



Basic Details

Organisation Chain	Department of Agricultural Research and Education Indian Council of Agricultural Research,DoARE,MoA CIARI-Port Blair - DoARE		
Tender Reference Number	ICAR-CIARI/Vehicles/ARC/20-21		
Tender ID	2026_DARE_905721_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	FDR
	3	Bankers Cheque
	4	Bank Guarantee

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid
2	Finance	.xls	Financial Bid

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	15,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	ICAR Unit CARI	EMD Payable At	State Bank of India, Garacharma Branch

[Click to view modification history](#)

Work /Item(s)

Title	Annual Rate Contract for hiring of vehicles for ICAR-CIARI, Sri Vijaya Puram				
Work Description	Annual Rate Contract for hiring of vehicles for ICAR-CIARI, Sri Vijaya Puram				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	6,00,000	Product Category	Hiring of Vehicles	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	NA
Location	ICAR-CIARI, Garacharma, Sri Vijaya Puram	Pincode	744105	Pre Bid Meeting Place	Dr. A. K. Bandhyopadhyay Committee Room
Pre Bid Meeting Address	ICAR-CIARI, Garacharma, Sri Vijaya Puram	Pre Bid Meeting Date	23-Apr-2026 11:00 AM	Bid Opening Place	ICAR-CIARI, Garacharma, Sri Vijaya Puram
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	17-Apr-2026 04:30 PM	Bid Opening Date	11-May-2026 10:00 AM
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Document Download / Sale Start Date	17-Apr-2026 04:30 PM	Document Download / Sale End Date	08-May-2026 04:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	23-Apr-2026 02:00 PM	Bid Submission End Date	08-May-2026 04:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Notice Inviting Tender	424.92

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	TenderDocumentForHiringOfVehicle2026.pdf	Tender Document	4570.81
	2	BOQ	BOQ_952011.xls	Financial Bid	245.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	kanishk.bhukar@icar.org.in	Kanishk Bhukar	KANISHK BHUKAR
2.	sridhambiswas@gmail.com	S K Biswas	S.K.BISWAS
3.	shriravibabu123@gmail.com	Ravi Babu	RAVI BABU
4.	d.karunakaran@icar.gov.in	DHANASEKAR KARUNAKARAN	D KARUNAKARAN

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	As non-availability of vehicles as per requirement of the Institute.
Document Name	CertificateForNonAvalabilityOfServicesInGeM.pdf
Document Size (in KB)	179.46

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Director
Address	ICAR-CIARI, Sri Vijaya Puram

Tender Creator Details

Created By	Ravi Babu
Designation	LDC
Created Date	17-Apr-2026 03:55 PM

TERMS AND CONDTION OF THE CONTRACT

1. **Eligibility of Bidder:** The bidder shall be a reputed firm having a **registered office at Sri Vijaya Puram**, engaged in providing transport services, possessing **adequate experience, technical expertise, and sound financial standing** in the relevant field.
2. **Pre-Bid Meeting:** Attendance at the **Pre-Bid Meeting** scheduled on **23.04.2026 at 11:00 AM** in the *Dr. A.K. Bandhyopadhyay Committee Room, ICAR-CIARI, Garacharma, Sri Vijaya Puram* is **mandatory**. The bidder must be physically present at the venue; **no request for online participation shall be entertained**. Only those bidders who attend the Pre-Bid Meeting shall be considered for evaluation considering site-specific operational requirements of A&N Islands. A **Certificate of Attendance**, issued by the Institute during the meeting, shall be submitted along with the bid documents.
3. **Labour Laws and Wages:** The wages paid to drivers shall **not be less than the minimum wages notified by the Ministry of Labour & Employment, Government of India**, as applicable from time to time. The drivers and any other manpower deployed under this contract shall be treated as **employees of the contractor only**, and **no employer–employee relationship** shall exist between ICAR-CIARI and such personnel. The contractor shall be solely responsible for compliance with all applicable labour laws, including but not limited to the Employees' Provident Funds & Miscellaneous Provisions Act, 1952; Employees' State Insurance Act, 1948; Minimum Wages Act; Payment of Wages Act; Contract Labour (Regulation & Abolition) Act, 1970, etc. In case the contractor is not covered under EPF and/or ESIC, a **self-declaration/undertaking** clearly stating the reasons for non-applicability shall be submitted. Any liability arising out of non-compliance with labour laws shall be borne entirely by the contractor. ICAR-CIARI shall have **no responsibility whatsoever** and reserves the right to recover any statutory dues, penalties, or damages from the contractor's bills or security deposit.
4. **Kilometre-Based Rates for North & Middle Andaman:** The bidder shall quote rates on a **per-kilometre basis** for visits to North & Middle Andaman. Bills shall be accepted only after **due verification by the user officer**. It shall be the responsibility of the driver to obtain the **signature of the user** in the log book/trip sheet immediately after completion of the trip.
5. **Provision of Vehicles and Drivers:** The bidder shall provide vehicles on needs based including **Saturdays, Sundays, and Holidays**, as and when required. Vehicles may frequently be required for **official tours outside Sri Vijaya Puram** and shall be arranged **at short notice** based on intimation through telephone/SMS or other means.

Vehicle Requirements:

- i. Vehicles shall be self-starting and in good working condition.
- ii. Maintenance shall be carried out strictly as per the manufacturer's schedule, which shall be produced before the **In-charge, Vehicle Section, ICAR-CIARI**, for verification when

required.

iii. Vehicles shall be **AN-registered commercial vehicles**, and relevant registration documents shall be submitted before commencement of work.

iv. Tyres shall be replaced as per the replacement schedule recommended by the manufacturer.

6. **Area of Operation:** Vehicles shall be required to operate in the **Andaman & Nicobar Islands**, including **North & Middle Andaman, South Andaman and Car Nicobar**.
7. **Reporting Time and Billing:** Reporting time and closing time shall be reckoned only from **ICAR-CIARI, Sri Vijaya Puram**, or any other pickup/drop location specified by the Institute, for the purpose of bill payment.
8. **Mileage Calculation:** Mileage shall be counted from **ICAR-CIARI, Sri Vijaya Puram**, or the specified pickup/drop location only. The driver shall get the meter reading verified at the start and end of duty by the authorized officer or any person deputed for the purpose.
9. **Applicability of Extra Kilometres and Hours:** Extra kilometres and extra hours shall be payable **only when the usage exceeds the applicable slab limits**.
10. **Period of Contract:** The initial contract period shall be **ONE (01) YEAR** from the date of award of contract, extendable for a further **two (02) years** on a year-to-year basis, subject to satisfactory performance and mutual consent (maximum **three years**).
11. **Driver Conduct and Duties**

Drivers shall:

- i. Be presentable, courteous, and well-behaved towards ICAR officials. Drivers shall possess a **functional mobile phone** at all times for smooth communication.
- ii. Possess a valid and appropriate **commercial driving licence**.
- iii. Report for duty in **clean uniform with name badge**, as instructed.
- iv. Be experienced and well conversant with routes of **South Andaman and North & MiddleAndaman**.
- v. Maintain a **Duty Slip / Log Book / Trip Sheet** containing complete details such as name of user, date, time, purpose, place of visit, indent number, etc., duly signed by the user and countersigned by the concerned Nodal Officer/In-charge, Vehicle Section. Failure to submit properly completed records shall result in **withholding of payment**.

12. **Mandatory Vehicle Utilities:**

The vehicles provided shall be fitted with / provided with the following mandatory accessories and utilities:

- i. Clean seat covers
- ii. Quality radio/music system
- iii. Reading lamp
- iv. Tissue paper box
- v. Car perfume
- vi. Mobile charger
- vii. Seat belts(front and rear)
- viii. Umbrella during monsoon season

