correct quality & quantity and satisfactory certification of concerned Incharge/Indenter. The payment for each work will be made through NEFT/RTGS after successful completion of the work. However all applicable taxes will be deducted at source from the bill/invoice. No payment will be made without submission/verification of slip book/ log book verified by the officer using the vehicle or any other person (s) authorized by him/her. The bill for all works should be submitted for payment on monthly basis on consolidated basis to I/C Vehicle section, Director's Office (addressed to ICAR-CIFE)

F. SECURITY DEPOSIT: -

The successful bidder will be required to deposit Performance Guarantee/Security Deposit of **Rs. 10,000/- (Rupees Ten thousand)** in the form of Bank Guarantee/Fixed Deposit issued by any nationalized bank in favour of Director, ICAR-CIFE, Payable at Mumbai towards Annual Rate Contract for hiring of vehicle at this Institute. The Performance Security will be forfeited for breach of any of the terms & conditions of the tender and if it is found any time during the contract period that the services provided by the firm are poor/ defective/ unsatisfactory. However the same may be refunded after successful completion of Annual Rate Contract as per rule. No interest will be paid on the security money deposited with this Office. **(The Successful bidder's EMD will be converted in to Security Deposit)**

G. PENALTY CLAUSE/ LIQUIDATED DAMAGES CLAUSE: -

An amount up to the value of Rs. 1000/- will be levied as liquidated damages per duty, Whenever it is found that the work is not taken up or not completed as per the schedule and instructions given by the concerned In-charge/Office. Penalty for non- compliance towards Proper Uniform, Cleanliness, adequate fuel, alternative arrangement may also be imposed as per situation.

H. OTHER TERMS & CONDITIONS: -

1. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not refuse his/her offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulations the earnest money will be forfeited by the Centre.
2. In the event of the offer made by the tenderer not being accepted/selected, the amount of earnest money deposited by the tenderer will be refunded to him/her after he /she has applied for the same, in the manner prescribed by the ICAR- C I F E.
3. In the event of selection, the firm is required to submit an agreement on ₹ 100/- non judicial stamp paper to enter in a formal contract by signing the contract's terms & conditions
4. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, every page of the tender and all other related documents must be signed by every partner of the firm.

5. The rates may be quoted as per attached Performa which includes all applicable charges, i.e. driver wages, POL, night charges, Toll tax and **GST charges** etc.
6. The tenderer is advised that all required documents should be attached with the proposal and rates may be quoted as per our requirement; however distribution of rates may be given.
7. The Institute does not pledge itself to accept the lowest or any tender & also reserves to itself the right of accepting the whole or part of the tender. Also this Institute reserves the right to reject any tender or to terminate/hold the overall process of tendering at any time for without giving the reasons thereof.
8. GST/Any tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR-CIFE will not entertain any claim whatsoever in this respect. However the GST or any other tax which is as per the rules of the Govt. shall be deducted at source from monthly bills of the successful Tenderer, as per rules/instructions made applicable from time to time by the Government.
9. The personnel so provided by the agency under this contract will not be treated as employees of the ICAR-CIFE, Mumbai and there will be no employer-employee relationship between the ICAR-CIFE and the personnel so provided.
10. The agency/ contractor shall be wholly responsible for paying monthly wages/salaries and other admissible allowances to the personnel engaged for driving of vehicle at the ICAR-CIFE, Mumbai and CIFE shall in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel. The contractor shall be wholly responsible for compliance of all statutory labour laws/regulations in force and any contravention of the same or any dispute arising there from shall be the responsibility of the contractor/firm and the ICAR-CIFE shall in no way be responsible for meeting any obligation and liabilities from financial/legal implications of the contractor or any other arising there from. The ICAR-CIFE shall not be responsible for payment of damages/compensations etc. for any injury/disablement suffered by the staff of contractor/Agency during the contract period.
11. The ICAR-CIFE, Mumbai shall not have any obligation to employ any personnel of the agency after the termination of the contract.
12. The contractor shall submit an undertaking to keep the CIFE indemnified from all angles and for all purposes.
13. Documents testifying tenderer's previous experience, financial status should be produced along with the tender or when desired by Competent Authority of CIFE.
14. Tenderer (s) who has/have carried out any work in Govt. sector should submit along with tender, credentials to establish his/her capacity to carry out the works satisfactory, his/her financial status supported by Bank reference and other documents, Certificate duly attested and testimonials regarding contracting experience.
15. All disputes are under Mumbai Jurisdiction Only.
16. **Validity of Tender: 90** day from the due date.

