

**F.No.2-1/19-20/VH****Date: 31.10.2019**

**NOTICE INVITING e-TENDERS**  
**(NATIONAL COMPETITIVE BIDDING)**

Online bids are invited on single stage two bid systems for the “**Hiring of vehicles for one year under Rate Contract**” with the specifications and General terms and conditions mentioned in the Annexure II.

Tender documents may be downloaded from CIBA web site [www.ciba.res.in](http://www.ciba.res.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

**CRITICAL DATE SHEET :**

Published Date	<b>31<sup>st</sup> October 2019 (03.30 PM)</b>
Bid Document Download	<b>31<sup>st</sup> October 2019 (03.30 PM)</b>
Bid Submission Start Date	<b>31<sup>st</sup> October 2019 (03.30 PM)</b>
Bid Clarification Start Date	<b>31<sup>st</sup> October 2019 (03.30 PM)</b>
Bid Clarification End Date	<b>14<sup>th</sup> November 2019 (02.30 PM)</b>
Bid Submission End Date	<b>14<sup>th</sup> November 2019 (02.30 PM)</b>
Bid Opening Date	<b>15<sup>th</sup> November 2018 (02.30 PM)</b>

Bids shall be submitted online only at CPPP website:

<https://eprocure.gov.in/eprocure/app>. **Manual bids are strictly not accepted under any circumstances.**

E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid. The Tender Inviting Authority has all the rights to retender or cancel the tender at any stage without mentioning the reasons.

Tenderer / Contractor are advised to follow the instructions carefully provided in **Instructions to Bidders (ITB ) and General Condition of Contract (GCC)**, without fail, which are uploaded in our website at [www.ciba@res.in](http://www.ciba@res.in) under

“TENDER”, before submission of your bid. For clarification please send mail to [stores@ciba.res.in](mailto:stores@ciba.res.in)

Care has been taken to avoid contradiction between stipulation in the ITB, GCC and those in the other sections of the bidding documents. But wherever contradiction arises, if any, stipulations contained in the Schedule of Requirements shall prevail.

**Tenderer / Contractor are also advised to follow the instructions provided in the ‘Instructions to the Contractors/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’](https://eprocure.gov.in/eprocure/app)**

Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from the CIBA website [www.ciba.res.in](http://www.ciba.res.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> , <https://eprocure.gov.in/epublish/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CIBA.

Before the deadline for submission of the online bid, CIBA, Chennai reserves the right to modify the tender document terms and conditions. Such amendment / modification will be notified on website against said tender ID. Intending tenderers are advised to visit again CIBA website [www.ciba.res.gov.in](http://www.ciba.res.gov.in) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet.** After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

### **Performance Security Deposit:**

Performance Security Deposit of Rs.10000/- (Rupees ten thousand only) will be collected from the contractor before releasing work order. The security deposit would be returned only after expiry of the one year and sixty days. In the event of selected firm refusing or failing to execute the work, the security deposit would be forfeited. And it is also informed that the **Performance Security deposit has to be claimed within three years after completion of contract period, otherwise it would be forfeited.**

### **Prices:**

The offer /bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of tax & duties should be clearly indicated.

### **Submission of Tender**

1. The tender shall be submitted online in two parts, viz., technical and price bid.
2. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
3. The bids submitted through Post/Telegram/Fax/email shall not be considered and will be summarily rejected.
4. No correspondence will be entertained in this matter.

### **Technical Bid:**

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- i) Signed and scanned copy of valid registration certificate previous experience certificate, PAN No and Tender Acceptance Letter (Annexure-I).
- ii) Signed and scanned copy of previous three years Income-tax returns, GST, IST / NST Clearance Certificate, TIN No, Certificate / Affidavit of partnership firm, Name & Address of the Transport Authority, Trade License No. (attach photocopy of document), TAN / PAN Number & details of bank.
- iii) Signed and scanned copy of audited Balance sheet of last three years.
- iv) Signed and scanned Copy of Attested / True copy of Partnership deed as per the tender documents.
- v) Signed and Scanned Copy of Completely filled Technical Verification data sheet must be submitted for each quoted configuration.
- vi) Price bid undertaking

### **Price Bid:**

- (a) Schedule of price bid in the form of BOQ\_XXXX.xls.

**NOTE:** There should not be any deviations from the Price bid template that been uploaded with this e-tender, otherwise the bid will be summarily rejected.

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,  
The Director,  
Central Institute of Brackishwater Aquaculture,  
75, Santhome High Road,  
R.A. Puram,  
Chennai – 600 028

Dear Sir/Madam,

**Sub : Price Bid Undertaking – Reg**

**CIBA Ref.No. : F.No.2-1/19-20/VH**

1. I submit the Price Bid for the “**Hiring of vehicles for one year under Rate Contract**” as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to supply at the rates as indicated in the price Bid of this tender.

Place :

Yours Faithfully,

Date :

Signature of authorized Representative

**Schedule of price bid in the form of BOQ XXXX.xls:**

The below mentioned Financial Proposal/Commercial/Price bid format is a model, provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Price bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, **tender will be completely rejected** and tenderer is liable to be banned from doing business with CIBA, Chennai.

	A	B	D	E	F	M	BA	BC	
1	Validate	Print	Help	<b>Item Rate BoQ</b>					
4	Tender Inviting Authority:								
5	Name of Work:								
6	Contract No:								
8	Name of the Bidder/ Bidding Firm / Company :								
9	<b>PRICE SCHEDULE</b> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
10	NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER #	TEXT #	
11	Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words	
12	1	2	4	5	6	13	53	55	
28	1	Item 1							
29	Total in Figures							0.00	INR Zero Only
30	Quoted Rate in Words			<b>INR Zero Only</b>					
32									

1. The rates shall be quoted in Indian Rupee only.
2. The rates has to filled at the particular cells in the BoQ\_XXXX.xls such as taxes, fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the **amount in words will prevail** and will be considered.
4. The payment will be made to the Consultant/Bidder/Supplier at any Bank Account maintained in India by way of ECS/RTGS after deducting the TDS as applicable.
5. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

### **Instructions for Online Bid Submission:**

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 “**Online bidder Enrollment**” on the CPP Portal which 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 / 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. 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
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" or "Other Important Documents" 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 they can 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. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. 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 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 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.
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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
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 (ie 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.

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.
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 Director,  
Central Institute of  
Brakishwater Aquaculture,  
No.75.Santhome High Road,  
R.A.Puram,  
Chennai – 600 028.**

**ANNEXURE - I**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

**Date:**

**To,**  
**The Director,**  
**Central Institute of Brakishwater Aquaculture,**  
**No.75. Santhome High Road,**  
**R.A.Puram,**  
**Chennai – 600 028.**

**Subject : Acceptance of Terms & Conditions of e-Tender – Reg**

**CIBA Ref No : F.No.2-1/19-20/VH**

**Tender ID: \_\_\_\_\_**

**Name of Tender / Work: Hiring of vehicles for one year under Rate Contract.**

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Dear Sir,

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from **Page No. 1 to 12** (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.

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

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety and also unconditionally accept that CIBA, Chennai has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

5. 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 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/ organisation 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)

**ANNEXURE - II**  
**GENERAL TERMS & CONDITIONS**

The following terms and conditions shall be followed while submitting the quotations:

1. Mileage and time will be counted from time of departure from CIBA Head Quarters, Chennai – 28 and time of arrival to CIBA, Chennai-28
2. Entry tax, Toll Tax, parking charges etc. will be reimbursed on submission of receipts along with the bill.
3. Payment will be made on monthly basis or through ECS on getting the bill along with duty slip and certified by the concerned officer, who has used the vehicle. Bill submitted by the agency should accompany the “Duty Slip” depicting out-meter / in-meter, total run in Km. and out-time / in-time, total duty period in hours duly signed by the indenting / availing officer.
4. Vehicle should be provided at short notice (within 15 minutes). Cleanliness of vehicles and its conditions should be excellent. The driver should be in neat uniform. The vehicles so requisitioned should be provided in time.
5. Penalty etc. imposed by Traffic Police/Department will not be paid by this office.
6. If the agency fails to provide vehicle(s) so requisitioned, in time after receiving the message, the contract is liable to be cancelled, without assigning any reason.
7. An amount of Rs.10,000/- shall be paid by the agency as performance Security Deposit refundable after completion of the contract period plus sixty days.
8. Copy of GST, PAN / TIN No. of the Agency should be uploaded with the quotation.
9. In case tenders are accepted by CIBA but not adhered to the terms and conditions by the firm, its bid security will be forfeited.
10. The Director, CIBA reserves the right to disqualify / cancel all or any of the quotation without assigning and reason thereof. The decision of the Director, CIBA shall be binding on all issues relating to quotations.
11. Tax and other levies to be charged should be indicated in the Price Bid.
12. Vehicles provided on hire to the institute should be commercial vehicles and registered as such with the Transport Authority.
13. Quoted rates should be valid for one year from the date of commencement of the contract.

केन्द्रीय खारा जलजीव पालन अनुसंधान संस्थान (भारतीय कृषि अनुसंधान परिषद)  
#75, संथोम हाई रोड, राजा अण्णामलैपुरम, चेन्नई - 600028, तमिलनाडु, भारत

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Email: director.ciba@icar.gov.in, director@ciba.res.in