



**ICAR-Agricultural Technology Application Research Institute,
Zone-1, PAU Campus, Ludhiana-141004**

Phone:0161-2401018; Email:Atari.ludhiana@icar.gov.in; Web:atari1.icar.res.in

F. No.: 7(43)/Veh./Pt.V/2020/

Dated: October, 2020

NOTICE INVITING TENDER

For and on behalf of Secretary, ICAR, the Director, ICAR-ATARI, Ludhiana invites online open E-tenders for hiring of vehicle services on rate contract basis at ATARI, Ludhiana through the website www.eprocure.gov.in/eprocure/app under two bid system from registered firms.

Tender No	F. No.: 7(43)/Veh./2020/
Date and Time for Issue/Publishing	03.10.2020 at 6.00 PM
Document Download/Sale Start Date and Time	03.10.2020 at 6.00 PM
Bid Submission Start Date and Time	03.10.2020 at 6.00 PM
Bid Submission End Date and Time	21.10.2020 at 2.00 PM
Date and Time for Opening of Bids	22.10.2020 at 2.30 PM
The tender document is also available at our http://atari1.icar.res.in web-site	
Address for communication	Assistant Administrative Officer ICAR-Agricultural Technology Application Research Institute, Zone-I, PAU Campus, Ludhiana-141004 (Punjab)

Date :

Place: Ludhiana

Assistant Administrative Officer
ICAR-ATARI, Zone-I

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH
INSTITUTE, PAU, LUDHIANA –141 004 (PB)**

Note

1. The Director, ICAR-ATARI, Zone-I, Ludhiana may at his discretion, extend this date by a week and such extension shall be binding on Tenderers.
2. If the date of opening of tenders is declared to be a public holiday, the tenders shall be opened on the next working day. However, there will be no change in the time of acceptance/opening as indicated above.
3. ICAR-ATARI reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
4. The tender form can be downloaded from our website <http://atari.icar.res.in> or GOI portal <http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders, should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
5. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/e.mail/post/fax etc. will be rejected.
6. EMD should be submitted as per Terms and Conditions.
7. ICAR-ATARI will not be responsible for any delay in enrollment/registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website and enroll their Digital Signature Certificate and upload their quotation well in advance.
8. Please examine thoroughly the Notice Inviting Tender, Instruction to bidders, General Conditions of Contract, Pre-requisite/requirement of the Service Contract, (**Annexure I to IV**). Bidder should also examine the (Technical bid Offer/Bid form, Questionnaire, Schedule of work experience and Bank Detail (**Annexure V to VIII**) along with the necessary documents as required to be attached with the tender.
9. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BoQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as the name of the Bidder). No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file found to be modified by the bidder, the bid will be rejected.
10. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through website and not press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Sd/-
Assistant Administrative Officer

ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH
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INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submissions as per the directives of Department of Expenditure, the tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available at <http://eprocure.gov.in/eprocure/app>. Manual/offline bids shall not be accepted under any circumstances.

FOR REGISTRATION

2. Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
3. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.**
4. The item should be delivered at ICAR-ATARI, Ludhiana and the supplier shall be responsible for any damage during the transit of goods.
5. All the tender documents & price bid to be up loaded as per this tender are to be digitally signed by the bidder.
6. All the communications with respect to the tender shall be addressed to: The Director, ICAR-ATARI, Ludhiana – 141 004.
7. The firms are also required to upload copies of the following documents:-

DOCUMENTS TO BE UPLOADED IN COVER-I

(A) TECHNICAL BID

1. Scanned copy of Earnest Money Deposit (EMD) / its exemption, if any.
2. Scanned copy of Firms registration, PAN Card and GST Certificate.
3. Scanned copy of Bank Account Details duly filled in Annexure-VIII.
4. Scanned copy of Income Tax Statement for the last three years.
5. Declaration Form (Annexure-IX).
6. Tender Acceptance letter (Annexure-V).

FINANCIAL BID/BOQ

Price Bid as BoQ_XXXX.xls to be filled online and submitted. Please note that the file name should not be changed.

