



भाकृअनुप-प्याज एवं लहसुन अनुसंधान निदेशालय  
राजगुरुनगर, पुणे-४१०५०५ महाराष्ट्र  
ICAR-DIRECTORATE OF ONION AND GARLIC RESEARCH  
Rajgurunagar, Pune – 410 505, Maharashtra  
Phone (02135) 222026, 222697, Fax (02135) 224056 Email:director.dogr@icar.gov.in  
GST No. 27AAAAI1830P5ZF



Note : All the communication must be addressed to the Director by designation, ICAR-DIRECTORATE OF ONION AND GARLIC RESEARCH, RAJGURUNAGAR PUNE – 410 505 (The quotation is also being uploaded on the DOGR website [www.dogr.res.in](http://www.dogr.res.in) and the other prospective bidders can make use of the document down loaded from the website.

F.No. 3-13/S&P/Hiring Vehicle/Tender/2021/ 1718 to 1724

Date : 12/10/2022

To,

**Subject:** Seeking Limited Tender for Annual Rate contract for Hiring of Vehicle-regarding  
Sir,

Please send your lowest tender as per terms and conditions mentioned below:-

Sr.No.	Particulars
1.	Annual Rate Contract for Hiring of Vehicle as and when required at ICAR-DOGR, Rajgurunagar

Quotation should be in sealed covers superscribed as **“Limited Tender for Annual Rate contract for Hiring of Vehicle”** and may be send by registered post/Courier/By Hand in the name of “The Director, ICAR-Directorate of Onion & Garlic Research, Rajgurunagar” on or before 31.10.2022. **The Quotation without above superscription on the cover will not be considered. The quotations received after due date and time shall be summarily rejected.**

**THE GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

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- 1 The contractor should be reputed for providing Transport Services having sufficient experience and expertise in the relevant field and also having sound financial standing.
- 2 The Contractor shall provide the vehicle alongwith drivers. The vehicle should be provided as per requirement. It should also be provided on Saturday/Sunday/Holidays as intimated by this office. The vehicles so hired will occasionally be required to travel out of ICAR-Directorate of Onion and Garlic Research, Rajgurunagar -410505, Distt.– Pune, Maharashtra on official tours. The vehicle maybe arranged quickly as intimated by this office by telephone or other way. The vehicle should be self-starting and in good condition. The maintenance of the vehicles should be as per the schedule advised by the manufacturer. The maintenance schedule shall be shown to the vehicle In-charge of ICAR – DOGR, Rajgurunagar, Pune, for checking etc. The vehicle should be of Pune City and if other than Pune, registered as a commercial vehicle with road transport office and contractor should submit relevant papers of registration of vehicle before starting the work. The tyres of the vehicle should be replaced as per the replacement schedule advised by the manufacturer.
- 3 The vehicles provided by the contractor will be required to ply in Pune Distt. and other places like Mumbai, Nasik, Ahmednagar, Baramati, etc. and nothing extra will be paid for visiting other places except Toll Tax.
- 4 Reporting time and Closing time from ICAR-DOGR, Rajgurunagar or any other pick-up/drop of location specified by the office/ Indenting Officer shall be taken into consideration for bill payment.
- 5 Mileage shall be counted from ICAR-DOGR, Rajgurunagar or any other pick-up/drop of location specified by the office only and for this purpose the driver deputed shall get the meter reading checked from the officer in-charge or any other person deputed by him for this purpose. Similarly, at the time of departure meter reading may be got verified by the officer using the vehicle.
- 6 Extra kilometer and hours will be given only if kilometer and hours go beyond the slab.
- 7 The initial period of contract will be ONE YEAR from the date of award of the contract or date of signing of bond whichever is earlier as specified by this office, it may be extended for a further period of one years if required on half year basis, subject to the satisfactory performance by the contractor and mutual consent on same terms and condition.
- 8 The drivers should be provided with a mobile phone by the contractor and vehicle should be fitted it with GPS.

