

**ICAR- CENTRAL ISLAND AGRICULTURAL RESEARCH INSTITUTE  
GARACHARAMA, PORT BLAIR-744105**

F.NO. ICAR-CIARI/Vehicles/ARC/2020-21/

**NOTICE INVITING TENDER THROUGH E- PUBLISHING**

The Director, ICAR-CIARI, Port Blair is inviting tenders from the eligible, registered well established & reputed transport service providers for hiring of different classes of vehicles for the official purpose. The bidding document is available at the CPPP portal <http://eprocure.gov.in/epublish> and also at the URL: <https://ciari.icar.gov.in/>The tendering process is under two bid systems for awarding the contract for hiring/outsourcing of Taxes/vehicles on monthly basis/day basis/need basis for use of the ICAR-CIARI, Port Blair. A sum of Rs. 12,500/- (twelve thousand five hundred only) towards Earnest Money Deposit in the shape of DD/BC/TDR in favour of "ICAR Unit, CARI, Port Blair "payable at Port Blair may be sent along with the tender addressed to "The Senior Administrative Officer I/c., ICAR-CIARI, Port Blair-744105".

The tender document contains the following:-

Annexure- I: The terms and conditions along with the detailed specification of the contract.

Annexure- II: Technical Bid

Annexure- III: Check list

Annexure-IV: E- payment/NEFT/RTGS Mandate form

Annexure- V: Financial Bid

**CRITICAL DATES**

Tender reference No.	F.NO. ICAR-CIARI/Vehicles/ARC/2020-21/
Name of the organization	ICAR-Central Island Agricultural Research Institute, Bathu Basti, Garacharama (Post),Port Blair-744105, South Andaman.
Date of release of Tender	13.03.2024 from 11:00 AM
Starting date for submission of Bids	13.03.2024 from 2:00 PM
Last date & time for submission of Bid	03.04.2024 upto 4:30 PM
Date and time for opening of Bids	04.04.2023 at 11:00 AM
Address for communication	The Senior Administrative Officer I/c, ICAR-Central Island Agricultural Research Institute, Bathu Basti, Garacharma Post, Port Blair-744105, South Andaman.

### **IMPORTANT NOTICES**

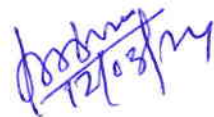
1. The tender form/bidder document may be downloaded from the website <https://ciari.icar.gov.in/> or from the CPPP Portal. Any changes/ modification in the tender inquiry will be intimated by corrigendum through the above websites only.

Technical Bid should be Comprising of;

- a) Certificate of company's Registration
- b) Earnest Money Deposit (EMD)
- c) PAN Number/TAN
- d) GST No. Allotted to the firm
- e) Satisfactory Service Certificates where the bidder is providing the service for the last 2-3 years in Govt. Sector/PSU/Autonomous Bodies (Copies of award letters of contract and satisfactory service certificate)
- f) Annual turnover of last 2-3 financial years duly certificate by a Chartered accountant.
- g) Proprietorship document if any, as applicable.
- h) Details of total number of registered vehicles with year of registration, make, seating capacity, class & type, etc.

Place: Port Blair

Date:

Handwritten signature in blue ink, with the date 12/03/24 written below it.

Senior Administrative Officer I/c.  
For Director, ICAR-CIARI, Port Blair.