Earnest Money Deposit (EMD)

- 1) All the bidders have to deposit the EMD of Rs. 10,000/- in the shape of bank draft in favour of ICAR ZC Unit Zone-I, payable at Ludhiana which should reach in the office of Director, ICAR-ATARI, Ludhiana before opening of Bids and scanned copy of the same must also be uploaded on the CPP portal failing which the tender will be rejected straightway.
- 2) The EMD of successful bidders will be refunded only after award of contract and receipt of acceptance letter & requisite security deposit while EMD of unsuccessful bidders will

be released within 30 days after the award of the contract.

- 3) No interest is bearable on the EMD.
- 4) No request for transfer of any previous deposited Earnest Money will be entertained.
- 5) It is understood that the tender document issued to the bidder is being permitted to submit tender in consideration of the stipulation on his part that after submitting his tender he will not withdraw from his offer or modify the terms & conditions thereof or withdraw before 90 days from the date of opening of tender or after acceptance. Should the tenderer fail to observe and comply with the foregoing stipulation, the aforesaid EMD will be forfeited.
- 6) If the contractor does not accept the offer, after issuance of contract award letter within 7 days, the offer shall be withdrawn and Earnest Money forfeited.
- 7) GST/other taxes etc. are applicable as per rule of GOI.

Preparation of tender

- 8) Each page of the annexure (required to be returned/submitted with the tender) should be intact and duly signed by the authorized signatory & stamped.
- 9) In the event of space on the schedule form being insufficient for the required purpose, additional pages may be added. But each such additional page must be numbered consecutively, bear the Tender number and signed each page by authorized signatory. In such case, reference to the additional pages must be made in the tender form.
- 10) If any modification of the schedule is considered necessary, you should communicate the same by mean of a separate letter sent/upload with the tender.
- 11) No addition and alteration shall be made in the tender form. In case of any over writing in the tender form, these should be neatly initialed with date before signing and submitting tender.
- 12) Since bidder has to meet various committed liabilities to government such as taxes etc., so zero or unviable service charges should not be entered. Bids will be rejected if done so.
- 13) The rates quoted in BOQ & Financial bid must be congruent with each other, if different rates are indicated in BOQ & Financial bid, the bid may be rejected.

Signing of Tender

- 14) Front/each page of the tender shall be signed by the bidder/firm/agency or a person duly authorized to bind the firm/bidder to the contract with stamp of the firm/agency.
- 15) Individual signing the tender or other documents connected with the contract must specify whether he signs as:
 - i) A sole proprietor of the firm or constituted attorney of such sole proprietor.
 - ii) A partner of the firm if it be a partnership, in this case he must have authority to refer the arbitration dispute concerning the business of the partners admitting execution of the partnership agreement or a power of attorney.
 - iii) Constituted attorney of the firm if it is a company.
- 16) The tender is liable to be ignored if complete information is not given therein or if the particulars in the schedule to the tender not fully filled in. Specific attention must be paid to the General Conditions of the Contract as the contract entered into would be governed by them.

N.B:

1. In case of a copy of the partnership agreement or general power of attorney, in either case attested by Notary should be furnished unless or affidavit on stamp paper of all the partners admitting execution of the partnership agreement of the general power of attorney should be furnished.
2. In the case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender form and all the other related documents must be signed by every partner of the firm.
3. A person signing the tender form or any documents forming part of the contract on behalf of

another shall be deemed to warranty that he has authority to bind with other and if, on enquiry it appears that the person so signing has no authority to do so, the ATARI may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

Validity of tender

Intending agencies/firms should note that their offers should remain open for acceptance for 90 days from the date of opening of tender. If the contractors are unable to keep their offers open for the specified period, they should specifically be stated in the tender form the period up to which they want their tenders to remain open for acceptance. In the absence of such specifications in the tender, it will be presumed that their offers will remain open for acceptance for the period as specified in the schedule.

NB: Tenders with vague and indefinite expressions such as “subject to immediate acceptance” will not be considered.