9 The drivers:

Should be presentable/courteous/well behaved to the official of ICAR-Directorate of Onion and Garlic Research, Rajgurunagar,-410505, Distt.- Pune, Maharashtra.

- a) Should possess an appropriate and valid Commercial Driving License. Should report for duty in clean uniform/name badge.
  - b) Should be experienced and fully conversant with the routes of Pune ,and cities of other than Pune, will be required to maintain a Duty slip/Log book, which will be signed by the user before Countersigned by the concerned Nodal Officer/vehicle in-charge. All particulars of the vehicle user like name, date, time, purpose replace of visit, indent no.etc.as prescribed format of the logbook may be filled & submit to the office failing which the payment will be withheld.
- 10 The vehicle will have to be fitted/provided with the following mandatory additional/utilities:
- a) Clean Seat Covers (White Colour)
  - b) Quality radio music system
  - c) Reading Lamp
  - d) Tissue Paper box
  - e) Carper fume
  - f) Mobile Charger
  - g) Seat Belt (Front/Rear)
  - h) Umbrella during Monsoon
  - i) Water bottle
  - j) Hand wash
  - k) Napkin
  - l) On Govt. duty board
- 11 The vehicles provided by the contractor should be in excellent condition mechanically as well as get up wise i.e. out body/Upholstery etc. Should be decent looking (preferably white colour) with proper seat covers etc. Seat covers will have to be cleaned every 10 days or earlier(whenever required).
- 12 The vehicles provided by contractor will be required to ply on all kinds of roads and surfaces, in all kinds of weather conditions. If required, the vehicles alongwith driver may have to stay out of station, as per requirement.
- 13 Since an officer may be required to move out in any emergency at odd hours in the night, when petrol pumps remain closed, the fuel in the fuel tanks must never be below the half way mark .The contractor must ensure availability of fuel at any given time, equal to half the capacity of the fuel tank. It should immediately be arranged to be filled to full capacity, by the contractor.

- 14 Nothing extra will be paid to the contractor due to fluctuation in cost of fuel or any other consumable items, registration charges etc. during the period of contract.
- 15 In case the vehicle breaks down or is required to be taken for repair, another vehicle of similar type will have to be provided by the contractor immediately. The firm should be able to provide vehicles at odd hours and holidays also without any extra charges.
- 16 All expenses are to be borne by the firm in case of breakdown of the vehicle supplied. The taxi charges from the point of break down to the destination are to be borne by the firm to complete the trip. An immediate replacement of the break down vehicle has to be provided.
- 17 The Contractor/firm should have a well-established office in Pune / city other than Pune and a person should be available on its direct Mobile telephone round the clock to attend the calls for taxis in emergency cases.
- 18 The Contractor/ Firm should also be able to provide the name and mobile number of a person, who can be contacted at anytime, even beyond office hours and holidays. This person should be capable of taking orders and arrange the desired vehicles, even at short notice.
- 19 Necessary Registration Certificate, Insurance and Pollution Check-up of the vehicles should be valid and complete in all respects.
- 20 All the taxes and duties what-so-ever livable by the Government (State or Central) or any other shall be borne by the contractor and will be deducted from his account bill in case of any default.
- 21 Subject to any deduction or recoveries which the ICAR-DOGR may be titled to make under the contract ,the income tax, surcharge on income tax and GST (trade tax) **TDS on GST** as applicable from time to time by the government shall be deducted from his bill.
- 22 All the tax is so provided to the ICAR-DOGR should be running on CNG/Petrol not on Diesel as per the latest instructions issued by the Hon'ble Supreme Court of India.
- 23 **Penalty clause for non-compliance:-**

A	Violations	Penalty (in Rs.)
B	Driver not in White uniform	100/-per day/every instance
C	Unwashed seat cover (Seat cover White)	100/-per day/every instance
D	In adequate fuel	1000/-per day/every instance