- ix. Fully functional air-conditioning system, as vehicles may be required to carry low-temperature chemicals
13. **Condition of Vehicles:** The vehicles provided by the bidder shall be in **excellent mechanical condition** and shall be aesthetically well maintained. The exterior body, upholstery, and seat covers shall be clean and presentable at all times. Seat covers shall be cleaned **at least once every ten (10) days**, or earlier if required.
14. **Inclusive Nature of Hiring Charges:** The cost of hiring shall be **all-inclusive**, covering driver wages, fuel, oil, consumables, repairs and maintenance, insurance, registration, permits, parking charges, ferry charges, and all applicable taxes. No additional payment whatsoever shall be payable by **ICAR-CIARI, Sri Vijaya Puram**.
15. **Operational Conditions:** Vehicles shall be capable of operating on **all types of roads and surfaces**, and in **all weather conditions**. If required, vehicles along with drivers may be required to **stay outstation**, as per official requirements.
16. **Fuel Availability:** As officers may be required to travel during emergencies or at odd hours when fuel stations may remain closed, the fuel level in the vehicle tank shall **never fall below half of its capacity**. The contractor shall ensure immediate refuelling to full capacity whenever required.
17. **No Price Escalation:** No extra payment shall be made to the contractor due to **fluctuation in fuel prices, consumables, registration charges, or any other costs** during the contract period.
18. **Breakdown and Replacement:** In case a vehicle breaks down or is required to be taken for repair, the contractor shall provide a **replacement vehicle of similar category immediately**, including during odd hours and holidays, without any additional cost.
19. **Expenses During Breakdown:** All expenses arising due to vehicle breakdown shall be borne by the contractor. Taxi charges from the point of breakdown to the destination, if any, shall be borne by the contractor, and **immediate replacement** of the vehicle shall be provided.
20. **Office and Emergency Contact:** The bidder shall have a **well-established office in Andaman and Nicobar Islands**. A responsible person shall be available on mobile phone **round the clock** to attend emergency requests for vehicles.
21. **Authorized Contact Person:** The bidder shall provide the **name and mobile number of an authorized representative** who can be contacted at any time, including beyond office hours and on holidays, and who is competent to arrange vehicles at short notice.
22. **Statutory Documents:** All vehicles deployed shall have **valid Registration Certificate, Insurance, and Pollution Under Control (PUC)** certificates, complete in all respects.
23. **Taxes, Duties and Statutory Deductions:** All taxes, duties, levies, and charges imposed by Central Government, State Government, or any other authority shall be borne by the bidder and may be recovered from the contractor's bills in case of default. Subject to permissible deductions or recoveries under the contract, **Income Tax, surcharge, and GST**, as applicable from time to time, shall be deducted from the bills as per Government rules.

24. **Fuel Type Compliance:** All vehicles provided shall run on **petrol or diesel**, in accordance with the latest directions issued by the **Hon'ble Supreme Court of India / National Green Tribunal (NGT)**.

25. **Penalty Clause**

Sl. No.	Violation	Penalty (₹)
1	Driver not in proper uniform	100 per instance
2	Unwashed seat covers	100 per instance
3	Inadequate fuel	500 per instance
4	Non-functioning AC	200 per instance
5	Failure to provide replacement within one hour	500 per instance
6	Meter tampering	500 per instance (besides recovery of loss)
7	Forged / overwritten entries	500 per instance
8	Change of driver without prior intimation	200 per occasion
9	Delay beyond 30 minutes	200 per instance
10	Any other statutory or contractual non-compliance	200 per instance

26. **Accidents and Losses:** ICAR-CIARI, Sri Vijaya Puram shall not be responsible for any challan, loss, damage, accident, or third-party claim involving the vehicle or driver. All such liabilities shall be borne by the contractor.

27. **Maintenance of Records:** A daily record of time and mileage shall be maintained in **slip book / trip sheet / log book**. No payment shall be made without submission and verification of duly certified records.

28. **Liability for Personnel and Disputes:** All compensation, legal disputes, claims, or unforeseen casualties involving deployed staff shall be borne and settled by the contractor alone. ICAR-CIARI shall have **no liability whatsoever**.

29. **Mode of Payment:** Payments shall be made **through RTGS/NEFT (online)** only.

30. **Authorization to Sign Documents:** The bidder shall submit a **Power of Attorney / Affidavit** authorizing the signatory to sign bills, agreements, and other contractual documents. Partnership deed, if applicable, shall also be submitted.

31. **Execution of Work:** Vehicles shall be supplied and work executed strictly as per the **schedule and specifications** prescribed by ICAR-CIARI.

32. **Multiple Awards:** ICAR-CIARI, Sri Vijaya Puram reserves the right to **award the contract to more than one firm**.

33. **Termination of Contract:** ICAR-CIARI reserves the right to discontinue any or all vehicles or to terminate the contract, at any stage, by giving **one month's notice**.

34. **Jurisdiction:** In case of any dispute, the **courts at Sri Vijaya Puram** alone shall have jurisdiction.

35. **Performance Security:** The successful bidder shall deposit **3% of the estimated contract value** as Performance Security within **15 days** of award, in the form of TDR/Bank Guarantee/Demand Draft/Pay Order in favour of "ICAR Unit, CARI", payable at Sri Vijaya Puram.

