



भाकृ अनुप-केन्द्रीय कन्द फसल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
श्रीकार्यम, तिरुवनन्तपुरम -६९५०१७, केरल, भारत
ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
Sreekariyam, Thiruvananthapuram-695 017, Kerala, India



Phone : +91-471-2598551 to 554 Email : director.ctcri@icar.gov.in Website: <https://www.ctcri.org>

F.No. 2-30/2024-Store

Dated : 10.10.2024

**NOTICE INVITING TENDER THROUGH GOVERNMENT E-MARKETING(GeM)
TOWARDS THE ANNUAL RATE CONTRACT FOR HIRING OF VEHICLES AT
ICAR-CENTRAL TUBER CROPS RESEARCH INSTITUTE, SREEKARIYAM,
THIRUVANANTHAPURAM-695 017**

Online tenders, on behalf of the Director, ICAR-CTCRI are invited from interested/well-established/ reputed service providers through GeM for awarding of Annual Rate Contract for hiring of vehicles at ICAR-CTCRI, Sreekariyam, Thiruvananthapuram. The detail of tender is enumerated in the following annexure. Please read the annexure carefully before bidding.

Annexure -I : Terms and conditions of the contract.

Annexure-II : Details of vehicles.

Annexure-III : Proforma for Financial Bid

IMPORTANT NOTES

1. Bids received on GeM Portal(<https://gem.gov.in>) only will be considered. Bids in any other form sent through sealed cover/email/post/courier/fax etc. will be summarily rejected.
2. ICAR-CTCRI reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
3. In case, any holiday is declared by the Govt. on the day of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
4. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

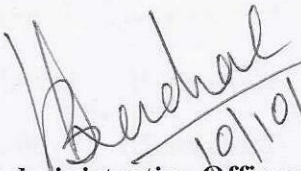
INSTRUCTIONS TO BIDDERS

- (a) The service providers must be located within **Kerala State**.
- (b) The bidder should deposit an amount of Rs 10,000/- (Rupees ten thousand only) towards EMD in ICAR-CTCRI Account (Name of the A/c Holder: **ICAR Unit-CTCRI Thiruvananthapuram, A/C No : 00000057019705533**, Name of Bank, **State Bank of India, Kallampally branch, Sreekariyam, IFSC : SBIN0070288**. The selected bidder has to deposit a security deposit as per GeM terms and conditions. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender.

- (c) **Payment Terms.** No advance payment in any case would be paid. Payment will be made on monthly basis through e-payment as per rule on receipt of GST bill (mentioning the GST number of both the agency and the Institute) alongwith duty slips certified by the officer-in-charge, Vehicle, ICAR-CTCRI.

The firms are required to furnish/upload copies of the following documents:-

- (a) Firms Name and full postal address with contact number & Email ID.
- (b) Registration certificate of the firm under the Shops & Establishment act of the Government of Kerala.
- (c) Copy of the PAN of the firm.
- (d) Copy of GST Registration Certificate
- (e) Experience of the firm in the field of providing such services in Central Govt. establishments/ autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations for one year.
- (f) Minimum turnover of the firm should not be less than Rs 3,00,000/- during the last financial year. Certified balance sheet & profit and loss account of the firm for last year certified by Chartered Accountant may be provided in support.

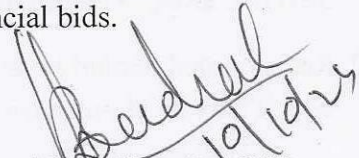

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GENERAL TERMS AND CONDITIONS

