

www.cift.res.in
Phone:0484-2412300
Fax:0091-484-2668212

Email: cift@ciftmail.com
ciftcdn@gmail.com



केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(भारतीय कृषि अनुसन्धान परिषद)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



TENDER FOR

“HIRING OF VEHICLES AT CIFT, KOCHI”

Tender Reference No.: **F. No. 7-1/2020-Stores**

(Click here to go to CPP Portal)

email: storesissue@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484–2412328/ 2412306/2412300

INDEX

Sl. No.	Description	Page No.
1	Notice Inviting Tender	3
2	Instructions to Tenderers	4
3	General Terms & conditions	5-6
4	Online Bid submission details	7
5	Annexure-I	8



केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(भारतीय कृषि अनुसन्धान परिषद)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



NOTICE INVITING TENDER

Sealed quotations are invited from interested reputed Travel Agency/Tour operators/Transporters for providing vehicles with details like sitting capacity, name of the vehicle, loading capacity etc., including driver, for local trips and long trips for departmental officers to different places for the official work/ trips sample collection etc. within the State/Outside State as per BOQ enclosed through the website www.eprocure.gov.in from the eligible/licensed or other Government registered service providers.

TenderEnquiryNo.:F.No.7-1/2020-Stores	
Published Date	16.09.2020 –1400hrs
Bid submission start date	16.09.2020 –1430hrs
EMD submission end date	29.09.2020–1330hrs
Bid submission end date	29.09.2020–1400hrs
Bid opening date	30.09.2020 –1430hrs

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from cift website www.cift.res.in or from Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: www.eprocure.gov.in. Bidders should also possess a valid DSC for online submission of bids.
2. **Bids received through CPP portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. CIFT reserves the right to accept/ reject any/ all tenders in part/ full without assigning any reason thereof.
4. CIFT will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any changes / corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Place: Kochi
Date: 16.09.2020

Asst. Admn. Officer (Stores)

INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/e-procure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting online bids on the CPP Portal may be obtained at www.eprocure.gov.in/eprocure/app.

For Registration

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
3. Bidders should be registered Travel Agencies/Firms with an office functioning in Kerala.
4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
5. Director, CIFT, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Competent Authority in CIFT shall have the right to verify the particulars furnished by the bidder independently.
7. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the bidder.
8. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
9. Only bids received on CPP Portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
10. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

All the communication with respect to the tender shall be addressed to:

The Director,
Central Institute of Fisheries Technology, Willingdon Island,
Matsyapuri P. O., Kochi-682029.

GENERAL TERMS & CONDITIONS

1. The vehicles hired must be in road worthy condition, shall not be more than 15 years from the date of initial registration and must have valid Registration certificate, Insurance certificate, fitness certificate, valid contract carriage permit, proof of up to date payment etc., which are mandatory for hiring of vehicles.
2. The driver of the vehicle must have valid license for driving the vehicle and should be sufficiently experienced in driving transport/passenger vehicle. He should be well behaved, gentle and obedient in nature
3. Additional details if any, may also be furnished such as Parking fees/ toll charges/ service charge etc.; per day charge/Km charge/ Waiting charge/Per day halt charge (Out station halt)/ Minimum charge.
4. The rate of hire charges be quoted (including fuel and lubricants) as per the format attached herewith as **Annexure-1**.
5. **The rate may be indicated from CIFT Office at Matsyapuri. P.O., W/Island.** (ie. KM counting starts from CIFT Office).
6. The rate quoted should be valid for one year from the date of acceptance by the Competent Authority.
7. The rates so quoted shall remain unchanged during the period of the contract and will not be modified/alterd at all.
8. As per existing orders, no advance payments will be made.
9. Payment towards the hire charges will be made after successful completion of the work by Bank remittance, for which, a bill has to be produced, furnishing details of the trip, date, place of journey, person travelled etc.
10. GST/ Education Cess etc. are applicable as per rule.
11. 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.
12. The vehicles to be provided should not be older more than 5-6 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.
13. The Contractor should furnish an Earnest Money Deposit of Rs.2,000/- along with bid in the form of Account Payee Demand Draft from any of the Commercial banks in favour of "ICAR Unit CIFT, Cochin" payable at State Bank of India, Willingdon Island, Cochin-682

003, valid for 45 days beyond the validity of bid, is to be submitted to this office on or before 29.09.2020 (13.30 hrs.). Name of the Tender and Tender reference number has to be furnished behind the EMD DD/Bankers Cheque. The scanned copy of Earnest Money Deposit by way of Demand Draft/Bankers Cheque in PDF form should be included in Cover – I of the E-tender. The offers without EMD will be rejected. The EMD will be returned to the unsuccessful bidders after the orders are placed with the successful bidder. The EMD will be forfeited if the bidder fails to accept the order based on his/her bid or fail to carry out the work.

14. Payment will be made by e-payment on satisfactory completion of the trip. 2% income tax will be deducted from your each bill as per income tax rule.
15. The Director, CIFT reserves the right to cancel this quotation enquiry without assigning any reason.
16. The Director, ICAR-CIFT, Cochin shall not be responsible for any accident, damage etc. to the vehicles during the period of hire.
17. In case of any dispute, decision of the Director, CIFT, Cochin will be final.
18. Offering of lowest rates does not commit the award of the contract.

Asst. Administrative Officer (Stores)
For Director

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online single cover explained below:-

<u>COVER-I</u>			
(Following documents to be provided)			
S.No.	Types	Content	
1	Document	Registration Certificate of Travel Agency/Firm	.PDF
2	Document	Income Tax Certificate	.PDF
3	Document	Agencies terms & Conditions, if any.	.PDF
4	Document	GST Registration for Travel Operations.	.PDF
5.	Document	Copy of EMD	.PDF
6	Document	Annexure-I (Detailed rates of hire charges)	.PDF
7.	Financial Bid	Price bid (BoQ) to be filled in Excel format as per Instructions given in price bid	.xls

All the documents and BOQ has to be digitally signed by the bidder.

Asst. Admn. Officer (Stores)
For Director

Annexure-I

Actual Place of Start and Distance Km from CIFT, Cochin - 29

Sl. No.	Types of vehicles	CIFT Office to Airport	Min Km	Min Hr	Min charges RS.	For Extra Kms./Rs.	For Extra Hour's Rs.
1	Hatchback cars (Specify names of 2 to 3 cars)						
2	Sedan cars (Specify names of 2 to 3 cars)						
3	Innova A/c						
4	Tempo Traveller 12 seater A/c						
5	Tempo Traveller 17 seater A/c						
6	Tempo Traveller 27 seater A/c						

- Note : 1. Bata for driver for all vehicles should also be furnished.
2. Night halt rate may also be furnished.

Signature
Name & Address of the firm

Date: