

**E-Tender**

# **Two Bid Tender Document**

**For**

**Hiring of vehicle**

**ICFRE-Institute of Forest Productivity, Ranchi**

**E-Tender No. 01/2023-24 (Vehicle)**



**ICFRE-Institute of Forest Productivity**

**Lalgutwa, NH-23 Ranchi Gumla Road, Ranchi - 835303  
(Jharkhand)**



वन उत्पादकता संस्थान  
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद  
वन, पर्यावरण एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त  
उपस्थापना  
लालगुटवा, एन.एच-23, गुमला रोड, राँची - 835303झारखण्ड  
E-mail: dir\_ifp@icfre.org Phone: 0651-2526140, 2526150



File No. XVII-ADMIN-33/2022-23

Date: 13.04.2023

## **NOTICE INVITING TENDER FOR HIRING OF VEHICLES**

E-tenders (Online) are invited from reputed parties/agencies supplying vehicles with drivers on Daily Hire-basis for official use of **ICFRE-Institute of Forest Productivity, Lalgutwa, NH -23 Ranchi Gumla Road, Ranchi - 835303 (Jharkhand)**. Interested parties / agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids online as given in the instructions for online bid submission (Annexure-D).

There should be attachments for Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B) and Tender Acceptance Letter (Annexure-C). The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory; otherwise the Tender will be straight way rejected.

Tender notice is also available on the ICFRE-IFP website: - <http://ifp.icfre.gov.in>.

The details of the Vehicles to be hired are as under:

Sr. No.	Category	No. of Vehicles required	Usage
1.	Staff Vehicle (Honda City, Hyundai Verna, Maruti Suzuki Ciaz or its equivalent)	As per requirement.	As per requirement on daily Hire-basis.
2.	Mid-sized vehicle (Innova, XUV-500, Scorpio, Tata Hexa or its equivalent)	As per requirement.	As per requirement on daily Hire-basis.

A. The number of 'staff car/ Mid-sized/ small sized' vehicles mentioned above is not fixed but as per the present requirement.

- **If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions;**
- **Also, this office may surrender one or all of the vehicles, if not needed by this office.**

B. Rates to be quoted for Petrol/Diesel & CNG /Vehicle separately.

\* In any case, the payment would be made based on the actual usage of the vehicles, irrespective of numbers mentioned above.



Data Sheet

Item	Description
Name of the Hirer	ICFRE-Institute of Forest Productivity, Lalgutwa, NH -23 Ranchi Gumla Road, Ranchi - 835303 (Jharkhand)
Tender Inviting Authority,	Director (Admn.) ICFRE-Institute of Forest Productivity
Tender Name	Hiring of Vehicles
Tender No.	<b>01/2023-24 (Vehicle)</b>
Ref. file No.	File No. XVII-ADMIN-33/2022-23
Method of Selection	Open Tender
Availability of Tender Documents	To be downloaded from E-procurement portal at the URL <a href="https://moefcc.euniwizarde.com">https://moefcc.euniwizarde.com</a> and ICFRE-IFP website <a href="http://ifp.icfre.gov.in">http://ifp.icfre.gov.in</a> .
Publish Date	20.04.2023
Starting Date and time of Tender submission	20.04.2023
Last date and time for Bid/Proposal submission (On or before)	11.05.2023
Bid Opening Time, Date & Venue	At ICFRE-Institute of Forest Productivity, Lalgutwa, NH -23 Ranchi Gumla Road, Ranchi - 835303 (Jharkhand) on dated 12.05.2023 (11.00 AM)
Language of Bid Submission	ENGLISH
Currency	Indian Rupees (INR)
Tender Fee	Rs. 590.00 (including 18% GST)
Tender Processing Fee	As per the terms of ITI Limited.

Tender Fee, EMD etc. in the form of DD in favour of Director, ICFRE-Institute of Forest Productivity, Ranchi payable at Ranchi must be delivered to the Director, ICFRE-Institute of Forest Productivity, P O - Lalgutwa, NH-23 Ranchi Gumla Road, Ranchi - 835303, Jharkhand on or before bid opening date/time as mentioned in critical date sheet (12th May, 2023 (11.00 AM) Duly filled and signed tender document complete in all respect may be uploaded on the E-wizard Portal latest by 11th May, 2023 as per the critical datasheet along with all the documents mentioned in the tender form. Tenders submitted in the hard copy will not be accepted. Only original hard copy of Tender Fee and EMD will be accepted.

**GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:**

- 1) The service provider should be a proprietorship/ partnership/ registered firm/ company and the vehicle(s) should be registered in Jharkhand only.
- 2) The service provider should have minimum 3 years of experience of providing vehicles to any govt. department and relevant documents to substantiate the same should also be submitted with the technical bid in the specified format (Annexure G). (Relaxation of Norms for Startups Medium Enterprises may be allowed as per rules)
- 3) The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document. To safeguard against failure by the successful



service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.

4) This office reserves the right to revise the requirements of vehicles being hired. The number of 'staff car', 'Mid-sized & small sized' vehicles mentioned is not fixed. It is as per present requirement:

- a) If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions.
- b) Also, this office may surrender some or all of the vehicles, if not needed by this office.

5) In any case, the payment would be made based on the actual usage of the vehicles, irrespective of numbers mentioned above.

6) Rates to be quoted for Petrol/Diesel & CNG Vehicle separately as based on the fuel type separates rates are applicable.

7) The tenderer should ensure that after getting the contract the vehicle deployed by him are of latest model (not older than five years) and shall have clean seat covers/ towels, car perfume and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. Undertaking in this regard would be required to be submitted by the tenderer alongwith technical bid.

8) The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose after hiring.

9) The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required.

10) The calculation of mileage shall be from the reporting point to the reporting point and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost of Service Provider.

11) LPG Cylinders should not be used for running the vehicle in any case.

12) In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

13) The service provider shall provide name & address/es of the drivers presently employed by him (Annexure E).

14) The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before



deputing them for service to this Office. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.

15) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a proper uniform & must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office.

16) The driver(s) deputed on duty should carry valid driving license. They should also not have been involved in more than two punch or challan/s for negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate numbers of telephones/mobiles. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.

17) This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.

18) The drivers should be well conversant with the roads and routes of Different states. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.

19) The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.

20) The tenderer should ensure that after getting the contract the drivers the drivers deputed by him have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.

21) During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. If any vehicle does not report for duty on any day(s) or the driver reports late or there is violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the bill of that vehicle. The Service Provider shall also be liable for a penalty of Rs. 500/- per day per Small Size Vehicle and Rs. 1000/- per day per Mid-Size or staff Vehicle for each such incident. Any such penalty would be deducted by this office from the bill without giving any prior notice.

22) The service provider should provide a single contact person/ supervisor for the fleet deployed to this office. It would be responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor through phone or whatsapp. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and report to the desired officer within time.

23) A daily record indicating time and mileage for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.



- 24) This Office will reimburse taxes including GST, toll tax and parking charges against production of documentary evidence.
- 25) All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
- 26) The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- 27) If the vehicles are not provided from the desired location, a penalty up to Rs. 500/- per day per Small Size Vehicle and up to Rs. 1000/- per day per Mid-Size or staff Vehicle can be imposed besides termination of contract.
- 28) The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this Office temporarily.
- 29) The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.
- 30) The contract will be initially for a period of twelve months which may be further extended on satisfactory services on the same terms and conditions.
- 31) In case quality of service by the Service Provider is found unsatisfactory, this Office may terminate the contract after giving 15 days notice. In case of such termination, services of other empanelled Service Providers will be utilized at the contracted rates.
- 32) Bidders have to submit a Bid Security (Earnest Money) of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favor of Director, ICFRE-Institute of Forest Productivity, Ranchi along with their bids. The Bid Security should remain valid for a period of at least forty five (45) days beyond the date of bid validity.
- 33) On acceptance of the bid, the Service Provider has to submit Performance Security of an amount equivalent to 5% of the estimated value of the entire period of the contract in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee from a Commercial Bank in favor of Director, ICFRE-Institute of Forest Productivity, Ranchi at the time of awarding the contract. The Performance security should remain valid for a period of at least sixty days beyond the date of completion of the contract.
- 34) During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.

