



भा कृ अनु प- केन्द्रीय कंद फसल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद, कृषि और किसान कल्याण मंत्रालय, भारत सरकार)  
श्रीकायम, तिरुवनन्तपुरम-695 017, केरल, भारत

ICAR- CENTRAL TUBER CROPS RESEARCH INSTITUTE  
(Indian Council of Agricultural Research, Ministry of Agricultural and Farmers Welfare, Govt. of India)  
Sreekariyam, Thiruvananthapuram-695 017, Kerala, India



F.No.8-1/2018-Vehicle

Dated: 16.12.2020

NOTICE INVITING TENDER FOR ANNUAL RATE CONTRACT FOR HIRING  
OF VEHICLES FOR ICAR-CTCRI,,THIRUVANANTHAPURAM

Tender Enquiry No. : F.No.8-1/2018-Vehicle

**Date and Time for Issue/Publishing 17.12.2020 at 01:00 PM**

**Document Download Date and Time 17.12.2020 at 03:00 PM**

**Bid Submission Start Date and Time 18.12.2020 at 01:00 PM**

**Bid Submission End Date and Time 08.01.2021 at 03:00 PM**

**Date and Time for Opening of Bids 11.01.2021 at 11.00 AM**

Sir,

Sealed quotations are invited for hiring of vehicles for official use by this office for a period of one year and extendable for a further period of 12 months at a time subject to a maximum duration of three years during the period of contract on the same terms and conditions on mutually agreed upon subject to the approval of the Competent Authority. Tender Documents can be downloaded from ICAR-CTCRI website <http://www.ctcri.org> or from the Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). No tender shall be entertained after this deadline under any circumstances whatsoever.

1. Your quotation should be sent in sealed cover superscribing "**F.No 8-1/2018-Vehicle Quotation for hiring of vehicles for Official purpose at ICAR-CTCRI**" so as to reach this institute **on or before 08.01.2021 by 3.00 PM.**
2. Please quote your rate for each items indicating applicable GST and also the rate for halt, local trips/outside state, etc as per attached format.
3. The rate quoted should remain valid for a period of one year from the date of acceptance by the Competent Authority.
4. As per the existing orders, no advance payment will be made.
5. Unless specifically indicated by you, it will be presumed that the quotation conforms to the conditions specified above.

6. The right to accept or reject any or all of the quotation in full or part thereof is reserved by the Director, ICAR-CTCRI, Thiruvananthapuram.
7. The rates once quoted will be treated as FINAL and no revision whatsoever would be allowed after the firm has furnished the rates. There should be no cutting / over writing in the rates quoted.
8. If taxes, duties or any other charges over and the above the rates quoted are leviable actual percentage of such taxes /duties /charges - should be clearly indicated.
9. The firm may provide the required types of vehicles as per our office indent/requirement for which office will give necessary letter/intimation as when vehicles are required.
10. Please indicate PAN and Income Tax Registration, GST Registration, Bank details i.e. Bank A/c, Name of Bank, Branch, IFSC code etc for making payment.
11. The vehicles to be provided should not be older more than 5 years 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 out painting etc.
12. The Driver should be well experienced and having valid driving license. They should be presentable/well behaved and should wear clean uniforms/name badges and fully conversant of routes in Kerala especially in Thiruvananthapuram.
13. ICAR-CTCRI, Thiruvananthapuram shall not be responsible for any accident, damage etc to the vehicles during the period of hire.
14. The above Contract is for a period of one year and the same can be extended up to three based on the satisfactory service provided by the Travel Agency Subject to approval of the Competent Authority.
15. Out Station Entry Tax, Service Tax, other Statutory Charges/Parking Fees should be arranged by Service Providers and the same may be included in their Bill/Invoices for arranging payment in Original receipt should be produce. Payment will be made on actual basis only.
16. If you fail to provide the service on any occasion and the Institute is forced to hire service from other sources you will be liable to pay the charges incurred.
17. **Earnest Money Deposit (EMD)/ Bid Security. The EMD/Bid Security is Nil, the bidder has to submit Bid Security Declaration as per format Annexure II, otherwise bid will be summarily rejected.**
18. **Performance Security** .The successful bidder is requested to furnish **Performance Security of Rs.20,000/-**(Rupees Twenty Thousand Only) by way of DEMAND DRAFT/BANKGUARANTEE in favour of the Director, ICAR unit CTCRI **within 7days** if Selected.
19. The rates quoted by the firm are fixed during the period of contract and this Institute will not be responsible for any escalation in Petrol/Diesel and other lubricants/other statutory charges etc., and in case the service provider withdraws from the contract, the PERFORMANCE SECURITY AMOUNT will be forfeited automatically. The service provider shall furnish **(3months)** prior notice to this Institute before withdrawing the contract.
20. The firm should send SMS/email to the Indenting /Reporting Officer on the following information while booking the Vehicle(s) well in advance, before reporting at the designated point with the following information as below:  
**a)Driver's name & Mobile Phone No., b) Vehicle Registration No., Pick up time, Date etc.,**

21. The Firms are required to furnish / submit copies of the following documents with quotation for eligibility.

- a. Signed and Scanned copy of Firm's registration
- b. Copy of PAN No.
- c. Signed copy of GST Registration.
- d. Bank details of the Firm.
- e. Copy of Income Tax Returns Statement for the financial year 2016-17, 2017-18 and 2018-19 or 2017-18, 2018-19 and 2019-20.
- f. Signed copy of Price bid
- g. Tender acceptance letter as per Annexure -I
- h. Bid security declaration from in Annexure -II

Yours faithfully,

  
Asst. Administrative Officer (Store)

*Copy to:*

1. Controlling Officer of Vehicle, ICAR-CTCRI, Trivandrum
2. Dr.V.S.Santhosh Mithra, Principal Scientist, Trivandrum - for publishing ICAR-CTCRI website.
3. Mr.A.Madhu, ACTO, Trivandrum - for publishing ICAR e-office.

**PRICE BID FOR THE FOLLOWING VEHICLES MAY BE QUOTED**

Sl.No.	Type of Vehicle	For Local trips up to 4hrs/40km	For Local trips up to 6hrs/60km	For Local trips up to 8hrs/80km	Rate for Extra*			For outstation trips*			Airport Pickup & Drop 30km/2hrs	Railway Station Pickup & Drop 25km/2hrs	
					Per Km	Per Hour	Per Hour	Per KM	Per Hour	Driver Bata			
1.	Wagonr/ Tiago/ Eon/ Swift S-presso Non A/c												
2.	Wagonr/ Tiago/ Eon/Swift S-presso A/c												
3.	Swift Dzire/ Baleno/ Logan/Amaze/ Erios/Tigor Non AC												
4.	Swift Dzire/ Baleno/ Logan/Amaze/ Erios/Tigor/Erios AC												
5.	Ertiga/Triber/Dustun Go Non AC												
6.	Ertiga/Triber/Dustun Go AC												
7.	Innova/Marazzo /Scorpio Non AC												
8.	Innova/Marazzo /Scorpio AC												
9.	Tempo Traveler 14 seat Non A/c												
10.	Tempo Traveler 14 seat A/c												
11.	Tempo Traveler 17 seat Non A/c												
12.	Tempo Traveler 17 seat A/c												
13.	Bus 27 Seat Non A/c												
14.	Bus 27 Seat A/c												
15.	Bus 45 Seat A/C												
16.	Bus 45 Seat Non A/C												
17.	Goods Carrier 2 ton												
18.	Goods carrier 4 ton												
19.	Goods carrier 6 ton												

\*Rate for extra KM and extra Hour and outstation trips will be billed on the basis of total kms or total hours used whichever is higher

*[Signature]*  
12/11/22

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of terms and conditions of tender.

Tender Reference No : \_\_\_\_\_

Name of tender/work \_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender documents for the above mentioned Tender/work from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We read the entire terms and conditions of the tender documents from Page No 01 to \_\_\_\_\_ including all documents like Annexure(s), Schedules(s) etc..) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from the time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.

6. I/We certify that all information furnished by the our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,  
(Signature of the Bidder, with Official Seal)

**BID SECURING DECLARATION FORM**

Date : \_\_\_\_\_

Tender No : \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid- Securing Declaration.

I/We accept that I/we may be disqualified from bidding for any contract with you for a period of one year from the date of notification, if I am/we are in a breach of any obligation(s) under the bid conditions, because I/We;

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed \_\_\_\_\_ (insert signature of person whose name and capacity are shown)  
in the capacity of \_\_\_\_\_ (insert legal capacity of person signing the Bid Securing Declaration)

Name : \_\_\_\_\_ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note : In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid)