

**College of Agricultural Engineering & Post Harvest Technology**  
**(Central Agricultural University)**  
**Ranipool, Gangtok – 737 135 (Sikkim)**



Ph.No:03592-251381/359 Fax No: 03592-251390  
Email: dean-caepht@gov.in

Gram : AGENGGCO

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CAEPHT/Store/19/Veh/22-23/

Dt: 29<sup>th</sup> July, 2022

**NOTICE INVITING TENDER**

Sealed tenders are invited from reputed Travel Agency/ Association etc. for the rate contract of Hiring vehicles in the College of Agricultural Engineering and Post Harvest Technology (CAEPHT), Ranipool, Gangtok, Sikkim. The detailed information of the tender document is available in the website [caephtcau.ac.in](http://caephtcau.ac.in) which may be downloaded and the filled-in tender may be submitted along with Tender Fee of 1,000/- (Rupees One Thousand) and Earnest Money Deposit of 2,000/- (Rupees Two Thousand ) in the form of Demand Draft drawn in the favor of The Dean, College of Agricultural Engineering and Post Harvest Technology, Ranipool, Gangtok 737135 (Sikkim) payable at State Bank of India, Ranipool Branch (IFSC Code: SBIN0012421). Tenders received without tender fee and EMD will be rejected. The last date of receipt of duly filled-in tender in the office of the Dean is 19<sup>th</sup> Aug, 2022 up to 4 pm by registered post / speed post / by hand and the Tender will be opened on the next working day (20<sup>th</sup> Aug, 2022) at 3:00 pm in the College. The college will not be responsible for postal delay if any.

Dean

**COLLEGE OF AGRICULTURAL ENGINEERING AND POST HARVEST TECHNOLOGY  
(CENTRAL AGRICULTURAL UNIVERSITY)**

**RANIPOOL, GANGTOK – 737 135 (SIKKIM)**



**TENDER DOCUMENTS**

**(TERMS AND CONDITIONS)  
FOR**

***Annual Rate Contract for Hiring of Vehicles***

Online tenders under two bid system(technical and financial) are hereby invited by the undersigned on the behalf of the University from Registered Travel Agencies/ Organizations to provide for College of Agricultural Engineering and Post Harvest Technology, Ranipool, Gangtok, East Sikkim ó 737 135

**INTRODUCTIONS:**

1. The purchaser is the “*Dean, CAEPHT*” hereinafter called “*The Purchaser*”.
2. The technical specifications, terms and conditions and other details mentioned in this document shall hereinafter be referred as the “*Tender Document*”.
3. The firm or the manufacturer or the dealer who is a prospective participant to this NIT shall hereinafter be referred as the “*Bidder*”.
4. Unless, otherwise stipulated the word öTenderö and öBidö shall have the same meaning.
5. Unless, otherwise stipulated the word öTendererö and öBidderö shall have the same meaning.

**BID VALIDITY:**

6. The Tender submitted by the bidder shall be valid for a period of at least 1 (one) year from the last date of submission which can be extended on mutual consent and no claim/demand for price escalation during the period shall be entertained under any plea or excuse. Bids not conforming to this provision may be treated as non-responsive and rejected.

**Prequalifications:**

The interested firms are requested to submit the following:

1. A brief Agency Profile duly indicating the details of experience in this field, description of vehicles available, number of vehicles, number of drivers working, details of the vehicles already hired by other companies/organizations, if any, should be furnished. The firm should have minimum 3 vehicles. The agency should have atleast 3 years experience in business of providing quality services in this field.
2. Earnest Money Deposit (EMD) of Rs.2,000/-by DD in favour of Dean, CAEPHT, Ranipool, Gangtok payable at SBI, Ranipool (along with Tender bid)
3. GST Registration Certificate
4. Income Tax Returns for last three years
5. Insurance clearance certificate and valid registration of the vehicles.

