



राष्ट्रीय याक अनुसंधान केन्द्र
NATIONAL RESEARCH CENTRE ON YAK
भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
दिरांग-७६०१०१, पश्चिम कामेंग जिला, अरुणाचल प्रदेश, भारत
DIRANG-790101, WEST KAMENG DISTRICT, ARUNACHAL PRADESH, INDIA



TENDER DOCUMENT FOR HIRING OF TRANSPORT SERVICES/VEHICLES ON MONTHLY BASIS

No. 7(2)/Veh/2012-13/2944

Date: 12.11.2012

Sealed tenders/quotations/bids are invited from the experienced transport agencies/service provider/commercial vehicle owners by National Research Centre on Yak (ICAR), Dirang -790 101, West Kameng District, Arunachal Pradesh, India for outsourcing of transport facility for supply of Non-air conditioned vehicles with commercial plate on hire basis for Monthly on Kilometer rate basis for use of office duty of this centre with following requirements, and detailed specified terms and conditions:

Categories and No. of required Vehicles with commercial plate

- **Category I:** One (01) No.; Non-AC, with 8-10 seating capacity light vehicle like Tata Sumo/Bolero/Scorpio etc. to be provided for minimum 1500 Kms. per month.
 - **Category II:** One (01) No.; Non-AC, with 5+1 seating capacity pick-up van like Tata mobile/Bolero Camper etc. to be provided for minimum 1500 Kms. per month.
1. **Tender along with the Tender cost/fee (Non refundable) of Rs.1000.00** (Rupees one thousand) only for each category of vehicle separately to be deposited in favour of **the Director, NRC on Yak** by means of Demand Draft/ Banker's cheque payable at **SBI Dirang** (Bank code: 6010) branch. Non-submission of the Tender fee shall lead to non-consideration of the Tender.
 2. **Bid Security/ Earnest Money Deposit (EMD):** Tenderers/ bidders shall have to deposit Bid Security/ EMD of Rs. 10,000.00 (Rupees Ten thousand) only for each category of vehicle separately in the shape of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee valid for 6 (Six) months drawn in favour of **the Director, NRC on Yak payable at SBI Dirang** (bank code: 6010), along with the bid. Non submission of the Bid Security/ EMD with bid shall make the tender/ bid liable to be rejected. **The Demand Draft/ Bankers cheque for Tender cost/Fee and Bid Security/ EMD should be prepared separately.**
 3. The tender for each category of vehicle should be submitted separately with all the requested documents mandatorily be furnished in the format provided with this tender notice.
 4. **Special terms & conditions:-**
 - 1) The tenderer must have the vehicle on his/her own name or in the name of the firm/agency.
 - 2) The vehicle should be commercial and 2010 or above models and shall have clean seat clovers/upholstery, good look and should be in perfect condition fulfilling the latest emission norms of Government of India.
 - 3) The vehicles will be attached to routine farm duly to be performed in Dirang/Nyukmadung, and occasionally the vehicles may be deputed far outside Dirang for needful official use.
 - 4) Monthly kilometrage will be of minimum 1500 kilometers (approximately 280 hours).
 - 5) The rates are to be quoted for hiring of vehicle on monthly basis for a specified kilometrage i.e. 1500Kms beyond that the agency/contractor will be paid on per kilometer rate that needs to be quoted along with the monthly rate.
 - 6) Vehicle supplier should submit all valid documents such as vehicle registration, insurance with updated road tax payment, pollution control certificate etc. to the office after finalization of tender. The driver should possess valid driving license issued by the appropriate authority, should be well


1/c Adm. Officer
National Research Centre On Yak
ICAR, Dirang-790101, A.P.

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mannered/disciplined and adequately educated so as to be maintain logbook. He should be well conversant with all traffic signals, roads and routes.

- 7) Driver with vehicle should report each morning at 6.30 A.M. to the institute as per scheduled days.
 - 8) In case of non-availability of requisitioned vehicle, it will be the responsibility of the supplier/transporter to make alternative arrangements for supplying similar type of vehicle.
 - 9) Payment of monthly bill shall be made within one month of the presentation of the bill after submission of copy of log book along with pre-receipted bill in duplicate.
 - 10) Vehicle supplier should maintain the log book for the vehicle for each duty that should be duly signed by the user, which would indicate the opening and closing meter reading with time and date at the point of starting/ending journey or use of vehicle by the user. It should be ensured that there is no overwriting in log book. Log book should be verified by the in-charge vehicle of this institute.
 - 11) No advance payment shall be made under any circumstances.
 - 12) The service contract shall be valid for one year from the date of execution of contract.
 - 13) NRC on Yak (NRCY) shall not be responsible for any damage to the vehicle in case of accident or otherwise, theft of vehicle/parts and accessories therein. Similarly, NRCY shall not be responsible for any third party claims. The Authority shall not be responsible for any challan and disobeying of Traffic Rules caused by the driver.
 - 14) In case of breakdown/servicing/repair, the agency/service provider shall provide alternate vehicle of same make and model failing which vehicle shall be hired from any other source at the risk and cost of the transporter.
 - 15) Supplier will be solely responsible for any kind of repair and maintenance of the supplied vehicle.
 - 16) The maintenance cost, charge of POL (fuel & other consumable), road tax, permit fee, passenger tax, Octoroi charges, salary of the driver, the overtime of driver etc. are the responsibility of the service provider and should be paid by the transporter/agency/service provider.
 - 17) The agency shall ensure that the odometer of car supplied is properly sealed so that no tempering is done to inflate kilometer distance travelled.
 - 18) NRCY reserves the right to get the odometer calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaking (including those undertaken earlier) would be adjusted, besides any other penal action which may even lead to termination of the contract.
 - 19) The provide vehicle must be fully and comprehensively insured covering the risk to the driver and all the passengers also.
 - 20) The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission for the concerned officer of NRCY.
 - 21) Once particular driver has been attached with a particular vehicle normally service provider should not change the driver in casual manner unless and until directed to do so by the office.
 - 22) The agency/transporter/vehicle supplier should keep necessary tool kit always with the vehicle and updated "Pollution under control Certificate" with the vehicle.
 - 23) In case of non-reporting/refusing to provide the requisite care, the same will be hired from any other sources at the risk and cost of the Transporter, besides any other penal action, which may even be termination of contact.
 - 24) In case of quality of service provided by the contracted agency/supplier found unsatisfactory, the Competent Authority may terminate the contract agreement without assigning any reason and performance Guarantee Deposit will be forfeited.
5. All Bidders should mandatory give their current & other Bank A/c. details to enable the office for releasing the dues (if any) via e-payment basis.
 6. The selected tenderers must supply the vehicle within the stipulated time limit mentioned in the supply order. In case, the firm fails to execute the supply within the time limit, the bid security would stand forfeited and supply order shall be cancelled.
 7. **Performance Security:** The selected tenderers must deposit Performance Security of **Rs. 25,000.00 (Rupees Twenty five thousand)** only in the shape of Demand Draft/ Bank Guarantee payable in favour the Director, NRC on Yak (ICAR), Dirang, West Kameng District, Arunachal Pradesh, India for supply of transport services/vehicles as per instructions provided in the office supply order. The bank guarantee should cover the entire contract period of one year duration from the date of supply of vehicle/transportation service.

8. Legal jurisdiction for all disputes shall be within the purview of the Bomdila court, West Kameng District, Arunachal Pradesh, India.
9. All bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms and conditions which, if needed, may be modified at the discretion of the Competent Authority of NRC on Yak, in supply order, for which confirmation from the supplier shall be taken. Non submission of the undertaking may lead to rejection/ non-consideration of the tender.
10. **The bidders should mandatorily sign on every page of the Tender Notice/ Document and submitted along-with the bid**, which would show their unconditional acceptance of all the terms and conditions of the Tender Notice/ Document.
11. Other terms & conditions, as may be decided by the Competent Authority of NRC on Yak from time to time, depending upon the condition & requirement of the supply. The intimation in this regard, shall be provided well in advance & the bidder/ supplier shall be bound by the said terms & conditions.
20. **The tender for each category of vehicle i.e. I & II should be dropped separately in the Tender Box** at NRC on Yak Dirang (AP) or sent by registered post only with super-scribe "**QUOTATIONS FOR HIRING OF TRANSPORT SERVICE/VEHICLES**" "**Category of vehicle – I or II**" **against Tender No. Due on.....** The tender should be addressed to **the Director, National Research Centre on Yak (ICAR), Dirang-790 101, West Kameng District, Arunachal Pradesh, India** and should reach this office **on or before 5th December, 2012 upto 04:00 PM**. Tenders received or dropped in the Tender Box after the due date shall not be considered under any circumstances.
21. Tenders (bids) **shall be opened on 6th December, 2012 at 11:00 AM** at Committee Room/ Conference hall of NRC on Yak (ICAR), Dirang, West Kameng District, Arunachal Pradesh, India. **Interested bidders are requested to attend the opening bids as per schedule.**
22. The Director, NRC on Yak (ICAR), Dirang reserves the right to reject any or all tenders in part or full, without assigning any reason thereof.
23. The Conditional tenders/ quotations/ bids will not be entertained and the same will be rejected automatically.
24. For any query/ clarification, the undersigned may be approached at: Contact No.: (+91-3780) 200075, 242259, E-mail: yakdirector@gmail.com or aaonrcy@gmail.com

Enclosure: a) Format for Tender/Bid



J. Paul
 i/c Adm. Officer
 National Research Centre On Yak
 M.G.A.R. Dirang-790101, (A.P.)

(Administrative Officer i/c.)



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 i/c Adm. Officer
 National Research Centre On Yak
 M.G.A.R. Dirang-790101, (A.P.)

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**Format for
TENDER/ BID FORM**

Ref. No. _____

Date _____

To

**The Director,
National Research Centre on Yak
(ICAR), Dirang-790101, West Kameng District,
Arunachal Pradesh, India.**

Sub:- Tender for supply of Transport service/Vehicle on monthly basis for official use of NRC on Yak, Dirang

Ref: *Your Tender Notice No. 7(2)/Veh/2012-13/2943 dated 12.11.2012 & Tender Documents No. 7(2)/Veh/2012-13/2944 dated 12.11.2012*

Vehicle category - I: One (01) No. Non-AC, with 8-10 seating capacity light vehicle like Tata Sumo/Bolero/Scorpio etc.

Sir,

I/We intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Tender document No. 7(2)/veh./2012-13/2944 dated 12th November, 2012. I/We hereby quote our lowest rates for hiring of transport service/vehicle on monthly basis for minimum 1500 Kms.

Vehicle details		Transport/vehicle outsourcing charges (Rupees in words and figures)	
		Rate for 1500 Kms per month	Rate per Kilometer beyond 1500 Kms
Type of vehicle:		Rs.....	Rs.....
Vehicle No.:			
Model year:		Rupees.....	Rupees.....
	
	
	
	
	


 J. Paul
 1/c Adm. Officer
 National Research Centre On Yak
 W.G.A.R. Dirang-790101, (A.P.)

Details of the Agency

1. Name & address of the Transport Agency/Vehicle supplier :
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.....
2. Contacting phone/Mobile No. : Phone:.....
Mobile:.....
3. The details of PAN/TAN and other statutory registration (attach photocopy of the document) :
4. Detail of service (vehicles) provided to the Govt. or Private sector, if any (enclose copy of order) :
5. Details of Tender cost & EMD : **Tender cost:**
Amount: **Rs. 1000.00** (Rupees One thousand) only
Demand Draft No.:.....
Date of issue:.....
Issuing bank:.....
EMD:
Amount: **Rs. 10,000.00** (Rupees Ten thousand) only
Demand Draft No.:.....
Date of issue:.....
Issuing bank:.....

I/We undertake that documents are genuine/ authentic and nothing material has been concealed and that I/We are not debarred by any Government organization and competent to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

Date:
Place:

(Signature of the Authorized Signatory)
with seal/rubber stamp of bidder


1/c Adm. Officer
National Research Centre On Yak
M.G.A.R., Dirang-790101, (A.P.)

**Format for
TENDER/ BID FORM**

Ref. No. _____

Date _____

To

**The Director,
National Research Centre on Yak
(ICAR), Dirang-790101, West Kameng District,
Arunachal Pradesh, India.**

Sub:- Tender for supply of Transport service/Vehicle on monthly basis for official use of NRC on Yak, Dirang

Ref: Your Tender Notice No. 7(2)/Veh/2012-13/2943 dated 12.11.2012 & Tender Documents No. 7(2)/Veh/2012-13/2944 dated 12.11.2012

Vehicle category - II: One (01) No. Non-AC, with 5+1 seating capacity pick-up van like Tata mobile/Bolero Camper etc.

Sir,

I/We intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Tender document No. No. 7(2)/veh./2012-13/2944 dated 12th November, 2012. I/We hereby quote our lowest rates for hiring of transport service/vehicle on monthly basis for minimum 1500 Kms.

Vehicle details		Transport/vehicle outsourcing charges (Rupees in words and figures)	
		Rate for 1500 Kms per month	Rate per Kilometer beyond 1500 Kms
Type of vehicle:		Rs.....	Rs.....
Vehicle No.:			
Model year:		Rupees.....	Rupees.....
	
	
	
	
	


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 National Research Centre On Yak
 W.G.A.R. Dirang-790101, (A.P.)

Details of the Agency

6. Name & address of the Transport Agency/Vehicle supplier :
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-
-
-
-
-
-
-
-
7. Contacting phone/Mobile No. : Phone:.....
- Mobile:.....
8. The details of PAN/TAN and other statutory registration (attach photocopy of the document) :
-
9. Detail of service (vehicles) provided to the Govt. or Private sector, if any (enclose copy of order) :
-
10. Details of Tender cost & EMD : **Tender cost:**
Amount: **Rs. 1000.00** (Rupees One thousand) only
Demand Draft No.:.....
Date of issue:.....
Issuing bank:.....
EMD:
Amount: **Rs. 10,000.00** (Rupees Ten thousand) only
Demand Draft No.:.....
Date of issue:.....
Issuing bank:.....

I/We undertake that documents are genuine/ authentic and nothing material has been concealed and that I/We are not debarred by any Government organization and competent to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

Date:.....
Place:.....

(Signature of the Authorized Signatory)
with seal/rubber stamp of bidder


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