No interest shall be payable. Failure shall result in cancellation of award and forfeiture of EMD.

36. **Submission of Vehicle Documents Post-Award:** The successful bidder shall submit copies of RC, Insurance, PUC, Permit, etc., within **7 days** of award, failing which EMD shall be forfeited. For new vehicles, time up to **15 days** may be allowed.

37. **Tenderer's Credentials:** The bidder shall submit documentary evidence of **experience, financial capacity, bank references, and work completion certificates**. A signed copy of all terms and conditions, indicating unconditional acceptance, shall be enclosed.

38. **Rejection for Non-Compliance:** Non-compliance with any of the above conditions shall render the bid **liable for rejection**.

39. **Payment Conditions:** No advance payment shall be made. Bills shall be submitted in triplicate at month-end with certified trip sheets. No interest shall be payable on delayed payment. Denial of vehicle supply is not permissible.

40. **Bid Validity:** The bid shall remain valid for **90 days** from the date of opening.

41. **Technical Evaluation Parameters**

The Bids will be evaluated on the basis of the following parameters:

(a) Firm Registration & Legal Status

- Valid registration of the firm/company/agency
- Submission of PAN, GSTIN registrations

(b) Experience & Past Performance

- Experience in providing vehicle hiring/transport services, preferably to Government Departments / PSUs / Autonomous Bodies
- Copies of work orders / completion certificates indicating satisfactory performance

(c) Financial Capacity

- Submission of audited annual turnover statements for the last three financial years, duly certified by a Chartered Accountant
- Evidence of sound financial standing

(d) Availability of Vehicles

- Adequate number of commercially registered vehicles (AN-registered), suitable for the categories specified in the tender.
- Copies of Registration Certificates (RCs) for vehicles owned or proposed to be deployed.

(e) Driver Availability & Compliance

- Availability of qualified drivers holding valid commercial driving licences
- Undertaking regarding compliance with minimum wages and applicable labour laws

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- (f) Statutory & Regulatory Compliance
 - Valid Insurance, PUC, Permit, and other mandatory documents
 - Declaration regarding compliance with EPF/ESIC provisions or submission of non-applicability undertaking, as applicable
- (g) Infrastructure & Operational Capability
 - Existence of a functional office at Sri Vijaya Puram
 - Availability of 24x7 contact person(s) for emergency vehicle deployment
- (h) Bid Security & Declarations
 - Submission of Earnest Money Deposit (EMD) or valid exemption
 - Signed acceptance of all Terms & Conditions of the tender

During Technical Evaluation, the Institute may seek clarifications or additional documents, if required, from the bidders. Failure to submit such clarification within the stipulated time may result in rejection of the Technical Bid.

42. **Settlement of Disputes:** The Director, ICAR-CIARI, Sri Vijaya Puram reserves the right to reduce, terminate, or extend the contract. The decision of the Director shall be **final and binding** on all parties.

43. Financial Evaluation Criteria

43.1 **Opening of Financial Bids:** Financial Bids shall be opened **only in respect of those bidders who are declared Technically Qualified**. The evaluation shall be conducted on a **comparative, objective, and arithmetic basis**. Rates quoted shall be **inclusive of all applicable taxes, duties, levies, and charges**. Conditional, incomplete, or ambiguous financial bids shall be **summarily rejected**.

43.2 Basis of Financial Evaluation

Sl. No.	Slab / Rate Component	Weightage (%)
1	Hiring of vehicle for 8 hours / 100 km (R ₃)	40%
2	Hiring of vehicle for 5 hours / 50 km (R ₂)	20%
3	Hiring of vehicle for 2 hours / 20 km (R ₁)	10%
4	Additional kilometer rate beyond 100 km (R ₄)	10%
5	Additional hour rate beyond 8 hours (R ₅)	5%
6	Long tour rate per kilometer (>200 km/day) (R ₆)	10%
7	Outstation vehicle retention charges per day (R ₇)	5%

Composite Cost-Based Evaluation (L1 Method)

The **Lowest Evaluated Bidder (L1)** shall be determined on the basis of a **Weighted Composite Cost (WCC)** derived from the rates quoted for different slabs and components, taking into account the expected pattern of vehicle usage.

