

INSTITUTE OF BIORESOURCES AND SUSTAINABLE DEVELOPMENT

(DEPARTMENT OF BIOTECHNOLOGY, GOVT. OF INDIA)

Takyelpat, Imphal West - 795001

**TENDER FOR HIRING OF VEHICLE FOR OFFICE PURPOSE**

Imphal, the 14<sup>th</sup> December, 2020.

**No. IBSD/1/VEH-HIRING/2020 – Institute of Bioresources and Sustainable Development (IBSD), Takyelpat, Imphal, a research institute under Department of Biotechnology, Govt. of India** invites Sealed Tenders under **two-bid system (Technical & Financial)** from reputed Firms / Companies / Registered Transport Operators / Taxi Car Operators engaged in redering services for hiring of **AC Scorpio/Bolero/Innova/Small Car (not older than 2017 model)** having valid permit issued by the Regional Transport Authority in excellent condition for use of its Officer(s) for a period of 12 (twelve) months or more from the date of acceptance of following terms and conditions, preferable having expertise and extensive experience in Central Government organization and bodies herein after referred as ‘The Vendor’ and having a minimum of one/two year experience in this field.

Interested agencies should send their offers on the prescribed tender documents which can be obtained along with details of terms and conditions from the Receptionist of the institute or can be downloaded from the Website <http://ibsd.gov.in> so as to reach the Institute of Bioresources and Sustainable Development (IBSD), Takyelpat, Imphal by **2 p.m. on Monday, the 28<sup>th</sup> December, 2020** duely superscribed on the envelope, “**Quotation for Hiring of Vehicle**” (Tender Notice No. **IBSD/1/VEH-HIRING/2020 dated 10<sup>th</sup> December, 2020**.)” The tenders will be opened at **2:30 p.m. on Tuesday, the 29<sup>th</sup> December, 2020** in the Institute in presence of the tenderers, who may like to present. However, in case of any unavoidable circumstances, the opening of the tenders may be deferred to a later date with information to the tenderers present on that day. The quotations are to be submitted in two parts i.e. Technical Bid and Financial Bid in separate sealed envelopes contained in a single bid envelope.

Intended bidders are requested to quote their rates in respect of the above mentioned car to be supplied to this office subject to the fulfillment of the terms and conditions mentioned below –

1. The vehicle should be dedicated to the Department and should be of latest model and shall have clean seat cover/towels and in good running condition. The vehicle should be properly and comprehensively insured and should be not older than 2017 Model.
2. The vendors should have (i) Valid Permanent Account Number (PAN), (ii) Service Tax registration, and should be able to produce the copy / documentary evidence of the same.
3. The Bidder should have their registered office in Manipur.
4. The bid should include copy of all the necessary documentary evidence in support of all the conditions mentioned.
5. The firm should have at least one/two years experience in tour and travel and should not be blacklisted by any Government Department/Ministry.

6. Rate for supply of the vehicle will be binding on the bidder for a period of one year or more from the date of agreement. If the contract period is extended for further period depending upon satisfactory performance, old rate will prevail on the same terms and conditions based on mutual agreement.
7. An Earnest Money of Rs. 25,000/- in the form of Demand Draft/Pay Order in favour of Director, IBSD, Imphal payable at Imphal to be submitted along with the tender. Earnest Money received from the tenderers will be refunded without interest immediately after the process of award of the contract is over.
8. The fixed monthly rental charge quoted by the bidder will be inclusive of all taxes including GST. This rate will be inclusive of all consumables, fuel and lubricants, etc.
9. The vehicle hired on regular basis are expected **normally** to report for duty at pick-up point at 08:30 A.M and release of vehicle at 07:30 P.M on Monday to Friday and may be required to report for duty any time during Saturdays, Sundays and closed Holidays subject to 2400 Kms/320Hrs/31 days in a month. However, depending upon the urgency of works, the vehicle may be required to work late (beyond office hours) or on holidays depending on demands of work.
10. Duty Hours will be calculated from “reporting time to the user” to “releasing time to the user”. Additional Charges beyond 320 hrs in a month will be paid to the selected bidder as per rates quoted in the financial bid.
11. Daily distance in Kms will be first calculated from “reporting point to the user” to “releasing point to the user” and to this will be added ‘garage to garage’ distance daily subject to a maximum of 10 km both ways both ways. If the total distance calculated in this manner exceeds 2400 kms in a month, additional charges will be paid to the selected bidder as per rates quoted in the financial bid.
12. In case the vehicle runs more than 2400 kms in a month and also total duty hours exceeds 320 hrs in a month, additional charges whichever is convenient to him will be paid to the selected bidder.
13. Any problem/defects notified by this office must be attended within 24 hours, failing which 10% of hiring charges will be deducted from the monthly bills for the subsequent days till the defects are rectified.
14. Car should always be in good condition and periodical servicing of the car will be carried out by the bidder for avoiding any break down owing to any technical snag during the duty hours.
15. If the car happens to be out of order by any event or occurrence, the concerned firm should make immediate arrangement of another car of similar type and facilities instantly and ensure that the officers travelling by the car are not stranded or distressed on the road.
16. In case of the Officer with whom the vehicle is deployed is on leave / tour, the vehicle will report for duty in the office. No leave shall be allowed to the driver for such period.
17. The owner has to engage the driver for the car. Apart from driving, it will be the onus of the driver to clean the car regularly. Besides, the driver has to be good mannered and well trained and neatly dressed **having at least 3 years of driving experience**. Supporting documents are required to attach. Changes of Driver, if any, shall be made only with the prior approval of this office.

