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**ICAR RESEARCH COMPLEX FOR EASTERN REGION**  
(भारतीय कृषि अनुसंधान परिषद **INDIAN COUNCIL OF AGRICULTURAL RESEARCH**)

**Farming System Research Centre for Hill & Plateau Region, Post Rajaulatu, Tata Road,  
Namkum, Ranchi – 834010 (Jharkhand), INDIA**  
Web-site:www.icarrcer.in, e-mail ó [headicarrcerranchi @ gmail.com](mailto:headicarrcerranchi@gmail.com)

File No. 6-2/18-19/SP/Hiring of vehicle

Dated : 7.5.2021

**NOTICE INVITING ONLINE TENDER**  
**STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING**  
**DOCUMENT FOR BIENNIAL RATE CONTRACT FOR HIRING OF**  
**PVT. TAXI (01 NO.)**

**Document to be submitted online**

**Sub: Biennial Rate Contract for Hiring of Private Taxi (01 No.) on Monthly Rate Basis  
for ICAR RCER, FSRCHPR, Ranchi**

**BIDDING DOCUMENT FOR HIRING OF PRIVATE TAXI ON MONTHLY RATE BASIS**

The ICAR-ICAR Research Complex for Eastern Region, Patna is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Director, ICAR RCER, Patna invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for Hiring of Private Taxi (01 No) on Monthly Rate Basis **for ICAR RCER, FSRCHPR, Ranchi.**

**CRITICAL DATE SHEET**

<b>Tender Enquiry No.: RC-Ranchi/20-21/pur-18/Hiring of pvt. vehicle</b>	
<b>Date of release of Tender through e-procurement</b>	<b>7.5.2021 at 5.00 PM</b>
<b>Document Download Date</b>	<b>7.5.2021 at 5.00 PM</b>
<b>Bid Submission start Date (on line)</b>	<b>10.5.2021 at 10.00 AM</b>
<b>Bid Submission End Date and Time (on line)</b>	<b>28.5.2021 at 10.00 AM</b>
<b>Date and Time for Opening of Technical Bid</b>	<b>29.5.2021 at 2.00 PM</b>
<b>Last date for Receipt of Tender fees and EMD at ICAR-RCER, FSRCHPR, Plandu, Ranchi (Off line)</b>	<b>28.5.2021 at 10.00 AM</b>
<b>Address for Communication</b>	<b>The Head, ICAR Research Complex for Eastern Region, FSRCHPR, Plandu, Post-Rajaulatu, Namkum, Tata Road, Ranchi-834010</b>

**Assistant Administrative Officer**

## INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

**Sub: Hiring of Pvt. Taxi i.e. Latest model of Xylo/Scorpio - 01 No. for official use at ICAR RCER, FSRCHPR, Ranchi.**

Dear Sir(s),

I am directed to refer to the captioned subject and to say that the Director ICAR RCER Patna hereby invites online tenders for providing vehicle [**Latest model of Xylo/Scorpio**] to be used as official purpose. The vehicles to be provided should be of 2016 onwards make and approved for running on commercial basis. **The vehicle is to be engaged for two years and further extended for another one year, if required.** The vehicle should be in excellent condition both technically and in appearance particularly as to the upholstery and outer painting etc. The detailed terms and conditions of the proposed contract shall be as per Annexure-I.

The other salient terms and conditions of the tender are as under:-

1. Tender Documents can be downloaded from the ICAR-RCER website [www.icarrcer.in](http://www.icarrcer.in) or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. The tender shall be submitted in prescribed manner along with an Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees ten thousand only)** in the form of Bank Guarantee (format enclosed) / Demand Draft in favour of “**HEAD, ICAR-RCER, RC, RANCHI**” payable at **Ranchi** from any recognized Bank. If the successful tenderer declines to act on the offer made by the Complex and/or withdraw/amend their quotations after opening of tenders not agreeable to the organization, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract without any interest.
4. The **Head, ICAR RCER, FSRCHPR, Ranchi** will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance. The bid is also to be accompanied with the experience details and other relevant information which the prospective bidder may like to bring the notice of the Organization.
5. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
6. The **ICAR-RCER, FSRCHPR, Ranchi** reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

7. **An amount @5% of total value of the Contract in shape of Bank Guarantee / Demand Draft as Security Deposit** is to be deposited by the selected agency/successful tenderer, only after receiving a communication from the Institute. In the event of non-deposition of the same, the earnest money will be forfeited. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Organization.