43.3 Vehicle-wise Cost Components

For each category of vehicle, namely **Sedan, SUV, MPV, Traveller, Bus, Pickup Van, and Mini Truck**, the following cost components shall be considered for financial evaluation:

Sl. No.	Cost Component	Symbol
A	Hiring charge for 2 hours / 20 kilometers	R ₁
B	Hiring charge for 5 hours / 50 kilometers	R ₂
C	Hiring charge for 8 hours / 100 kilometers	R ₃
D	Additional kilometer charge (beyond 100 kilometers)	R ₄
E	Additional hour charge (beyond 8 hours)	R ₅
F	Long tour rate per kilometer (more than 200 km per day)	R ₆
G	Outstation vehicle retention charges per day	R ₇

43.4 Usage Weightages for Evaluation

To ensure **uniformity and fairness in comparison**, the following weightages shall be applied uniformly to all bidders for evaluation purposes only:

43.5 Vehicle-wise Composite Cost (VCC)

For each vehicle category, the **Vehicle-wise Composite Cost (VCC)** shall be calculated using the following formula:

$$VCC = (0.10 \times R_1) + (0.20 \times R_2) + (0.40 \times R_3) + (0.10 \times R_4) + (0.05 \times R_5) + (0.10 \times R_6) + (0.05 \times R_7)$$

43.6 Total Financial Score (TFS)

The **Total Financial Score (TFS)** shall be arrived at by summing the VCCs of all vehicle categories quoted by the bidder:

$$TFS = \sum(VCC \text{ for all vehicle categories quoted})$$

The bidder quoting the **lowest Total Financial Score (TFS)** shall be declared **L1**.

43.7 Treatment of Abnormally Low or High Rates

If any quoted rate is found to be **abnormally low, unbalanced, or unworkable**, the bidder may be asked to furnish a **written justification**, in accordance with the **General Financial Rules (GFR), 2017**. Failure to provide satisfactory justification may result in **rejection of the bid**.

43.8 Illustrative Example (For Clarification Only)

Example: Bidder "X" quotes the following rates for **Sedan (Normal Vehicle)**:

Sl. No.	Cost Component	Rate (₹)
1	R ₁ – 2 hours / 20 km	600
2	R ₂ – 5 hours / 50 km	1200
3	R ₃ – 8 hours / 100 km	1800
4	R ₄ – Additional kilometer	15
5	R ₅ – Additional hour	15
6	R ₆ – Long tour per km	14
7	R ₇ – Retention charges per day	500

Illustrative Calculation:

$$\begin{aligned} \text{VCC} &= (0.10 \times 600) + (0.20 \times 1,200) + (0.40 \times 1,800) \\ &+ (0.10 \times 15) + (0.05 \times 150) + (0.10 \times 14) + (0.05 \times 500) \\ &= 60 + 240 + 720 + 1.50 + 7.50 + 1.40 + 25.00 \\ &= \text{₹ } 1,055.40 \end{aligned}$$

The same methodology shall be applied for all vehicle categories, and the results shall be aggregated to arrive at the **Total Financial Score (TFS)**.

44. Note for Bidders

- The above calculation is **illustrative only**
- Weightages are applied **solely for evaluation purposes**
- Payments shall be made strictly as per **actual usage and quoted rates**
- No undue advantage shall accrue by quoting selectively low rates in individual components

45. Viability of Contract

The tender and the resultant contract shall be **technically, financially, and operationally viable in all respects** throughout the contract period.



Assistant Administrative Officer
Asst. Administrative Officer
Central Island Agricultural Research Institute
Port Blair-744101

Signature of the Bidder:

Name & Designation:

Official Seal:

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:https://eprocure.gov.in/eprocure/app). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:https://eprocure.gov.in/eprocure/app. Manual/offline bids shall not be accepted under any circumstances.

For Registration

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:https://eprocure.gov.in/eprocure/app) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
3. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
4. All the communications with respect to the tender shall be addressed to: The Director, ICAR-CIARI, Garacharma, Sri Vijaya Puram - 744105.
5. The firms are also required to upload copies of the following documents failing which the quotation will not be considered:-

DOCUMENTS TO BE UPLOADED IN COVER-I

(A) TECHNICAL BID

- a . Documents to be submitted as per detailed checklist given in Annexure- IV & Annexure-V

(B) FINANCIAL BID / BOQ - II

- a. Price Bid as BoQ_XXXX.xls to be filled online and submitted. Please note that the file name should not be changed.

