



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
Kasaragod - 671 124, Kerala, India
(An ISO 9001:2008 Certified Institution)



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F.No.31(1) HOV/2017-Estate

Date: 08.03.2018

SHORT TERM E-TENDER NOTICE

CPCRI Kasaragod invites ONLINE bids for enter into the rate contract for Hiring of vehicles at CPCRI, Kasaragod.

Prospective Bidders may download the Tender Document from www.cpcrri.gov.in/ [www.eprocure.gov.in.](http://www.eprocure.gov.in/) Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission' and submit duly filled bids online on the website www.eprocure.gov.in as per the schedule given in the Tender Document; along with a **Tender document fee of Rs.200/- (Non Refundable) & EMD of Rs.8000/- should be remitted, by Demand Draft in favour of ICAR Unit, CPCRI payable at Kasaragod. The Earnest Money Deposit and Tender Fee must reach physically to the assistant Administrative Officer (Estate), ICAR-CPCRI, Kudlu P.O, Kasaragod-671 124 before 11 AM on the due of Tender. The physical document (EMD) received after 11 AM will not be considered under any circumstances and on or before the due date and time of the tender submission, please ensure the receipt with date and time stamp from concerned office**

DIRECTOR

ANNEXURE-I

TENDER SCHEDULE

Tender No: F.No. 31(1)HOV/2017-Estate

Name of the Institute	ICAR-Central Plantation Crops Research Institute, Kasaragod
Place of Work	ICAR-Central Plantation Crops Research Institute, Kasaragod
Date of Release of Tender	08 March 2018
Last Date & Time of Submission of bids	17th March 2018, 3:30 PM
Date & Time of opening of bids	19th March 2018, 4:00 PM
Place of opening of bids	ICAR-Central Plantation Crops Research Institute, Kasaragod, Kerala

Instruction for Online Bid submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: www.eprocure.gov.in.

REGISTRATION:

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (url: <https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP Portal is free of charge.

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.

Bidder then logs into the site through the secured login by entering their user ID / password and the password of the DSC / e Token.

SEARCHING FOR TENDER DOCUMENTS:

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / E-mail in case there is any corrigendum issued to the tender document.

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100dpi with black and white option.

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

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.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidder has to select the payment option as 'offline' to pay the tender fee / EMD as applicable and enter details of the instrument(s).

Financial bids to be submitted in XIS format.

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission,

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bid encryption technology. Data storage encryption of sensitive fields is done.

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

ASSISTANCE TO BIDDERS:

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the Tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS:

- The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e- Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

Annexure I: INVITATION FOR BIDS (IFB)

1. ICAR-Central Plantation Crops Research Institute, Kasaragod Kerala is the premier Research Institution with the mandate of conducting research on Plantations Crops in the country and functioning under the administrative control of Indian Council of Agricultural Research, Ministry of Agriculture & Farmers Welfare, Government of India. ICAR-CPCRI invites `ONLINE` bids from eligible bidders for **rate contract for Hiring of vehicles at ICAR-CPCRI, Kasaragod**
2. Contact information:

ICAR-Central Plantation Crops Research Institute, Kudlu PO, Kasaragod-671124, Kerala India, Tel No.: EPABX: 0091-04994 232893-95 E-mail: director.cpcri@icar.gov.in, directorpcpri@gmail.com
3. Double bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app>: The Double bid system will be followed for this tender. In this system, bidder must submit their offer - online in separate envelopes/packets as explained below:

Online - Envelope No. 1: "Technical Bid" shall contain: (PDF format only)

- a. Scan copy of Demand Draft towards **tender fee of Rs. 200/- (Rupees Two hundred only)** drawn in favour of ICAR- Unit CPCRI Kasaragod . (The DD must reach physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender)
- b. Scan copy of Demand draft towards **Earnest Money Deposit for Rs.8000/-(Rupees eight thousand only)** drawn in favour of ICAR Unit CPCRI, Kasaragod. **(The Earnest Money Deposit and Tender Fee must reach physically to the assistant Administrative Officer (Estate), ICAR-CPCRI, Kudlu P.O, Kasaragod-671 124 before 11 AM on the due of Tender. The physical document (EMD) received after 11 AM will not be considered under any circumstances and on or before the due date and time of the tender submission, please ensure the receipt with date and time stamp from concerned office.**
- c. **Technical bid details (in PDF format)**

i	Self Attested copy of valid License for vehicle.
ii	Self Attested copy of GST registration Certificate issued by Govt.
iii	Self Attested copy of the PAN card.
iv	Self Attested copy of Duly filled annexure IV & V.
V	Self attested Copy of EMD & Tender Fee
vi	Any other documents if necessary.

