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भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्

डाकघर – आर.एफ.आर.सी., मंडला रोड, जबलपुर– 482 021

fdjk, ds okguka (चालक सहित) ds Hkko & nj vuqU/k gsrq l ipuk

संस्थान को अनुसंधान कार्यों हेतु प्रायः मध्यप्रदेश, ओडिशा छत्तीसगढ एवं महाराष्ट्र के विभिन्न भागो/वनक्षेत्रों एवं कभी-कभी देश के अन्य भागों तथा स्थानीय स्तर पर दौरो हेतु किराए के वाहनों (चालक सहित) जैसे टाटा इंडिका, इन्डिगो ज़ायलो स्कार्पिओ बोलेरो, टवेरा, इनोवा आदि की आवश्यकता रहती है। वर्ष 2014-15 के लिए किराए के वाहनों (अधिकतम तीन वर्ष पुराने व टैक्सी परिमट) की भाव दरों को निर्धारित करने हेतु पंजीकृत ट्रैवल एजेंसीस से निविदा आमंत्रित की जाती है। इच्छुक ट्रैवल एजेंसीस रू0 300=00 जमा कर संस्थान के वाहन अनुभाग से कार्यालयीन दिवसों एवं समय में दिनांक 02/05/2014 तक निविदा प्रपत्र प्राप्त कर सकते हैं। समस्त विवरण के साथ निविदा को मुहर बंद लिफाफे पर "किराए के वाहन (चालक सहित) हेतु निविदा" लिखकर दिनांक 02/05/2014 को 15.00 बजे तक जमा किया जा सकता है। प्राप्त निविदाएं उसी दिन 15:30 बजे निविदाकर्ताओ के समक्ष खोली जाएगी। अपूर्ण एवं विलम्ब से प्राप्त निविदा पर कोई विचार नहीं किया जायेगा। निविदा संबन्धी अन्य जानकारी संस्थान की वेबसाइट <http://tfri.icfre.gov.in> पर भी उपलब्ध रहेगी। वेबसाइट से डाउनलोड किए गए निविदा प्रपत्र के साथ रू0 300=00 का बैंक ड्राफ्ट (निदेशक, उष्णकटिबंधीय वन अनुसंधान संस्थान, जबलपुर के पक्ष में देय) लगाना अनिवार्य है।

निदेशक

उष्णकटिबंधीय वन अनुसंधान संस्थान

जबलपुर (म0प्र0)

Application for rate contract

To

The Director
Tropical Forest Research Institute
P. O.RFRC, Mandla Road
Jabalpur 482 021

Sir,

In response to your notice No.-----dt.----- published inI/we wish to offer the hiring rates of vehicle(s) with driver in prescribed form. The undersigned agree to abide by the terms and conditions of tender and submitting following details-

1. Name of Travel Agency.....
2. Registration No. of the firm.....
3. Proprietor's Name.....
4. Address for correspondence.....
5. Phone No.....Mobile No.....

6. Documents enclosed:

- | | | |
|-------|--|------------|
| (i) | EMD enclosed
DD/Banker's Cheque No..... Date..... | [Yes/ No] |
| (ii) | Self attested copy of firm's registration No. enclosed. | [Yes / No] |
| (iii) | Self attested copy of registration (Taxi permit) for at least 05 vehicles on proprietors'/agencies' name and registration copies of those 05 vehicles. | [Yes / No] |
| (iv) | Self attested copy of PAN Number of the proprietor and/or copy of service tax registration. | [Yes / No] |
| (v) | The copies of previous experience, if any, with Government Organization in similar type of contract. | [Yes / No] |
| (vi) | Have the firm ever been blacklisted/ penalized for shortfall in providing services?. If yes, attach copies. | [Yes / No] |
| (vii) | Copy of income tax return certificate for the last financial year. | [Yes / No] |

Date:

Signature of Proprietor

Place:

Seal of travel agency

Terms and conditions

1. Bid Price

- a. Rates quoted by the bidder shall remain valid up to 31st March 2015 and shall not be subject to change on any account.
- b. The price shall be quoted in Indian Rupees only.
- c. Each bidder shall submit only one tender.

2. Earnest Money Deposit (EMD)

Bidder must submit an EMD (refundable) of Rs.25,000/- in the form of DD/Bankers cheque of any Nationalized bank, in favor of the Director, T.F.R.I., Jabalpur along with the tender.

