



भा.कृ.अनु.प. – केन्द्रीय कृषिरत महिला संस्थान, भुवनेश्वर
ICAR - CENTRAL INSTITUTE FOR WOMEN IN AGRICULTURE
(ISO 9001:2015 Certified)

Bhagyashri Road, Near Kalinga Studio Chowk, Baramunda, Bhubaneswar - 751003, Odisha
Phone: 0674-2387220, E-mail: director.ciwa@icar.gov.in, Web: <https://icar-ciwa.org.in>



E-TENDER NOTICE

BID DOCUMENT (Two Bid System)

NAME OF THE WORK	HIRING OF VEHICLES WITH DRIVERS ON CALL BASIS FOR A PERIOD OF ONE (1) YEAR FOR OFFICIAL USE OF ICAR-CIWA, BHUBANESWAR. AS PER REQUIREMENT THE VEHICLE WILL BE HIRED.
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Tender published at Website:

<https://www.eprocure.gov.in/>

<http://icar-ciwa.org.in>

Tender Published By

The Director,
ICAR-CIWA
Bhubaneswar – 751003
Odisha

<http://icar-ciwa.org.in>

0674-2387220



E-TENDER NOTICE

INVITATION OF E-TENDER FOR HIRING OF VEHICLES WITH DRIVERS ON CALL BASIS FOR A PERIOD OF ONE (1) YEAR FOR OFFICIAL USE OF ICAR-CIWA, BHUBANESWAR

The Director ICAR-Central Institute for Women in Agriculture, (CIWA), Bhubaneswar invites online OPEN TENDER IN TWO BID SYSTEM through e-tendering method from reputed agency (s)/ firm(s) with adequate experience and financial capability for providing “**HIRING OF VEHICLES WITH DRIVERS ON CALL BASIS FOR A PERIOD OF ONE (1) YEAR FOR OFFICIAL USE OF ICAR-CIWA, BHUBANESWAR**”. Eligible firm(s) may submit tenders / bids online on CPPP: <https://www.eprocure.gov.in/>
Tenderers are required to submit all documents online before tender closing date. Details can also be obtained for www.icar-ciwa.org.in.

Tender Enquiry No.	CIWA/Vehicle/2025/TE-01
Name of work	HIRING OF VEHICLES WITH DRIVERS ON CALL BASIS FOR A PERIOD OF ONE (1) YEAR FOR OFFICIAL USE OF ICAR-CIWA, BHUBANESWAR
Scope of Work	Details as per Annexure-I of the tender document
Estimated cost	Rs. 15,00,000 (Rupees Fifteen Lakh Only)
EMD(In INR)	Rs. 5000 (Rs. Five Thousand Only) Note: EMD Should be valid at least for 90 days from the date of opening of tender. If thereafter validity of the EMD requires extension, the participated firms will bound to extend the validity suitably
Validity of offer	180 days

1. The tender form/bid documents can be downloaded from the and Institute website www.icar-ciwa.org.in. Online submission of Bids through CPPP <https://www.eprocure.gov.in> is mandatory. Manual / Offline bids shall not be accepted in any circumstances.
2. ICAR-CIWA will not be responsible for any delay in enrollment or submission of the offer/up-loading the offer on above mentioned CPP portal for any reason whatsoever. Hence vendors are advised to register in the CPP website <https://www.eprocure.gov.in>.
3. Any Corrigendum/clarification in respect of the above tender shall be issued on our website www.icar-ciwa.org.in and/or <https://www.eprocure.gov.in> website

only and no separate notification shall be issued in the press. Bidders are therefore requested to have a regular visit of this Institute website as well as CPP portal to keep themselves updated.

4. There will be a Pre Bid meeting with bidders in Samiksha Committee Room, ICAR-CIWA, Bhubaneswar as per date/time specified above. Interested bidders may attend the meeting.
5. If any information furnished by the bidders is found to be false at any stage, the bid shall be cancelled and bidders shall be liable to be debarred from tender. The Director, ICAR-CIWA, Bhubaneswar reserves the right to accept or reject any or all the quotations/bids either in full or in parts without assigning any reason thereof.
6. Bids complete in all respects only will be considered for evaluation.
7. The vehicles are proposed to be hired for on call basis for an initial period of 01 (One) year from the date of award of contract with the option of extending it for a further period at the discretion of the Director, ICAR-CIWA, Bhubaneswar at mutually agreed upon rate.

Yours faithfully,

Sd/-
Administrative Officer
For on behalf of the Director

PART – A

(Terms and Conditions)

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. REGISTRATION ON CPP-PORTAL:

The Bidders are advised to register themselves with CPP Portal at <https://www.eprocure.gov.in>

2. PROCEDURE TO BE FOLLOWED FOR SUBMISSION OF TENDER :

Bidder firms which fulfil the below eligibility conditions may upload the technical bid and Financial bid along with the scanned copy of requisite documents as detailed under failing which bids will be rejected.

TECHNICAL BID:

Sl	Documents	Procedure to be followed
1	EMD	<ul style="list-style-type: none">Scanned Copy of the EMD should be uploaded on CPP-portal under Technical BIDOriginal Earnest Money Deposit in the form of Demand Draft/Pay order/NEFT/RTGS for Rs.5,000/- (Rupees Five Thousand Only) in favour of "ICAR Unit- DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027" payable at Bhubaneswar as mentioned in this Tender Notice should be placed in a sealed envelope super scribed "EMD for Hiring of Vehicles with Drivers on Call Basis for the Year One (01) Year for ICAR-CIWA Bhubaneswar" along with bidders' name, address and contact details and should be submitted to Administrative Section, 1st Floor, Main Building, ICAR-CIWA, Plot 50-51, Mouza-Jokalandi, Kalinga Studio Chowk, Bhubaneswar - 751003 within the time limit notified in this Tender Notice
2	Documents to be submitted	All required/relevant documents as per Checklist (Annexure-IV) and additional documents as per tender document should be uploaded in CPP Portal with all pages serially numbered and attested/signed by the Authorised Signatory

FINANCIAL BID:

Bidders have to submit online Financial Bid on e-portal as per proforma given in ANNEXURE "VII".

NOTE:

All the documents uploaded on e-portal should be self-attested & must be readable, legible, signed & stamped by authorized signatory.

3. LAST DATE AND TIME FOR SUBMISSION OF TENDER

Online Bids must be submitted within the time notified in the Tender Notice and EMD should reach this office within the time notified in the Tender Notice. In the event of the said date of online opening of the tender being declared a closed holiday for Govt. Office, the date of receipt and opening of the tenders(s) will be the next working day at the same time & place.

4. PRE- BID CONFERENCE:

There will be a pre-bid conference as per the time and venue notified in this tender notice. Interested bidder may attend the conference.

5. OPENING OF ONLINE TENDER:

If any delay arises from any cause, such as strikes, lockouts, fire accidents, riots etc, which the ICAR-CIWA may admit as reasonable ground for further time, it may allow such additional time required by circumstances of the case only for extending the opening. ICAR-CIWA reserves the right for accepting the whole or any part or reject all bids, change or extend the date and time of opening of the tender without assigning any reason to the bidder.

6. SPECIAL INSTRUCTIONS:

- I.** Bidders are requested to submit their bids in the e-procurement portal only.
- II.** Bidders have to quote the Rate for all Items. Rates quoted should be in Indian Currency and should be inclusive of all taxes/charges/duties etc. as applicable and cost of Residential Engineers
- III.** Any ambiguous quote on these accounts shall render the tender liable to be rejected.
- IV.** Tenders not complete in all respects are liable to be summarily rejected.
- V.** The bidder shall, wherever called upon to do so, give full information with reference to the services in hand and shall permit the Director or any other officer nominated by him to inspect the premises of the bidder / client at all reasonable times and shall give full assistance and information as may be required in connection with the contract.
- VI.** The bidder should satisfy all Government regulation/ Labour laws including Minimum Wages, ESI, EPF Act etc.

7. SIGNING OF TENDER

- I.** The tender will be liable to be rejected in case complete information is not given therein, individual signing tender or other documents connected with the contract must specify as to whether he is signing as:
 - a. 'Sole Proprietor' of the firm or his Attorney.
 - b. 'Registered Active Partner' of the firm or his Attorney.
 - c. For the firm 'Par Procuration'
- II.** In case of company registered under the Companies Act (new as well as old) and firms registered under the Indian Partnership Act, the person

signing must clearly indicate his capacity in which he is signing (e.g. Secretary, Manager, Director, Partner etc.). In case it is being signed by an attorney or representative the signatory shall produce a copy of the documents empowering him to sign, if called upon to do so.

8. LIABILITY OF PERSON SIGNING THE DOCUMENTS :

A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has the authority to bind such other and if, on enquiry, it emerges that the person so signing has no authority to do so, the ICAR-CIWA may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

9. PERIOD OF VALIDITY OF BIDS

- I. Bids shall remain valid for 180 days after the date of opening of online Financial Bid by the ICAR-CIWA (Customer); a bid valid for a shorter period would be liable to be rejected by the ICAR-CIWA (Customer) as non-responsive.
- II. In exceptional circumstances, the ICAR-CIWA (Customer) may solicit the bidder consent to an extension of the period of validity. The request to the response thereto shall be made in writing. The EMD provided shall also be suitably extended.
- III. A bidder may refuse the request without forfeiting his EMD. A bidder accepting the request for granting extension will not be permitted to modify his bid.

10. AWARD OF CONTRACT:

- I. The tender will be evaluated on overall basis and contract will be awarded to the lowest evaluated bidder whose consolidated total is found to be lowest.
- II. It is mandatory to quote rate for all items in FINANCIAL BID.
- III. However, ICAR-CIWA reserves the right not to accept the lowest bid or to accept any bid or to divide the whole or a part of the contract among a number of bidders without assigning any reasons thereof & no correspondence will be entertained in this regard and decision of ICAR-CIWA in this regard will be final and binding.

11. VALIDITY OF CONTRACT:

- I. The contract shall be valid for One (01) year from date of award which may be extended for a further period of up to One (01) year on the same terms and conditions on mutual consent at the discretion of ICAR-CIWA.

- II. ICAR-CIWA will have the exclusive right to terminate the contract by giving one month's notice to the Contractor.
- III. The Contractor has to give **three months' notice** to ICAR-CIWA before cancellation of the contract. Contravention of the same would lead to forfeiture of performance security money along with all outstanding dues.

12. RESPONSIBILITY FOR EXECUTING CONTRACT:

- I. The Contractor shall entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
- II. The Contractor shall not sublet, transfer or assign the contract or any part thereof without the written permission of the Director, ICAR-CIWA, Bhubaneswar
- III. The Director, ICAR-CIWA, Bhubaneswar may substitute any further terms and conditions as it may deem necessary and shall be bound to comply with such further condition as may be imposed.

13. EARNEST MONEY DEPOSIT:

Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand Only) by way of Demand Draft/Pay Order favouring ICAR Unit- DRWA, Account Number- 10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027, payable at Bhubaneswar for participation in tender is to be enclosed with the Technical Bid. The EMD of successful tenderer shall be adjusted against Performance Security Deposit on award of work. Tenders will be rejected/ not considered if it is not accompanied by Earnest money deposit

14. BID SECURITY / EARNEST MONEY DEPOSIT (EMD):

- I. Bidder shall have to submit EMD of as mentioned in this tender notice.
- II. Bid received **without EMD** will not be entertained/ considered at all and will be rejected summarily.
- III. **No interest** would be paid on the Earnest Money Deposit.

15. FORFEITURE OF EMD:

- I. The earnest money deposited (EMD) will be forfeited if the bidder withdraws or modify their bids in any respect within the period of validity of tender.
- II. In case the successful bidder declines/fails to sign the contract, for whatsoever reason(s)
- III. Fails to furnish the Performance Security Deposit as mentioned in this Tender Notice.
- IV. Bids once submitted shall not allowed to be withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms

of contract and would be liable to forfeiture of security deposit levied as the case may be

16. REFUND OF EMD:

- I. EMD will be refunded to the **unsuccessful** bidder within **thirty days** after the award of the contract to successful bidder and no interest would be paid thereon.
- II. EMD will be refunded to the **successful** bidder on receipt of Performance Security or shall be adjusted towards Performance Security Deposit and no interest would be paid thereon.

17. PERFORMANCE SECURITY DEPOSIT:

- I. **Rs. 25,000 (Rupees Twenty Five Thousand only)** is to be deposited by way of Demand draft of any Nationalized bank in favour of “ICAR Unit- DRWA, Account Number-10478302130, IFSC code-SBIN0009027, Name of the Bank- State Bank of India, Priyadarshini Market Branch, Branch code- 9027” payable at Bhubaneswar by the successful contractor within fifteen days of the award of contract for due and satisfactory performance of the contract and shall be refunded only after completion of agreement period and on adjustment of dues, if any. **No interest shall be payable by ICAR-CIWA on the security deposit.**
- II. If the contractor is called upon by ICAR-CIWA to deposit Security and the contractor fails to provide the security deposit within the period specified/ granted such failure will constitute a breach of the contract and the office shall be entitled to make other arrangements at the risk and expense of the contractor whereby the contract shall be awarded to the next eligible bidder in order and forfeiture of the EMD shall be affected.

18. FORFEITURE OF PERFORMANCE SECURITY DEPOSIT:

In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor/Service Provider will be liable to be forfeited besides annulment of the contract.

19. REFUND OF PERFORMANCE SECURITY DEPOSIT :

On due performance and completion of the contract in all respects, the Performance Security Deposit will be refunded without any interest after deducting downtime and other charges, having remained unrealized, if the same cannot be realized from the contractor’s pending bills.

20. RECOVERY OF SUM DUE:

- I. Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor, ICAR-CIWA shall be entitled to recover such sum by appropriating, in part or whole from the security

money deposited by the contractor and/or by deduction from the pending bills of the contractor.

- II.** When there remains a balance of the total sum to be recovered, it shall be deducted from any sum due to them or which at any time thereafter may become due under this or any other contract with the ICAR-CIWA. If sum not be sufficient to cover the full amount recoverable, the contractor shall pay to ICAR-CIWA on demand the remaining balance due **along with interest at the rate of 24% PA from the date when the first demand is made till the date of actual payment for each day of delay.**

21. INSOLVENCY AND BREACH OF CONTRACT:

ICAR-CIWA may at any time, by notice in writing, summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

- I.** If the contractor being an individual or firm, such individual or any partner in the contractor's firm as the case may be, is at any time adjudged insolvent or has a receiving order or orders for administration of his estate being made or any proceedings for liquidation or composition under any law of insolvency being or not for the time being in force or has made conveyance or assignment of his effects or enter into any arrangements or compromise with his creditors for suspend payment or if the firm be dissolved under any law which governs it or which is otherwise for the time being in force; or
- II.** If the contractor being a company registered under any law for the time being in force, passes are solution for winding up or the court passes any order for the liquidation of the affairs of the company or that any Liquidator, Receiver or Manager is appointed for the management of the affairs of the company; or
- III.** If the contractor commits any breach of this contract or any other direction of the customer issued from time to time not otherwise specifically provided in this contract, the customer can terminate the contract without compensation to the contractor which shall be without prejudice of its right to claim the damages which it may have suffered due to such breach of contract or of the direction issued by the customer.

**SPECIAL TERMS & CONDITIONS FOR CONTRACT / SCOPE OF WORK FOR
HIRING OF VEHICLES ON CALL BASIS**

1. All the vehicles proposed to be hired out to the ICAR-CIWA by the applicant contractor should have been manufactured in or after 2021.

2. Rate should be reckoned from place of reporting / Place of release which may be (at Call Basis)

- o ICAR-CIWA, Bhubaneswar
- o Any other places / ICAR premises

Contractor will be eligible for maximum 10 km (Including Both Way) in addition to total km actually travelled by ICAR-CIWA Officials/staff.

3. TIMINGS :

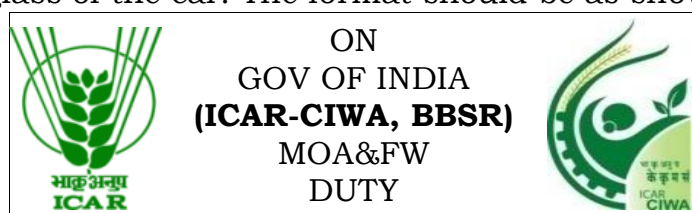
The vehicles are needed to be made available at the desired location on 24x7 call basis within 1 hour from the time of intimation and if informed in advance, the vehicles need to report 30 min before the agreed time.

4. PAYMENT:

- i. No advance payment is payable by this office or the officers traveling in hired vehicles. The billing will be done on monthly basis and it should be submitted by the contractor/ firm by the first week of the following month. The payment will be made only for those log book entries which have been signed by the officer/s official using the vehicles. It will be the responsibility of the vehicle driver to get the log book entries indicating start kilometer, end kilometer, distance covered, time from office, places visited etc. For each occasion of journey signed by the officer/ official traveling on a day to day basis.
- ii. Payment will be made through ECS. The contractor should furnish the bank details to effect payment through ECS
- iii. TDS will be deducted from the payment due to the vendor as per the Income Tax Act.

5. DISPLAY PLATE:

While on duty of the company a small board of A4 paper size should be put at the front glass of the car. The format should be as shown below:



6. INSPECTION OF VEHICLE :

Vehicles on duty of any VIP may be required to be produced for inspection and trial before placement of the same. Owner reserves the right not to accept any or all the vehicles provided by the contractor in case they are not found to be in good running condition and not as per the specification agreed to.

7. TAXES/ INSURANCE/ PERMIT/ PUC CERTIFICATES:

- i. Contractor shall have valid permit(s), fitness certificate, Pollution Under Control Certificate from Pollution Control Board, and any other certificates required in respect of the motor vehicle with comprehensive insurance.
- ii. The contractor shall comply with all relevant rules and regulations of Motor Vehicles Act. Etc. The vehicles deputed should carry all relevant papers duly updated and should fulfill the norms prescribed by the appropriate Govt. /Department.

ALL VEHICLES SHOULD HAVE VALID PUBLIC SERVICE REGISTRATION AND TAXI PERMITS.

8. The contractor will indemnify for loss/ damage of property or life of passenger or third party because of negligence of driver or poor maintenance of vehicle or due to an accident.
9. All legal obligations in respect of the vehicles i.e. Road Tax, RTO registration and permissions etc. and in respect of the driver i.e. minimum wages as per Govt. Regulation, social security etc. will be the responsibility of the Contractor.

10. The **Drivers** deployed for the vehicle should satisfy the following conditions:
 - i. Drivers should have **minimum 3 years of experience of driving**. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
 - ii. Driver should be well versed with the roads and the places in Bhubaneswar/Cuttack/Puri and nearby districts and should have experience in city driving
 - iii. All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, insurance, petrol/diesel, oil or and other expenditure related to the vehicle and the driver will be borne by the Contractor.
 - iv. The drivers of the vehicles should be provided with a mobile phone with valid SIM card by the contractor and all expenses towards the same shall be borne by the contractor. However, the driver should not use his mobile phone while driving.

11. OUTSTATION & TOLL/PARKING CHARGES:

- i. The contractor shall be responsible for boarding and lodging of the driver. No responsibility for these shall be to the Institution/ in-charge officer.
- ii. However, outstation charge will be paid to the contractor for the nos. of nights stayed at out of station as per the rate quoted by the contractor.
- iii. Any denial by the contractor/its appointed driver for the vehicle under duty whatsoever to stay overnight will be considered as default and necessary penalty will be levied on the contractor as per clause
- iv. Driver shall not claim any hotel rent or food charge.
- v. Parking & Toll charge shall be paid at actual in Bill & shall not be asked from the Guest/ in charge officer. Same has to be signed by the Officer using the vehicle.

12. The rates quoted should be **Excluding the GST**. The GST to be paid additionally only after receiving the photocopy of the GST Registration

Certificate. No GST will be paid if the contractor/ operator fails to provide proof of valid GST Registration.

13. PENALTY:

In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:

Sl. No	Nature of default	Penalty Rs.
1	Late Reporting	25% of proportionate contract charges per day
2	Non-Reporting	Rs.1000/- per instance & will be recovered from Bills or Security Deposit
3	Poor Maintenance of Vehicles	Rs. 200/- per ride
4	Refusal of duties	50%-100 % of proportionate contract charges per day.
5	Non- observations of dress code/ proper etiquette	Rs. 100/- for first instance and Rs. 200/- for subsequent instances.
6	Vehicle kept unclean	25% of proportionate contract charges per day
7	Unsafe/ rash driving	25% of proportionate contract charges per day

For levying any penalty, the decision of the Officer-in-charge will be final and binding.

14.The Institution/Officer-in-charge shall be at liberty to withhold any payment of bill or security deposit or EMD to realize any amount due from the successful bidder(s) either by way of penalty as per applicable clause or any other manner whatsoever.

15.In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor namely. In case vehicle does not report within the reasonable time or does not report at ICAR-CIWA would have the right to hire a vehicle from the market and the additional charges incurred by the Institution will be borne by the Contractor. In case, neither a substitute vehicle is provided nor hired by the Institute, proportionate contract charges is liable to be deducted from the contract charges payable, in addition to the penalty levied indicated in Para 14 above.

16.There will be no revision of rates in contract period depending upon the decrease/ increase in fuel price.

17.If contractor fail to provide the desired class of vehicle to the institution then it would be treated as deficiency in service. In that event, this office may put the Contractor in the black list and also will be free to hire desired class of vehicle from any other agencies and expenses so incurred for hiring the substitute vehicle and/or suitable penalty will be deducted from your subsequent bill

- 18.** White towel (at own cost) & Water bottle (at actual cost) in the vehicle shall be provided whenever required.
- 19.** The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force including the Safety rules & regulations. In case of any violations of such laws, rules & regulations, the cost involvement there of shall exclusively be borne by the contractor
- 20.** The Director, ICAR-CIWA, Bhubaneswar reserves the right of reject all or any of the offers or accept more than one offer without assigning any reason. Any conditional offer(s) will also be rejected.
- 21.** In case of dispute of any kind and in respect whatsoever, the decision of Director, ICAR-CIWA, Bhubaneswar shall be final and binding.

Sd/-
Administrative Officer
For on behalf of the Director

PART B

(Annexures)

- **Annexure I**
 - **Annexure II**
 - **Annexure III**
 - **Annexure IV**
 - **Annexure V**
 - **Annexure VI**
 - **Annexure VII**
 - **Annexure VIII**
 - **Annexure IX**
 - **Annexure X**
- **Scope of Work**
 - **Details of the Firm/Agency**
 - **Certificate for Non-Blacklisting**
 - **Checklist for evaluation of technical bid**
 - **Tender Acceptance Letter**
 - **Mandate Form**
 - **Financial Bid Pro forma**
 - **Experience & Running Contracts**
 - **Details of Current fleet of vehicles**
 - **Details of Regular Drivers**

ANNEXURE-I**SCOPE OF WORK**

The details of vehicle requirements and duties to be performed may be assessed by the service providing agencies in consultation with the Authorized personnel at ICAR-Central Institute for Women in Agriculture, located at CIWA, Bhubaneswar-751003

S.No.	Item Description	Quantity	Units	4 hr – 50 km	6 hr – 75 km	8 hr – 100 km	Rate for additional km (beyond 100 km)	Rate for additional hrs (beyond 8 hours)	Rate per km for long tour (more than 200 km per day)	Night halt charges including outstation per day (10 PM to 6 AM)	Outstation vehicle retention charges per day
1.	Sedan- Normal Vehicle (Maruti Dzire, Toyota Etios, Honda Amaze, etc.)	1	Nos.								
2.	Sedan-Luxury vehicle (Honda City/ Hyundai Verna/ Maruti Ciaz, etc.)	1	Nos.								
3.	SUV (Mahindra-Bolero, Scorpio, XUV or equivalent)	1	Nos.								
4.	MPV (Innova etc. or equivalent)	1	Nos.								
5.	13 Seater Traveller	1	Nos.								
6.	25 Seater Traveller										
7.	45 Seater Bus	1	Nos.								
8.	Pick up van (Goods Carrier) up to 1000-1500 kg	1	Nos.								
9.	Mini Truck (Goods Carrier) up to 2000-2500 kg	1	Nos.								

** All passenger vehicles should be Air-conditioned vehicles (AC)

TERMS & CONDITIONS:

1. The vehicle should be in good condition and well maintained with all necessary statutory documents. The vehicle must possess all relevant documents like Registration Card, valid insurance papers, Fitness Certificate, Permits and other related papers as issued by the RTO.
2. The service provider should have a minimum of 3 years in experience of providing vehicles to any govt. department or any reputed Private Organisation / any Autonomous Body and relevant documents to substantiate the same should also be submitted with the technical bid in the specified format (Annexure F).
3. The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing a requisite number of vehicles, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-I (A firm that has quoted the lowest rates) tenderer.
4. Minimum of two vehicles with All India Permit should be registered in the firm's name for commercial purpose.
5. This office reserves the right to revise the requirements of vehicles being hired. The number of 'staff car', 'Mid-sized & small-sized' vehicles mentioned is not fixed. It is as per the present requirement. If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions.
6. The payment shall be made based on the actual usage of the vehicles, irrespective of the numbers mentioned above
7. Rates to be quoted for Petrol/Diesel & CNG vehicles separately as based on the fuel type separate rates are applicable
8. Vehicles should become preventively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority.
9. The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required
10. This Institute shall not be responsible for any unforeseen events. Any damage/accidental caused to the travellers due to the negligence of the driver during the journey should be borne by the concerned agency.
11. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the Service Provider's risk and shall arrange alternate vehicle with no extra cost.