E	Non-functioning of AC in Car	200/-every instance
F	Failure to provide alternate Vehicle in case vehicle goes under repair	Rs. 500/- per hour of delay upto 3 hours and for beyond 3 hours Rs. 2000/- per day and non-payment for the entire period.
G	Instances of any tempering of Odometer*	Non payment of bill for the particular month and other penalty as decided by the Competent Authority.
H	Irregularities such as overwriting/forged	500/-every instance
I	Changes of driver without prior intimation of Department & officers to whom vehicle attached.	Rs.200/-On each occasion.
J	Delay (More than 15-30 Minutes) for duty by driver/Vehicle	Rs.200/- every instance
K	Mis- behavior /Mis-conduct of Driver	Rs. 500/- per instance / day

\*In case odometer becomes non-functional due to genuine reasons, the same must be immediately reported to the traveling officer, who will then ensure to manually maintain and certify the actual distance travelled.

- 25 The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm and the ICAR-DOGR in no way shall be part of the dispute and will have no liability on this account in any manner whatsoever.
- 26 ICAR-DOGR, shall not be responsible or any challan, loss, damage or any accident of the vehicle or to any other vehicles or the driver or to any other third party. The loss or damage or legal expenses on the account shall be borne by the agency.
- 27 A daily record indicating time and mileage for vehicle shall be maintained in a Slip Book/Log Book. No payment will be made without submission/verification of Slip Book/Log Book verified by user officer or his authorized signatory immediate after completion of trip.
- 28 The payment against the contract shall be made on monthly basis through RTGS/IFSC/PFMS (online) only.
- 29 The Contractor shall have to submit power of attorney /affidavit in favour of one who is authorized to sign various documents bills MB, contract agreement etc. to enter into contract & submit partnership deal, if any.
- 30 Vehicles are to be supplied and work has to be executed strictly as per the schedule and specifications given by the ICAR-DOGR, Rajgurunagar.

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- 31 ICAR-DOGR, Rajgurunagar, Pune shall not be responsible for any accident, damage etc. to the vehicles are during the period of hire.
- 32 ICAR-DOGR, Rajgurunagar, Pune will have the authority to select more than one firm for award of contract.
- 33 ICAR-DOGR, Rajgurunagar, Pune reserves the right to discontinue ARC of vehicles or any vehicle or to terminate the contract, at any stage/time, after giving one month's notice.
- 34 Contractor should be submit non-judicial agreement bond in **Rs. 100/-** against the work order before starting of work.
- 35 **Performance security:** The successful contractor/firm shall also be submit a Security deposit of 3% of the contract value in the form of FDR(DD)/Bank Guarantee of any Nationalized Commercial Bank in the name of 'ICAR UNIT-DOGR',at Rajgurunagar for the period of contract within 21 days of award of the contract. In addition to the above, Penalty Clause, the performance security will be forfeited for breach of the any of terms/conditions of our tender and if it is found at any time during the contract period that the service provided by the firm are poor/defective/unsatisfactory. No interest will be paid on performance security deposit .The decision of the Competent Authority of the ICAR-DOGR in this regard shall be final and binding on the firm. The ICAR-DOGR reserves the right to terminate the contract in full or part at any point of time without assigning any reason thereof.
- 36 **Tender's credentials:-**  
Documents testifying tenderer's previous experience, financial status should be produced alongwith the tender or when desired by Competent Authority of ICAR-DOGR. Rajgurunagar, Pune.  
Tenderer(s) who has/have carried out any working Govt. sector should submit alongwith tender, credentials to establish:-  
His capacity to carryout the works satisfactorily.  
His financial status supported by Bank reference and other documents.  
Certificate duly attested and testimonials regarding contracting experience, the type of job for which tender is invited with list of works carried out.
- 37 The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
- 38 Non-compliance with any of the above conditions is liable to rejection of tender.
- 39 No advance payment will be made. The approved firm shall submit the bill (in triplicate) at the end of the month alongwith duty slip certified by the concerned officer who has used the vehicle. No interest is payable on delayed payment.

