



भा.कृ.अनु.प-केन्द्रीय मीठाजल जीवपालन अनुसंधान
I.C.A.R-Central Institute of Freshwater Aquaculture



कौशल्यागंगा, भुवनेश्वर-751002, ओडीशा / Kausalyaganga, Bhubaneswar-751002, Odisha

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F.No. CIFA/12/02/HC/2020-21/Store

Date:03.05.2021

NOTICE INVITING TENDER FOR ANNUAL RATE CONTRACT FOR HIRING OF VEHICLE

Online Bids are invited from Reputed/ Well-established/ Registered and experienced Passenger Transport / Cab Service providers for **Annual Rate Contract for Hiring of Vehicle** at **ICAR-Central Institute of Freshwater Aquaculture, Kausalyaganga, Bhubaneswar (751002) Odisha**. Please **submit your rates in the attached BOQ**, if you are in a position to render the requisite services in accordance with the requirements stated in the tender. Manual bids shall not be considered in any circumstances.

Tender documents may be downloaded from e-Procurement website of CPP Portal <https://eprocure.gov.in/eprocure/app> or from our institute's website www.cifa.nic.in as per the schedule as given in **CRITICAL DATE SHEET** as under:

CRITICAL DATE SHEET

Tender No.	No.2021_DARE_628909_1
Date and Time for Issue/Publishing	03.30 PM on 04/05/2021
Document Download/Sale Start Date and Time	05.00 P.M. on 04/05/2021
Bid Submission Start Date and Time	05.00 P.M on 04/05/2021
Bid Submission End Date and Time	02.00 P.M on 25/05/2021
Date and Time for Opening of Technical Bids	03.30 P.M on 27/05/2021

Sd/-

(OIC-Store)
Assistant Administrative Officer

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bid document may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. This Institute reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of
5. **EMD (Refundable) of Rs. 5,000.00 (Rupees Five thousand)** only in the form of Demand Draft from any of the scheduled Bank in favour of “**ICAR Unit CIFA**” payable at **ICAR unit CIFA Bhubaneswar** and may be addressed to the **Director, ICAR-Central Institute of Freshwater Aquaculture, Kausalyaganga, Bhubaneswar (751002) Odisha** to reach on or before bid opening date and time as mentioned in the Critical Date Sheet. The DD must reach to the undersigned before the date and time of opening of bid otherwise the tender will not be considered.
6. Bidders need not to come at the time of Technical as well as Financial bid opening at ICAR-CIFA, Bhubaneswar. They can view live bid opening after login on CPP eProcurement Portal at their remote end.
7. **The Firms are also required to upload copies of the following documents:-**
 - **TECHNICAL BID:**
 1. Scanned Copy of the Registration certificate/ trade license of the firm under the service contract from Government.
 2. Scanned copy of Last 3 years’ experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/ Corporations of Govt. of India/reputed public or private organizations. Provide the details in tabular form as per **Annexure-I**.
 3. Scanned copy of Income Tax Return (ITR) for the last three years i.e. for Assessment Year.
 4. Scanned copy of certified balance sheet/certificate from chartered Accountant of the firm for last three years i.e. for Assessment Year showing annual turnover of \geq 5.00 lakhs or more.
 5. Scanned Copy of Duly certified copies of the satisfactory services / work orders (minimum one order) where the tenderer is providing such services in the last three years.
 6. Scanned copy of PANCARD.
 7. Scanned copy of GST registration certificate.
 8. Scanned copy of Earnest Money Deposit (EMD) / its exemption, if any. If the firm is seeking exemption, they have to upload the concerned certificate of exemption issued from the competent authority.
 9. Scanned Copy of **Annexure – II** and Tender Acceptance Letter **Annexure-III** (on firm’s letter head).
 10. Scanned copy of the Affidavit to the effect that the firm has not been black-listed by any Govt. Office/Institute/ICAR for any reason. The Affidavit so provided should not be more than 6 months old otherwise the tender will be rejected.

All necessary documents in support of the details for Sl. No. 01 to 11 must accompany the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification / registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents which unnecessary cause confusion.

- **FINANCIAL BID:**

- (a) Price Bid as BoQ_XXXX.xls

In keeping the view of expenditure involved in past cases of hiring of vehicles/Cabs, there would be a weightage of 30% on the rate quoted against column No. 10 & 13 and 70% on the rate quoted against column no. 11 & 12. The BOQ has been prepared accordingly by giving weightage on the base rate as mentioned above. After giving weightage, the final weightage score will be arrived and the lowest score shall ascertain the lowest bidder for individual vehicles. If required, manual calculations will be done for giving weightage in the BOQ. The weightage criteria are only for deciding lowest quote. Payment will be made as per the basic rate/Extra Km/Extra hour charges quoted by L-1 bidder against the different items.

The different component like Night Duty charges, Garage Distance, GST will be same for all the bidders and hence need not to be quoted in the BOQ, it will be applied automatically on award of the contract.

Validity of the contract:

This contract will be valid for a period of 1 year initially and liable to be extended for further periods not more than one year subject to the satisfactory services and on the same terms and conditions on mutual agreements. The number and types of vehicle required on daily or monthly basis will be intimated as per the requirement and it may decrease or increase during the contract period.

Validity of Tender:

A minimum of 90 days validity to be provided from the date of receipt of Tender. Decision of the Director, reserves the right to extend the validity period of the Tender.

NOTE: All communications must be addressed to Director, ICAR-CIFA, Kausalyaganga, Bhubaneswar – 751023.

Sd/-

(OIC-Store)
Assistant Administrative Officer