**Terms and Conditions**

1. Payment after successful completion of journey and production of bill by the agency.
2. Cost of repair and maintenance of vehicle including fuels during the journey will be borne by the agency.
3. Boarding and lodging charges of the driver will be borne by the service provider during journey.
4. The rates quoted will be valid for a period of one year from the date of issue of the contract
5. Only license holdersødrivers for light and heavy vehicle will be considered

6. Parking charges, toll taxes and any others taxes, charges for permit / pass for restricted areas will be paid extra on production of valid receipt / bill by the agency along with the bill.
7. Any accident, loss and damage will be borne by the agency.
8. The college reserves the right to reject any or all the quotation(s) received without assigning any reason thereof.
9. All communications should be addressed to the Dean, College of Agricultural Engineering and Post Harvest Technology (CAEPHT), Ranipool only.
10. The bidder has to ensure that the vehicle deployed is comprehensively insured & claim, if any, shall be directly entertained by the bidder from the insurance company. CAEPHT, Ranipool shall bear no liability for any damage claim/insurance claim
- 11. The Vehicle offered on hire basis should be registered in the State of Sikkim.**
12. The bidder should submit valid and up to date Trade License or RTO clearance.
13. The hired vehicle shall be used in any location within Sikkim as well as in neighboring states as and when required.
14. The contract can be terminated at any time without assigning any reason by giving a notice of one months by either party.
15. The driver has to be well mannered, experienced & well acquainted with all districts of Sikkim and also should have clean track record.
16. The firm should be registered for tours & travels business. The vehicles are to be used by senior officials & for the purpose of the institute, the firm should ensure that all necessary documents (Registration certificate, Insurance papers, etc) are in the personal custody of the licensed driver
17. The driver of vehicle must have at least three years driving experience holding commercial (transport) driving license, for ensuring safe driving and assuming full responsibility for the safety of the officials/staff while on the vehicle.
18. The name & address of the driver who will attend the duty in a vehicle hired are to be furnished as soon as the contract is awarded. The owner of the firm should have direct telephone (office as well as residence) and should also be available on a mobile phone so as to ensure prompt attendance to call in case of emergency. The drivers of the vehicles must also be provided with mobile phones all the time.
19. Vehicles supplied by the firm will be regularly inspected by the representative of this Institute for good condition and incase non-compliance of any of conditions, a penalty of Rs 500/- per occasion shall be imposed on the defaulting firm.
20. The firm shall be responsible for providing the Vehicle at any time in short notice.
21. Rates should be quoted inclusive of all taxes in Indian Rupees
22. All taxes and duties pertaining to the vehicle including comprehensive insurance, road tax etc are to be borne by the bidder
23. The engagement and employment of drivers and payment of remuneration to them including daily allowances, if any, is the sole responsibility of the selected bidder
24. The Price quoted by the bidder shall remain fixed during the entire period of contract as per agreement.
25. The safety and security of the vehicle is the sole responsibility of the bidder. CAEPHT shall not be responsible for any accident, theft, loss or damage etc to the vehicle or driver provided during the course of deployment of vehicles. In no circumstance the bidder may claim for compensation due to accident, theft, any untoward incident like riots etc. or any other eventuality. The vehicle must be covered by First Class comprehensive insurance.
26. The vehicles will have to be fitted /provided with the following additional accessories/utilities: Spare Tyre, Tool box & Stepneys, First aid box, torch & Umbrella, Good and clean seat covers, floor mats, Good Quality music system with AM/FM radio, Tissue paper box, car perfume, Mobile Charging Point etc .
27. A vehicle will be allowed for booking only in condition when the odometer is sealed. If during the running of the vehicle it is found that the odometer is unsealed, then forfeiture of hiring charges and a penalty as fixed by CAEPHT Gangtok will be imposed

28. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to terminate the contract without assigning any reason thereof, and nothing will be payable by the Employer in that event, and the Security Deposit shall stand forfeited.
29. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately
30. In case the firm is registered under partnership, a copy of Partnership Deed will have to be attached along with the tender document. In case of the firms registered under Registration of Societies Authorities or under Companies Act must attach a copy of the certificate of Incorporation.
31. The firm should have a PAN number. In case of proprietorship firm, the PAN No. of the proprietor may be acceptable. A copy of the PAN card should be submitted with the technical bid.
32. Drivers have to maintain daily duty slips/ logbook, duly signed /verified from the officers using the car. Such duty slips will be required to be submitted to the institute along with the bill.
33. Bidder has to ensure that refilling of fuel has to be managed from the nearby petrol pump and no additional mileage for this purpose shall be permissible. Taxes & Levies, if any shall be paid extra by CAEPHT on actual basis & rates should be quoted accordingly.
34. The bidder should have valid Tourist Permit issued by the Transport Authority.
35. The bidder should have experience of driving on rugged / hilly terrain, at least for 3years, should be local and should be well versed with local routes. Copy of experience certificate to be enclosed.
36. Manufacturing / model of vehicle should be in the year 2011 or later.
37. The bidder should have a valid bank account in the name of the firm, in the same name as quoted in the tender and bill should be submitted for payment in that name only.