Sr. Administrative Officer (I/C)

Technical bid

Sl. No.	Description	Page No.*	Details
1.	Name of the Company/Firm		
2.	Address of the company/Firm with contact details (Tel/Fax/E mail/ Cell)		
3.	Registration of the Firm with Govt./Concerned Dept. Under shop & commercial Estt. Act.		
4.	Name & full address of your Banker with branch code, IFS code, MICR code, etc.		
5.	Minimum 2 years' experience i.e. Govt. /Semi. Govt./ Boards/ Corporation/ Autonomous Body for 2018-19 and 2019-20 (Attach documentary proof)		
6.	Current/Valid PAN No. (Attach documentary proof)		
7.	Current/Valid GST No. (Attach documentary proof)		
8.	List of Clients (as on date) Complete Address		
9.	CA certified Turnover Rs. 5.00 lakhs (Each year) for the financial year 2018-19 and 2019-20. (Copy of Bal. Sheet and P & L accounts only)		
10.	Certificate regarding nonblack listed firm is required to be attached (Attached certificate as per proforma)		
11.	Scanned copy of EMD		
12.	Any other information		

***Filling up of Page No. is mandatory.**

Dated: _____

(Signature & Seal of Tenderer)

To whom it may concern

"It is certified that our firm M/S_____has not been blacklisted/debarred/ suspended for providing services for advertisements in any Central/State Government/Public Sector Undertaking/Institute of Government of India/Autonomous Body etc. It is further certified that this statement is true and based on facts. If it is found false at any stage, I/we shall be liable responsible for the same and action as deemed fit may be taken against me/our agency.

Signature & Seal of the Tenderer with Date

Tel No:

Fax:

E Mail:

Mobile No:

: 7 :

Financial Bid

A) LOCAL TRIPS IN MUMBAI CITY ONLY (From Versova to Virar, Colaba, New Mumbai, Vashi and any other place in Mumbai Urban Agglomeration)

S N	Vehicle	Maruti Dzire/ Indigo/ Equivalent	Tavera/ Qualis/ Equivalent	Toyota Inova/ Equivalent	20 to Mini	25 Seats Bus	45 to 49 Seats Bus	
		(AC)	(AC)	(AC)	(AC)	Non-AC	(AC)	Non-AC
1	Charges up to 8 Hrs / 80 Km with duty limits per day							
2	Charges for every additional Km beyond 80 Km							
3	Charges for every additional Hour beyond 8 Hrs. per day							
4	Local night charges							
5	GST, if any							
6	Any other charges							
7	Total							

B) OUT STATION TRIPS (I.E. OUT SIDE MUMBAI CITY)

S N	Vehicle	Maruti Dzire/ Indigo/ Equivalent	Tavera/ Qualis/ Equivalent	Toyota Inova/ Equivalent	20 to Mini	25 Seats Bus	45 to 49 Seats Bus	
		(AC)	(AC)	(AC)	(AC)	Non-AC	(AC)	Non-AC
1	Charges for outstation per Km (minimum 300 Km per day)							
2	Charges for every additional Km beyond 300 Km							
3	Driver Allowance per - day out station							
4	Outstation night charges							
5	GST, if any							
6	Any other charges							
7	Total							

Signature & Seal of the Tenderer with Date

Mobile No: