



ಸಿಎಸ್‌ಐಆರ್ - ಕೇಂದ್ರೀಯ ಆಹಾರ ತಂತ್ರಜ್ಞಾನ ಸಂಶೋಧನಾಲಯ, ಮೈಸೂರು - 570 020, ಭಾರತ  
सीएसआईआर - केंद्रीय खाद्य प्रौद्योगिक अनुसंधान संस्थान, मैसूरु - 570 020, भारत  
CSIR - Central Food Technological Research Institute, Mysuru - 570 020, India  
**Tender No: 01/2024/HoV-E6(TPT-CFTRI)** **29.10.2024**

CSIR-Central Food Technological Research Institute (CFTRI), Mysuru (A Constituent laboratory of Council of Scientific and Industrial Research, New Delhi) is looking for a reputed local agency for providing Taxis on need basis. The taxi service providers should have minimum Three (3) years experience in providing service to any Government/Semi Government/Autonomous Bodies/PSUs. The Firm has to submit their tenders online on <https://etenders.gov.in/eprocure/app>. in Two Bid format, i.e Technical Bid (Part I) and Financial Bid (Part II) as per details given below.

Name of Work	EMD	Period of Contract	Estimate cost of work for one year
Rate Contract for Hiring of Vehicles on need basis.	Rs.50,000/- * (Rupees Fifty Thousand only) Through FDR in favor of Director, CFTRI, Mysuru from any scheduled /commercial bank.	One (1) year  With a provision for one more year extension, subject to performance review on the same terms and conditions.	Rs.10,00,000/- (approximate)  (Rupees Ten Lakhs)

\* Govt of India's Instructions for MSME/start up Firms will apply.

1	Tender Publishing Date	29 <sup>th</sup> October 2024, 11:50AM
2	<b>Bid Submission Start Date</b>	29 <sup>th</sup> October 2024, 11:50AM
3	<b>Bid Submission End Date</b>	09 <sup>th</sup> November 2024, 11:50 AM
4	Technical Bid Opening Date	11 <sup>th</sup> November 2024, 11:50 AM
5	Financial Bid Opening Date	Will be notified later
6	EMD in form of FDR	Original FDR should reach this office on or before 08.11.2024 before 4:30pm
7	Address for Communication	Controller of Administration, CSIR-CFTRI, Mysuru-570020 <a href="tel:0821-2416027">Tel:-0821-2416027</a> , Email:-soe6@cftri.res.in

Details of NIT and complete tender document are available on <https://etender.gov.in/eprocure/app>. The same may be downloaded and submitted in the technical bid. Tender documents with detailed terms and conditions can also be downloaded from our website: <http://cftri.res.in>

Director, CSIR-CFTRI reserves the right to reject the tender in part or full or call off the tender process at any stage without assigning any reason thereof.

**Sd/-**  
**Controller of Administration**  
**CSIR-CFTRI, Mysuru.**

**Name of Work: - “Rate Contract for Hiring of Vehicles on need basis for One (1) year at CSIR-CFTRI, Mysuru”.**

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सीएसआईआर - केंद्रीय खाद्य प्रौद्योगिक अनुसंधान संस्थान, मैसूर - 570 020, भारत  
CSIR - Central Food Technological Research Institute, Mysuru - 570 020, India

## **TENDER NOTICE**

### **(Rate Contract for Hiring of Vehicles on need basis for One (1) year)**

1. Online tenders are invited by CSIR-CFTRI, Mysuru for hiring registered Commercial Vehicles on need basis for a period of one year (With a provision for one more year extension, subject to performance review on the same terms and conditions) from reputed and financially sound local Companies/Firms/Agencies having at least five Commercial Vehicles of different categories registered in their name and having experience in supplying commercial vehicles for at least **Three years to any Central/State Govt. Organization/Autonomous Bodies/PSUs**, for day to day requirement.
2. The tender document can be downloaded from <https://etender.gov.in/eprocure/app>.
3. Only online Bids will be accepted. No other mode will be entertained or accepted.
4. The interested service providers should submit the tenders in two bid system (i.e (i) Technical Bid and (ii) Financial Bid). All the documents in support of eligibility criteria are to be attached along with Tender Document.
5. The Competent Authority reserves the right to cancel the tender at any stage or to withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason thereof.
6. The interested service providers may note that they will have to provide Registered Commercial vehicles only, preferably yellow board.

## **INSTRUCTIONS TO BIDDER**

### **1. TENDER DOCUMENT:-**

The tender shall be submitted in accordance with the instructions in NIT and any tender not conforming to the instructions as under is liable to be rejected. Conditional bids will be summarily rejected. The instructions shall form the part of the tender and the contract.

### **2. ELIGIBLE BIDDERS:-**

The tender is open to Local (Mysuru Transport Agencies/Taxi Operators/Taxi Service Providers) whose taxi have been duly authorized by concerned RTO for use as Public Transport in Mysuru and outside Mysuru and fulfill all the technical requirements as per Technical Bid Guidelines in the tender document and should have a well established office at Mysuru.

### **3. COST OF BIDDING:-**

The bidder shall bear all costs associated with the preparation and submission of the bid. CSIR-CFTRI, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **4. BID DOCUMENTS**

- a. Prospective bidders desirous of participating in this tender may view and download tender document containing instructions, detailed terms & conditions etc. from the website <https://etenders.gov.in>
- b. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid documents with due diligence and care before submission of bid. Failure to furnish all the required information in Bid Documents shall result in rejection of the Bid.
- c. Bidders must upload only the required documents asked for and Uploading of irrelevant documents may lead to rejection of bids as it causes lot of inconvenience while doing the scrutiny of the documents.

### **5. DOCUMENTS COMPRISING OF THE BID**

The bid prepared by the bidder shall comprise of

- a. The Technical Bid with requisite documents as per Technical Bid Documents of the Tender and
- b. The Financial Bid as a BOQ of the bid document.

### **6. PERIOD OF VALIDITY OF BIDS**

Bids shall remain valid for a period of 90 (ninety) days after the date of bid opening as prescribed by CSIR-CFTRI. A bid valid for a shorter period shall be rejected by CSIR-CFTRI, as non-responsive.

### **7. SUBMISSION OF BIDS**

- a. The bidders must submit their bids only through the online e-Procurement portal i.e. <https://etenders.gov.in> in two bid cover system.
- b. The bidders must carefully follow the General Instructions to submit the bids online as mentioned in the Tender Document.
- c. Bidders shall comply with each clause of all the sections and Annexures of the tender document.

### **8. BID OPENING PROCESS**

- a. Online bids which are complete in all respects will be opened as per the schedule of the NIT (Notice Inviting Tender).
- b. Technical bids of only those bidders, whose EMD is found to be in order, will be opened.
- c. Financial bids of only those bidders, whose technical bids are found to be qualified, will be opened at a later date for further evaluation.

## **TECHNICAL BID GUIDELINES**

The Bidders must fulfill the following technical specifications for qualification of technical bid:

1. The service providers are required to upload all the documents as mentioned in the “Checklist for uploading documents for Technical Bid”, failing which, the bid shall not be accepted.
2. Incomplete applications and conditional bids will be summarily rejected. All the annexures should be dated between the Bid Publishing date and Bid Submission end date.
3. Service providers must have a minimum of Three (3) years experience in supplying taxis to any Government/Semi Government/ Autonomous Bodies/PSUs in last three years and relevant experience certificates should be uploaded as proof of experience.

**Information may be provided in the following format:- Refer Annexure VI**

Sl no	Details of client along with address and telephone nos	Amount of contract (Rs.) (Lakh per year)	Duration of Contract	
			From	To

4. All the vehicles must be registered in later years (i.e 2021 or later) preferably with Mysuru number and must have covered not more than 1,50,000 kms each. Further , it is required that all the vehicles must be registered as commercial vehicles either in the name of firm or proprietor or partner(s) of firm, as the case may be.
5. The bidding firm should have its own fleet of minimum 5 (Five) taxis. (Attested copies of Taxi Registration Certificate of the vehicles in the name of company or proprietor must be attached).
6. The tender has to be accompanied by an Earnest Money Deposit of Rs.50,000/- in the form of FDR in favor of Director, CFTRI, Mysore from any scheduled bank. If the successful tender declines to act on the offer made by CFTRI, and / or withdraw/amend their quotations after opening of tenders, then EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained.

The EMD of unsuccessful bidders shall be returned/refunded after finalization and award of the contract to L1. Govt. of India’s instructions for MSME/start up Firms will apply. A certificate in this regard may be attached.

7. Copy of firm's registration certificate should be uploaded.
8. The agencies whose services had been faulty/litigated with CFTRI or which had repudiated in supplying vehicles in CFTRI after getting work award will not be considered for evaluation. Their bids will be disqualified out rightly.
9. Technical bid will be opened on the due date for technical evaluation of bids. Technical evaluation matrix will be uploaded on CPPP for the intimation to the firms. The technically disqualified firms can represent towards disqualification within 1 day of uploading of technical evaluation matrix on CPP portal. Non representation within stipulated time, the tender will be processed further and no representations would be accepted there after.

**NOTE: - Copies of all the documents as per checklist and in above instructions may be attached.**

### **FINANCIAL BID**

1. For financial bid, rates are to be quoted for hiring of vehicles as per BOQ.
2. Rates for hiring vehicles on daily basis on half duty (50kms/5hrs) shall not exceed 60% of the hiring charges for full day (100kms/10hrs). In case higher value is quoted, the same shall be restricted to 60%.
3. Vehicles covering more than 250 kms shall be considered as outstation.
4. Driver's night allowance for the vehicle deployed for outstation journeys would be paid @Rs.250/- per night.
5. The Computation of duty hours shall be from the time of reporting the vehicle at CFTRI to its release duly signed by the user and countersigned by the Transport-in-charge.
6. If vehicle requisition is for half day i.e 5 hours and it is used for 5-7 hours, in such condition for extra hours beyond 5 hours, additional charge will be paid as per the quoted rate for extra hours. In case vehicle requisition is for half day and it exceeds 7 hours, then payment will be made as per rate quoted for full day.  
Likewise for vehicles requesting for half day i.e for 50kms run and it runs between 50km-75km, in such condition payment beyond 50 km will be made as per rate quoted by the firm for extra km. In case it exceeds 75km, the payment will be made as quoted for 100kms slab.  
If vehicle requisition is for full day and the usage exceeds the criteria of full day i.e 10hrs/100kms, additional charges will be paid as per the quoted rate for extra hour/kms.
7. The hire charges shall be net inclusive of all costs (i.e. fuel, oil, lubricants, repair and maintenance expenses, insurance for vehicle, road tax, salaries and bonus of

operating/maintenance staff and establishment charges) except GST (which will be paid at applicable rates).

8. Road tax, permit charges or other charges, if any, shall be borne by the successful bidder and the same shall not be included in the bill submitted for payment.
9. The Toll and Parking charges shall be paid by CSIR-CFTRI at actuals on production of valid bills/receipts.
10. The rates quoted by the bidder in the financial bid will be final and no revision of prices would be accepted during the contract period.
11. Charging of lower quote should not have a negative impact on the service to be provided.
12. Any sort of negative charges will be summarily rejected.
13. The hire charges for local as well as outstation trips will be taken on calendar Day basis as per slabs and for **outstation duty** will be for a minimum of 250 kms per day. The journey up to 100kms/10hours run will be treated as **local journey**.
14. Terms of payment as stated in the Tender Document shall be final.
15. At the time of payment of bills, TDS and /or any other tax, surcharge etc., shall be deducted as per Government rules and guidelines as made applicable from time to time.

## **GENERAL CONDITIONS**

1. The submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the job to be done /service to be carried out and of conditions and local conditions and other factors bearing on the execution of the nature as specified.
2. All rates shall be quoted in financial bid only.
3. A performance security deposit of Rs.1,00,000/- in the form of FDR in favour of Director, CFTRI will have to be deposited by the successful bidder within 15 days of intimation of award of contract. The performance security deposit should remain valid for a period of ninety days beyond the stipulated date for creation of contract for one year.
4. The contract can be terminated at any time on account of unsatisfactory services upon review of performance by the Competent Authority in CFTRI. The unsatisfactory service shall mean and include non-compliance and non-fulfilment of any of the contractual obligations by the service provider or poor performance or violation of any of the terms and conditions of the tender/contract and failure on the service provider's part to correct the discrepancies/shortcomings, brought to its notice in writing by the CFTRI's Official.
5. By virtue of this agreement, no relationship of employees and employer will be created between the drivers deployed and CSIR-CFTRI. It will be the sole responsibility of the service provider to pay salary and other perks to its drivers and no complaints by any of its drivers in this regard will be entertained by CSIR-CFTRI.
6. If after award of the contract, the successful bidder (L-1) fails to provide required number of vehicles/taxies, the contract is then liable to be terminated along with forfeiture of performance security deposit, EMD and other consequential actions such as blacklisting of the firm etc would be initiated.
7. The agreement can be terminated earlier than the duration of contract by giving one month's written notice by CSIR-CFTRI and three months' notice by the Service Provider without assigning any reason and the decision of the Competent Authority, CFTRI shall be binding on the service provider. No claims for compensation for the loss of revenue due to such decision shall be entertained.
8. The firm should have registered vehicles in its name or in the name of the Proprietor (s) and should be in good condition. However, vehicles of 2021 or later year make only should be provided to CSIR-CFTRI. All the vehicles should be mechanically sound and should also have decent interiors with other necessary accessories.



9. At any stage no vehicle older than **three years (i.e. registered prior to 2021)** should be deployed during the contract period.
10. The vehicles provided must have commercial taxi permit.
11. The vehicle provided should have national permit to undertake journey throughout India as and when required.
12. There will be no dead mileage. The kilo-meter age for the purpose of "vehicle run" and "hours of duty" shall be reckoned from pickup point and drop point. Pickup point shall mean either CFTRI/user's pick up point, while the drop point shall be the point at which vehicle has been released by the user.
13. No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel etc. The firm will ensure that the fuel tank of vehicles provided is completely filled up before deputing the vehicle for duty.
14. The owner / firm should be in a position to supply additional vehicles on short notice as and when required.
15. The firm will ensure that all drivers have active mobile phone connections so that they can be contacted, whenever required.
16. The drivers provided by the firm should be well mannered, courteous and polite to the Officers with whom they are attached along with vehicle. They should be well acquainted with routes of mysore and outstation area, punctual with valid driving licenses and they should have neat and clean uniforms with name badges. The drivers should not be intoxicated while on duty and should be available in the vehicle only during waiting time. The firms will ensure that vehicles and drivers of the dedicated vehicles are not normally changed. Frequent changes of vehicles and drivers will not be permitted.
17. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.
18. In case a vehicle is requisitioned and the same does not reach at the appointed time and place, CFTRI will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending bills/security deposit etc.
19. The vehicles will have to be fitted / provided with the following mandatory additional accessories/utilities:
  - Clean seat covers
  - Quality music system
  - Tissue paper Box
  - Car perfume
  - Mobile charger
  - Seat Belts (Front & Rear) and umbrella during monsoon.

20. The contractor/service provider shall be responsible for complying with obligations under Income Tax, ESI, Contract Labour (Regulation and Abolition) Act, Minimum Wages Act, Labour Laws etc. and damages to third party arising due to accident etc and all statutory obligation on his part arising out of this contract.
21. The contractor/service provider shall be responsible for all litigations arising out of the non-payment of road tax, service tax etc. and other dues to the appropriate authorities and also for the payment of due compensation to the drivers and any other parties involved in the event of deaths/injuries/damages arising out of accidents and due to various other causes etc.
22. Bills for supply of vehicle for every month along with duly signed duty slips and/or proper records of movements of vehicles by the users shall be submitted in the first week of the following month to the SO(Gen), CSIR –CFTRI, Mysuru for payment.
23. In case any Scientist/Official desires, the firm shall provide roof carriers on their vehicles/cars.
24. The driver deployed should have minimum 3 years' experience of driving and should have valid commercial driving license.
25. The service provider shall be responsible for keeping the vehicles insured in compliance with the provisions of Motor Vehicle Act. All claims arising out of it will be met by the firm and CFTRI shall not be liable in any matter whatsoever.
26. The service provider shall also be responsible for compliance with the legal provisions in respect of the vehicle and shall indemnify CFTRI from any loss on this account.
27. A declaration on the printed letter-head of the firm stating, inter-alia, that the drivers provided are of good character, duly verified by the Karnataka Police should be provided to the Section Officer, General Section, CSIR-CFTRI, Mysuru, after award of contract.
28. The firm should have an adequate number of telephones for contact round -the-clock and the numbers of the same should be given to SO (General Section) and In charge (Transport) CSIR-CFTRI.
29. The firm should have a provision to take bookings 24x7 and should be able to provide vehicles on Sundays/holidays also.
30. CFTRI will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury of any person or animal.
31. The agency shall ensure that the odometer of the vehicles/cars supplied is properly sealed so that no tampering could be done with a view to inflate the distance travelled.
32. The authorized officer of CFTRI may conduct a surprise check of the odometers of the cars/vehicles supplied from any workshop and the cost thereof will be borne by the agency.
33. CFTRI may depute authorized officer/Team to physically inspect vehicles and/or office premises to ascertain any or all terms & conditions mentioned in this tender

document, before evaluating technical bids. Agency shall agree & cooperate in the regard. Dates shall be decided on mutual consultation.

34. Penalty shall be levied as per penalty clause of this tender.

**NOTE:-**

**The bidder should sign/stamp each page of the tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The bidder would fill up the information in attached Annexure in clear and legible terms. The prices to be quoted should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexures will also have to be signed and stamped by the firm through its authorized signatory. No cutting/overwriting is allowed in the tender document.**

**PAYMENT TERMS:-**

1. No advance payment shall be made to the contractor.
2. The Contractor shall submit his/her monthly hire bills in duplicate along with Trip Sheets duly filled in and signed by the User or authorized representative in the first week of the following month to the Section Officer (G), CSIR-CFTRI, Mysuru for making necessary payment.
3. CSIR-CFTRI shall make payment within 30 days from the date of receipt of bills in order, by electronic payment through NEFT/RTGS etc. In the event to any dispute on this account, the decision of CSIR-CFTRI shall be final and binding on the Contractor.
4. CFTRI shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in the penalty clause.

**ARBITRATION**

- a. In the event of any question/dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the **Delhi International Arbitration Centre** for appointment of Arbitrator to adjudicate the dispute.
- b. The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.
- c. Subject to the aforesaid provision, the Arbitration and Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

## **PENALTY CLAUSE**

- a. The agency should be able to provide vehicles under all circumstances even at the short notice. In case vehicle is refused for any reason, a **penalty** of Rs.1000/- will be imposed for each refusal.
- b. Every time vehicle refused for duty will be recorded and in three such circumstances the firm may be debarred and its performance security deposit may be forfeited.
- c. Any sort of misbehavior by the driver allotted, a penalty of Rs.500/- will be imposed for each incident.
- d. During the period of contract, if any vehicle which have a complete run of 1,50,000 kms, is allotted; a penalty of Rs.5000/- will be imposed and the firm may be debarred and its performance security deposit shall be forfeited.
- e. If vehicle's necessary documents i.e valid RC, Insurance, PUC, Driving license etc., are not found, a penalty of Rs.200/-per instance will be imposed.
- f. Vehicle not properly maintained i.e cleaned, sanitized, all accessories/features not functional etc., a penalty of Rs. 200/- per instance will be imposed.
- g. If drivers found intoxicated, a penalty of Rs.2500/- will be imposed on each such instance. At the first instance, such driver should be replaced immediately with a clean and neat driver. After 2 such cumulative instances, CFTRI may terminate the contract.

## **ACCIDENT / DAMAGES / CLAIM / LIABILITIES**

- a. CSIR-CFTRI shall be completely free from any liability whatsoever, in the event of any accident when the vehicle is engaged under the contract. Contractor will be fully and exclusively responsible for any damages to his vehicle / property / death /bodily injury to his crew members or any other person in his employment or unauthorized persons travelling in the vehicle, including any third-party claim. The contractor shall indemnify CSIR-CFTRI against any such claim/compensation.
- b. Contractor shall also be solely responsible for any consequences under law, arising out of any accident caused by his vehicle to the property or personnel of CSIR-CFTRI /third party including death/permanent injury. Contractor shall reimburse on demand the compensation/damages, if any, sustained by CSIR-CFTRI/third party on this account.
- c. The hired vehicle should be fully /comprehensively insured by the Contractor at his own cost for all risk including fire, strike, riots and for commercial use etc. All liability whatsoever arising out of the accident of the hired vehicle shall rest upon the contractor only and CSIR-CFTRI shall not be held responsible for the same.
- d. The contractor shall be responsible for the acts and / or any accidents committed by the person employed by him either inside or outside operational area of CSIR-CFTRI.
- e. The agency should ensure safety of their drivers deployed by them during the

execution of the work at the institute. If any of the drivers so deployed by the Agency happens to meet with any accident, injury or loss of life etc., the responsibility for payment of compensation under applicable Acts rests with the Bidder and this Institute will be free from all such encumbrances.

