



**CENTRAL ARID ZONE RESEARCH INSTITUTE**  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

**Jodhpur (Rajasthan) 342 003**

**Tel. No. 0291-2786584 (Dir.) 2786485 (CAO) 2787152(AAO) Fax No. 0291- 2788706**



F. No. 1(8)2013-14/Admn. IV/

Dated: 18.02.2014

**NOTICE FOR INVITING TENDER FOR**  
**HIRING VEHICLES UNDER RATE CONTRACT**

On behalf of the Director, Central Arid Zone Research Institute, Jodhpur tenders are invited from reputed travel agencies/cab operators/firms for Hiring of Vehicles (as and when required basis). The tender documents/form including specifications and other detail are available on the Institute's website: <http://www.cazri.res.in>.

Administrative Office  
for Director

*Note: This advertisement is published on 19.02.2014 in the newspaper namely the Rajasthan Patrika, Jodhpur and Dainik Bhaskar, Jodhpur (Jodhpur edition).*



**Central Arid Zone Research Institute**  
(Indian Council of Agricultural Research)  
**Jodhpur (Rajasthan) 342 003**  
Phone: 0291-2787152



F. No. 1(8)2013-2014/ Admn-IV

Dated: 18<sup>th</sup> February, 2014

To

M/s.....  
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.....

**Sub:** Tender Enquiry for concluding Rate Contract for the hiring of vehicles – regd.

Dear Sirs,

I am directed to invite you to submit sealed Tenders quoting your competitive rates for providing the vehicles on hire (as and when required) under rate contract.

2. The Rate Contracts concluded on the basis of this tender enquiry shall be governed by the terms and conditions set out in the tender enquiry.

3. Tenders received through e-mail or Fax shall not be accepted under any circumstances. Tenders submitted in the prescribed format given in the Tender Enquiry shall only be considered. Tenders submitted without accompanying the Bid security (EMD) shall be rejected summarily. Tender Document can be downloaded from the CAZRI website: [www.cazri.res.in](http://www.cazri.res.in) and cost of tender document Rs. 500/- is to be paid by means of Bankers Cheque/Pay Order/Demand Draft in favour of ICAR Unit-CAZRI, Jodhpur or in cash to be deposited with the Cashier of this Institute.

4. Tender contained in a sealed envelope should be submitted as per following schedule:

- |                                       |                             |
|---------------------------------------|-----------------------------|
| 1. Last date of sale of tender form:  | 10.03.2014 upto 12.00 noon. |
| 2. Last date of acceptance of tender: | 10.03.2014 upto 03.00 p.m.  |
| 3. Date of opening of Tender:         | 10.03.2014 at 3.30 p.m.     |

Note: The tender (sealed bid) will be opened by the committee in presence of tenderers/or their authorised representative, who wish to be present to witness the tender opening).

5. The Director, CAZRI reserves the right to accept or reject any or all tender without assigning any reasons thereof.

Yours faithfully,

Administrative Officer

## **IMPORTANT INFORMATION**

1. **NAME OF AUTHORITY OF HIRING THE VEHICLES:** The Director, CAZRI, Jodhpur.
2. **NAME OF AUTHORITY/OFFICER WHO WILL HIRED THE VEHICLES FOR OFFICIAL/RESEARCH WORK OF THE INSTITUTE:** Director, CAZRI, Jodhpur/ PI of the Project/any authorised Officer of the Institute for and on behalf of Director, CAZRI / PI, Project.
3. **PERIOD OF CONTRACT:** one year from the date of conclusion of Rate Contract. Contract period may be extended for further period depending upon requirements with mutual agreement. However the Director, CAZRI reserves the right to reduce the period of RC/ terminate/cancel the Rate Contract at any time (before expiry of Rate Contract) without assigning any reason thereof.
4. **FIRM & FIXED RATES:** Any firm/party may quote their rate as per the Schedules and rates should be quoted accordingly. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.

**Note:**

- (a) The rates of hiring vehicle shall be submitted on the format given as schedules.
- (b) Prices/Rates for hire charges of vehicle per km. should be quoted separately for each vehicle inclusive of all charges i.e. P.O.L., Maintenance/repair of vehicle, Insurance, Permit, fitness, parking, etc. as per the schedule of tender.
- (c) Selected Firm/Agency to whom Rate Contract awarded should provide the hiring vehicles on their approved rates, terms & conditions under the contract.
- (d) The CAZRI will not be bound to accept the lowest quotation/bid and Rate contract can be placed on any other appropriate service provide travel agency who fulfil/complete all the terms & conditions of the tender documents and as per the requirements of CAZRI. The decision of the CAZRI shall be final in this regard.

**5. NON TRANSFERABILITY:** This tender is non-transferable.

**6. TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of the Authority.

**7. BID SECURITY (EARNEST MONEY):** An amount of Rs. 8,000/- (in lump- sum) only has to be submitted DEPOSIT by way of FDR/Bank Guaranty/Banker's Cheque/Demand Draft in favour of ICAR unit-CAZRI, Jodhpur payable at Jodhpur, along with the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without bid security (EMD) shall be rejected straightaway and will not be considered under any circumstances. The bid security (EMD) of tendering firms who submit the sealed bid/tender, but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of CAZRI. Bid Security (EMD) is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the Bid Security (EMD) of the unsuccessful bidder will be returned after finalization of the Rate Contract.

**8. PRESCRIBED FORMS:** Tenders of firms/travel agency received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/ Email/ Letterhead/Quotations will not be accepted and ignored straightaway.

**9. TENDER FEE:** Tendering firms are required to furnish a non –refundable tender fee of Rs. 500/-(Rupees five hundred only) may be deposited in cash with the Cashier of this Institute or in the form of D.D./Bankers cheque /Pay order in favour of “**ICAR Unit-CAZRI, Jodhpur**” payable at Jodhpur. The Tender Document can also be downloaded from CAZRI website [www.cazri.res.in](http://www.cazri.res.in).

**10. LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.

**11. CAZRI's RIGHTS:** The Director, CAZRI reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

**12. LEGAL ISSUE:** All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in Jodhpur only.

## 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. Any firm/party requires quote their rates for all the items as per the Schedules.
3. Tenderers are requested to quote their rates for hiring the vehicle for the entire period of the Rate Contract.
4. 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.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN/TIN No/ Service Tax No. with their tender.
6. Tenders received without Tender Fee Coupon/Cash Receipt of tender document fee, Bid Security (EMD) amount by way of DD or Pay Order/Banker's Cheque in the name of ICAR Unit-CAZRI, Jodhpur will not be considered at all.
7. The tender documents can be obtained from Admn-IV/Store Section of CAZRI, CAZRI Campus, Jodhpur, Rajasthan on payment of Tender Fee of Rs. 500/- (Rupees five hundred only) non- refundable on any working day during office hours as mentioned in the tender documents..
8. 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. In such an event the closing hours for receipt of tenders in CAZRI will stand automatically extended up to 15:00 hours of the next working day in the Government offices.
9. Late/delayed tenders received in CAZRI due to any reason whatsoever will not be accepted under any circumstances.
10. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderers or outsiders shall not be allowed to attend the tender opening process.
11. The tenders should be submitted in double cover. The First cover should contain DD/ Banker's cheque, Tender Fee Coupon/DD, Registration Certificate copy of cab operator with Central Excise Department/ trade license or any other, any other State Govt., copies of Supply Orders and successful execution of the Contract for past performance, Copy of PAN No., Audited Balance Sheets, or Income Tax return, Sale Tax registration or copy of Constitution of firm/company, The Second cover should contain the prescribed tender form duly filled in and signed along with the quoted prices. Both the covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be wax sealed. Both the covers shall be opened simultaneously on the original tender opening date itself. Sample(s) wherever required as per tender may be deposited separately on or before the tender opening date.

**The sealed tender envelope should be super scribed as under:**

**“TENDER No. -----**

**“TENDER FOR Rate Contract for hiring the vehicles”**

12. The sealed tender should be dropped in the Tender Box kept Admn.-IV(Store) Section of CAZRI, CAZRI Campus, Jodhpur, Rajasthan.
13. Acceptance of the rate will be communicated by Express letter/Fax/E-mail/Institute Website or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Express letter/Fax/E-mail etc. should be acted upon immediately.
14. **Each and every page of the tender documents must be signed by the bidder.**

## **TERMS AND CONDITIONS**

1. The Rate Contracts shall be valid for the period of **one year** from the date of awarding the Contracts. The Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. During the period of contract the hiring vehicle as and when required the Director, CAZRI, Jodhpur/PI of the Project (Project running at this Institute) or any other officer of the Institute authorised by the competent authority may hire the vehicle against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.

