

ब्रिक-जैव संसाधन और स्थायी विकास संस्थान

**BRIC-INSTITUTE OF BIORESOURCES & SUSTAINABLE DEVELOPMENT**

Department of Biotechnology, Government of India

Takyelpat, Imphal-795001, Manipur (India)

PHONE: 91-385-2952129; FAX: 91-385-2446120

Website: www.ibsd.gov.in

## **TENDER DOCUMENT**

### **FOR HIRING OF VEHICLES**

#### **CONTENTS OF TENDER DOCUMENT**

<b><u>S.No.</u></b>	<b><u>Description of contents</u></b>	<b><u>Page Nos.</u></b>
1	Tender Notice	2
2	General Terms and Conditions for Bidder - <b>Annexure-I</b>	3
3	General Terms and Conditions – <b>Annexure-II</b>	4
4	Technical Bid – <b>Annexure III</b>	8
5	Financial Bid – <b>Annexure IV</b>	10
6	Financial Bid – Vehicle As and When Required on Daily Basis – <b>Annexure V</b>	11

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**TENDER NOTICE**

Advt. No.: IBSD/ADV/43 dated 9<sup>th</sup> April, 2025

Sealed Tenders are invited (under **TWO BID SYSTEM, I.E., SEPARATE Technical Bid and Financial Bid**) from Registered and reputed experience and financially sound Travel firms/Agencies for **HIRING OF VEHICLES ON CONTRACT BASIS** at the above address:

<b>Tender Reference No.</b>	<b>Brief Description</b>	<b>E.M.D. (in Rs.)</b>	<b>Cost of Tender Fee (Rs.)</b>
IBSD/ADV/43	<b>Tender for Hiring of Vehicles:</b> i) Hiring of SUV (AC/Non-AC) As and When Required on Daily Basis.	5,000/-	500/-

**Last Date of Issue of Tender Documents** : 21/04/2025 at 14:00 Hrs  
**Last Date for Receipt of Tender Bid** : 24/04/2025 at 14:00 Hrs.  
**Date of Opening of Technical Bids of Tender** : 24/04/2025 at 15:00 Hrs.

For details, please visit our website <http://www.ibsd.gov.in> Tender documents can be obtained from the reception of the institute or may be downloaded from our website. BRIC-IBSD will not be responsible for postal or any delay and reserves the right to reject any or all the tenders without assigning any reasons.

Sd/-  
Senior Administrative Officer  
BRIC-IBSD

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**ANNEXURE – I**

**GENERAL TERMS AND CONDITIONS FOR BIDDER**

1. The bidder should have Service Tax Registration and at least two years' experience of providing vehicle to Government establishments. The bidder should be preferably based at Imphal, Manipur or within 10 kms. radius.
2. The bidder has to submit both Technical and Financial Bids in separate sealed covers marking "Technical" or "Financial" and it is to be addressed to the Senior Administrative Officer, BRIC-Institute of Bioresources and Sustainable Development (BRIC-IBSD), Takyelpat, Imphal-795001, Manipur. Bids will be accepted up to **14: Hrs. on 24/04/2025**. Bidders should submit technical bid as well as financial bid as per 'Annexure – III & IV' with prescribed self-attested supporting documents. The bids will be opened at **15:00 Hrs. on 24/04/2025**.
3. The bidder may remain present at the time of opening of the tender by a committee constituted by the BRIC-IBSD for the purpose. The Financial bids of the only those bidders who technically qualify will be opened.
4. The vehicle will be taken by the BRIC-IBSD on contract basis from the successful bidders as per General Terms and Conditions for Contractors specified in 'Annexure – II'.
5. Where the bid is received after the due date (including on account of reasons of postal delay), the same will not be considered.
6. The successful bidder has to enter into a formal contract with the BRIC-IBSD.
7. The BRIC-IBSD reserves the right to cancel/postpone the tender/contract procedure without assigning any reason thereof.