3. Validity of tender

Tender will remain valid for 60 days after the last date for submission. However, Director, TFRI, Jabalpur reserves the right to increase the validity period for tender.

4. Evaluation of tender

The Institute will evaluate and compare the tenders determined to be substantially responsive i.e which

- I. Are properly signed and all prescribed and valid documents attached, and
- II. Conform to the terms and conditions, specifications, etc.
- III. Financial competitiveness will be evaluated on the basis lowest value using the following formula:
 - a) In case of Local level hiring: $0.8(\text{Charges for the prescribed time and kilometers}) + 0.1(\text{extra charges per hour of retention beyond prescribed time}) + 0.1(\text{extra charges per km run beyond prescribed kilometers within the time limit})$
 - b) In case of outstation hiring:
$$\text{Per day rent} + \frac{(175 \times \text{Price of Diesel per liter as on date of opening of tender})}{\text{Mileage(KMPL) Quoted as in Col.10 of tender form}}$$
- IV. Contract would be awarded only when the bid results in minimum rates for atleast four types of above specified vehicles.

5. Award of contract

The Institute will award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- (i) TFRI, Jabalpur reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any time, prior to the award of contract.
- (ii) TFRI, Jabalpur reserves the right to enter in to parallel rate contract simultaneously or at any time during the period of the rate contract with one or more tenderers.
- (iii) TFRI, Jabalpur reserves the right to award contract in part.
- (iv) Rate contract will be initially for a period of one year and may be extendable by one more year on satisfactory performance.

6. The bidder shall submit a copy of firm's/proprietors' PAN No. and service tax registration.

7. The bidder should have at least 05 numbers of taxi permit vehicles (Innova/Tavera/Scorpio/Indigo/Xylo) which shall be not more than 03 years old as on date of tender opening, registered on agency/bidder's name. The details of such registered vehicles (copies of vehicles registration) are required to be furnished along with tender form.
8. Bidder must mention their previous experience with the Govt. organizations and also about blacklisting, if any, imposed by the organization for shortfall in providing services. Concealing of facts about blacklisting will be a disqualification and attract termination of contract if awarded and debarment from future participation in tender process.
9. The successful bidder should be in position to provide vehicles at short notice at the approved rates.
10. The vehicles may be required for official tours mainly in forest areas of Madhya Pradesh, Odisha, Maharashtra, Chhattisgarh and occasionally in other parts of the country/local level.
11. The vehicle(s) should be fit in all respects for operations in accordance with Motor Vehicle Act and the existing laws. The vehicle(s) must be equipped with valid documents i.e. Registration Book, Insurance Certificate, Road permit, etc.
12. The successful bidder should provide taxis in neat and clean and good running condition with proper seat cover.
13. The Driver of the vehicle should be sincere and punctual. He shall maintain perfect discipline, behavior and not in any manner cause any interference, annoyance, nuisance to the Institute or its Officers/employees/other guests / touring party. Driver accompanying the hired vehicle should have valid driving license. TFRI or the touring officers will not bear any expenses towards boarding and lodging of the driver while on tour and it is for the successful bidder to bear such expenses. Drinking, smoking, eating pan, jarda or any other intoxicating substances while driving will be prohibited. Any violation of any of the above or demanding money for boarding/lodging from the touring party will be liable for levying a penalty of Rs.500/- in each case upon successful bidder.
14. If any defect occurs in the hired vehicle then it will be the responsibility of the contracted agency to make alternate arrangement within one hour failing which a penalty of Rs. 500/- will be imposed on the agency. Also late and non-reporting would be liable for the following penalties:
 - Late Reporting: up to one Hour Rs. 200/-
 - up to Two hour Rs. 400/-
 - up to three Hours Rs. 600/-
 - up to four hours Rs 800/-
 - Non Reporting : Rs.2000/-per dayIn all the above cases, depending upon the urgency, TFRI can hire a taxi for the day or for entire tour period for which the successful bidder will be liable to make payment.
15. In case of accident etc. TFRI, Jabalpur will not be responsible towards Police/RTO authorities, court of law, injured parties, loss of life and damage to the vehicle or property etc.
16. While on tour, in case the vehicle(s) is/are requisitioned either by Police or by Civil Authority, no payment will be made by TFRI, Jabalpur for that period.

17. Successful bidder has to sign a rate contract for the year 2014-15 with the Institute on Rs.100/- stamp paper (purchased and processed by the successful bidder).
18. Successful bidder shall deposit **Rs. 30,000/-** (Rupees Thirty Thousand only) in the form of demand draft in favor of Director, Tropical Forest Research Institute, Jabalpur as **Performance Security Deposit** which will be valid for 60 days beyond the date of completion of all the contractual obligations and will be returned after deduction of penalties imposed, if any. Failure to comply with the terms and conditions of service as per the tender document and/or rate contract would result in forfeiture of Performance Security Deposit.
19. Institute will not make any advance payment for hiring the vehicles. It shall be the responsibility of the successful bidder to ensure that the driver concerned should be provided with sufficient amount to meet the expenses relating to the cost of POL/repairs/toll gate fee / parking fee and other contingencies. Hampering of official work due to non-compliance in this regard by the successful bidder, will be treated as negligence/shortfall in providing services for which penalty of Rs.2000/- will be imposed on the firm in each case.
20. Payment will be made by this office within 30 days after the production of bill on the satisfactory report of the official using the vehicle.
21. Per day rent will be applicable as per calendar day i.e. 12.00 O' clock (mid night) to 12.00 O' clock (mid night). In case, vehicle returns to Headquarter before noon of the day or leaves after 12 noon, only half day rent will be paid. Mileage will be counted from the point of pickup of touring officer/TFRI as the case may be and the point of drop/TFRI in the return direction. **It is compulsory to mention opening and closing milometer reading at pickup and drop of touring officer along with date and time in the bill/duty slip.**
22. **Reimbursement of fuel cost:** To reimburse the cost of fuel in case of outstation duties, the calculations will be made as per following formula:

Actual Kms run during the entire trip X Price of fuel per liter (in Jabalpur on the date of commencement of Journey) Divided by Mileage(KMPL) of vehicle
23. Toll taxes and parking charge, etc. if any, will be borne by the contracted firm, which will be reimbursed along with the bill on production of receipt of toll tax, parking charges etc.
24. Jurisdiction: Any dispute subject to the Jabalpur jurisdiction.
25. Director, TFRI, Jabalpur reserves the right to cancel/terminate the tender process/ award of contract at any time without any prior notice and assigning any reason thereof.
26. Tender form filled in all respects along with required documents in a sealed envelope super scribed with "Tender for hiring of vehicles with driver" shall be submitted latest by 15.00 hrs. on 02/05/2014
27. The decision of the Director on any dispute will be final & binding.

Director
Tropical Forest Research Institute
Jabalpur

TENDER/QUOTATION FORM

Sl. No.	Vehicle Name	Model/ year	For hiring of vehicles with driver at local level					For hiring of vehicles with driver on outstation tours(i.e when a vehicle has to make a night halt out side Jabalpur)	
			Charges (inclusive rent, fuel, etc.) including all taxes, levies for 4 hrs and 40km (in Rupees)	Charges (inclusive rent, fuel, etc.) including all taxes, levies for 8 hrs and 80km (in Rupees)	Charges (inclusive rent, fuel, etc.) including all taxes, levies for 12 hrs and 120km (in Rupees)	Extra charges for retention beyond the prescribed time period but within the prescribed kilometers (in Rupees)	Extra charges per Km beyond the prescribed kilometers but within the prescribed time (in Rupees)	Per day Rent all inclusive (vehicle halting charges, all taxes, levies etc.) (in Rupees)	Milege(KMPL) of the vehicle per Litre of Diesel
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.	Innova AC								
2.	Innova Non AC								
3.	Xylo AC								
4.	Xylo Non AC								
5.	Scorpio AC								
6.	Scorpio Non AC								
7.	Tavera AC								
8.	Tavera Non AC								
9.	Bolero AC								
10.	Bolero Non AC								
11.	Indigo AC								
12.	Indigo Non AC								
13.	Indica AC								
14.	Indica Non AC								

Note: Per day rent under col.9 is to be quoted presuming as if the vehicle is simply retained without any running. The milege(KMPL) of the vehicle per liter of Diesel is to be quoted in col.10.

Signature of Proprietor
Seal of Travel agency