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH
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GENERAL INSTRUCTIONS

1. The Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the ‘Terms & Conditions’ and other relevant instructions as contained in this Tender Document.
2. Tender must be from reputed registered contractors/service providers having two-three years’ experience and expertise of work in Government/PSU/Private Organizations.
3. The firm/contractor must enclose the performance/experience certificate from the Department/office concerned for rendering of Taxi services for the last three years.
4. Any firm/party requires quote their rates for all the items as per the Schedules.
5. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract.
6. Quotations/tender qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
7. Tenderers are requested to enclose a copy of their valid certificate of PAN/TAN No., and GST No. with their tender.
8. Tenders received without Bid Security (EMD) amount by way of DD/Banker’s Cheque in the name of ICAR ZC Unit Zone-I payable at Ludhiana will not be considered at all.
9. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing.
10. Late/delayed tenders received in ATARI due to any reason whatsoever will not be accepted under any circumstances.
11. The tender is to be submitted through CPP Portal only. The EMD/Tender fee, etc. will be submitted offline before closing of technical bid submission in CPP Portal. The scanned copy of tender fee & EMD must be uploaded with the technical bid on CPP portal.
12. Acceptance of the rate will be communicated through CPP Portal.
13. Each and every page of the tender documents must be signed by the bidder.
14. The Institute will evaluate and compare the bids which will be substantially responsive i.e. properly prepared, signed and meet the required terms and conditions, etc. The contract will be awarded to the contractor whose tender will be determined to be responsive, offering the best/lowest evaluated price.

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TERMS & CONDITIONS FOR VEHICLE HIRING RATE CONTRACT

Terms & Condition of the Annual Rate Contract will be as follows:

1. Vehicles provided should strictly be **commercially registered** in the name of service provider firm only and it should be in good condition & registered in 2015 or later and possessing all documents like Registration certificate, valid insurance policy, up-to-date pollution Under Certificate etc. in original etc. The Bill submitted by the firm must contain registration number of the taxi provided.
2. The Territory of Ludhiana District counted as Local Journey.
3. The contract will be initially for one year and it can be extended further if the services are found to be satisfactory. The rates quoted would remain fixed during the period of contract.
4. The Bidder should deposit EMD of Rs.10,000/- through DD/ /banker's cheque in favour of ICAR Unit-ZC Unit Zone-I, Ludhiana
5. The driver should have valid driving license, sufficient experience and fully conversant with the routes in Ludhiana and outstation. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government. The driver should wear proper uniform and be provided with Mobile phone by the service provider firm.
6. In case of breakdown of the vehicle, the firm should be able to provide another vehicle immediately and no expenses towards breakdown shall be borne by this Institute.
7. The Owner/Manager of the firm should be available on his direct telephone/mobile (office as well as residence). The firm should be able to provide the vehicles at odd hours and holidays, if required.
8. A logbook should be maintained, with the vehicle provided mentioning therein entries showing kilometer, end kilometer, distance covered, time consumed for journey, places visited etc. for each occasion of journey duly verified by the officer/staff travelling in the vehicle.
9. Cost of fuel, maintenance of the vehicles, mobile phone charges, salary of the driver etc. shall be borne by the firm and no charges will be borne by this Institute.
10. If any duty is not attended to, an amount of Rs.500/- per duty will be deducted from the bill as a penalty.
11. No advance payment shall be made; payment will be made within 15 days on receipt of pre-receipted bills (in duplicate).
12. In case of any accident or any contingency, any claim arising out of it will be borne by the driver/firm only and no claim whatsoever shall be borne by this Directorate. In case of any unforeseen casualty, expenses shall be borne by the firm.
13. Toll tax, entry tax for crossing border, if any or parking charges will be borne by the office and will be reimbursed on production of original bills/receipts along with bill.
14. Director, ICAR-ATARI, Zone-I, PAU Campus, Ludhiana reserves the right to cancel the contract at any time without assigning any reason.
15. In case of any dispute between the parties, the matter shall be referred to the sole Arbitrator appointed by the Director, ATARI. The decision of the sole arbitrator shall be final and binding on both the parties.

ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE,
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OFFER/BID FORM

From:

Dated _____

Shri/M/s _____
Address: _____
Ph.No. _____ FAX No. _____ Mob. No. _____

To

The Director,
ICAR-AGRICULTURAL TECHNOLOGY APPLICATION
RESEARCH INSTITUTE, PO: PAU, Ludhiana – 141 004 (PB).

Ref: Your tender document No. _____ dated _____

Dear Sir,

Having been examined the above mentioned tender document, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide Taxi Services in conformity with the said tender documents and agree to hold this offer up to _____ on _____ the rate/sum submitted in the BoQ, attached herewith and made part of tender this document. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

I/We, hereby undertake, if our offer is accepted, I/We shall provide Taxi services in accordance with the Service Schedule specified in the Schedule of Requirement of Service Contract after fulfilling all the applicable requirements incorporated in the above referred documents.

The following pages have been added to and form part of this tender:

1. _____
2. _____
3. _____

Yours faithfully

Signature of tenderer
with seal

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QUESTIONNAIRE

CONTRACTORS SHOULD FURNISH SPECIFIC INFORMATION TO ALL THE POINTS GIVEN BELOW AND ALSO ENCLOSE THE SUPPORTING DOCUMENTS. IN CASE A QUESTION DOES NOT APPLY TO A CONTRACTOR, THE SAME SHOULD BE ANSWERED WITH THE REMARK “NOT APPLICABLE”. CONTRACTORS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR EVASIVE, THE OFFER WILL BE LIABLE TO BE IGNORED.

1.	Tender Serial No./F.No. & Date	
2.	Name & address of Agency/bidder/ Contractor with contact/fax No.	
3.	Registration No. of the Firm/Agency (Attach proof)	
4.	What is your PAN No.(Attach attested copy)	
5.	ITR of last three years (Attach Copies)	
6.	Experience Certificate last two Years with Govt. Department (Attach Copies)	
7.	Performance certificate (Attach Copies)	
8.	What is your GST No.(Attach attested copy)	
9.	Details & Amount of EMD enclosed	Amount Rs. _____ D.D. No. _____ Dt. _____
10	List of documents submitted with the tender	1. 2. 3. 4.
11	State whether any business dealings with you have been currently banned by any Central/State Govt.?	

Signature of Witness
Name & address of the witness

Signature of Authorized
person of Contractor for and on
behalf of bidder/firm

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DETAILS OF EXPERIENCE/SERVICE PROVIDED DURING THE LAST TWO-THREE YEARS

S. No.	Name of the Deptt./Organization with phone Nos.	Period	Enclose performance certificate issued, if any by the Deptt.
1			
2			
3			
4			
5			

Signature of the contractor with seal

Annexure: VIII

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE,
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Name of the firm_____

Postal Address_____

1.	Permanent Account Number (PAN)	
2.	GST No.	
3.	Bank Details	
4.	Bank Name	
5.	Branch Address	
6.	Account Number	
7.	Type of Account (Current/Saving)	
8.	IFSC Code Number	

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**DECLARATION TO BE SUBMITTED BY BIDDER/TENDERER WITH THE
TECHNICAL BID**

1. I/We agree to keep the offer of this tender valid up to 90 days from the date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If I/we withdraw the tender, EMD will be forfeited to Director, ATARI, Ludhiana.
2. I/We hereby distinctly and expressly declare and acknowledge that before the submission of tender, we have made such examination of the tender documents and such investigation of the work required to be done, as to enable us to thoroughly understand convenient, agreements, stipulations and restriction contained in the contracts and agree that we will not hereafter make any claims or demand to Director, ATARI, Ludhiana based upon arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement.
3. I/We shall not assign or sub-contract any portion of the contract to anyone else.
4. If our tender is not accepted, the EMD shall be returned to us on our application. If our tender is accepted, the earnest money shall be retained by Director, ICAR- ATARI, Ludhiana up to the submission of acceptance of contract award letter and **Performance Security for RS.30,000/-**.
5. If upon written intimation to us by the Director, ICAR-ATARI, Ludhiana, we fail to attend the said office on the date fixed therein or we fail to deposit security deposit entered into the required agreement as defined in the terms & conditions in tender documents, then we agree to the forfeiture of the earnest money. Any notice required to be served on us hereunder shall be sufficiently if delivered to us personally or forwarded by post or left at our address given herein, such notice shall be deemed to have been served.
6. I/We agreed to identify and keep indemnified the first party from any claims, loss or damages that may be caused to the first party on account of my/ our failure to comply with their obligations.
7. I/We have fully understood that the written agreement to be entered between us and ATARI shall be the foundation of the rights of both the parties and the contract shall not be deemed to be completed until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of ATARI.

Dated:_____

Signature of Contractor & Seal Address:
Contact No._____