**ANNEXURE – II**

**GENERAL TERMS AND CONDITIONS**

1. The vehicle shall be a Scorpio (AC/Non-AC) top model to be used for official purpose by BRIC-IBSD, Imphal on monthly basis / as and when required basis (**as per para 3 of Annexure-V**).
2. The vehicle shall be required to be produced in the office for physical verification / inspection before deployment. The vehicle provided by the contractor as per the agreement should be registered on or after 01.01.2022.
3. The vehicle provided should be duly registered with the Motor Vehicle Department as a 'Taxi / Commercial Vehicle' and the Contractor will be solely responsible for the fulfilment of all the conditions under various Acts / Circular / Notifications, etc. regarding the vehicle supplied to the department.
4. **Tender must be accompanied with Earnest Money Deposit (E.M.D.) of a sum of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft / Pay Order from a Nationalized Bank / Scheduled Bank and drawn in favour of Director, IBSD, and payable at Imphal.**
5. The drivers should be in uniform while on duty as per guidelines of RTO. Following conditions are also to be fulfilled by the **Contractor / Driver**
  - i) The driver should have a valid driving license and Batch No. issued by RTO with experience of more than 2 (two) years of driving the class of vehicle offered for hire.
  - ii) The driver should be decent and well behaved. He should not have any criminal background. It shall be the responsibility of the contractor to verify the antecedents of the driver before deployment.
  - iii) The driver should have knowledge of city routes and should be able to communicate and understand both in **Hindi, English and Manipuri**.
  - iv) All statutory compliance related to employment of the driver need to be adhered by the contractor.
  - v) Dedicated vehicle and driver are to be provided to the institute, any change would be



permitted only in exceptional circumstances, on prior permission.

- a) The personnel deployed by the contractor shall maintain decency, peace and order during deployment with the BRIC-IBSD. They shall behave courteously with all the Officer / employees of the BRIC-IBSD, other personnel working for the BRIC-IBSD and the visitors of the Office / residential premises. The driver would be required to be immediately replaced by the contractor on compliant of misbehavior. Any damage to property by the deployed driver shall be recovered from the contractor.
  - b) The vehicle requirement shall be commercial vehicle (s) required as and when basis (bid as per Annexure – V).
6. All the claims / damages arising out of accident, if any, shall be settled by the contractor. The responsibility for loss / damage of property / life due to accident of the vehicle / driver shall be of the contractor. The BRIC-IBSD / Director of the institute shall not be responsible for any such loss / damage.
  7. The contract will be for ONE Year or from the actual date of commencement and is renewable on mutual agreement (if found satisfactory) by the BRIC-IBSD, on the same terms and conditions or such modification as agreeable to both the parties.
  8. The contract can be terminated at any time, without assigning any reasons, by the BRIC-IBSD or the contractor by giving 30 days' notice.
  9. During the period of contract, no request shall be entertained for any hike in the agreed rates to any reason.
  10. The vehicle provided by the contractor shall have permit to carry passengers. The contractor should comply with the RTO and other government rules, regulations, if etc. Any breach in this rule shall be at the complete risk of the contractor. The BRIC-IBSD will in no way be responsible for any damages / losses /action incurred to the contractor arising out of this contract. Further, the BRIC-IBSD may insist from time to time to produce the relevant documentary evidences pertaining to the vehicle, driver etc. failing which the BRIC-IBSD will withhold the payments or terminate the contract.
  11. The vehicle shall comprehensive insurance and fitness as per RTO rules.
  12. The contractor shall provide replacement of vehicle within one hour in case of break down or

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servicing. In case replacement is not provided the BRIC-IBSD will book similar vehicle from alternative sources and the expenses so incurred will be recovered from the monthly bill of the contractor.

13. The basic fixed monthly hire charges shall cover the fuel charges for vehicle, repairs and maintenance, insurance, permit, driver's salary and allowances including night holding but excluding parking and toll charges etc. No request for any extra payment would be entertained.
14. Bills mentioning GST are to be submitted on monthly basis / as and when required before 5<sup>th</sup> of every succeeding month to the Office of the BRIC-IBSD. Payment will be made by NEFT/RTGS/Account Transfer, after statutory and other deductions. Penal deductions, if any, shall be made before making the monthly payments.
15. The rate quoted is for minimum 2000 Kms. with 250 Hours duty (monthly rates). The unused/excess kilometers/hours of a month can be carried forward/adjusted to the subsequent months till the contract ends.
16. The contractor to whom the contract is awarded should furnish name, address and contract number of a person with whom the controlling officer of BRIC-IBSD should contact, in case of any problem faced with regard to service being provided by such contractor on day-to-day basis.
17. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice.
18. In case of dispute regarding interpretation of any term or condition of the tender / contract, the decision of the Director, BRIC-IBSD shall be final.
19. Arbitration: In the event of any question, dispute or difference arising under this agreement or in connection therewith, except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Director, BRIC-IBSD, Imphal.
20. All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Imphal and only courts in Imphal shall have jurisdiction to determine the same.
21. The financial bids of only those bidders who technically qualify will be opened. The lowest bidder on the basis of monthly hire charges quoted for 2000 Kms. with 250 Hours duly on