- d Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email id & contact no.)
- e. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation, as applicable.
- f. Other documents necessary in support of eligibility criteria, brochures etc.
- g. The Technical Bid along with detailed terms and conditions, complete in all respects with proper seal and signature of authorized person with name, designation, email id and contact no.

Envelop No.2 ‘financial Bid’ (In XLS format) in the item wise BOQ only.

Note: ICAR-CPCRI, Kasaragod reserves the right to reject the bid if any of the above listed document(s) is/are not submitted.

4. Last date for submission of bids on **17th March, 2018, 3:30 PM** at ICAR –Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E mail: .director.cpcri@icar.gov.in/directorcpcri@gmail.com
5. Technical bids will be opened - online on **19th March, 2018, 4:00 PM at:** ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E mail:.director.cpcri@icar.gov.in/directorcpcri@gmail.com

The bid must be submitted on-line. The Tender Fees & EMD etc. must be submitted in person or through post/ courier (ICAR-CPCRI shall not be responsible for any postal delays or any other reason for not submitting the tender fees/ EMD etc. in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.

In case bidder requires any clarifications / information, they may contact **ICAR-CPCRI, KASARAGOD**

Annexure II: INSTRUCTIONS TO BIDDERS (ITB)

1. Locations for the work

The entire supply as described in Schedule of Requirements must be undertaken at ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India

3. Order Placements:

The supply Order shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

The payments shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

4. Eligibility Criteria:

a. The bidder should have executed similar type of orders with other Central / State /PSU /Govt. Societies for a minimum of 3 years.

b. The bidders should submit the required documents / financial instruments as stipulated in para 3 of Annexure – I.

c. The bidder must not be blacklisted by ICAR-CPCRI, Kasaragod or any other Educational/R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. ICAR-CPCRI, Kasaragod reserves the right to reject any bid not fulfilling the eligibility criteria.

5. Amendment to Bidding Documents

5.1 At any time prior to the deadline for submission of bids, ICAR-CPCRI, Kasaragod may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

5.2 The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments/ modifications will be binding on the bidders.

5.3 ICAR-CPCRI, Kasaragod at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

6. Earnest Money Deposit (EMD)

• The Earnest Money Deposit (EMD) as per Annexure-VI must be submitted prior to the DUE DATE of submission of the online bid and EMD may be submitted in the form of Demand Draft in favour of ICAR unit CPCRI, KASARAGOD payable at KASARAGOD.

• The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD.

• The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of Technical bid(s). In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit. However if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.

• The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

7. Submission of Bids- Online (Technical Bid in PDF format and Financial Bid in XIS format) only.

The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

8. Deadline for Submission of Bids – Online Only.

8.1 Bids must be received by ICAR-CPCRI before the due date and time at the address specified in the tender document.

8.2 ICAR-CPCRI may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the media.

9 Late Bids

ICAR-CPCRI shall not be responsible and liable for the delay in receiving the bid for whatsoever reason.

10 Bid Opening & Evaluation of Bids

10.1 The technical bids will be evaluated in two steps.

- The bids will be examined based on eligibility criteria stipulated at to shortlist the eligible bidders.
- The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated .

10.2 The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the Financial bid and will be informed about the date and time of the opening of the Financial bid.

10.3 The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

11. Comparison of Financial Bids

11.1 Only the short-listed bids from the Technical bid evaluation shall be considered for Financial bid comparison.

11.2 The Financial bids will be evaluated on the basis of prices quoted. The supply order will be awarded to lowest evaluated bidder.