18. The driver of the car should have a valid driving license, having an experience of at least two/three years and should be familiar with the city roads.
19. The driver put on the job by the contractor must always possess valid driving license, registration papers, road tax paid receipts, interstate permits, etc.
20. The driver provided with the vehicle must be physically/mentally fit, professionally and legally competent in all respects, holding valid license prescribed under prevailing Motor Vehicle Acts and Rules.
21. The driver of the vehicle should have a mobile phone and shall be contactable by the officer 24X7.
22. Drivers' Salary, Overtime, TA, DA, Allowances during the City Travel and outstation period will be entirely paid by the contractor.
23. If the driver is not suitable, the user office shall have the right to ask for another driver. Similarly, if the driver is absent, an alternative good driver will have to be given or not found suitable will have to be substituted for use.
24. The vehicle deployed on the job should be fit in all respects for operation in accordance with the prevailing Motor Vehicles Acts and Rules, amended from time to time and their relevant valid RTO documents like RC book, Insurance Certificate, fitness certificate etc. must be available with taxes, levies fees etc. paid up to date. The contractor shall be exclusively and solely responsible for any lapse in this regard and the user office stands completely indemnified by the contractor against such defaults. Vehicle should display on red 'ON GOVERNMENT OF INDIA DUTY' both on front and rear number plate.
25. The contractor shall be liable to honour Central and State Govt. laws, statutory rules, regulations, notifications like legislation, local self govt/Municipal requirements, etc and shall be solely responsible for any breach thereof. The user office stands indemnified against and penalty/prosecutions consequent to the violations (deliberate or inadvertent) by the contractor or his employees, representatives etc. of such statutory provisions in force.
26. The contractor shall indemnify the user office against any or all claims, which may arise under the motor vehicles Act or Workman's compensation Act or any act statute having bearing over the services and for engagement of workmen, directly or indirectly for performance of work under the contract.
27. The contractor shall indemnify the user office and its employees against any penalties as PRINCIPAL EMPLOYER, for any failure on his part to honour various Central/State Government laws/enactments.
28. The contractor shall be fully responsible for any accident and shall be liable to pay compensation etc. as per rules enforced by the Government from time to time.
29. The vehicle shall be parked in the custody of the office for as long as the office is using it.
30. Supplied vehicle must be pollution free and a recent certificate in this regard must be attached.
31. Log book of vehicles duly signed by the user should be maintained by the vendor and furnished at the time of submission of bill.
32. All types of repairing charges by the way of road tax, GST, payment to the driver will be borne by the owner / supplier of the car.

33. Any type of additional charges by the way of road tax, GST, payment to the driver will be borne by the owner / supplier of the car.
34. Payment will be made on monthly basis on production of bill in triplicate along with duty slip and log book.
35. Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of Income Tax Act etc.
36. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.
37. The firms willing to supply the car may quote rate in their respected company pad in a sealed envelope superscripting “**Quotation for Hiring of Vehicle**” (**Tender Notice No. IBSD/1/VEH-HIRING/2020 dated 10<sup>th</sup> December, 2020**)” addressed to The Director, Institute of Bioresources and Sustainable Development (IBSD), Takyelpat, Imphal -795001, Manipur.
38. Quotations may be dropped in Reception of the institute up to **02:00 P.M.** on or before 28<sup>th</sup> December, 2020 and will be opened on the next day i.e. 29<sup>th</sup> December, 2020 at 02:30 P.M in presence of the bidders or their authorized representative if bidders are interested to attend.
39. Incomplete quotations will be rejected outright.
40. **The contractor must submit the rate separately for valley and hill travels, night holding charges, overtime charges etc.**
41. For detailed information and clarification on any issue, the intending vendors may contact the undersigned on any working day within stipulated date as mentioned above. In case sudden closer of office beyond the control and understanding, the last date and time as indicated above, shall be extended up to the next working date and time without issuance of any separate notice.
42. Any further amendment to the tender notice or corrigendum/extension will not be published in the newspaper and the bidders are requested to refer to the website <http://ibsd.gov.in> .

Sd/-

Senior Technical Officer

IBSD, Imphal.

**TECHNICAL BID**

(To be enclosed in separate sealed envelope)

For supply of vehicles on hire basis to Institute of Bioresources and Sustainable Development (IBSD), Takyelpat, Imphal-795001, Manipur.

1	Name of the Firm/agency/supplier	
2	Registered address of Firm/agency/supplier	
3	Telephone No.	
4	Fax No.	
5	Name of the contact person with mobile number	
6	E-mail ID	
7	Name of the proprietors/partners/directors with address and PAN	
8	Registration No. of firm, if any (copy to be enclosed)	
9	PAN of Firm (Copy to be enclosed)	
10	GST Registration Number (Copy to be enclosed)	
11	Length of experience in the field	
12	Details of vehicle being offered for hiring: Make, Model, Registration Number (Copy of RC to be enclosed)	Name of the Vehicle:
		Year of manufacture:
		Registration No.:

Fill all columns properly before submission.

Signature of authorized person with full name

Date:

Place:

Seal:

**DECLARATION**

(To be submitted with Technical Bid)

For supply of vehicles on hire basis to Institute of Bioresources and Sustainable Development, IBSD, Imp-795001

1. I, ..... Son/daughter/wife of Shri  
....., Proprietor/Partner/Director/Authorised signatory of  
firm/agency.....  
.....  
...Address.....  
....., am competent to sign this declaration and  
execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake  
to abide by them;
3. This information/document furnished along with the application are true and authentic to the  
best of my knowledge and belief.
4. I/we am/are aware of the fact that furnishing of any/misleading information/fabricated  
document would to rejection of my quotation at any stage and the department is free to  
initiate appropriate legal against me/us.

Signature of authorized person

With full name

Date:

Place:

**FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

For supply of vehicles on hire basis to Institute of Bioresources and Sustainable Development, IBSD, Imp-795001

1. Name of the bidder company/firm/agency:
2. Address with telephone and fax numbers:
3. Permanent Account Number (PAN):
4. Details of hiring charges:
5. Name & Model of the vehicle:
6. Mileage of the vehicle at the time of submission the tender:

Sl No.	Description	Rate (in Rs.) for Valley area visit	Rate (in Rs.) for Hilly area visit
1	Per month for running up to 2400 kms/320 hrs		
2	Charges for every additional Km beyond 2400 km		
3	Charges for every additional hour beyond 320 hrs		

Fill all columns properly before submission

Signature of the authorized person  
with full name

Date:

Place:

Seal:

**Checklist for submission of Documents with Technical Bid.**

1. Application i.e. Technical Bid with all documentary evidence
2. Application i.e. Financial Bid
3. Attested copy of trade license, if any.
4. Attested copy of PAN.
5. Attested copy of GST Registration
6. Experience certificate (details of similar contracts handled by the tendering firm/agency for Government Departs/PSUs/Banks during last two years)
7. Signed Declaration i.e. Annexure-II.
8. EMD Fee of Rs. 25,000/-
9. Originals copy of each and every documents must be available with the tenderer for verification at the time of awarding the tender.



Tender Notice No.....

Dated.....

Application Form

To

The Director

Institute of Bioresources and Sustainable Development (IBSD)

Takyelpat, Imphal West – 795001, Manipur.

Sir,

I/We hereby accept the terms and conditions mentioned in the Tender Notice No. .... dated..... for hiring of vehicle in office of Institute of Bioresources and Sustainable Development (IBSD), Imphal.

I/We agree that the offer shall remain open for acceptance for a minimum period of one year from the date of signing the agreement with the success tenderer and thereafter till it is withdrawn by me/us by notice in writing duly addressed to the authority opening the tender and sent by registered post or delivered at the office of such authority.

Demand Draft No.(s)/Fixed Deposit Receipt(s) dated...../...../202.... For Rs. 25,000/- payable at Imphal in favour of “The Director, Imphal” towards the earnest money is/are enclosed.

I/We understand that, the amount of earnest money will not bear interest and shall be liable to be forfeited to the Government if I/we fail (i) to keep the offer open for the period mentioned above and (ii) if this offer is accepted, fail to sign and complete the contract documents as required by the IBSD, Imphal or furnish the security deposit as specified under terms and conditions of the contract. The amount of earnest money may be adjusted towards the security deposit or refunded to me/us unless the same or any part thereof has been forfeited as aforesaid.

Date:

Full Address: Name in Block letters. \_\_\_\_\_

Telephone/Mobile No/s \_\_\_\_\_

Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_