



**ICAR-CENTRAL INLAND FISHERIES RESEARCH INSTITUTE
REGIONAL CENTRE**



HOUSEFEED COMPLEX, Dispur, Guwahati-781 006
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TENDER NOTICE

Quotation for Annual rate contract for hiring of vehicle is invited in sealed envelope (Single Bid) from reputed transport agencies in and around Guwahati for providing different kind of vehicle on daily hire basis to ICAR-Regional Centre, Guwahati on “**As and when required basis**”.

The tender document can be downloaded from official website of the Institute: www.cifri.res.in and www.eprocure.gov.in. EMD to the tune of Rs.5000/- (Rupees five thousand only) in form of Demand Draft shall have to enclosed with the bid document. The demand draft may be drawn in favour of “ICAR UNIT-CIFRI” payable at Barrackpore.

Late date of submission of tender to the Head of Centre, ICAR-CIFRI Regional Centre, Housefeed Complex (Central Building, 4th Floor), Dispur, Guwahati-781 006(Tele fax: 0361-2228486) is 21.04.2018 till 2.00 PM either by hand or by post. The sealed tender shall be opened on 21. 04. 2018 at 03.00 PM.

The firms are required to submit Quotation Form, Annexure-I, Annexure-II with necessary self authenticated documents and valid Demand Draft.

HEAD OF CENTRE

Quotation Form- Annexure-II

Annual rate contract for hiring vehicle

Name of the firm: _____

Address: _____

Sl. No.	Description for Charges of hire vehicle	AC Category	Non-AC Category	Bus and other transport vehicle
A	For local journey upto 250Km maximum (Where no Night halt required)	Indica/Sumo/Belero/ Swift Dzire/Xylo/ Innova/Scorpio and similar vehicle	Indica/Sumo/Belero/ Swift Dzire/Xylo/ Innov/Scorpio and similar vehicle	Mini Bus-22 seater p/day Mahindra Pick Van p/day Mini Truck (Tata-407 or equivalent) -Per day Tata Truck(Medicum-1190- per day
1.	Charges upto 8hrs/80km with duty limits per day.			
2.	Charges for additional KM beyond 80KMs, if journey within 8 hrs.			
3.	Charges for additional hrs beyond 8 hrs, if journey within 80 Km.			
B	For outstation journey (Where total distance of travel exceeds 250Km and/or where night halt required)			
1.	Charges for outstation per km (minimum 250 km charges will be paid)			
2.	Night halting charges, per night			
C	Any other charges			

Place:

Date:

Signature of the firm with seal

ANNEXURE-I

DETAILS OF AGENCY

1. Name and address of the Transport agency :
(including Telephone/Mobile/Fax No and email etc)
2. Trade Licence Number (Attach photocopy of document) :
3. GST Registration No. (Attach photocopy of document) :
4. Name & address of the owner of the transport agency :
5. Contact Telephone/Mobile Number :
6. TAN/PAN Number (Attach photocopy of document) :
7. Credential for providing vehicle to Central/State Govt. :
Department/reputed private organization during last
3 (three) years (Enclosed copy of the Order/rate contract)
8. Bank account details (including name of account holder,
Name of bank and branch with A/C No. & IFSC Code) :
9. Demand draft enclosed for EMD with number, date
and amount :

Certified that the terms and conditions specified in the Tender Documents are acceptable
To me/us and I/We will abide by the rates offered for the period of contract.

Place:
Dated:

Signature of the owner(s) with seal

ANNEXURE-II

TERMS AND CONDITIONS:-

1. The bidder should be authorized transport agency with trade licence.
2. The envelopes containing the bid should be superscribed as “RATE CONTRACT FOR HIRING VEHICLES” and should be address to the Head of Centre, ICAR-CIFRI Regional Centre, HOUSEFEED Complex, Dispur, Guwahati-781 006, Assam. The sealed quotation/bid may be deposited in the TENDER BOX available with the Head of the Centre or may be sent by post.
3. The EMD to the tune of Rs.5000/- (Rupees five thousand only) in form of Demand Draft shall have to be enclosed with the bid documents without which the tender documents will be summarily rejected. **The quotation without EMD and/or MSME/ESIC Certificate will be summarily rejected.** However, exemption is admissible as per General Financial Rules, 2018.
4. Incomplete quotation, late bids/without EMD or not in compliance with the terms and conditions, will be summarily rejected.
5. The successful bidder will have to submit performance security to be mentioned in the officer letter within 10 days of receipt of the officer, otherwise the Institute reserve the right to cancelled the offer and make the officer to any Agency found suitable.
6. The Rate Contract will be valid for one year from the date of issuance of work order and no hike in the rates will be permissible during the contract period. No advance payment for hiring the vehicle shall be made.
7. Road mileage and time will be counted from point where the vehicle report for duty (usually at ICAR-CIFRI Regional Centre, HOUSEFEED Complex, Dispur, Guwahati-6) and upto the point where the Vehicle is released (usually at the Centre).
8. Parking fees & toll charges will be paid by the Institute on production of receipt in original. All other incidental charges will be borne by the agency.
9. Fishing nets, equipments, chemical, Fish/Live Stock/Perishable items etc. will be transported with the hired vehicle(s) as per need of the Centre.
10. All statutory taxes are applicable as per Govt. of India norms shall be reconciled at the rate extant on the processing of bill.
11. Vehicle provided on hire to the Institute should be Commercial vehicles and should be registered as such with the Transport Authority. Driver of such vehicle should have a valid Driving License. The life time of vehicles should not lapse as per extant rules, failing which the contract may be terminated. Vehicles should be maximum 2-3 years old.
12. Payment will be made through e-payment on submission of bill alongwith relevant bank details together with duty slips signed by one of the official of the Centre who has used the vehicle.

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13. The agency should be able to provide the required type of vehicle(s) for hiring at short notice.
14. Cleanliness of the vehicle should be ensured and it should be in an excellent condition.
15. In the event of breakdown of vehicle midway, the agency shall arrange alternative vehicle(s) promptly.
16. Penalty etc. imposed by traffic/police department will not be paid by the Institute.
17. The vehicle pn requisition report in time. If the agency fails to provide the vehicle(s) so requisitioned in time after receiving the message, the Institute reserves the rights to cancel the contract at any time without assigning any reason thereof.
18. Bill submitted by the agency to the Institute for payment should accompany the "Duty Slips" showing in and out meter reading total KM run, out time as well as total duty period in hours duly signed by the indenting /availing official.
19. In event of any dispute, the matter may be settled in the jurisdiction of Hon'ble Kolkata High Court.
20. In case of award of Rate Contract, the agency should sign an agreement with the Institute.
21. The Director, ICAR-CIFRI, Barrackpore has the power to accept/reject any or all quotations received without assigning any reason thereof.
22. All quotations/bids in which any of the prescribed conditions are not fulfilled/incomplete in any respect are liable to be rejected.