## **ANNEXURE-1**

### **TERMS AND CONDITION OF THE CONTRACT**

1. The contractor should be reputed and must have registered Office at Port Blair for providing transport services having sufficient experience and expertise in the relevant field and also having sound financial standing.
2. The contractor shall provide the vehicles along with the drivers. The monthly vehicle should be provided on all working days. It should also be provided so on Saturday /Sunday/ Holidays as intimated by this office. The vehicles so hired will often be required to travel out of Port Blair on official tours. The vehicle may be arranged quickly as intimated by this office by the telephone/SMS or otherwise.
  - I. The vehicle should be self starting and in good condition.
  - II. The maintenance of the vehicles should be as per the schedule advised by the manufacturer. The maintenance schedule shall be shown to the Incharge, Vehicle Section, ICAR-CIARI, Port Blair for checking etc.
  - III. The vehicle should be AN registered as a commercial vehicle with regional transport office and contractor should submit relevant papers of registration of vehicle before starting the work.
  - IV. The tyres of the vehicle should be replaced as the replacement schedule advised by the manufacturer.
3. The vehicles provided by the Contractors will be required to ply in Andaman & Nicobar Islands zones like South Andaman and North& Middle Andaman.
4. Reporting time and closing time from ICAR-CIARI, Port Blair or any other pickup/drop of location specified by the office shall only be taken in to consideration for bill payment.
5. Mileage shall be counted from ICAR-CIARI, Port Blair or any other pick up /drop of location specified by the office only and for this purpose the driver deputed shall get the meter reading checked from the Office In charge or any other person deputed by him for this purpose. Similarly, at the time of departure meter reading may be got verified by the Officer using the vehicle.
6. Extra kilometre and hours will be given only if kilometre and hours go beyond the slab.
7. The initial period of contract (for hiring/ outsourcing) will be ONE YEAR from the date of award of the contract or as specified by this Office. It may be extended for a further period of two years (Total 3 Years) on year to year basis, subject to the satisfactory performance by the contractor upon mutual consent.
8. The drivers should possess a mobile phone for smooth communication

9. The drivers:

- I. Should be presentable, courteous and well behaved to the official of ICAR.
- II. Should possess an appropriate and valid commercial driving license.
- III. Should report for duty in formal dress/clean uniform and name badge as per requirement /instruction.
- IV. Should be experienced and fully conversant with the routes of South Andaman and North & Middle Andaman
- V. Will be required to maintain a Duty slip/log book/Trip sheet which will be signed by the user before countersigned by the concerned Nodal officer/ Incharge, Vehicle Section. All particulars of the vehicle user like name, date, time purpose, place of visit indent no etc. as per prescribed format of log book may be filled and submitted to the office, failing which the payment will be withheld.

10 The vehicle will have to be fitted /provided with following mandatory additional /utilities.

- a) Clean seat covers
- b) Quality radio music system
- c) Reading lamp
- d) Tissue paper box
- e) Car perfume
- f) Mobile Charger
- g) Seat belt (Front/Rear)
- h) Umbrella during monsoon
- i) Air conditioners since we have to carry very low temperature chemical also.

11 The vehicle provided by the contractor should be in excellent condition mechanically as well as get up wise i.e. out body/upholstery etc. should be decent looking with proper seat covers, etc. Seat covers will have to be cleaned every 10 days or earlier (whenever required).

12. The cost of hiring shall include salary of the driver, the cost of fuel, oil and other consumables, all repair and maintenance costs, all taxes applicable on hired vehicles (Including parking charges, ferry charges) by road and boat transport authorities (like registration charges, insurance charges etc.) for which nothing extra will be payable by ICAR-CIARI, Port Blair.

13. The vehicles provided by contractor will be required to ply on all kinds of roads and surfaces, in all kinds of weather conditions. If required, the vehicles along with drivers may have to stay out station, as per requirement.

14. Since an officer may be required to move out in any emergency at odd hours in the night, when petrol pump remain closed, the fuel in the fuel tanks must never be below the half way mark. The contractor must ensure availability of fuel at any given time, equal to half of capacity of the fuel tank. It should immediately be arranged to be filled to full capacity, by the contractor.
15. Nothing extra will be paid to the contractor due to fluctuation in cost of fuel or any other consumable items, registration charges etc. during the period of contract.
16. In case the vehicle breaks down or is required to be taken for repair, another vehicle of similar type will have to be provided by the contractor immediately. The firm should be able to provide vehicle at odd hours and holidays also without any extra charges.
17. All expenses are to be borne by the firm in case of breakdown of the vehicle supplied. The taxi charges from the point of breakdown to be destination are to be borne by the firm to complete the trip. An immediate replacement of the break down vehicle has to be provided.
18. The contractor/firm should have a well established office in Port Blair and a person should be available on its mobile phone round the clock to attend to call for taxis in emergent cases.
19. The contractor/firm should also be able to provide the name and mobile number of a person, who can be contacted at any time, even beyond office hours and holidays. This person should be capable of taking orders and arrange the desired vehicles, even at short notice.
20. Necessary registration certificate, insurance and pollution check-up of the vehicles should be valid and complete in all respects.
21. All the taxes and duties what-so-ever liveable by the Government (State or Central) or any other agency shall be borne by the contractor and will be deducted from its account bill in case of any default.
22. Subject to any deduction or recoveries which the institute may be entitled to make under the contract, the income tax, surcharge on income tax and GST as applicable from time to time by Government shall be deduction from the bill.
23. All the taxis so provided to the Institute should be running on petrol/Diesel as per the latest instructions issued by the Hon'ble Supreme Court of India/NGT.