**Security:**

38. The tenderer shall make his own reasonable arrangement for the safety of his vehicle. CAEPHT will not be responsible for loss due to any reasons.

**BID SECURITY (EARNEST MONEY):**

39. The bidder shall send a bid security amounting to Rs.2,000/- in the form of a Bank Draft/Bankers Cheque from a nationalized bank in favour of Dean, CAEPHT payable at State Bank of India, Ranipool. No Earnest money deposit will be accepted in the form of other receipts. **The Scan copy of Earnest Money Deposit may be send.** The purchaser shall reject the Bids that are not accompanied by the aforesaid bid security. The bid security of the unsuccessful bidders will be released immediately after signing of the contract with the successful bidder and the bid security of the successful bidder will be released upon submission of the performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. (No interest is payable against the performance security/Security deposit). The earnest money will be forfeited in the following cases:
  - i. When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
  - ii. When tenderer does not execute the agreement if any, prescribed within specified time.
  - iii. When the tenderer does not deposit the security money after the supply order is given.
  - iv. When he fails to commence the supply of the items as per supply order within the time prescribed.

**Scan copy of tender fee of Rs.1000/- (Rupees One thousand) only (non refundable) to be submitted in the form of Demand Draft drawn from any of the nationalized bank in favour of Dean, College of Agricultural Engineering and Post Harvest Technology, Payable at SBI Ranipool.**

## **BIDDING PROCEDURE**

40. The bidder has to submit two bids i.e. Technical Bid and Commercial Bid for each items.
41. The technical bid will be opened first and will be evaluated. If the technical bid is upto the satisfaction of the purchaser then only the commercial bid of the firm would be opened. Commercial bids of only those firms who qualify in technical bidding will be considered.

### **COMMERCIAL BID:**

42. To facilitate prompt evaluation, the bidder shall quote the price strictly as per the format enclosed. There should not be any overwriting.
43. Prices should be quoted inclusive of all charges.
44. Copy of GST registration Certificate and PAN card should be enclosed. In the Tax Invoice IGST should be mentioned and the code of Sikkim is 11.
45. Rates should be quoted only in Indian Rupees clearly both in words and figures separately for each item, without which the quotations shall stand rejected.

### **BID OPENING AND EVALUATION:**

46. **Critical dates in regard to publishing, sale start date, bid submission date, bid closing date to be observed scrupulously as indicated in CPP Portal.**

### **PERFORMANCE SECURITY AND CONTRACT AGREEMENT:**

47. Within 7 (seven) days after receipt of the notification of award by the supplier, he shall have to furnish performance security equivalent to Rs.5,000/- of the contract value for due performance of the contract including provision of warranty for the items in supply order and which shall be valid for 2(two) months beyond warranty period and less than 14 (fourteen) months from the date of supply of the items. If the successful bidder, upon receiving for notification of award, fails to furnish the performance Bank Guarantee within the stipulated time, the notification of award issued shall be withdrawn and cancelled.
48. If any default in the performance of the bidder with reference to the terms and conditions stipulated above, the Performance Security will be partially or fully forfeited.
49. Agreement: Within 7 (seven) days from the date of receipt of the award of contract and upon submission of the performance guarantee, the successful bidder shall also sign an agreement with the purchaser for due performance of the contract as per the format enclosed herewith.

### **OTHERS:**

50. Original drafts of Tender fee and Earnest Money deposit may be send by post and must reach in this College before the tender opening date.
51. Every page of the original bidding document is to be signed by the bidder indicating their acceptance of terms and conditions and returned with their quotation.
52. The purchaser reserves the right to accept or reject any quotation and to cancel the instant bidding process and reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders of the grounds for the purchaser's action.
53. In case of any dispute the legal jurisdiction will be Gangtok, Sikkim.