Place: Ranchi  
Date : 7.5.2021

**Assistant Administrative Officer  
For Director ICAR-RCER, Patna**

## Terms and Conditions of Contract

1. The **Contractor** shall **provide** the vehicle **along with driver**, so as to ensure twenty four hour availability of driver. However, the normal running of vehicle will be about 8-12 hours per day. The vehicle so hired will occasionally be required to travel out of Ranchi on official tours also.
  - (i) The vehicle should be self-starting and in good condition
  - (ii) **Model of the vehicle should not be prior to 2016.** In case condition of vehicle is not found to be satisfactory and of acceptable standard, the offer is liable to be rejected.
  - (iii) The vehicle should be registered as a commercial vehicle with road transport office and contractor should submit relevant papers of registration of vehicle before starting the work.
2. Contractor will be required to provide the following vehicle:-

Sr. No.	Particulars	Required Qty.	Location for providing the vehicle
i)	<b>Latest model of Xylo/Scorpio– 7 Seater with all seat-rows parallel to Driver-seat.</b>	1 No.	<b>ICAR RCER, FSRCHPR, Ranchi</b>

3. The duty point would be **ICAR-RCER, FSRCHPR, Ranchi** or any other place intimated by the Organization from time to time and not from garage to garage. The required parking space during days and nights will be provided by Organization.
4. The period of Contract (for hiring) will be **TWO YEARS**, extendable for further period of maximum 1 year (total 3 years), subject to consistently good services rendered by the Contractor.
5. The drivers;-
  - (I) Should be experienced.
  - (ii) Should possess an appropriate and valid Driving License.
  - (iii) Should report for duty in uniform.
  - (iv) Should be courteous and well mannered.

- (v) Will be required to maintain a Duty Slip/Logbook, which will be signed by the officer using the vehicle or any other persons authorized by her/him.
6. **The driver should be provided with a mobile phone by the contractor.**
  7. The vehicle provided by the Contractor should have proper seat covers etc. Seat covers will have to be cleaned every 10 days or earlier (whenever required).
  8. The cost of hiring quoted by tenderer should include salary of driver, cost of diesel and other consumables, all repair and maintenance costs, all taxes applicable on hired vehicles by road transport authorities (like registration charges. insurance charges etc.), toll taxes wherever applicable, mobile phone for driver etc. for which nothing extra will be payable.
  9. The vehicle provided by contractor will be required to ply on all kinds of roads and surfaces, in all kinds of weather conditions. If required, the vehicle along with driver may have to stay out of station, as per requirement.
  10. **Since the officer may be required to move out in any emergency in any case at odd hours in the night, when petrol pumps remain closed, the fuel in the fuel tanks must never be below the half way mark. The contractor must ensure availability of diesel at any given time, equal to half the capacity of the fuel tank. When the fuel tank reaches the half way mark, it should immediately be arranged to be filled to full capacity, by the contractor.**
  11. **Nothing extra will be paid to the contractor due to fluctuation in cost of diesel or any other consumable items, registration charges etc. during the period of contract.**
  12. In case the vehicle breaks down or is required to be taken under repair, another vehicle of similar type will have to be provided by the contractor.
  13. Necessary Registration Certificate, insurance of the vehicles should be valid and complete in all respects.
  14. **All the taxes and duties what-so-ever leviable by the Government (State or Central) or any body, shall be borne by the contractor and will be deducted from his account bill.**
  15. Subject to any deduction or recoveries which the Council may be entitled to make under the contract, the income tax, surcharge on income tax and sale tax (trade tax) as applicable from time to time by the government shall be deducted from his bill.
  16. **Penalty clause for non-compliance:-**
    - (i) Driver not in uniform : Rs.100/- per day
    - (ii) Unwashed seat cover : Rs.100/- per day
    - (iii) Inadequate fuel : Rs.100/- per day
    - (iv) Failure to provide alternate : Rs.200/-per hour of delay up to 3 hours

- |  |   |
|--|---|
| Vehicle in case vehicle goes under repair. | and for beyond 3 hours Rs.1000/- per day & non payment for the entire period on days basis.                         |
| (v) Instances of any tempering :           | Non-payment of bill for the particular Journey and other penalty as decided by the Competent Authority of Odometer* |
| (vi) Mis-behaviour/Mis-conduct of :        | Rs. 500/- per instance Driver   |

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

17. Contractor has to submit power of attorney/affidavit in favour of one who is authorized to sign various documents, bills, MB, contract agreement etc. to enter into contract agreement & submit partnership deed if any.
18. **Vehicle is to be supplied and work has to be executed strictly as per the tender schedule and specifications given by the Complex.**
19. Payment shall be made through E-Payment only.
20. The Organization administration shall not be responsible for any accident, damage etc. to the vehicle during the period of hire.
21. **Compliance of all relevant labour laws must be ensured by the contractor, including rules relating to payment of wages, providing prescribed rest etc.**
22. The Organization reserves the right to discontinue any vehicle or to discontinue the contract, at any stage/time, after giving a one month's notice.
23. Non-compliance with any of the above conditions is liable to rejection of tender.
24. The firm should be available on its direct mobile telephone round the clock to attend to calls for taxis in emergent cases.
25. The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm and the Organization in no way shall be party to the dispute and will have no liability on this account.
26. The disputes emanating from the contract shall be adjudicated through the sole arbitration of Head, ICAR-RCER, FSRCHPR, Ranchi. Further the contract will be interpreted under Indian Law.
27. In case vehicles do not report in time/do not report at all, the Organization has a right to hire a vehicle from the market and impose a fine of Rs.1000/- for each default and recovery of additional expenditure on this account from firm's bills. The car provided

shall be inspected at random and if any car/cars do/does not satisfy the requirements of the Organization, the car/cars will be sent back and the hire charges for such car/cars for that will not be paid.

28. **A daily record indicating time and mileage for each vehicle shall be maintained in a Slip Book/Log Book. No payment will be made without submission/verification of Slip Book/Log Book verified by user officer or his authorized signatory.**
29. The payment against the contract shall be made on monthly basis.
30. The Parking Charges and Toll Taxes, if any, will be payable on reimbursement-basis, in addition to the total monthly charges quoted by the Contractor. The Officer(s) should, in no conditions, be asked to bear any expense on this account.
31. The Head, ICAR-RCER, FSRCHPR, Ranchi reserves the right to reject any tender/bid wholly or partly without assigning any reason.

**32 ELIGIBILITY CONDITIONS FOR QUALIFYING THE BID ON TECHNICAL ASPECTS AND FOR OPENING OF FINANCIAL BID:-**

i.	EMD details (Amount, Name of Bank Branch, DD No. and date)	
ii.	<b>PAN No. of Firm and Income Tax Return for the last two financial year (i.e. 2018-19 and 2019-20)</b>	
iii.	<b>Registration under GST</b>	
iv.	Details of registered vehicle directly under the firm.	

I/we undertake that documents are genuine/authentic and nothing has been concealed and that I/we are not debarred by any Government organization and competent are to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

All the documents, as mentioned in Sl. No. (i) to (iv) must be available in Technical Bid.

**33. Terms and Conditions for quoting the Rate in Financial Bid**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Conditions</b>
i)	Monthly Hiring Rate	General Duty Timing : 8 AM to 8 PM, however, timing may vary as per the requirements and no additional charge will be payable.
ii)	Monthly Charges for skilled Driver (inclusive of ESI, EPF, etc., if any)	--
iii)	Charges for POL per KM	Total KM may vary from 2500 KM to any no. of KMs for the vehicle; however, charges or additional KM (i.e. beyond 2500 KM) will be payable on pro-rata basis in a month.
iv)	Additional charges for night halt/night	Applicable if total number of nights Halt exceeds 30 nights for vehicle.

-Sd-  
**Assistant Administrative Officer**



**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To,

The Director  
ICAR-RCER  
Patna

WHEREAS \_\_\_\_\_ (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. \_\_\_\_\_ dated \_\_\_\_\_. to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs. \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature of the authorized officer of the Bank)

\_\_\_\_\_  
Name and designation of the officer

\_\_\_\_\_  
\_\_\_\_\_  
Seal, name & address of the Bank and address of the Branch

## ANNEXURE – II

(TO BE PRINTED ON Rs.100/- NON JUDICIAL STAMP PAPER BY  
THE HIRING ORGANIZATION)

### AGREEMENT

Article of Agreement made this day, the \_\_\_\_\_ between Shri/Smt./Kum. \_\_\_\_\_ son / daughter of \_\_\_\_\_ residing presently at \_\_\_\_\_ (the first party) and \_\_\_\_\_ (designation of hiring authority representing the Institute) the second party.

Whereas the second party has agreed to hire services of first party for <sup>1</sup> \_\_\_\_\_ in short <sup>2</sup> \_\_\_\_\_ on contract basis for the <sup>3</sup> \_\_\_\_\_ programme funded fully/substantially by <sup>4</sup> \_\_\_\_\_ and the first party has agreed to provide these services to the second party in that capacity for the period on the terms and conditions herein after contained.

NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:

1. **PERIOD OF CONTRACT:**

- (i) The period of contractual appointment shall be from <sup>5</sup> \_\_\_\_\_ to <sup>6</sup> \_\_\_\_/\_\_\_\_/201\_\_.
- (ii) The period of contract can however be extended by mutual consent for a period of not more than one year at a time but will not in any case exceed five years in all or the date on which the plan scheme/project closes, whichever is earlier. In case of external funding for project stops before the normal date of closure for any reason whatsoever, agreement shall stand terminated automatically at the end of one month from the date of such intimation by second party to the first party.

2. **SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:**

- (i) The first party will present himself/herself at the place and time designated by the second party and render services to the second party broadly designated as <sup>7</sup> \_\_\_\_\_ and described in detail in a job chart attached as Annexure-III (a) <sup>8</sup> \_\_\_\_\_ to this agreement.
- (ii) In consideration of the services desired in (i) above, the second party shall pay a consolidated package amount of Rs. <sup>9</sup> \_\_\_\_\_ per month.

3. **RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED:**

Monthly package amount shall be paid only on submission of monthly bill of service rendered to the satisfaction of second party or his/ her authorized officer. First party will submit bill on the fifth of the following month and second party will arrange to make payment up to 15th of the following month.

4. **OTHER TERMS AND CONDITIONS:**

As per Annexure-III (c).

5. **ACTION AGAINST FIRST PARTY:**

- (i) Any misconduct on the part of the first party, if proven, after an enquiry by second party, shall entitle second party to terminate services of first party.
- (ii) Any unauthorized or willful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.

6. **TERMINATION OF CONTRACT:**

- (i) The contract can be terminated with notice of one month on either side or by depositing/ paying one month's package /contract amount in lieu of notice.
- (ii) Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract etc.
- (iii) The agreement/Contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for services rendered after expiry of stipulated date of contract.

7. **STANDARDS OF SERVICE:**

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.

8. **GENERAL:**

This contract is issued on the understanding that all the information given by the first party in his/her application form and during the interviews is correct, true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time the first party has taken up services with the second party without any notice or compensation.

( )  
Signed by First Party  
by Authorized signatory

( )  
Signed  
by the Second Party

Name:

Name:

Address:

Address:

Dated:

Dated:

WITNESS

WITNESS

Signature

Signature

Name:

Name:

Address:

Address:

**INSTRUCTIONS 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 submitting 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. Enrolment 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 DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

**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 log into 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) 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 bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 4) The serve 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.
- 5) 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 is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids, 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.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**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 for a tender or the relevant contact person indicated in the tender.

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 1800 233 7315.

For any technical related queries please call the Helpdesk, Mobile Number -

+91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

E-mail: support-eproc[at]nic[dot]in

Note: Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details.

**Sd/-**

**Assistant Administrative Officer**



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Web-site: [www.icarrcer.in](http://www.icarrcer.in), e-mail ó [headicarrcerranchi @ gmail.com](mailto:headicarrcerranchi@gmail.com)

Annexure-IV

### **Checklist towards eligibility criteria**

Name of the Firm:

Tender Reference No.:

Name of the Tender Work:

Sl. No.	Details	Submitted (Yes/No.)	If submitted, mention page no. of PDF File	Remarks
1	EMD details (Amount, Name of Bank Branch, DD No. and date)			
2	<b>PAN No. of Firm and Income Tax Return for the last two financial year (i.e. 2018-19 and 2019-2020)</b>			
3	<b>Registration under GST</b>			
4	Details of registered vehicle directly under the firm.			

Signature of Bidder with Official Seal



भारतीय कृषि अनुसंधान परिषद  
**ICAR RESEARCH COMPLEX FOR EASTERN REGION**  
(भारतीय कृषि अनुसंधान परिषद **INDIAN COUNCIL OF AGRICULTURAL RESEARCH**)

**Farming System Research Centre for Hill & Plateau Region, Post Rajaulatu, Tata Road,  
Namkum, Ranchi – 834010 (Jharkhand), INDIA**  
Web-site: [www.icarrcer.in](http://www.icarrcer.in), e-mail ó [headicarrceranchi @ gmail.com](mailto:headicarrceranchi@gmail.com)

**Annexure-V**

(On the letter head of the Firm)

**MANDATE FORM FOR BANKING DETAILS**

Name of the Firm:

Registered /Postal Address:

1	Permanent Account Number (PAN) No.		
2	Service Tax Registration No., if applicable		
3	Bank details:		
	a	Bank Name	
	b	Branch Address	
	c	Account No.	
	d	Type of Account (Current/Savings)	
	e	MICR No.	
	f	RTGS/NEFT Code	





Hkkjrh; dF"K vuq a'kku ifj"kn-dk iohz vuq a'kku ifjI j  
**ICAR RESEARCH COMPLEX FOR EASTERN REGION**  
(भारतीय कृषि अनुसंधान परिषद **INDIAN COUNCIL OF AGRICULTURAL RESEARCH**)

**Farming System Research Centre for Hill & Plateau Region, Post Rajaulatu, Tata Road,  
Namkum, Ranchi – 834010 (Jharkhand), INDIA**

Web-site: [www.icarrcer.in](http://www.icarrcer.in), e-mail ó [headicarrceranchi @ gmail.com](mailto:headicarrceranchi@gmail.com)

**Annexure-VI**

(On the letter head of the Firm)

**CERTIFICATE ABOUT NON BLACK LISTING**

We.....on this date ----- do  
certify that our company / firm has not been blacklisted by any Government Department / hereby  
Government Educational Institutions / Research Institute(s).

Name -----

Designation-----

Place -----

Date -----

**Authorized signatory of Bidder with Seal**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

**To,**  
**Director,**  
**ICAR-RCER,**  
**Patna**

**Sub: Acceptance of Terms & Conditions of Biennial Rate Contract for Hiring of Private Taxi on Monthly Rate Basis for ICAR-RCER, FSRCHPR, Ranchi.**

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

**Name of Tender / Work: - Biennial Rate Contract for Hiring of Private Taxi on Monthly Rate Basis for ICAR-RCER, FSRCHPR, Ranchi**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned Tender/Workø from the web site(s) namely:

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

i. 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), schedule(s), etc ..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

ii. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

iii. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

iv. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Autonomous Body/Organization/Public sector undertaking.

v. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore 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)**