Sl.NO	Violations	Penalty (in Rs.)
1.	Driver not in proper dress/uniform	100/- per day/every instance
2.	Unwashed seat cover	100/- per day/every instance
3.	Inadequate fuel	500/- every instance
4.	Non-functioning of AC in car	200/- every instance
5.	Failure to provide alternative arrangement within one hour of vehicle breakdown	500/- every instance
6.	Tempering of meters of vehicle	500/- every instance besides other recovery of loss
7.	Irregularities such as over writing or forged entries	500/- every instance
8.	Changes of driver without prior intimation of Development & Officers to whom vehicle attached	200/- on each occasion
9.	Delay (more than 30 minutes) in reporting for duty by driver/vehicle	200/- every instance
10	Non-compliance for any other requirement either mentioned or statutory	200/- every instance/each time.

25. The compensation, connected expenses, legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm and the Institute/Council in no way shall be party to the dispute and will have no liability on this account in any manner whatsoever.
26. ICAR-CIARI, Port Blair shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicle or the driver or to any other third party. The loss or damage or legal expenses on the account shall be borne by the agency.
27. A daily record indicating time and mileage for vehicle shall be maintained in slip book/ trip sheet/ log book No payment will be made without submission/ verification of slip book/Trip sheet/log book verified by user officer or its authorized signatory.
28. The payment against the contract shall be made on monthly basis through RTGS/NEFT (on line) only.
29. Contractor has to submit power of attorney /affidavit in favour of one who is authorized to sign various documents like bills MB, contract agreement etc. to enter into contract and submit partnership deed ,if any.

30. Vehicles are to be supplied and work has to be executed strictly as per the schedule and specification given by the ICAR-CIARI.
31. ICAR-CIARI, Port Blair will have the authority to select more than one firm for award of contract.
32. ICAR-CIARI, Port Blair reserves the right to discontinue all vehicles or any vehicle or to terminate the contract, at any stage/time, after giving one month's notice.
33. In case of any dispute, the jurisdiction shall be the courts of Port Blair only.
34. **Performance Security:-** The successful tenderer(s) will have to deposit 3% of estimated value of contract shall deposit as security deposit within 15 days of award of contract. The Performance Security should submitted in the form of TDR/BC/ demand draft/pay order in favour of "ICAR Unit, CARI" payable at Port Blair. Failure to furnish Security Deposit shall be treated as breach of contract and shall entail cancellation of contract along with forfeiture of EMD. No interest will be paid on performance security deposit. If tenderer does not accept the offer, after issue of letter of award by ICAR-CIARI within 15 days, the offer made shall be withdrawn and earnest money shall be forfeited.

**The estimated value of contract will be calculated as under:**

Annual charges of the regular vehicle will be treated as 75% of the value of contract. Based on this premise, 100% of the value of contract will be estimated.

35. The successful contractor/firm will also be required to submit within 7 days copies of registration certificate, insurance papers, PUC, permit etc. for the vehicles/taxies proposed to be deployed in ICAR-CIARI, Port Blair failing which its earnest money deposit will be forfeited. However, if successful bidder proposes to purchase new vehicles, he will be given adequate time but not exceeding 15 days to do so.

**36. Tenderer's Credentials:-**

Documents testifying tenderer's previous experience, financial status should be produced along with the tender or as and when desired by the Competent Authority of ICAR-CIARI, Port Blair. Tenderer(s) who has /have carried out any work in Govt. Sector should submit along with tender, credentials to establish:-

- I. His capacity to carry out the similar works satisfactorily

- II. His financial status supported by Bank reference and other documents.
- III. Certificate duly attested and testimonials regarding contracting experience, the type of job for which tender is invited with the list of works carried out.
- 37. The tenderer should be enclosed a signed copy of the terms and conditions stipulated for award of the contract, conveying its acceptance of the same.
- 38. Non-compliance with any of the above conditions is liable to rejection of tender.
- 39. No advance payment will be made. The approved firm shall submit the bill (in triplicate) at the end of the month along with trip Sheet certified by the concerned officer who has used the vehicle. No interest is payable on delayed payment. No denial of supplying of vehicle is permissible for any reason.
- 40. The tender shall remain valid for 90 days from the date of opening quotation.
- 41. Vehicle registration number for regular use of vehicle be mentioned while submitting the bid invariably otherwise bid will be treated as unresponsive.

**42. Settlement of Disputes:**

- i. The Director, ICAR-CIARI, Port Blair reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
- ii. Decision of the Director, ICAR-CIARI, Port Blair will be final for any aspect of the contract and binding on all parties. Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.

43. **Evaluation Criteria:-** The bids will be evaluated on the basis of weighted average of rate quoted per km in all categories in the following manner.

- I. To calculate average rate per KM, the quoted rate will be divided by the KM of the respective slab.
- II. 80% weightage will be given to regular vehicle slab, 15% for outstation slab and 5% for Transportation vehicle.
- III. Weightage average will be calculated of all the three slabs.
- IV. Rate contract will be awarded to the bidder quoting lowest weighted average rates.



## Model illustration for evaluation of Bids:

### 1: Vehicle for Full Day

- a) Assumptions: (i) Rate for regular vehicle for local trip/day  
For 10 hrs and 100 km : Rs.1,960/-  
Rate per km :  $\frac{1960}{100} = \text{Rs. } 19.60/-$
- (ii) Rate for out station vehicle 450 km : 8,150/-  
Rate per km :  $\frac{8150}{450} = 18.11$
- (iii) Rate for pickup Van for 20 km :1,000/-  
Rate per km :  $\frac{1000}{20} = \text{Rs. } 50/-$
- (iv) Rate for Tempo traveller for 80 km : 5,200/-  
Rate per km :  $\frac{5200}{80} = \text{Rs. } 65/-$

$$\begin{aligned} \text{Weighted average Rate/km: } & 19.60 \times 80\% + 18.11 \times 15\% + 50 \times 2.5\% + 65 \times 2.5\% \\ & = 15.68 + 2.72 + 1.25 + 1.63 \\ & = \text{Rs. } 21.28 \end{aligned}$$

### II. Vehicle for half day

- a) Assumptions: (i) Rate for regular vehicle for local trip/day  
For 5 hrs and 50 km : Rs.850/-  
Rate per km :  $\frac{850}{50} = \text{Rs. } 17/-$
- (ii) Rate for out station vehicle 200 km : 4,900/-  
Rate per km :  $\frac{4,900}{200} = 24.50$
- (iii) Rate for pickup Van for 5 km :500/-  
Rate per km :  $\frac{500}{5} = \text{Rs. } 100/-$
- (iv) Rate for Tempo traveller for 80 km : 5,200/-  
Rate per km :  $\frac{5,200}{80} = \text{Rs. } 65/-$

$$\begin{aligned} \text{Weighted average Rate/km: } & 17.00 \times 80\% + 24.50 \times 15\% + 100 \times 2.5\% + 65 \times 2.5\% \\ & = 13.60 + 3.68 + 2.50 + 1.63 \\ & = \text{Rs. } 21.40/\text{km} \end{aligned}$$