**PARTICULARS OF THE TENDERER**

(Bidder should fill this form and enclose along with original copy of the tender duly signed)

Name of the Bidder (Party): .....

Firm of Bidder : .....

Telephone No. (Office) : .....

Mobile : .....

Telephone No.

(Residence)

: .....

Office Address

: .....

: í .

: .....

PAN of the bidder company : í ..

(enclose copy)

(.....)

Signature and seal of the bidder

Date:

Seal:

**Provide following details of the vehicles**

Document of vehicle Valid upto :

1 Vehicle Registration Certificate :

2 Fitness Certificate :

3 Vehicle permit for commercial use :

4 Motor Insurance Certificate :

5 Pollution certificate :

6 Road tax certificate :

7 Vehicle ownership certificate :

(.....)

Signature and seal of the bidder

Date:

**ANNEXURE-I**

Local Duty (within 30 km radius from Ranipool)

Type of Vehicle(s) required		Rate Rs/Km	Minimum sealing		Night halt charges, Rs/Night	Overtime charges
			rate, Rs Upto			
			Half Day(4h/40Km)	Full Day (8h/80km)		
Car/Van (Alto/Wagon R etc)	Non A/C					
	A/C					
Jeep(Tata Sumo/Max/Savari/Winger and others)						
Luxury tourist car (A/C) tavera/scorpio/innova etc						
Pickup Van						
Mini truck						
Truck						
Mini bus						

**Ranipool to Bagdogra/NJP Siliguri**

Sl. No.	Type of Vehicle required	Drop/Pickup	Rate (Rs)
1.	Luxury Tourist Car (A/C) Tavera/Scorpio/Innova etc	Drop/Pickup	
2.	Luxury Tourist Car (A/C) Tavera/Scorpio/Innova etc	Both side (Drop and Pickup)	
3.	Luxury Tourist Car ( Non A/C) Tavera/Scorpio/Innova etc	Drop/Pickup	
4.	Luxury Tourist Car (Non A/C) Tavera/Scorpio/Innova etc	Both side (Drop and Pickup)	
5.	Car (Alto/Wagon R etc): AC	Drop/Pickup	
6.	Car (Alto/Wagon R etc): Non AC	Drop/Pickup	
7.	Car (Alto/Wagon R etc): AC	Both Side (Drop & Pickup)	
8.	Car ( (Alto/Wagon R etc): Non AC	Both Side (Drop & Pickup)	

### Ranipool to Pakyong Airport

Sl. No.	Type of Vehicle required	Drop/Pickup	Rate (Rs)
1.	Luxury Tourist Car (A/C) Tavera/Scorpio/Innova etc	Drop/Pickup	
2.	Luxury Tourist Car (A/C) Tavera/Scorpio/Innova etc	Both side (Drop and Pickup)	
3.	Luxury Tourist Car ( Non A/C) Tavera/Scorpio/Innova etc	Drop/Pickup	
4.	Luxury Tourist Car (Non A/C) Tavera/Scorpio/Innova etc	Both side (Drop and Pickup)	
5.	Car (Alto/Wagon R etc): AC	Drop/Pickup	
6.	Car (Alto/Wagon R etc): Non AC	Drop/Pickup	
7.	Car (Alto/Wagon R etc): AC	Both Side (Drop & Pickup)	
8.	Car (Alto/Wagon R etc): Non AC	Both Side (Drop & Pickup)	

**Note:**

1. Duty exceeding 04hr or 40 km will be considered full day duty.
2. In full day duty, km and hours exceeding 80 km and /or 8 hr will be charged in per km/basis and /or per hour overtime charge basis respectively.
3. In outstation duty to Siliguri (both side) will be charged as pick and drop charges. Overtime exceeding 8hrs will be charged per house overtime charges basis. Local running in Siliguri will be charged as per km charge basis.
4. For duty within Sikkim, outside 30 km radius from Ranipool, minimum charges for 200 km will be paid for 8hr duty per day. Hours exceeding 8 hr will be charged as overtime in per hour basis.