Assistant Administrative Officer
Asst. Administrative Officer
Central Inland Agricultural Research Institute
Port Blair-744101

TENDER ACCEPTANCE LETTER
(to be given on Company letter head)

Date:

To,

The Director,
ICAR-CIARI,
Garacharma,
Sri Vijaya Puram-744105

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

Respected Sir,

1. I/we have downloaded the tender documents for the above mentioned /work from the website (s) namely CPPP & CIARI Website:

as per your advertisement,, given in the above mentioned website(s).

1. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No._____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.
4. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.
6. I/we certify that all information furnished by our Firm is true and correct and in case if any information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

CHECKLIST FOR SUBMISSION OF BID DOCUMENTS
(To be submitted along with the Technical Bid)

Sl. No.	Technical Evaluation Parameter	Document(s) to be Submitted	Submitted (Yes/No)	Page No.	Remarks
A. Firm Registration & Legal Status					
1	Valid registration of firm/company/agency	Copy of Certificate of Registration			
2	PAN registration	Self-attested copy of PAN Card			
3	GST registration	Self-attested copy of GSTIN Certificate			
B. Experience & Past Performance					
4	Experience in vehicle hiring/transport services	Copies of work orders from Govt./PSU/Autonomous Bodies			
5	Satisfactory performance	Copies of completion / satisfactory service certificates			
C. Financial Capacity					
6	Annual turnover (last three financial years)	Audited turnover statements for FY 2021-22, 2022-23, 2023-24, certified by CA			
7	Financial standing	Bank reference / solvency certificate or equivalent proof			
D. Availability of Vehicles					
8	Adequate number of vehicles	List of vehicles proposed to be deployed			
9	Commercial registration of vehicles	Copies of Registration Certificates (RCs) (AN-registered)			
E. Driver Availability & Compliance					
10	Availability of qualified drivers	Undertaking confirming availability of drivers with valid commercial DL			
11	Compliance with minimum wages & labour laws	Undertaking regarding compliance with Minimum Wages Act & labour laws			
F. Statutory & Regulatory Compliance					
12	Vehicle insurance	Copy of valid Insurance Certificate(s)			
13	Pollution compliance	Copy of valid PUC Certificate(s)			

14	Permit compliance	Copy of valid Permit(s), as applicable			
15	EPF/ESIC compliance	EPF/ESIC registration OR Non-applicability undertaking			
G. Infrastructure & Operational Capability					
16	Local office at Sri Vijaya Puram	Proof of office address (utility bill/lease deed/undertaking)			
17	24x7 contact availability	Details of authorized contact person(s) with mobile numbers			
H. Bid Security & Declarations					
18	Earnest Money Deposit (EMD)	Proof of EMD submission or valid exemption document			
19	Acceptance of tender terms	Signed copy of complete Tender/ATC document			

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

Signature of the Bidder:
Name & Designation:
Official Seal:

Assistant Administrative Officer
Asst. Administrative Officer
Central Island Agricultural Research Institute
Port Blair-744101

BIDDER INFORMATION & DECLARATION FORMAT

Sl. No.	Particulars	Details to be Furnished
1	Name of the Firm / Company / Agency (with complete address and telephone number)	
2	Certificate of Registration of the Firm (copy to be enclosed)	
3	Tender Acceptance Letter as per Annexure-III	
4	Annual Turnover (duly certified by a Chartered Accountant)	2022-23: ____ 2023-24: ____ 2024-25: ____
5	GSTIN and PAN (copies to be enclosed)	
6	Whether Earnest Money Deposit (EMD) of ₹ 15,000/- is enclosed in the form of Bank Draft / Pay Order (No. & Date)	
7	Name and address of the Department(s) / Ministry(ies) / Organization(s) where vehicles are presently engaged on regular/monthly basis (copies of work orders to be enclosed)	
8	Name, designation, address, and telephone number of the authorized contact person for this tender	

Declaration

I/We hereby certify that the information furnished above is **true, complete, and correct** to the best of my/our knowledge and belief.

I/We understand that **any incorrect or misleading information**, if detected at any stage, shall render the bid liable for rejection and may result in **blacklisting**, with no future dealings with this Institute or any other Government organization.