44. The tender/contract should be viable in every respect:

**Annexure -II****TECHNICAL BID**

SL.No				
1.	Name of the firm/company/Agency/Address and telephone no.			
2.	Certificate of Registration of the firm to be enclosed			
3.	Annual turnover (along with proof)duly certified by chartered accountant	2020-21	2021-22	2022-23
4.	GST code no. And PAN (Proof to be attached)			
5.	Whether EMD of Rs. 25,000/- enclosed in the form of Bank Draft/Pay order (No.& Date)			
6.	Name & address of the Department/ Ministry and other organization where, at present, vehicle are engaged on regular/monthly basis (copies of the work order to be enclosed)			
7.	Name, designation, address and telephone no. Of the person to whom all reference shall be made regarding those tender			
8.	Total number of taxies registered with the agency (copy of RC's to be attached)			
9.	Name, address & telephone number of the Proprietor/partner/ Director			
10.	Whether the firm has any legal suite/criminal case pending against it for violation of any law of court (given details)			

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in cases of any deviation in the above statement at any stage, the company will be blacklisted and will not have dealing with this office or any other Govt. Office in future.

(Signature and seal of authorized signatory)

**Annexure -III**

**Name of the firm:**

**Tender reference No:**

**Name of the tender:**

**Check list**

Sl.No	Details	Submitted (Yes/No)	If submitted, Mention page no.	Remark
1.	Earnest Money Deposit (EMD)/its exemption, if any			
2.	Copy of firms registration			
3.	Copy of PAN/TAN Card			
4.	Copy of GSTIN allotted to the firm			
5.	COPY OF Annual turnover of last three years			
6.	Copy of bank details (Annexure VI)			
7.	Copy of satisfactory service certificate of last three years.			

Signature of the bidder  
with official seal

**Annexure -IV**

**E-Payment / NEFT/RTGS Mandate Form**

Name of the Account Holder :  
Account Number :  
Name of the Bank :  
Branch Code of the Bank :  
Address of the Bank :  
IFSC Code :  
MICR Code :  
Contact Number (Landline/ Mobile) :  
Mobile number is mandatory  
E-Mail Address :

(Signature of the account Holder)

**FINANCIAL BID****1) Rate quoted for need based or as and when required vehicle ( for local journey- Andaman & Nicobar Islands:**

<u>Particulars</u>	<u>Dzire/Accent/Zest/Amaze/Etios/Honda city/Ford Fiesta, Aspire/Any Similar category vehicle</u>	<u>Innova/xylo/Scorpio/Tavera/any similar category vehicle</u>
Half day (5 hrs and 50 kms)		
Full day (10 hrs and 100 kms)		

\*one regular vehicle is required per calendar month. (Minimum 20 days per month)

**Note:**

- Charges for every extra kilometre after 100 km will be paid @ 1% of the charges of full days slab. Similarly charges for every extra hours after 10 hours or 5 hours will be given @5% of the charges of full day slab of all types of vehicle.
- Fraction of Rs.0.50 will be rounded to lower rupees.
- No driver's night charges will be paid for local journey (A& N Islands).
- If the vehicles retained upto 07.00 hours it will be calculated in half day slab and extra hours will be paid accordingly. If the vehicle is retained beyond 07.00 hours than it will be paid for full day.
- Charges for extra hours will be paid on full hours. Fraction of hours will be ignored.

**2) Rates quoted for outstation vehicles (Need based or as & when required)**

<u>Particulars</u>	<u>Dzire/Accent/Zest/Amaze/Etios/Honda city/Ford Fiesta, Aspire/Any Similar category vehicle</u>	<u>Innova/xylo/Scorpio/Tavera/ any similar category vehicle</u>
Rates per km (minimum 200 KM per day)		

**Note:**

- Driver's night charges will be paid at a uniform of Rs.500/- per night if the vehicle is retained after 11.00 PM.
- Total round trip will be equal to or more than 200 km.  
For outstation cases "day" may be from 5.00AM to 11.00 PM.



**3) Rates quoted for need based or as and when required vehicles (for transportation of goods/passenger/staff etc- Andaman and Nicobar Islands):**

<u>Particulars</u>	<u>Mahindra /TATA Pick up van with body capacity 2.90-3.30 cum</u>	<u>Mahinda/TATA Mini Bus Force tempo Traveler(26-33 seating capacity)</u>
Half day (5 hrs and 50 kms)		
Full day (10 hrs and 100 kms)		

Terms & Conditions remains same as mentioned in Note at Sl. No 1

(Signature with stamp)