



भा.कृ.अनु.प.—राष्ट्रीय शूकर अनुसंधान केंद्र
ICAR-NATIONAL RESEARCH CENTRE ON PIG
राणी, गुवाहाटी-781 131, असम
RANI, GUWAHATI- 781131, ASSAM



File No. 616/NRCP/2016-17

Date: 04.05.2018

Sub:- Tender for Annual Rate Contract for hiring of vehicles 2018-19..reg

Sir,

Competent Authority, ICAR-NRC on Pig, Rani, Guwahati is pleased to invite tenders for Annual Rate Contract for hiring of vehicles from Reputed / registered Travel Agencies.

The tender document including terms and conditions is enclosed herewith which may be filled in and submitted to the undersigned on or before **02.06.2018 at 11:00 AM**. Any query/doubt may be clarified from the undersigned.

Encl: As above

Yours faithfully,

-sd/-
Administrative Officer I/C



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TENDER NOTICE

The Director, ICAR- NRC on Pig, Rani, Guwahati invites tenders for Annual Rate Contract for hiring of vehicles on Monthly Basis and on day to day basis from Reputed / registered Travel Agencies.

The Critical date sheet for the tender is given below:

Tender No.	616/NRCP/2018-19
Bid Submission End date and time	02.06.2018, 11.00 A.M
Date & time of opening of bids	02.06.2018, 11.30 A.M

1. The Tender form/bidding documents may be downloaded from the Institute website www.nrmp.in and <https://eprocure.gov.in/epublish/app>.
2. **Bidders must submit Hard Copy of Tender alongwith Financial Bid (Price Bid-I and Price Bid-II), Tender Fees and EMD which should reach at ICAR-NRC on Pig, Rani, Guwahati on or before 02.06.2018, 11.00 A.M failing which their tenders/bids will not be considered.**
3. **Tender fee of Rs.500.00(non refundable) and EMD of Rs.5,000.00(refundable) only in shape of Demand Draft drawn in favour of The Director must be submitted. If the firm is exempted from the payment, NSIC registration certificate of exemption is required to be submitted.**
4. Tenderers/bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.

-sd/-

Administrative Officer I/C

TENDER DOCUMENT

“Annual Rate Contract for hiring of Vehicles”

ICAR- National Research Centre on Pig
Indian Council of Agricultural Research
Rani, Guwahati, Assam-781131

DETAILS OF THE AGENCY

1. Name & Address of the Transport Agency :
2. Trade License No. :
(Attach photocopy of document) :
3. Service Tax/GST Registration No. :
(Attach Photocopy of document)
4. Name and address of the owner of the :
Transport Agency
5. Contacting Phone/Mobile No. :
6. TAN/PAN number
(Attach photocopy of document)
7. Bank details of firm/Agency for making payment
 - a) Name of the Bank & Branch:
 - b) Account Number:
 - c) IFSC code :
 - d) Date of issue:
8. Details of Tender fee
 - a) Amount:
 - b) Demand Draft No:
 - c) Issuing bank:
 - d) Date of issue :
9. Details of EMD
 - a) Amount:
 - b) Demand Draft No:
 - c) Issuing bank:
 - d) Date of issue:
10. If providing vehicle to other Govt. department
(Enclose copy of the order/Rate Contract with
Govt. Departments)

Certified that the terms and conditions are acceptable to me and I will abide by the rates offered for the period of contract.

Signature of owner with seal

Place :

Date :

Terms & Conditions :

1. The Tenderers should be authorized Transport Agency with trade license. Copy of trade license must be attached alongwith tender form failing which tender will be rejected.

DOCUMENTS REQUIRED: The Agency must submit the following documents alongwith their tender failing which their tender will be cancelled.

- a) Tender Fees of Rs. 500.00 (Rupees Five Hundred) only (Non-refundable) in form of demand draft drawn in favour of "Director, NRC on Pig" payable at SBI, Khanapara, Guwahati must be enclosed alongwith the quotation. Tenders without Tender Fees will be rejected.
 - b) EMD of Rs.5000.00 (Rupees Five thousand) only (refundable) in form of demand draft drawn in favour of "Director, NRC on Pig" payable at SBI, Khanapara, Guwahati must be enclosed alongwith the quotation. Tenders without EMD will be rejected.
 - c) Agency Bank Details.
 - d) Income Tax/Sales Tax Certificate of the Agency of last financial year.
 - e) GST Registration Certificate.
 - f) Trade Licence/Certificate.
 - g) Details of Vehicles Registered with the Agency.
 - h) Client List.
2. The rate-contract will be valid for one year from the date of issue of work order, and no hike in the rate will be entertained, during the contract period.
 3. Mileage and time will be recorded from the point of reporting as per the instructions of the Vehicle i/c or Indenting Officer from time to time.
 4. Vehicles provided on hire to the Institute should be Commercial Vehicles and registered with the Transport Authority. Driver of vehicle should have a valid Driving licence.
 5. Parking charges etc. will be paid by the Institute on submission of receipt alongwith duty slips certified by the Office who has used the vehicle.
 6. Payment will be made on monthly basis by crossed cheque or through e-payment as per rule on getting original bills alongwith duty slips certified by the Officer of this office who has used the vehicle.
 7. Vehicle should be provided at short notice. Cleanliness of vehicles and its condition should be excellent. The vehicles on requisition should be in time. The Driver should be polite and well mannered.
 8. The successful bidder will have to deposit Security Money of Rs.10,000.00 (Ten thousand)only in the form of Demand Draft of any nationalized bank in favour of Director, ICAR-NRC on Pig, which will be refundable without interest after satisfactory completion of the contract period.
 9. Penalty etc. imposed by traffic police/department, will not be paid by the Institute.
 10. The applicable taxes will be paid as per Govt. of India Guidelines.

11. If the Agency fails to provide the vehicles (s) on requested in time after receiving the message, the Institute reserves the rights to cancel the above mentioned contract at any time without assigning any reason.
12. Incomplete quotation, quotation received late/those not in compliance with the terms & conditions will be rejected.
13. Original Bills submitted by the Agency should accompany the "Duty Slips" depicting out meter/in meter; Total run in KM and out time/in time; Total duty period in hours duly signed by the indenting/Availing Officer.
14. Preference may be given to firms which have provided / are providing vehicles as rate contract basis to other Central Govt. Organization/State Govt. organizations.
15. The Director, NRCP, Rani has the power to accept/reject any or all Quotation received without assigning any reasons whatsoever. All tenderes in which any of the prescribed conditions are not fulfilled/incomplete in any respect are liable to be rejected.
16. The Agency has to provide their bank details alongwith IFSC code, Branch Name & account No. for release of payment.
17. Last date of submission of tender is upto **11.00 AM, 02.06.2018**. Bids will be opened on **02.06.2018 at 11.30 AM** in the Committee Room, ICAR-NRC on Pig, Rani, Guwahati .

-sd/-
Administrative Officer I/C

(PRICE BID-I)- Rate Contract for Day to Day Basis (as and when required). Amount in Rs. (Excluding GST/VAT)

S. NO.	Particulars	Small Cars like Tata Indica/ Maruti Alto/ Maruti WagonR or Equivalent (A.C)	Small Cars like Tata Indica/ Maruti Alto/ Maruti WagonR or Equivalent (Non A.C)	Medium Cars like Indigo/Swift Dzire or Equivalent (A.C)	Medium Cars like Indigo/Swift Dzire or Equivalent (Non A.C)	Tata Sumo/ Bolero or Equivalent (A.C.)	Tata Sumo/ Bolero or Equivalent (Non A.C.)	Tata Safari/ Scorpio Or Equivalent (A.C)	Innova or Equivalent (A.C)
1	Rent Per Day								
2.	Cost for the fuel from Agency Garage to ICAR-NRCP Rani, Office and Back								
2	Fuel Cost Per. K.M.								
4	Outstation charges ,if any								
5.	Driver Halt Charges, if any								

NOTE:

1. Mileage/Kms will be recorded from ICAR-NRC on Pig, Rani office. Agency have to provide vehicle at ICAR-NRC on Pig, Rani, office/ point of Reporting in Guwahati and Fuel Cost Per K.M will be counted from the reporting point only.
2. The Agency will be paid charges as quoted above + Taxes/GST as applicable only. No other charges will be paid extra.

Signature of the Agency with seal

(PRICE BID-II)- Rate Contract for Monthly Basis. Amount in Rs. (Excluding GST/VAT)

S. NO.	Particulars	Sumo/Bolero or Equivalent (Non- AC)	Sumo/Bolero or Equivalent (AC)	Tata Safari/ Scorpio Or Equivalent (A.C)	Tata Safari/ Scorpio Or Equivalent (A.C)	Medium Cars like Indigo/Swift Dzire or Equivalent (A.C)	Medium Cars like Indigo/Swift Dzire or Equivalent (Non A.C)
1	Rate per month including Drivers Halt Charges (For all working days and holidays)						
2	Fuel Cost Per K.M.						
4	Outstation charges , if any						

NOTE:

1. Mileage/Kms will be recorded from ICAR-NRC on Pig, Rani office.
2. The Agency will be paid charges as quoted above + Taxes/GST as applicable only. No other charges will be paid extra.

Signature of the Agency with seal