- 40 The tender shall remain valid for 90 days from the date of opening of bid/Tender/Quotation.
- 41 Vehicle registration number for regular use of vehicle should be mentioned while submitting the bid invariably else bid will be treated as unresponsive.
- 42 **Settlement of Disputes:**
- a. The Director, ICAR-DOGR, Rajgurunagar, Pune, reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the ICAR-DOGR, for any justifiable reasons, not mandatory to be communicated to the tenderer.
- b. Decision of Director, ICAR-DOGR, Rajgurunagar, Pune will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level and will not be referred to arbitration.
- c. In case of any dispute, the jurisdiction shall be Rajgurunagar, Pune Court.
- 43 Rate contract will be awarded to the bidder quoting lowest rates.
- 44 The tender/contract should viable in every respect.
- 45 The Director, ICAR-DOGR reserves all right to accept or cancel the tender.
- 46 L1 shall be decided on the basis of consolidated rated arrived at by assigning weightage of need based local and outstation basis quoted rates respectively.

  
I/C Administrative Officer  
प्रशासनिक अधिकारी  
Administrative Officer  
भाकृअनुप-प्याज एवं लहसुन अनुसंधान विभाग  
ICAR-Directorate of Onion & Garlic Research  
राजगुरुनगर, पुणे. ४१० ५०५ (म.स.)  
Rajgurunagar, Pune-410505.(M.S.)

COPY to - ① Ifc Vehicle, ICAR-DOGR R'Nagar, Pune  
② Ifc AKMU, ICAR-DOGR R'Nagar Pune for uploading  
on website. pl.

TECHNICAL BID

(On the letter head of the Firm)

Name of the Firm :  
Tender Reference No. :  
Name of the Tender/Work :

Sl. No.	Details	Submitted Yes/No)	If submitted mention page No.	Remarks
1	Scan copy of Registration Certificate of firm regarding providing such services			
2	Scan copy of Goods and Service Tax Number of the firm			
3	Scan copy of Pan Card and Income Tax Return of the Financial year 2019-2020, 2020-2021 & 2021-2022			
4	Scan copy of Certified balance sheet of the Financial year 2019-2020, 2020-2021 & 2021-2022			
5	Scan copy of Minimum turnover of the firm should not be less than 10.00 Lakhs annually (Rupees Ten Lakhs only) during the financial year 2021-2022			
6	Scan copy of two years (2019-2020,2020-2021) of continuous experience of the firm in the field or providing such services in Central/State Govt. establishments/ Autonomous bodies of Govt. of India/Corporations of Govt. of India/Reputed Private Enterprise			
7	Scan copy of Registration of Vehicle (Minimum 3 Nos in each category) registered in the firm's name, all with year of manufacturing being 2019 and later			
8	Scan copy of mandate form for banking details			
9	Scan copy of certificate about Non-blacklisting			
10	Scan copy of tender acceptance letter			
11	Financial bid/price bid undertaking			
12	Whether the firm has any legal suit/criminal case pending against it for violation of any law of court (given details)			

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with this office/ICAR in future.



(On the Letter head of the Firm)

**MANDATE FORM FOR BANKING DETAILS**

**Name of the Firm** :

**Registered /Postal Address** :

1.	Permanent Account Number (PAN) No.	
2.	Goods & Service Tax Registration No.	
3.	<b>Bank Details :</b>	
	a.. Bank Name	
	b. Branch Address	
	c. Account No.	
	d. Type of Account (Current/Savings)	
	e. MICR No.	
	f. RTGS/NEFT Code	

**Date :**

**Name of the Authorized Signatory**

**Place :**

**Stamp & Signature**

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(To be given on company Letter Head)

**FINANCIAL BID /PRICE BID UNDERTAKING  
UNDERTAKING**

1. I submit the Financial Bid for "Annual Rate Contract for Hiring of Vehicle, at ICAR-Directorate of Onion & Garlic Research, Rajgurunagar, Pune as envisaged in the Tender document of tender Ref.No. \_\_\_\_\_
2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender document and agree to abide by them
3. I Offer the rate(s) as indicated in the Financial Bid inclusive of all applicable charges, duties and taxes except Goods and Service Tax. The rates are in Indian Rupee.
4. I understand and agree that in case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
5. I also agree that the quoted rates shall remain firm throughout the tenure of the contract and no revision will be considered for any reason.

Place :

Date :

**SIGNATURE OF BIDDER & STAMP**

## Financial Bid (For DOGR Rajgurunagar)

(1) Rates Quoted for need based of as and when required vehicles (for local journey ICAR-DOGR, Rajgurunmagar for Pune/Other places)

(START AND CLOSING AT ICAR-DOGR, RAJGURUNAGAR)

Sl. No.	Particulars	Sedan type of AC Car	Premium Sedan type of A/C Car	SUV type of A/C Car	Premium SUV type of A/C Car	Rate in Rs.			
						Tempo Traveler/Matador/Mini Bus / BUS with AC upto 80 km.			
						17 Seat	21 Seat	32 Seat	50 Seat
1.	Charges for vehicle as and when required for local journey fixed upto 80 kms/8 hours								
2.	Charges for every additional km. beyond 80 kms								
3.	Charges for every additional hour beyond 8 hrs. (Calculate per hrs)								
4.	Toll & parking charges at actual								

2. Rates Quoted for outstation vehicles (need based or as and when required) total round trip will be upto or more than 300km/day)

(START AND CLOSING AT ICAR-DOGR, RAJGURUNAGAR)

Sl. No.	Particulars	Sedan type of AC Car	Premium Sedan type of A/C Car	SUV type of A/C Car	Premium SUV type of A/C Car	Rate in Rs.			
						Tempo Traveler/Matador/Mini Bus / BUS with AC			
						17 Seat	21 Seat	32 Seat	50 Seat
1.	Charges for vehicle as and when required for Outside journey fixed upto 300km								
2.	Charges for every additional km. beyond 300 kms								
3.	Night charges								
4.	Toll & parking charges at actual								

Note : Following categories of vehicles have been defined at present with A/C :-

- Sedan type of Cars** : Honda Amaze, Maruti Suzuki Dzire, Tata Tigor, Hyundai Xcent, Ford Aspire, Volkswagen Ameo, Tata Zest, Nissan Sunny, Toyota Etios

2. **Premium Sedan type of Cars** : Maruti Suzuki Ciaz, Honda City, Volkswagen Vento, Toyota Corolla, Hyundai Verna, Skoda Rapid
3. **SUV type of Cars** : Maruti Suzuki Ertiga, Maruti Suzuki Vitara Brezza, Mahindra Scorpio, Maruti Suzuki XL6, Ford Ecosport, Hyundai Creta,
4. **Premium SUV type of Cars** : Toyota Innova Crysta, Toyota Fortuner, Ford Endeavour, Jeep Compass, Tata Hexa, Tata Harrier, Honda CR-V

Note :-

- (1) Contract will be awarded based on lowest rate.
- (2) The vehicles should be provided on all the days including Saturday, Sunday & Public holidays if required.
- (3) All rates should be quoted inclusive of taxes.
- (4) Rates should be quoted only in the prescribed BoQ.xls format only.
- (5) Tender incorporating any additional conditions will be summarily rejected.
- (6) GST: it will be payable as raised in the bill at approved rates and regulated by the Government.
- (7) Rates should be quoted only in the prescribed format only.
- (8) Tender incorporating any additional conditions will be summarily rejected.

(Signature with stamp)