



भाकृअनुप : भारतीय मृदा एवं जल संरक्षण संस्थान  
२१८ कौलागढ़ रोड, देहरादून २४८ १६५ (उत्तराखंड)  
**ICAR: Indian Institute of Soil & Water Conservation**  
218, Kaulagarh Road, Dehradun 248195 (Uttarakhand)  
Tel. (O) 0135 275 7217, Fax : 0135 275 7214  
Email: icarddnstores@gmail.com



File No: 1(9)/2020-21/Stores(81900)/

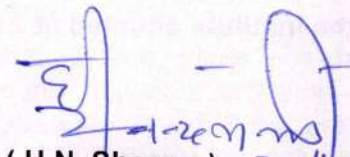
**Gem Bidding notice for Hiring of Vehicle on call basis through GeM**

On the behalf of the Secretary, ICAR, New Delhi, the Director, ICAR-IISWC, Dehradun invites Bids in from interested Suppliers registered on GEM for "**Hiring of vehicle on call basis**" at **ICAR-IISWC, Dehradun** to carry out different activities as per scope of work attached (**Annexure-I**) alongwith this notice a period of **one year** which can be extended for another 1 year (maximum) on mutual consent and satisfactory work.

This tender notice contains following documents:-

1. Annexure-I - Scope of Work.
2. Annexure-II - Terms & conditions of the contract in addition to the standard terms & Conditions of GeM contracts.
3. Annexure-III - Specimen of undertaking to be given by the bidder.
4. Annexure-IV - Format to give details of past three years' experience of the firm.

Those bidders who are in a position to full-fill the eligibility criteria and terms & conditions of this bid document and GeM General Terms & Conditions (GTC) and Additional Terms & Conditions (ATC) as mentioned in this bidding document may participate in this GeM bidding.

  
( H.N. Sharma ) 20/4/2023  
Sr. Administrative Officer



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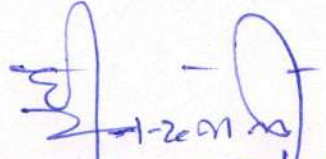
**Annexure-I**

**Gem Bidding for Hiring of Vehicle on Call basis**

**Scope of Work**

The ICAR-IISWC, Dehradun is located at 218-Kaulagarh Road, Dehradun. The Rate Contract for Hiring of Vehicles on call basis (as and when required) shall be for transportation of Institute's officers and materials to different hill and plain locations in Uttarakhand State and outside Uttarakhand comprising all India locations. The vehicles shall be hired on different ceilings of kilometers etc. within and outside Uttarakhand State as per Price Bid document.

The travelling agency/firm shall make available the vehicle(s) within 02 hours of sending the notice/information from this Institute as and when the requirement of vehicle(s) arises or the period specified in the demand. The Kilometers and Journey time of the vehicle will be start **from the Institute situated at 218-Kaulagarh Road, Dehra Dun.**

  
(H. N. Sharma) 20/4/2023  
Sr. Administrative Officer



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## Gem Bidding for Hiring of Vehicle on Call basis through GeM

### Terms & Conditions of the GeM Bid

1. The ICAR-IISWC, Dehradun is located at 218-Kaulagarh Road, Dehradun. The Rate Contract for Hiring of Vehicles shall be for transportation of Institute's officers and materials to different hill and plain locations in Uttarakhand State and outside Uttarakhand comprising all India locations. The vehicles shall be hired on different ceilings of kilometers etc. within and outside Uttarakhand State as per Price Bid document.
2. The travelling agency/firm shall make available the vehicle(s) within 02 hours of sending the notice/information from this Institute as and when the requirement of vehicle(s) arises or the period specified in the demand. The Kilometers and Journey time of the vehicle will be start **from the Institute situated at 218-Kaulagarh Road, Dehra Dun.**
3. The travelling agency/firm shall quote the rate for hiring of vehicle on different ceilings of kilometers etc. within and outside Uttarakhand State as per the given route and all other detail in the attached sheet in the bid document. The final rate for financial evaluation should be quoted as per given formula in the attached sheet (**Formula for quoting total price for financial evaluation = Sum of total amount quoted for (Plain Route+ Hill Route+ Pickup/drop)**). All the bidders have to quote rates for every vehicle in respective column of the financial sheet. If any bidder not quoted the rates on every vehicle in respective column and quoted zero or irreverent no. the bid of that firm shall be rejected.
4. In case the vehicle is not made available at the appointed time, place and date, this institute will arrange another vehicle from other source an amount equivalent to the bill charges supposed to be paid on account of such visit shall be enforceable on the firms next bill or performance security deposit as per the decision of the Director, ICAR-IISWC, Dehradun for initial one hour delay from the bill.
5. The Firm/traveling agency will provide vehicle of latest model and only commercial/Taxi register vehicle in good condition for extensive tours and frequent visits of project Sites. Vehicle should be properly serviced before undertaking any long distance travel. The travelling agency shall provide a list of sufficient vehicle alongwith documents on the commencement of the contract for subsequent allotment out of that vehicle.
6. Driver provided by the agency with the vehicle should maintain its log book which will be signed by the indenting officer of the Institute. The agency may supply a photocopy of the log book duly certified alongwith respective bill for payment.
7. In case of sudden breakdown of any vehicle the firm has to be provide another vehicle immediately. If not made available this institute will arrange another vehicle from other source at your cost.

8. The driver deputed by the firm on the vehicle(s) hired should be of good behaviour, well-disciplined and in sound mental, physical health with valid Driving license and should be expert in driving in the hills as well as plains route.
9. At the time of journey/visit, the driver must have valid Driving Licence, Vehicle's Registration Certificate, Insurance Certificate, Pollution Certificate and other relevant certificate/documents as required by the Central/State Transport Department/Regional Transport Officer for plying such vehicle for commercial use. Vehicle(s) provided should have up-to-date and complete documents as per Motor Vehicle Act.
10. Speedometer meter and odometer of the vehicle should be in running condition for calculation of kilometers covered by the vehicle. If not in running condition then the payment will be made of minimum distance.
11. The Firm/traveling agency shall make available the vehicle even on Sunday/Gazetted Holiday if requirement arise on these days.
12. The rates quoted are inclusive of all taxes, GST, running expenses, maintenance, repairs, road taxes, permits, etc. This Institute will not be responsible for any enhancement of the rates quoted in case of any hike in Petrol/Diesel prices by Union Government or any extra tax imposed on the Contractor by State/Central Government.
13. The cost of parking of vehicle and toll taxes for travelling other state, if levied and paid by the firm, will be reimbursed. For reimbursement the cost of the above taxes, the firm shall submit original payment receipt along with bill of respective journey duly verified by the indenter/OIC (Vehicle).
14. The contract of hiring of vehicle is intended for a period of 01 year from the date of actual award which can be extended for another 1 year (maximum) on mutual consent and satisfactory work.
15. Rates quoted by the firms shall be firm during the contract period including extended period of contract, if any. **Institute will not be responsible for any enhancement of the rates quoted in case of any hike in Petrol/Diesel prices** by Union Government or any extra tax imposed on the Contractor by State/Central Government.
16. The rate contract shall be purely on call basis. As and when required, the selected firm shall be informed to deploy the vehicle as per approved category.
17. This Institute have no liability whatsoever in case of any mishap to the vehicle made available to this Institute and the Firm/traveling agency will be solely responsible for the same.
18. The contractor order may be cancelled at any time if the work of the hiring of vehicle is not found satisfactorily and the loss if any, suffered by the Institute will be borne by the travelling agency
19. The EMD of Rs. 45,000/- shall be deposited with the Institute.
20. The performance security shall be deposited with the Institute for the contract period + 60 days. The amount of Rs.60,000/- towards performance security is for whole contract of all categories of vehicle. Non interest on performance security deposit shall be given.
21. Payment of bill shall be made within 30 days of the receipt of the bill with complete detail in all in proper form accompanied with a copy of the relevant log sheet signed by the Official(s) using the vehicle(s), after adjusting for default, if any, and income tax as applicable to contract works as per prevailing rules. The bills should positively be submitted in the office on completion of the programme for arranging payment. **The payment will be made through Bank Transfer. The Travelling Agency will mention on the Invoice/bill its Account No. with name of the branch/branch code of State Bank of India to enable this Institute to make payment**

22. **The Institute shall not be responsible for any compensation etc. in case of any loss of life or property made by the hired vehicle/driver during the traveling by the firm's vehicle(s). All such liabilities shall be borne by the firm itself.**

23. Income Tax, TDS or any other statutory tax which is as per the rules of the Government shall be deducted at source from the bill of the successful tenderer, as per rules/instructions made applicable from time to time by government. Tax deduction certificate will be issued to the tenderer after closing of financial year.

24. Decision of Director, ICAR-IISWC, Dehradun shall be final for any aspect of the bid/contract and binding on all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 as amended time to time.

25. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, report is received that the Contractor/Contracting Firm has breached any condition of the contract.

26. The Director, ICAR-IISWC, Dehradun reserves the right to reject any or all bid in whole or in part without assigning any reasons therefore. His decision shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

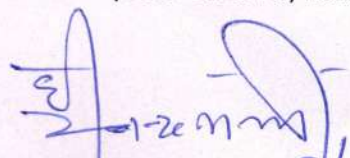
**LIQUIDATED DAMAGES CLAUSE:**

i. Whenever and wherever it is found that the services performed by the firm is either not up to the mark or the vehicle is not immediately supplied on demand within the stipulated time, an amount equivalent to the bill charges supposed to be paid on account of such visit shall be levied as liquidated damages and shall be enforceable on the firm's next bill or performance security deposit as per the decisions of the Director, ICAR-IISWC, Dehradun.

ii. In case of sudden breakdown of vehicle during the visit, the firm shall provide same type new vehicle within two hours failing which the entire cost of such visit shall be levied as liquidated damage and charged from next bill/performance security as per the decision of the Director, ICAR-IISWC, Dehradun.