12. The assigned driver should be prompt, presentable and well mannered, the uses of liquor/any other drugs during duty hours is strictly prohibited.
13. The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers
14. In case of any breakdown of the vehicle on duty, the agency shall make arrangement for providing another vehicle immediately within two hours.
15. The tampering of meter reading, vehicle usage timings, overwriting of Summary/log sheet and misbehaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract and other legal actions.
16. The Service Provider shall pay the toll charges, parking fee or entry taxes payable locally or outstation is which later reimbursed by the Buyer on actual basis as paid by the Service Provider.
17. The Service Provider must ensure that all the necessary measures are taken by the driver to ensure passenger safety by avoiding negligent driving by their drivers such as over speeding, rash driving vehicle without brakes/defective brakes.
18. The Service Provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicle to the Institute.
19. The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof
20. The Service Provider shall deploy experienced drivers for carrying out the services. The Service Provider shall be personally responsible for any theft, misconduct or disobedience from the part of drivers provided by him.
21. All vehicles provided under this contract must be equipped with fully functional air conditioning systems.
22. LPG Cylinders should not be used for running the vehicle in any case
23. Vehicle should be made available round the clock, if required.
24. Quotations not complying with the above conditions are liable to be rejected. No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
25. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final
26. The Director, ICAR-CIWA, Bhubaneswar reserves the right to accept or reject any or all of the quotations received without assigning any reason thereof.
27. All disputes are subject to Bhubaneswar jurisdiction only.
28. Vehicle requisitioned& not provided by the vender during contract period will disqualify the contract of the remaining period.
29. The vehicle should have registrations /licence certificate like registration certificate, fitness certificate, road tax paid certificate, vehicle permit copy,

comprehensive insurance coverage policy, emission test certificate, etc. from the appropriate govt. agencies.

Details of the Firm/Agency

(on Firm's letter head)

- 1) Name of the Firm/Agency :-
- 2) Name of the Owner/Proprietor :-
- 3) Postal Address with Phone/Mobile No. :-
- 4) Distance from ICAR-CIWA, Bhubaneswar :-

(Signature of the Bidder, with Official Seal)

ANNEXURE-III

CERTIFICATE FOR NON-BLACKLISTING

(On non-judicial stamp paper worth Rs.50 or More)

We.....(name of the firm) certify that our company/ firm has not been black listed by any Government Department/ Government Educational Institutions/ Research Institutes during the last three years.

(Signature of the Bidder, with Official Seal)

ANNEXURE-IV

CHECK LIST FOR EVALUATION OF TECHNICAL BID (to be filled, signed, scanned and uploaded with corresponding records, online)

Sl. No.	Parameters/ Documents to be attached	Enclosed (Yes/No)	Reference Page no.
1	Certification/Registration Details		
1.1	PAN Card		
1.2	GST Registration		
1.3	MCA/Company Registration		
1.4	Labour License		
1.5	TAN Number (if applicable)		
1.6	ESIC/EPFO Registration (if applicable)		
1.7	NSIC/SSI certificates registered with NSIC (if applicable)		
1.8	Udyog AADHAR, as per government norms (if applicable)		
1.9	Certificate for non-blacklisting (Annexure-III)		
2	Copy of at least three work orders latest along with the details in enclosed tabular form citing Minimum three years' of experience in the field of providing such services as per the tender in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations', etc (Annexure - VIII)		
3	Certified copies of Balance Sheet by the Registered Chartered Accountants for the following years		
3.1	FY 2021-22/AY 2022-23		
3.2	FY 2022-23/AY 2023-24		
3.3	FY 2023-24/AY 2024-25		
4	Certified copies of Profit & Loss A/c by the Registered Chartered Accountants for the following years		
4.1	FY 2021-22/AY 2022-23		
4.2	FY 2022-23/AY 2023-24		
4.3	FY 2023-24/AY 2024-25		
5	Self-attested copies of Income Tax Return for the following years		
5.1	FY 2021-22/AY 2022-23		
5.2	FY 2022-23/AY 2023-24		
5.3	FY 2023-24/AY 2024-25		

6	Scanned copy of GST clearance and deposit receipt of months April to June 2024 (any one month) in form GSTR-3B as per rule (5)		
7	Details of current fleet of vehicles owned with year of manufacture and registration number (Annexure-IX)		
8	Details of Regular drivers (Annexure-X)		
9	Tender Acceptance Form (Annexure-V)		
10	Details of Firm (Annexure-II) & Mandate Form (Annexure-VI)		

Certified that the above information is correct and all the terms and conditions of the tender document are acceptable to us.