2. Bid Security (EMD) will be returned to the unsuccessful bidders within 30 days after award of the Rate Contract to successful bidders. An amount of Rs. 25,000/- (Rs. twenty five Thousand only) as Performance Security/ security deposit of the contract is to be deposited by the Selected Agency/Successful tenderer only after receiving a communication from CAZRI which will be returned to the bidder as and when the period of Rate Contracts come to an end as per tender T&C. No interest on security deposit and EMD shall be paid by the Institute to the tenderer. In the event of non-deposition of the same, the earnest money will be forfeited.

3. CAZRI reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.

4. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Director, CAZRI and his decision shall be binding to both the parties.

5. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Jodhpur only.

6. Intending Tenderers will have to furnish a copy of their PAN No., TAN/TIN No. and the firm having Registration of Cab operators with Central Excise Dept.

7. Authorized Signatory/ Signing of Tender:

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:

a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;

b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

### **NOTES:**

i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

ii.) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

iii.) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so

signing had no authority to do so, CAZRI may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

8. The tenderers should sign at each page of the tender and all its Annexure. **NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.**

9. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.

10.1 The prices charged for the stores supplied under the Contract by the supplier shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organization (s) including the CAZRI or any office of Central Govt. or a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organization (s) including the Purchaser or any Statutory Undertaking of the Central Government or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the CAZRI and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.

10.2 The supplier shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract. "I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to CAZRI under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organization (s) as the case may be up to the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to CAZRI."

11. **Indenting Authority:** CAZRI.

12. **Consignee:** Director, CAZRI, Jodhpur or any other authorized officer of the Insntitute on behalf of the Director, CAZRI, Jodhpur

13. **Delivery Period:** within 24 hours after order.

14. **Payment Terms:** 100% payment shall be released within 30 days on satisfactory receipt of the printing/publication Books/Research Bulletin/Reports/News –letters/Folders etc. as ordered. Advance payment will not be made under any circumstances.

15. Sales Tax/VAT/Service Tax or any other tax in respect of this contract shall be payable by the agency and CAZRI will not entertain any claim whatsoever in this respect. However, TDS/any other tax, which is as per the rules of the Govt. shall be deducted at source from bills of the successful tenderer as per rule.

16. **Dispatch Instructions:** Stores/services are required to be delivered/provided to the Indenting Officer/at the Admn-IV (Store) Section, CAZRI, Jodhpur, Rajasthan, 342 003 on free delivery without any extra charges to the consignee's premises.

17. Purchaser will not pay separately for transit insurance/transportation and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

18. All firms are required to submit the following along with their quotation/tender, failing which their offer will be ignored:

- a) Name and full address of their Banker with their Account Number.
- b) List of organisation/offices to which the bidding firm has made supply for the last 3 years.
- c) Financial status of the firm- enclosed tax returns for last year.
- d) Recent Income Tax Clearance Certificate certified by a Chartered Accountant.
- e) Registration Certificate of the firm from the local bodies.
- f) Duly certified copy of the satisfactory services where the tenderer is providing the services for the last three years.

19. **GUARANTEE/ WARRANTY:** The supplier shall guarantee that the hiring vehicle will provide (as and when require basis for local/out station visits) to this Instiute under this contract period shall be of the best condition/as per tender and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry.

20. The firm having Registration of Cab operators with Central Excise Department may submit a photo copy of registration certificate with the tender.

#### 21. Duties & Taxes

Tenderers should indicate whether the prices quoted are exclusive or inclusive of Service Tax etc. (as may be applicable).

22. **TENDERERS ARE REQUESTED TO QUOTE THEIR RATES for hiring the vehicle for Local/out station visits as per the schedule (as and when required basis) including all the terms & conditions as applicable.**

23. The decision of the CAZRI shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.

24. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

25. **Liquidated Damages:** In case the firm does not provide the vehicle on the scheduled date and time of travel/not as per our requirements as per Rate Contract and/or sub-standard services provides, the action will be taken against the firm as agreed liquidated damages including administrative expenses and not by way of penalty a sum as per the decision of the competent authority.

26. **Inspection:** The inspection of the infrastructure facility/capability of the bidder a committee may visit the premises prior intimation to bidder before finalization of the Rate Contract.

27. The CAZRI reserves the right to reject any or all the quotations/tender without assigning any reason.

**Signatures of the bidder**

### **Other Terms & conditions of Contract for hiring of vehicles:**

1. The rate of hire charges per km. should be quoted separately for each vehicle inclusive of all charges i.e. P.O.L. Maint. /Repair of vehicle, Insurance, Permit, fitness etc. etc.
2. The vehicle should be in good conditions.(preferably the model of year 2008 and onwards).
3. The Institute shall not be responsible/liable for any type of wear & tear/repair/accident etc. in respect of vehicle(s) to be hired. In case the hired vehicle meets an accident/or is damaged, the travel agency will be held responsible for any type of loss/damage/claims.
4. The vehicle(s) as and when required should be provided/made available to this Institute within 12-24 hours after receipt of order.
5. Driver of travel agency on providing hired vehicle should have valid licence and good character and conduct. TA/DA will have to pay by the Agency to their driver while on tour for outstation duty.
6. Driver shall all times obey traffic rules while driving the hired vehicle and if he disobeyed the traffic rules and any penalties imposed /caused, the same will be paid by the driver of travel agency and if he fails to pay the same on the spot , the penalty amount if paid by any officer of the Institute, the amount will be recovered from the monthly bill of the firm before making payment.
7. All the related documents of hired vehicle will accompanied with the driver of hired vehicle.
8. The vehicle will be hired on contract basis. The contract is made for a period of one year subject to the above terms & conditions of the contract.
9. The driver will not consume intoxicating drinks or drug while on duty of hired vehicle.
10. The firm having Registration of Cab operators with Central Excise Dept.
11. The Contract is remain valid for a period of one year, this may be terminated before the one year period without ascertaining any reasons or extended the same, this is at the discretion of the Director CAZRI, Jodhpur.
12. The vehicle provided should be of comprehensive Insurance and covers all risks/losses.
13. Copy of PAN/ITCC issued by Dept. of Income Tax may be submitted with the quotation.
14. Copy of Service Tax/CST clearance certificate may be attached with the quotation.
15. Users list, and photo copies of the Contract awarded to firm/travel agency by the other Govt. dept./organizations etc. for the said item of last years may also be attached with the quotation.
16. The successful bidder/service provide travel agency to whom the contract awarded may ensure that no such vehicle to be provided under the contract period which is financed by the bank/or finance company and the firm is defaulter to deposit EMI of such vehicle to them in time of any reason. In case such vehicle provide by the travel agency and during travel of any officer of the Institute with the vehicle any incident happens cause of/come in the notice /faced irregularities, an appropriate action will be taken against the service provide travel agency.
17. Any Police Case lodged in respect of hired vehicle/ driver of hired vehicle will be dealt by the service provide travel agency and no claims for any penalty/legal expenses etc. imposed by Police /Court will be admitted by the Institute.
18. Toll tax, Parking, Border Tax or any other charges will be paid on submission of Cash Receipt with the bill.



**DECLARATION**

**From:-**

M/s.....  
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To

The Director,  
Central Arid Zone Research Institute,  
Jodhpur,  
Rajasthan, 342 003

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Assistant Administrative Officer, Admn-IV/Store Section, CAZRI, Jodhpur, Rajasthan, 342 003 immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderers)

Name:  
Designation with Seal of the Firm

Dated:

**ANNEXURE - II**

**TENDER FEE COUPON**

TENDER NO.: ----- Dated: \_\_\_\_\_

TENDER SET NO.:

ISSUED TO

M/s.....

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Against request letter No. \_\_\_\_\_ Dated \_\_\_\_\_ and

payment of an amount of Rs. 500/- (Rupees five hundred only) in cash.

TENDER DOCUMENT ISSUED ON \_\_\_\_\_

Administrative Officer/Asstt. Administrative Officer

**Schedule**

S.No	Particulars	Rate per Km Non- A/C	Rate per Km A/C	Remarks/ Terms & Condition
	<b>Hiring of vehicles on contract basis (A) <u>for out station duty</u></b>			
1.	Tata Indica			
2.	Tata Indigo			
3.	Tata Sumo			
4.	Tavera			
5.	Innova			
6.	Mahindra Bolero			
7	Tempo Travellor			
	<b>(B) <u>for Local duty</u></b> Duration-12 hours Kilometers- 100 kms Approx.			
1.	Tata Indica			
2.	Tata Indigo			
3.	Tata Sumo			
4.	Tavera			
5.	Innova			
6.	Mahindra Bolero			
7	Tempo Travellor			

**Seal and Signatures of the bidder**