Signature of Authorized Signatory:

Name:

Designation:

Seal of the Firm:

Name of the Firm:

Tender Reference No.:

Name of the Bid:

E-PAYMENT / NEFT / RTGS MANDATE FORM

Name of Account Holder:

Account Number:

Name of Bank:

Branch Name & Code:

Address of Bank Branch:

IFSC Code:

MICR Code:

Contact Number (Landline / Mobile): *(Mobile number is mandatory)*

E-Mail Address:

Signature of the Account Holder

Name:

Date:

Bidders guidance for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective, "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder has to select the payment option as "Offline" to pay the EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted /couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder). No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids are maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids *i.e.* after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1204200462

General Instructions to the Bidders

1. The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II / III Digital Signature Certificate (DSC) in the form of smart card / e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e- Procurement at <https://eprocure.gov.in/eprocure/app>

KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY, VISIT
CPP Portal website: www.eprocure.gov.in

PRICE BID

Sl. No.	BoQ S.No.	Item Description	No. of qty.	Unit	Rate Without tax	Amt. with tax
1.	1. 01 - Sedan-Normal Vehicle (Maruti Dzire, Toyota Etios, Honda Amaze or equivalent)	Hiring of 2 hrs/ 20 KM	01	Nos.		
		Hiring of 5 hrs/50 KM				
		Hiring of 08 hrs/100 KM				
		Rate for additional KM (beyond) 100 KM				
		Rate for additional hrs (beyond 8 hrs)				
		Rate per KM for long tour (more than 200 KM per day)				
		Outstation vehicle retention charges per day				
2.	1.0 2- SUV (Bolero, Scorpio, XUV or equivalent)	Hiring of 2 hrs/ 20 KM				
		Hiring of 5 hrs/50 KM				
		Hiring of 08 hrs/100 KM				
		Rate for additional KM (beyond) 100 KM				
		Rate for additional hrs (beyond 8 hrs)				
		Rate per KM for long tour (more than 200 KM per day)				
		Outstation vehicle retention charges per day				
3.	1.03 - MPV (Innova or equivalent)	Hiring of 2 hrs/ 20 KM				
		Hiring of 5 hrs/50 KM				
		Hiring of 08 hrs/100 KM				
		Rate for additional KM (beyond) 100 KM				
		Rate for additional hrs (beyond 8 hrs)				
		Rate per KM for long tour (more than 200 KM per day)				
		Outstation vehicle retention charges per day				

4.	1.04 - 25 Seater Traveller	Hiring of 2 hrs/ 20 KM				
		Hiring of 5 hrs/50 KM				
		Hiring of 08 hrs/100 KM				
		Rate for additional KM (beyond) 100 KM				
		Rate for additional hrs (beyond 8 hrs)				
		Rate per KM for long tour (more than 200 KM per day)				
		Outstation vehicle retention charges per day				
5.	1.05 - 45 Seater Bus	Hiring of 2 hrs/ 20 KM				
		Hiring of 5 hrs/50 KM				
		Hiring of 08 hrs/100 KM				
		Rate for additional KM (beyond) 100 KM				
		Rate for additional hrs (beyond 8 hrs)				
		Rate per KM for long tour (more than 200 KM per day)				
		Outstation vehicle retention charges per day				
6.	1.06- Pick up Van	Hiring of 2 hrs/ 20 KM				
		Hiring of 5 hrs/50 KM				
		Hiring of 08 hrs/100 KM				
		Rate for additional KM (beyond) 100 KM				
		Rate for additional hrs (beyond 8 hrs)				
		Rate per KM for long tour (more than 200 KM per day)				
		Outstation vehicle retention charges per day				
7.	1.07- Mini Truck	Hiring of 2 hrs/ 20 KM				
		Hiring of 5 hrs/50 KM				
		Hiring of 08 hrs/100 KM				
		Rate for additional KM (beyond) 100 KM				

	Rate for additional hrs (beyond 8 hrs)			
	Rate per KM for long tour (more than 200 KM per day)			
	Outstation vehicle retention charges per day			
				Total

Note:

1. For outstation cases, "day" will be treated from 5.00 AM to 11.00 PM.
2. The firm should have to provide vehicles as and when required as per requirement of the Institute as per required vehicle.

Asst. Admin. Officer
13/04/2026

Assistant Administrative Officer
Asst. Administrative Officer
Central Island Agricultural Research Institute
Port Blair-744101

(Bidder Signature with stamp)