12. Award of Supply order

12.1 ICAR-CPCRI, Kasaragod shall award the supply order to the eligible bidder whose Financial bid has been accepted and determined as the lowest evaluated Financial bid based on the Grand Total calculated of all items etc. of the Financial Bids.

12.2 If more than one bidder happens to quote the same lowest price, ICAR-CPCRI, Kasaragod reserves the right to decide the criteria and further process for awarding the contract, decision of ICAR-CPCRI, Kasaragod shall be final for awarding the contract.

The Director, CPCRI, Kasaragod reserves the right to reject any or all E - Tenders in whole or in part without assigning any reasons thereof. The decision of Director shall be final and binding on the contractor/agency in respect of any clause covered under the contract.



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Sealed tenders are invited from the firms/vehicle operators for providing of vehicles for official journeys (Commercial vehicles) by the officials of CPCRI Kasaragod. Conveyance for the officials from CPCRI Kasaragod to Mangalore Airport, CPCRI Regional Station, Vittal, CPCRI Research Centre, Kidu, Karnataka and field visits & other official trips etc. on contract basis as and when required / on need basis by this Institute as per the details given below:

The quotation should conform to the following terms and conditions

- 1) The rates quoted should be valid for the entire duration of the contract (one year) from the due date of receipt of quotation.
- 2) The contract will be for a period of one year, but likely to be extended.
- 3) The rate should be given for different types of vehicles as indicated in the tender schedule. The AC and Non-AC rate should be indicated separately.
- 4) Rates should included all taxes/levies.
- 5) Rates should be quoted on per Kilometer basis and as per the duration of time per k.m. rate for extra K.M, extra hours, etc. as given in the schedule. Rate should include taxes, driver charges, etc. Out station entry tax/other statutory charges/parking fees shall be arranged by the Service Providers only and may include the same in their Bill/Invoice for arranging payment.
- 6) **The buyer have the right to levy liquidated damages at a percentage not exceeding 10% per each service in respect of trips so delayed and refused.**
- 7) **Parking fee at Airport/Railway station/Toll Plaza should be paid by the contractor as actual and the same will be submitted along with original bill for the payment.**
- 8) The successful bidder receiving the contract should furnish a performance security for an amount of Rs.10,000/- within 7 days from the date of award of contract from this end. Performance security may be furnished in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a commercial Bank in an acceptable form drawn in favour of ICAR Unit, CPCRI, Kasaragod. The performance security will be refunded after completion of the contract. The EMD will be refunded after remittance of performance security.
- 9) In case of accidents, the service providers should take full responsibility for Insurance claims etc. and this Institute or its Officers/Officials will not take any responsibility what so ever. The Agency/ Firm should bear all expenditure connected with maintenance necessitated to the vehicle during the period of contract. The Institute will not be held responsible for any loss/damage to vehicle, other properties, life or other unforeseen incident that may occur during the period of engagement of the vehicle. The Institute will also not be responsible for any loss of life, or any injury to the driver or to any third party caused at the time of performing bonafide trips of the institute during the period of contract.
- 10) The Vehicles indented by the Institute has to be arranged at a given point of time and place with sufficient fuel and without delay.
- 11) GST/Others tax in case they are liable to pay, same should be paid directly to concerned department.
- 12) Vehicles which are indented/booked by the Institute should possess up-to-date Insurance Coverage & Permit to enter other States(Inter-state & All India permit) on required. The owner of the vehicle /contractor shall maintain all up-to-date records as per the Govt. of India/ Kerala Motor Vehicles Act pertaining to the vehicle such as vehicle tax, license of the driver etc. and shall be presented before the