- 35) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
- 36) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
- 37) This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
- 38) Contract can be terminated by either party prematurely by giving advance notice of one month.
- 39) Proof of payment of appropriate GST will be required to be submitted to this Office.

Encls:

Annexure-A: Technical Bid

Annexure-B: Financial Bid

Annexure-C: Tender Acceptance Letter

Annexure-D: Instructions on-line bidding

Annexure-E: Details of Regular Drivers

Annexure-F: Details of Current fleet of vehicles

Annexure-G: Experience Details

(Dr. Yogeshwar Mishra)  
Director

Copy to:-

- 1) Notice Board
- 2) The IT Division/ Web Manager, ICFRE-Institute of Forest Productivity, Lalgutwa, NH -23 Ranchi Gumla Road, Ranchi - 835303 (Jharkhand) for wide publicity through departmental website.
- 3) The IT Division/ Web Manager, ICFRE-Institute of Forest Productivity, Lalgutwa, NH -23 Ranchi Gumla Road, Ranchi - 835303 (Jharkhand) with a request to upload the same on the official website.

(Dr. Yogeshwar Mishra)  
Director

**Submission of Tender: The tender shall be submitted online in two parts, viz., Technical Bid and Financial/Price Bid.**

The offers submitted by Telegram/Fax/email shall not be considered. No such correspondence will be entertained in this matter.



**Annexure 'A'**  
**TECHNICAL BID**

**Qualifying criteria for Quotation**

**(Documents to be attached to substantiate every information)**

Sl. No.	Technical Parameter	Yes/No	Remarks/Page no.
1	Name, Address (In Jharkhand) and Telephone no./Mobile of Service provider		
2	Details of the regular drivers as per Annexure E & Undertaking		
3	Details of the vehicles as per Annexure F & Undertaking		
4	Experience details as per Annexure G		
5	ITR for Assessment Year 2020-21, 2021-22, 2022-23		
6	Valid GST Registration & PAN		
7	Undertaking to indemnify the department against all damages/charges		
8	All pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance.		

I have read the terms & a condition of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature  
Name of Authorized Signatory



## Technical BID UNDERTAKING

From: (Full name and address of the Bidder) \_\_\_\_\_

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To,

Dear Sir/Madam,

If the work of providing vehicles to your office on daily hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older than 5 years.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature

Name of Authorized Signatory

**ANNEXURE-B**  
**FINANCIAL BID**  
**Price bid (BOQ)**

Sr. No	Category	Rates to be quoted for Petrol/Diesel vehicle & for CNG Vehicle separately (Rates in Rs per vehicle per day)											
		Rs per vehicle per day	Mileage						Running limit in KM per day	Extra Running charges in Rs. for Per KM.	Time Period / Day	Extra Time Charges	
			Petrol		Diesel		CNG						
A.C	Non A.C	A.C	Non A.C	A.C	Non A.C								
1.	Honda City												
2.	Hyundai Verna												
3.	Maruti Suzuki Ciaz												
4.	Swift Dzire												
5.	Innova												
6.	Innova Criesta												
7.	XUV-500												
8.	Mahindra Scorpio												
9.	Tata Hexa												
10.	Mahindra Bolero												
11.	Tata Sumo												



## **PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_

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To,  
Dear Sir/Madam,

1. I/We \_\_\_\_\_ (name) \_\_\_\_\_ submit the Price Bid for \_\_\_\_\_ (Tender name/no.) \_\_\_\_\_ and related activities envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/We offer to work at the rates as indicated in the price Bid.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

**Signature**

**Name of Authorized Signatory**

**Annexure-C**  
**TENDER ACCEPTANCE LETTER**  
**(To be given on Company/Firm Letter Head)**

Date:

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:  
\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your departments/organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Signature  
Name of Authorized Signatory



**Annexure-D**  
**Instructions for Online Bid Submission:**

The bidders are required to submit the soft copies of their bids on the e-tender portal using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e- procurement portal, prepare their bids in accordance with the requirements and submitting their bids online on the e- tender Portal.