**27. The following document/vouchers are required to be uploaded with the Technical Bid in following manner:-**

- i. Scanned copy of Earnest Money Deposit (EMD).
- ii. Scanned copies of Income Tax Registration (PAN Card), GST Registration Certificates.
- v. Scanned copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable for exemption of EMD.
- iv. year's continuous experience of the firm in the field of providing such services in Central Govt. establishments/ State govt/ autonomous bodies/corporations / reputed public or private organizations, with details in enclosed tabular form in chronological order and Scanned copies of the satisfactory services where the tenderer is providing the services for each of the last three or more financial years.
- viii. Scanned copy of Audited Balance Sheet of the firm for last 3 (three) financial years 2019-20, 2020-21 & 2022-23 by the Chartered Accountant.
- ix. Scanned copy of bank account details.

  
(H. N. Sharma) 20/4/2023  
Sr. Administrative Officer

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UNDERTAKING

( to be submitted in letter head of bidding firm )

I/We have read and understood general terms and conditions contained in Annex-II & GeM bidding document for "Hiring of Vehicle on Call basis" and hereby accepting the same. I/We do hereby declare that all the details provided in this bidding document are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-IISWC.

I/We do hereby also accept ICAR-IISWC have the right to accept or reject our bid without assigning any reason.

I/We certify that we have not been blacklisted by any Government Department including Central Vigilance Commission (CVC) during the last three years. I/we also certify that no criminal/legal suit is pending or contemplated against our firm.

I/we hereby authorize ICAR-IISWC, Dehradun to approach any Individuals, employees, firm or organization to verify our competence and general reputation and authenticity of document submitted by the firm.

The undersigned is fully authorized to sign and submit this undertaking on behalf of the bidding firm.

Signature & Seal of the bidder...  
Bidding firm's Address.....  
Telephone No. Office.....  
Resi.....  
Mobile.....  
E-mail Id.....



**Rates for Hiring of Vehicle within Utrrakahnd and Outside Uttarakhand**

Plain Route	For Plain Route											Total(Rs) of Plain Route
	Vehicle Details	A				B				Driver night halt charges for outstation per day		
		8 Hrs & 80 Km		Extra Km charge after completing 80 Km		Rate of Extra Hrs after completing 80 Km		Out Station/local Charge after completing (200 km/Day)			Extra Km charges after completing 200 Km	
AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC			
Indigo/Dezire/Xcent etc.												
Sumo/Bolero etc.												
Innova/Scorpio etc.												
Tempo Traveller 15 Seater												
Bus 39 Seater 2X2 Push Back												
Bus 27 Seater Push Back												
Bus 27 Seater Non Push Back												
Bus 52 Seater Push Back												
Bus 52 Seater Non Push Back												
Max Utility												
<b>Total of A</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Hill Route	For Hill Route											Total(Rs) Hill Route
	Vehicle Details	A				B				Driver night halt charges for outstation per day		
		8 Hrs & 80 Km		Extra Km charge after completing 80 Km		Rate of Extra Hrs after completing 80 Km		Out Station/local Charge after completing (200 km/Day)			Extra Km charges after completing 200 Km	
AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC			
Indigo/Dezire/Xcent etc.												
Sumo/Bolero etc.												
Innova/Scorpio etc.												
Tempo Traveller 15 Seater												
Bus 39 Seater 2X2 Push Back												
Bus 27 Seater Push Back												
Bus 27 Seater Non Push Back												
Bus 52 Seater Push Back												
Bus 52 Seater Non Push Back												
Max Utility												
<b>Total of B</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Pickup/drop	One Side Drop/Pickup charges				Total(Rs) picup/Drop	
	Description of the Journey	Sedan (Dzire/Indigo/Xcent etc.)		Innova/Scorpio/Safari/Movus etc.		
		AC	Non AC	AC		Non AC
Delhi Local						
Delhi Airport						
Chandigarh						
Saharanpur						
Hridwar						
Jolly Grant Airport						
Mussoorie						
<b>Total of C</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

\* Note: The bill may be paid in the category A or B whichever is less

\*All rates are including GST

\*All the bidders have to quote price of all the vehicle under above category otherwise bid shall be rejected .

**Formula for quoting Total price for financial evaluation= Sum of total amount quoted for (Plain Route+Hill Route+Pickup/drop)**