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- monthly basis would be categorized at L1, and subject to satisfaction of other terms and conditions in the tender, the successful bidder would be chosen for the award of the contract.
22. The KM reading and timing shall be Garage to Garage basis. However, IBRIC-IBSD prefers those operators (service provider) willing to provide KM and timings from BRIC-IBSD, Imphal / from the residence of the officials if it is within 10KMs radius (both opening and closing).
23. BRIC-IBSD reserves full right to offer the contract for monthly rental car and as & when required additional cars from different travel agencies.
24. In case of as & when required additional cars like Tavera, Innova, etc., (AC/Non-AC) or equivalent models of different car manufacturers, lowest quote among the offers, shall be taken as bench mark on base price / rate per KM & Hour. Bidders who are willing to accept the offer for the reworked-out price shall be notified and vehicles will be hired from them as & when required by BRIC-IBSD.
25. The successful bidder in respect of monthly hire vehicle shall be deposit a sum of Rs. 10% of the fixed monthly vehicle hire charges as security deposit before entering the contract and shall be returned after satisfactory completion of the contract.
26. **Disclaimer: BRIC-IBSD employees and their near relatives are prohibited from participation in this tender. The near relatives for this purpose are defined as: a) Members of a Hindu Undivided Family. B) His / Her Husband or wife. C) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter (s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).**
27. Please go through the tender document in all respects before submitting your offer. Please sign all pages of tender document with official seal as token of acceptance.

ACCEPTED THE TERMS AND CONDITIONS  
SIGNATURE OF THE AUTHORIZED SIGNATORY

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**ANNEXURE – III**

**TECHNICAL BID**

(TO BE SIGNED AND SUBMITTED TO THE BRIC-IBSD, IMPHAL WITH SELF ATTESTED SUPPORTING DOCUMENTS)

1	Name and Address of Registered Agency	
2	Name and Address of the Owner	
3	PAN and Service Tax Registration (copies to be annexed) also Shop Act License	
4	Details of previous experience in Govt. Dept/Public Sector Units (copy enclosed)	
5	Details of vehicle (Make, Petrol/Diesel, year of purchase, number and date of registration) to be offered for monthly basis	
6	Details of EMD of Rs. 5,000/- in the form of Demand Draft / Pay Order from Nationalized Bank / Schedule Bank	
7	Any other information	

Signature of the Owner

Authorized Signatory.....

Full Name.....

Name of the Contractor.....

Phone/Mobile No.....

Place:

Date:



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## **DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the BRIC-IBSD in future.

I hereby certify that I have gone through the tender documents and I abide by it.

(Signature of authorized signatory with date)

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**ANNEXURE – IV**

**FINANCIAL BID**

(TO BE SIGNED AND SUBMITTED TO THE BRIC-IBSD, IMPHAL IN THE TRAVEL FIRM / AGENCIES LETTER HEAD)

Sl No.	Type of Vehicle	Rate per day in Rs.	Monthly Charges in Rs.	Additional Charges per Km Beyond 2000 Kms	Extra Charges per Hour Beyond 250 Hours
1	SUV				
	A/C				
	Non-A/C				

Signature of the Owner

Authorized Signatory.....

Full Name.....

Name of the Contractor.....

Phone/Mobile No.....

Place:

Date:

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**ANNEXURE – V**

**FINANCIAL BID – VEHICLE AS AND WHEN REQUIRED ON DAILY BASIS**

(TO BE SIGNED AND SUBMITTED TO THE BRIC-IBSD, IMPHAL IN THE TRAVEL FIRM / AGENCIES LETTER HEAD)

Category	Name of the vehicle					
	SUV		Innova		Others	
	A/C	Non-A/C	A/C	Non-A/C	A/C	Non-A/C
Rate per day for 100 Kms & 10 Hrs						
Rate per day for 80 Kms & 8 Hrs						
Rate per day for 50 Kms & 5 Hrs						
Rate per day for 40 Kms & 4 Hrs						
Rate for extra hour beyond 10/8/5/4 Hrs						
Rate for extra Km beyond 100/80/50/40						

**Note: Rate quoted shall be exclusive of Service Tax.**

Signature of the Owner

Authorized Signatory.....

Full Name.....

Name of the Contractor.....

Phone/Mobile No.....

Place:

Date: