



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3568232  
Dated/दिनांक : 01-08-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	22-08-2023 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	22-08-2023 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (icar)
Office Name/कार्यालय का नाम	National Rice Research Institute
Item Category/मद केटेगरी	Vehicle Hiring Service - Per Vehicle-Day basis - Hatchback; 2019, 2020, 2021, 2022; Local; Plain; 168Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2019, 2020, 2021, 2022; Local; Plain; 168Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium Sedan; 2019, 2020, 2021, 2022; Local; Plain; 168Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - SUV/MUV; 2019, 2020, 2021, 2022; Local; Plain; 168Kms x 12Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium SUV/MUV; 2019, 2020, 2021, 2022; Local; Plain; 168Kms x 12Hrs; Round Trip
Contract Period/अनुबंध अवधि	1 Year(s) 1 Day(s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

**Bid Details/बिड विवरण**

<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	1500000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Item wise evaluation/

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
Schedule 1 EMD Amount/ईएमडी राशि (In INR)	3000
Schedule 2 EMD Amount/ईएमडी राशि (In INR)	3000
Schedule 3 EMD Amount/ईएमडी राशि (In INR)	3000
Schedule 4 EMD Amount/ईएमडी राशि (In INR)	3000
Schedule 5 EMD Amount/ईएमडी राशि (In INR)	3000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	1.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Director  
National Rice Research Institute, BIDYADHARPUR, CUTTACK-753006  
(Director)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

3. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Payment Terms:** [1690863300.pdf](#)

**Evaluation Method ( Item Wise Evaluation Method )**

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

Evaluati on Schedules	Estim ated Value	Item/Category	Quantity
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Schedule 1	30000 0	Vehicle Hiring Service - Per Vehicle-day Basis - Hatchback; 2019, 2020, 2021, 2022; Local; Plain; 168kms X 12hrs; Round Trip	Number of Vehicle-Days Required within the Contract Period : 1
Schedule 2	30000 0	Vehicle Hiring Service - Per Vehicle-day Basis - Sedan; 2019, 2020, 2021, 2022; Local; Plain; 168kms X 12hrs; Round Trip	Number of Vehicle-Days Required within the Contract Period : 1
Schedule 3	30000 0	Vehicle Hiring Service - Per Vehicle-day Basis - Premium Sedan; 2019, 2020, 2021, 2022; Local; Plain; 168kms X 12hrs; Round Trip	Number of Vehicle-Days Required within the Contract Period : 1
Schedule 4	30000 0	Vehicle Hiring Service - Per Vehicle-day Basis - Suv/muv; 2019, 2020, 2021, 2022; Local; Plain; 168kms X 12hrs; Round Trip	Number of Vehicle-Days Required within the Contract Period : 1
Schedule 5	30000 0	Vehicle Hiring Service - Per Vehicle-day Basis - Premium Suv/muv; 2019, 2020, 2021, 2022; Local; Plain; 168kms X 12hrs; Round Trip	Number of Vehicle-Days Required within the Contract Period : 1

**Vehicle Hiring Service - Per Vehicle-Day Basis - Hatchback; 2019, 2020, 2021, 2022; Local; Plain; 168Kms X 12Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Hatchback
Vehicle Brand	Maruti Swift , Honda Amaze , Maruti Dzire , Honda City
Year of Manufacturing	2019 , 2020 , 2021 , 2022
Type of Service	Local
Type of Terrain	Plain
Usage Variant	168Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms
Fuel Type	Any
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	Snehaprava Sahoo	753006,National Rice Research Institute, Bidyadharpur, Cuttack	1	<ul style="list-style-type: none"><li>Maximum No. of Vehicle required in a Day/Event : 10</li></ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2019, 2020, 2021, 2022; Local; Plain; 168Kms X 12Hrs; Round Trip ( 1 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Tata Tigor , Honda Amaze , Maruti Dzire
Year of Manufacturing	2019 , 2020 , 2021 , 2022
Type of Service	Local
Type of Terrain	Plain
Usage Variant	168Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms
Fuel Type	Any
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	Snehaprava Sahoo	753006,National Rice Research Institute, Bidyadharpur, Cuttack	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicle required in a Day/Event : 10</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium Sedan; 2019, 2020, 2021, 2022; Local; Plain; 168Kms X 12Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium Sedan
Vehicle Brand	Honda City , Hyundai Verna , Maruti Ciaz
Year of Manufacturing	2019 , 2020 , 2021 , 2022
Type of Service	Local
Type of Terrain	Plain
Usage Variant	168Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms
Fuel Type	Any
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	Snehaprava Sahoo	753006,National Rice Research Institute, Bidyadharpur, Cuttack	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicle required in a Day/Event : 10</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - SUV/MUV; 2019, 2020, 2021, 2022; Local; Plain; 168Kms X 12Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	SUV/MUV
Vehicle Brand	Hyundai Creta , Maruti Ertiga , Ford Ecosport
Year of Manufacturing	2019 , 2020 , 2021 , 2022
Type of Service	Local
Type of Terrain	Plain
Usage Variant	168Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms
Fuel Type	Any
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	Snehaprava Sahoo	753006,National Rice Research Institute, Bidyadharpur, Cuttack	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicle required in a Day/Event : 10</li> </ul>

**Vehicle Hiring Service - Per Vehicle-Day Basis - Premium SUV/MUV; 2019, 2020, 2021, 2022; Local; Plain; 168Kms X 12Hrs; Round Trip ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium SUV/MUV
Vehicle Brand	Toyota Fortuner , Toyota Innova
Year of Manufacturing	2019 , 2020 , 2021 , 2022
Type of Service	Local
Type of Terrain	Plain
Usage Variant	168Kms x 12Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	0-25,000 kms
Fuel Type	Any
<b>Addon(s)/एडऑन</b>	
Night Hault	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**



S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	Snehaprava Sahoo	753006,National Rice Research Institute, Bidyadharpur, Cuttack	1	<ul style="list-style-type: none"> <li>Maximum No. of Vehicle required in a Day/Event : 10</li> </ul>

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

### 3. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

ICAR UNIT CRRI, Cuttack  
Account No.  
10329386033  
IFSC Code  
SBIN002094  
Bank Name  
State Bank of India  
Branch address  
Nayabazar, Cuttack-4, Odisha

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

### 4. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

ICAR UNIT CRRI, Cuttack

Account No.  
10329386033  
IFSC Code  
SBIN0002094

Bank Name  
State Bank of India  
Branch address

Nayabazar, Cuttack, Odisha-753004

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

#### 5. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

## **Instructions to Bidders**

1. The service providers must be located within the state of Odisha.
2. The bid will be received through online mode only. No offline bids will be accepted. The bids are to be uploaded on GEM Portal (<https://gem.gov.in/>).
3. **The bidder should deposit an amount of Rs. 15,000.00 (Rupees fifteen thousand only) towards EMD in ICAR-NRRI Account (Name of the A/c Holder: ICAR UNIT CRRI, Cuttack, A/c No.: 10329386033, Type of A/c : Current Account, Name of the Bank: State Bank of India, Name of the Branch: Nayabazar, Cuttack-4, IFSC Code: SBIN002094). The selected bidder has to deposit a security money of Rs. 15,000.00 after selection. The EMD may be converted to security amount. 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.**
4. The agency must have the following Air conditioned vehicles to provide on hiring basis as and when required for:
  - a. Indigo/Swift Desire or equivalent
  - b. Ciaz/ Honda City or equivalent
  - c. Bolero/Tata Sumo or equivalent
  - d. Innova or equivalent e. Bolero Pickup or equivalent
5. The Performance Security will be forfeited for breach of any of the terms & conditions of the tender and if it is found any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. However, the same may be refunded after successful completion of the Contract. No interest will be paid on the security money deposited with this Office.
6. The Director, ICAR-NRRI, Cuttack-753006 reserves the right to accept or reject any or all the bids either in full or in part assigning the reason thereof.
7. **No advance payment in any case would be paid. Payment will be made on monthly basis on PRO-RATA BASIS through e-payment as per rule on receipt of GST Bill (mentioning the GST number of both the agency and the institute) along with duty slips certified by the Officer-in-Charge, Automobile Section, ICAR-NRRI, Cuttack.**
8. The firm details like address, telephone number, PAN/TIN number, GST Number, Certificate of registration etc. (as required) of the agency should be attached with the quotation.
9. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The same shall stand forfeited in case of cancellation of the contract for any breach of the contract or for any deficiency in the performance noticed during the currency of the contract.

## **Terms & Conditions**

1. The vehicle should be in good condition and well maintained with all necessary statutory documents. The vehicle must possess all relevant documents like Registration Card, valid insurance papers, Fitness Certificate, permits and other related papers as issued by the RTO.

2. The Kilometer/Mileage shall be counted by this institute based on starting and closing Kilometers. The driver deputed shall get the meter reading verified from the Officer-in-Charge. At the end of each trip, meter reading will be verified by the officer. The dead mileage from garage will not be counted for daily mileage. A trip sheet for the purpose should be maintained by the deputed Driver of the vehicle.
3. Minimum of Five vehicles should be registered in the firm's name for commercial purpose.
4. At least two vehicles should have All India Permit.
5. The period of contract shall be initially valid for a period of 12 months from the date of issue of letter for awarding the contract. However, depending upon the need/and urgency, the institute might extend this period as per the requirement.
6. This Institute shall not be responsible for any unforeseen events. Any damage/accidents caused to the travellers due to the negligence of the driver during the journey should be borne by the concerned agency.
7. 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.
8. This Institute will not arrange any kind of food and lodging facilities for the driver engaged by the agency.
9. The assigned driver should be prompt, presentable and well mannered, the use of liquor/any other drugs during duty hours is strictly prohibited.
10. In case of any breakdown of the vehicle on duty, the agency shall make arrangement for providing another vehicle immediately within two hours.
11. The agency shall provide list of drivers including police verification report, copies of medical fitness certificate, driving license along with acceptance letter.
12. The tampering of meter reading, vehicle usage timings, overwriting of Summary/log sheet and misbehaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract and other legal actions.
13. 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. The Service Provider shall pay the toll charges, parking fee or entry taxes payable locally or outstation which shall later be reimbursed by the Buyer on actual basis as paid by the Service Provider on production of receipts.
14. The Service Provider must ensure that all the necessary measures are taken by the driver to ensure passenger safety by avoiding negligent driving by their drivers such as over speeding, rash driving and driving vehicle without brakes/defective brakes.
15. The Service Provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles provided to the Institute.
16. The Service Provider shall deploy experienced drivers for carrying out the services. The Service Provider shall be personally responsible for any theft, misconduct or disobedience from the part of drivers provided by him.

17. Vehicle should be made available round the clock, if required.
18. Quotations not complying with the above conditions are liable to be rejected.
19. The Director, NRRI, Cuttack reserves the right to accept or reject any or all of the quotations received without assigning any reason thereof.
20. All disputes are subject to Cuttack Jurisdiction only.

**List of Enclosures (Scanned copy must be uploaded failing which bid will be disqualified)**

1. Firm's Name and full postal address with contact number & Email ID.
2. Firm's Registration Copy.
3. Detailed list of vehicles owned with make and year of manufacture of the vehicle & registration no.
4. Last Three year's copies of Income Tax Return Form and PAN number, as per government norms.
5. GST Registration Certificate issued by the Competent Authority.
6. Experience Details (attach the photocopies of work orders).
7. Any other related certificate.

Sd/-

**Asst. Administrative Officer(Store)**

**ICAR-NRRI, Cuttack**