(Signature of the Bidder, with Official Seal)

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To
The Director,
ICAR – Central Institute for Women in Agriculture,
Bhubaneswar -751003 (Odisha).

Sub: Acceptance of terms and Conditions of tender:

Tender Reference No:

Name of the tender/work: -

Dear Sir,

- 1) I/we have downloaded the tender documents for the above mentioned Tender /work from the website (s) namely:
 - a. _____

 - b. as per your advertisement, given in the above mentioned website(s)
- 2) I /we hereby unconditionally accept the tender conditions of above mentioned tender document (s) / corrigendum (s) in its totality /entirely.
- 3) I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department / Public Sector Undertaking.
- 4) I /we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect /untrue or found violated, then your department /organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract.
- 5) I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

MANDATE FORM

Electronic Clearing Service (Credit Clearing) Real Time Gross Settlement (RTGS) facility for receiving payments

A. Details of Accounts Holders:-

Name of Account Holder	
Complete Contact Address	
Mobile Number	
E-mail	
GSTIN Number	
PAN Number	
Aadhaar Number	

B. Bank Account Details:

Bank Name	
Branch Name with complete Address, Telephone No. & E-Mail	
Whether the branch is computerized?	
Whether the Branch is RTGS enabled? If Yes then what is the branch 's IFSC Code	
Is the branch also NEFT enabled?	
Type of Bank Account (SB/Current/Cash Credit)	
Complete Bank Account No (Laser)	
MICR Code of Bank	

Date of effect:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

(Signature of the Bidder, with Official Seal)

**FINANCIAL BID
(AS PER THE BOQ ON THE CPP Portal)****RATES NOT TO BE QUOTED ALONG WITH TECHNICAL BID**

S.No.	Item Description	Quantity	Units	4 hr – 50 km	6 hr – 75 km	8 hr – 100 km	Rate for additional km (beyond 100 km)	Rate for addition al hrs (beyond 8 hours)	Rate per km for long tour (more than 200 km per day)	Night halt charges including outstation per day (10 PM to 6 AM)	Outstation vehicle retention charges per day
1.	Sedan- Normal Vehicle (Maruti Dzire, Toyota Etios, Honda Amaze, etc.)	1	Nos.								
2.	Sedan-Luxury vehicle (Honda City/ Hyundai Verna/ Maruti Ciaz, etc.)	1	Nos.								
3.	SUV (Mahindra-Bolero, Scorpio, XUV or equivalent)	1	Nos.								
4.	MPV (Innova etc. or equivalent)	1	Nos.								
5.	13 Seater Traveller	1	Nos.								
6.	25 Seater Traveller										
7.	45 Seater Bus	1	Nos.								
8.	Pick up van (Goods Carrier) up to 1000-1500 kg	1	Nos.								
9.	Mini Truck (Goods Carrier) up to 2000-2500 kg	1	Nos.								

**** In the event of multiple agencies determined as L1 across different parameters within the same item, the criteria for determination of L1 for each item shall be determined by giving preference to categories as determined by the Competent Authority of ICAR-CIWA**

(Signature of the Bidder, with Official Seal)

ANNEXURE - VIII

Experience & Running Contracts

DETAILS OF SATISFACTORY PERFORMANCE/EXPERIENCE CERTIFICATE FROM PSU/GOVT.COMPANIES/OTHER COMPANIES WHERE THE TENDERER HAS WORKED DURING LAST THREE YEARS				
SL. NO.	NAME OF PSU/GOVT. COMPANIES / OTHER COMPANIES	PERIOD OF CONTRACT		NO OF VEHICLES PROVIDED

(Signature of the Bidder, with Official Seal)

Details of Current fleet of vehicles

(Minimum 5 vehicle details required. Also legible copy of RC, Insurance PUC to be attached)

Sl. No.	Registration Number	Owned/Leased/Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC Number and validity date
1						
2						
3						
4						

(Signature of the Bidder, with Official Seal)

Details of Regular Drivers

(Minimum 5 drivers' details required)

Sr. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Up to	Private/ commercial
1						
2						
3						
4						
5						

(Signature of the Bidder, with Official Seal)