1. The contractor may provide the required number of vehicles as and when required by office of the ICAR-CTCRI on any days including holidays (24 x 7 service).
2. The vehicle should be in good condition and well maintained with all necessary statutory documents. The vehicle must possess all relevant documents like Registration, valid insurances papers, fitness certificate, pollution certificate, permits and other related papers as issued by the RTO.
3. The contractor is wholly responsible for any accident and/or compensation payable to the drivers engaged by him working under this contract. He shall keep ICAR-CTCRI fully indemnified against any claims in this regard. Vehicle insurance must cover passengers also.
4. 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.
5. The drivers of the vehicle provided for hiring will be the employee of the contractor and there will be no employee – employer relationship between the Institute and the drivers during the period of hiring vehicle by the Institute.
6. Initially the terms of the contract will be for a period of one year from the date of issue of letter for awarding the contract. However, depending upon the need/and urgency, the Institute may extend this period for another year as per requirement on the same terms and conditions without any cost escalation.
7. The ICAR-CTCRI shall recover at source, Income Tax, TDS on GST and other taxes as per statutory orders of Govt. on the gross bill value, payable per month to the contractor at the rate prescribed and remit the same to the concerned authorities.
8. The contract can be terminated by giving one month's notice, in either side.
9. Trip sheets should be given as and when the trip is completed duly signed by the offer travelled along with bill and without trip sheet bills will not be settled.
10. Rates quoted should be exclusive of GST, Toll Gate, Parking and Inter-state permit charges, which may be claimed on actual.
11. The Kilometers shall be calculated on the basis of zero-based mileage starting from the office and duty time shall be counted from the reporting point to the relieving point. Actual mileage only should be charged.
12. This Institute will not arrange any kind of food and lodging facilities for the driver engaged by the agency/contractor.
13. The assigned driver should be prompt, presentable and well mannered; the use of liquor/any other drugs during duty hours is strictly prohibited.
14. The service provider shall provide at his own cost proper uniform, badges and photo identity cards to the driver's in compliance with the Motor Transport Workers Act.

15. In case of any breakdown of the vehicle on duty, the agency shall make arrangement for providing another vehicle immediately within two hours.
16. **Driver bata will be calculated per day basis for duty beyond 8 hours, if quoted.**
17. Selection of the firms will be made based on the lowest quoted rates.
18. If the vehicle is not provided within the time specified for more than 3 times, the contract will be terminated without any prior notice.
19. Drivers should have valid driving license with experience to drive the vehicle.
20. 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.
21. The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.
22. Proof of payment of appropriate GST will be required to be submitted to this Office.
23. The vehicles to be provided should be not more than 6 years old and approved for running on commercial basis only. The private vehicles will not be engaged for the purpose. The vehicles should be in excellent conditions both technically and in appearance particularly as to the upholstery and body painting etc.
24. **LIQUIDATED DAMAGES CLAUSE**. If the contractor fails to provide the service on any occasion and the Institute is forced to hire service from other sources the contractor will be liable to pay the charges incurred.
25. **Determination of Lowest Bid**. The lowest bid will be decided on the basis of lowest basket rate i.e. overall combined value of the rates quoted by vendor for all items/routes. Contract would be awarded based on combined value of all routes/sub routes under a particular tender. L-1. The authorities calling for tenders are also at liberty to accept the rates in whole or in part whichever is economical to the state. Negotiation will be carried out with the lowest tenderer, intimation of the same will be given separately.
26. **Negotiations**. Online/Offline negotiations will be carried out if required with the L-1 Bidder as decided by the Committee. Necessary intimation of time and date of negotiations will be given to the respective L1 Bidder after opening of the financial bids.


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Details of the vehicles to be hired are as under:-

Sl No	Item Description	Type of vehicle
Category – 1 Passenger Vehicles (Small Category)		
1	Passenger Cars : 4-5 Seater (AC) Hatch back Type	Maruti Suzuki Wagon R/ Maruti Suzuki Celerio/Maruti Suzuki Swift/Hyundai i10/Hyundai i20/Tata Tiago/Tata Bolt/Hyundai Santro/ Maruti Suzuki Baleno/Nissan Magnite
2	Passenger Cars : 4-5 Seater (AC) Sedan Type	Honda Amaze/Honda City/ Maruti Suzuki Swift Dezire/Tata Tigor/Maruti Suzuki Ciaz//Ford Aspire/Volkswagen Ameo/Tata Zest/Toyota Etios/Toyota Corolla/Hyundai Verna/
3	Passenger Cars : 6-9 Seater (AC) SUV/MUV Type	Scorpio/ Marazzo/ Innova/ Ertiga/ Innova Hyrider/ Tata Harrier/ Kia Seltos
4	Passenger Cars : Premium SUV/ MUV	Innova Hycross/ Innova Crysta / Tata Safari/ MG Hector/ Toyota Fortuner etc.
Category – 2 Passenger Transport Vehicles (Large Category)		
5	12-14 Seater (Non AC)	Passenger Transport Vehicles
6	15 – 18 Seater (AC)	Passenger Transport Vehicles
7	19 - 26 Seater (Non AC)	Passenger Transport Vehicles
8	27 – 35 Seater (AC)	Passenger Transport Vehicles
9	36 - 45 Seater (AC)	Passenger Transport Vehicles
10	46 - 55 Seater (AC)	Passenger Transport Vehicles
Category – 3 Goods Transport Vehicles		
11	Goods Carrier 0.75 Ton	Goods Carrier 0.75 Ton
12	Goods Carrier 2 Ton	Goods Carrier 2 Ton
13	Goods Carrier 4 Ton	Goods Carrier 4 Ton
14	Goods Carrier 6 Ton	Goods Carrier 6 Ton
15	Goods Carrier 8 Ton	Goods Carrier 8 Ton
16	Good Carrier 10 Ton	Goods Carrier 10 Ton