More information useful for submitting online bids on the e-procurement portal may be obtained at <http://moefcc.euniwizarde.com>

**Registration with M/s ITI Ltd. Portal (<https://moefcc.euniwizarde.com>)**

Registration with M/s ITI Ltd: - Intending bidders are requested to register themselves with M/s ITI Ltd (if not registered earlier) through <https://moefcc.euniwizarde.com> for obtaining user-id, by paying a registration fee (2000 + GST), online tender processing fee etc. Bidders are also required to obtain **Digital Signature** for participating in the e-tender.

E-Tender Processing Fee – As per the terms of ITI Limited

For participating in the e-Tendering process, the contractor shall have to get them registered on the site <https://moefcc.euniwizarde.com> by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the website, <https://moefcc.euniwizarde.com> with the help of Digital Signature by which they can participate in e-Tender. For this intending bidder may contact following e-Wizard Helpdesk numbers.

**1. E-Wizard Helpdesk**

1<sup>st</sup> floor, M-23, Road No.-25,

Near SBI Sri Krishna Nagar, Patna-800001.

Phone No.: 0612-2520545 or 9504661237, 9835871522, 9852764810, 9504486212

The intending bidder must have valid Class-III (**Signing + Encryption**) Digital Signature to submit the bid online. For this intending bidders may contact above mentioned helpdesk number.

  
Director

## Searching for Tender Documents:

There are various search options built in the e-procurement portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders have selected the tenders in which they are interested, bidder can pay non-refundable processing fee as per terms of ITI limited by net banking /Debit/ Credit Card they you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee, tenders will be moved to the respective "Register" Tab. This would enable the e-procurement portal to intimate the bidders through e- mail in case there is any corrigendum issued to the tender document.

- ICFRE-Institute of Forest Productivity, Ranchi is a research organization under Indian Council of Forestry Research and Education, Government of India. The ICFRE-IFP campus is situated at Gumla Road NH-23, Lalgutwa, Ranchi. Online Tenders are invited from reputed, experienced contractors/service firms/persons, who have not been blacklisted by any government Department/Agency
- Earnest Money Deposit (EMD) and e-tender fees are to be submitted in the form of DD in favor of Director, IFP and scanned copy/soft copy of the DD receipt shall be uploaded along with the bid. Offers/Bids. Tender/Bid/Offer without e-Tender fees and the Earnest Money Deposits would not be considered and liable to be rejected.
- The contractor/firm shall have the nationality of an eligible country. A contractor/firm shall be deemed to have the nationality of a country. If it is a citizen or constituted, incorporated, or registered and operates, it will be in conformity with the provision of the laws of India. Nationality must be disclosed by the supplier. The prices should be quoted in the following manner:
  - I. The price quoted for the hiring of the vehicles would on daily basis for desire period as per the specification specified as well as Extra Running, Fuel, Toll Charges, Night Halt charges etc. and other taxes already paid or payable for the said work.
  - II. The Director, ICFRE-IFP reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

Tenders/Bidders who has downloaded the tender form the <http://ifp.icfre.org> and <http://moefcc.euniwizarde.com> shall not tamper / modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD shall be forfeited and tenderer/bidder is liable to be banned from doing business with ICFRE-IFP in future. Signed and Scanned Copy of EMD must be uploaded at <http://moefcc.euniwizarde.com> and Original must be submitted and or before Closing date.



**Annexure-E**

**Details of Regular Drivers**

**(Minimum 5 drivers details required)**

S. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Upto	Private/ commercial
1.						
2.						
3.						
4.						
5.						

**Annexure-F**

**Details of Current fleet of vehicles**

**(Minimum 5 vehicle details required. Also legible copy of RC, Insurance & PUC to be attached)**

S. No.	Registration Number	Owned/Leased/Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC Number and validity date
1.						
2.						
3.						
4.						
5.						

**Annexure-G**

**Experience Details**

**(Copy of completion certificates to be attached)**

S. No.	Name of hirer	Hiring Period	Number of vehicles supplied	Completion certificate date
1.		2020-21		
2.		2021-22		
3.		2022-23		

Experience certificate would be considered for that financial year in which minimum 7 month's service has been provided (Relaxation of Norms for Startups Medium Enterprises may be allowed as per rules)