- Institute's authority along with the quotation for verification as and when required. He shall also be liable to pay service tax due to the Govt. as the case may be.
- 13) The rates quoted by the Tenders are fixed during the period of contract and this Institute will not be responsible for any escalation in diesel; price/other lubricants/other statutory charges etc. and the services of the firm will be withdrawn from the contract, the performance security amount will be forfeited automatically. The service provider shall furnish 2 months notice to this Institute before withdrawing the contract during the period of annual rate contract.
 - 14) In case vehicles are not provided at a given point of time and place, the contract will be terminated forthwith without any notice apart from initiating legal actions if any.
 - 15) The Drivers allotted to the Vehicles shall wear neat & tidy Uniform and badge, etc. and should not perform the duty under the influence of alcohol.
 - 16) The Drivers deputed should maintain proper discipline and should be in position to communicate in Regional language and Hindi/English.
 - 17) The Tenderers are requested to furnish the profile of their firm clients/Latest & up-dated Registration certificate with No./validity/Establishment etc. compulsorily.
 - 18) The Tender documents are not Transferable under any circumstances.
 - 19) The Director, CPCRI, Kasaragod reserves the right & reject any or all the tenders without assigning any reason thereof.
 - 20) Only courts in Kerala shall have the jurisdiction over any dispute arisen out of the transaction.
 - 21) The service provider shall be bound by the rates quoted by him and agreed upon herein and shall not ask for any enhancement of the rates quoted by him and agreed upon herein for the provision of vehicles during the period the agreement remains in force.
 - 22) The emoluments of the driver and the cost of fuel etc. shall be borne by the contractor.
 - 23) Payment will be made on monthly basis at the approved rate after due certification by the user/Officer-in – charge (vehicles) and trip sheet. No advance payment on any account will be made.
 - 24) The contractor shall give an undertaking in writing to abide by the aforesaid terms and conditions within 7 days of receipt of award of contract.
 - 25) The Institute reserves the right to terminate this contract after serving 15 days notice in writing to the contractor without assigning any reason thereof.
 - 26) The period of one year (validity period) of the contract would be reckoned from the date of issue of this confirmation letter/work order and as decided by CPCRI.
 - 27) Quotation received after the due date will not be entertained.

End of Annexure II

ANNEXURE-III

E-PROCUREMENT FOR RATE CONTRACT FOR HIRING OF VEHICLES

TENDER SCHEDULE

Particulars	Innova	Tavera/ Sumo/ Xylo	Indigo/ Swift D,zire	Indica/Ambassador
Upto 4 hours (max. 40 km.)	AC: Non AC	AC: Non AC	AC: Non AC	AC: Non AC
Upto 6 hours (max. 60 km.)	AC: Non AC	AC: Non AC	AC: Non AC	AC: Non AC
Upto 8 hours (max. 80 km.)	AC: Non AC	AC: Non AC	AC: Non AC	AC: Non AC
Night Halt Charges (Other state)				
Night Halt Charges (Kerala)				
Additional rate per KM				
Any other Duties/Levies				

ANNEXURE IV

PARTICULARS OF QUOTING AGENCY

1. Name of the Agency :
2. Full address with Phone No., E.mail etc. :
3. Name of the Proprietor :
4. PAN No. /Circle/ Ward :
5. Earnest money deposited with No. dated :
6. GST Registration No. :
(Enclose self attested copy)
7. Registration Licence from :
Central/State Govt. Department
(Enclose self attested copy)
8. Details of supply experience in Central/State :
Govt. establishments//Autonomous
bodies/ Corporation (enclose self attested
copy)
9. Name, A/c. No, IFSC code :
and full address of your Bank
10. Name of the permanent Representative to be :
visiting ICAR- CPCRI, Kasaragod regarding
the supply.
11. Any other information required :

Date :

Place :

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer

ANNEXURE- V

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head).

Date:

To:

The Director

ICAR- Central Plantation Crops Research Institute

Kudlu (PO)

Kasaragod-671124

Kerala

Dear Sir,

I / We have downloaded / obtained the tender document(s) for the above mentioned `Tender/e-tender from the web site(s) namely: www.cpcri.gov.in / www.eprocure.gov.in, etc.; as per your NIT / advertisement, given in the above-mentioned website(s).

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

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

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

I / We certify that all information furnished by the our Firm is true & correct and in the event that 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 fully said earnest money deposit absolutely.

Yours Faithfully,

Authorized Signatory.(Signature of the Bidder, with Official Seal) Email id for correspondence