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**Financial Bids for Hiring of Vehicles on Rate Contract Basis
(The bidder has to submit quotation in the following proforma)**

Category – 1 Passenger Vehicles (Small Category)

Sl No	Item Description	Yearly Approx Trips (c)	30 Kilometres – 2 Hrs			80 Kilometres – 8 Hrs			Driver Bata beyond 8 hours	Grand Total (Cat.1)
			Rate for 30 Km – 2Hrs (d)	Rate for per extra Km (e)	Rate for per Extra Hour (f)	Rate for 80 Km – 8Hrs (h)	Rate for per extra Km (i)	Rate for per Extra Hour (j)		
1	Passenger Cars : 4-5 Seater (AC) Hatch back	60							(l)	(g+k+l)
2	Passenger Cars : 4-5 Seater (AC) Sedan	60								
3	Passenger Cars : 6-9 Seater (AC)SUV/MUV	48								
4	Passenger Cars : Premium SUV/ MUV	06								
TOTAL (Category – 1)										

Category – 2 Passenger Transport Vehicles (Large Category)

Sl No	Item Description	Yearly Approx Trips (c)	30 Kilometres – 2 Hrs			80 Kilometres – 8 Hrs			Driver Bata beyond 8 hours	Grand Total (Cat.2)
			Rate for 30 Km – 2Hrs (d)	Rate for per extra Km (e)	Rate for per Extra Hour (f)	Rate for 80 Km – 8Hrs (h)	Rate for per extra Km (i)	Rate for per Extra Hour (j)		
5	12-14 Seater (Non AC)	06							(l)	(g+k+l)
6	15 – 18 Seater (AC)	06								
7	19 - 26 Seater (Non AC)	06								
8	27 – 35 Seater (AC)	06								
9	36 - 45 Seater (AC)	06								
10	46 - 55 Seater (AC)	06								
TOTAL (Category – 2)										

Category –3 Goods Transport Vehicles

Sl No	Item Description	Yearly Approx Trips (c)	30 Kilometres – 2 Hrs			80 Kilometres – 8 Hrs			Driver Bata beyond 8 hours (l)	Grand Total (Cat.3)	
			Rate for 30 Km – 2Hrs (d)	Rate for extra Km (e)	Rate for Extra Hour (f)	Total Amount* (c x d+e+f) (g)	Rate for 80 Km – 8Hrs (h)	Rate for extra Km (i)			Rate for Extra Hour (j)
11	Goods Carrier 0.75 Ton	30								(g+k+i)	
12	Goods Carrier 2 Ton	06									
13	Goods Carrier 4 Ton	06									
14	Goods Carrier 6 Ton	06									
15	Goods Carrier 8 Ton	06									
16	Good Carrier 10 Ton	06									
TOTAL (Category –3)											
			Total (Cat.1)			Total (Cat.2)			Total (Cat.3)		Grand Total (Cat.1 + Cat.2+ Cat.3)

Note

1. The bidder should fill in all columns and value of the Grand Total may be entered in the GeM Financial Bid
2. Yearly trips may increase or decrease depending upon demand/requirement.