- f. The Bidder /Agency shall be solely responsible for their drivers involved in accidents and compensation so claimed will be at Agency's cost. The Agency shall make necessary arrangement and stand surety for their Drivers in the event of accidents.

#### **CONTRACT AGREEMENT:-**

1. **COMMENCEMENT OF CONTRACT:-** The contract will commence from the date of consent of the firm to the terms and conditions along with the deposit of performance security amount and signing of the Agreement document.

The contract will be valid for 01(one) year from the date of its commencement with a provision for extension for one more year subject to performance review on the same terms and conditions.. The contract so awarded can be terminated by Director, CSIR-CFTRI, at any time by giving one month's notice without stating any reason.

2. **AGREEMENT:-**

- a. All terms and conditions as mentioned in this tender and work order placed on successful bidder or any other relevant letter shall form the part of agreement to be made with CSIR-CFTRI.
- b. The contract agreement shall be executed on a non-judicial stamp paper of value of Rs.200/- as per CSIR-CFTRI format within one week from the date of award of contract and cost of the same shall be borne by the contractor.

3. **TERMINATION OF CONTRACT:-**

- a. The contract can be terminated by either party by giving one months' notice by CFTRI and 3 months notice by the contractor. However, if the service of the Agency is not satisfactory, the Director, CSIR-CFTRI reserves the right to terminate the contract by giving a notice of one month. The contractor shall not cease to render the service facility until the CSIR-CFTRI makes alternate arrangements thereof and informed the contractor accordingly.
- b. CSIR-CFTRI may also give written notice and without compensation to the contractor to terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.
- c. Upon termination, under and with reference to this clause, the contractor shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation whatsoever, including (but not limited to) any claim or compensation for any expenditure incurred by the

contractor in or for any equipments, materials or facilities or for any loss in the profit or anticipated profit of the agency.

d. The agreement shall be deemed to have been terminated on the expiry of the contract period unless CSIR-CFTRI has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.

**4. AWARD OF CONTRACT:** - The award of contract shall be intimated to the successful bidder by CSIR-CFTRI through letter/mail/CPPP.

**ANNEXURE-I****Checklist of documents to be uploaded for Technical Bid.**

<b>Sl No</b>	<b>Particulars</b>	<b>Compliance Yes/No</b>	<b>Remarks, if any</b>
1	Name of the Agency (In Block letters)		
2	Nature of the firm (i.e Proprietorship/Partnership firm/Company/Govt.Dept/PSU etc)		
3	Registration No of the Agency/Firm (Please upload Attested copy of Firm's Registration)		
4	Full Address of the Registered office. (i).Telephone No. (ii). E-mail Address. (Address proof with contact details may be uploaded)		
5	Full address of operating Branch office in Mysuru. (i).Telephone No. (ii). E-mail Address. (Address proof with contact details may be uploaded)		
6	(i).PAN No. (PAN Card) to be neatly scanned and uploaded. (ii) GSTIN No. (GST may be uploaded)		
7	Numbers of Vehicles. (Attach copy of RCs registered in the Firm's name) (minimum 5 vehicles).		
8	Certificate of Satisfactory performance from the organization (any Government/Semi Government/Autonomous Bodies/PSUs) to whom the service was provided during last 3 years.		
9	Details of EMD Remittance. (Please specify FDR No. and date in the Remarks column) (upload proof of EMD remittance in technical bid cover)		
10	If MSME/NSIC Registered. (Attach valid MSME/NSIC certificate)		
11	Copy of Bank details (Annexure-II) (Attach copy of ECS Mandate or any document proof of Bank Account details)		

12	Declaration regarding Clean Track (Annexure-III)		
13	Name, designation and contact number of the person authorized/responsible for conduct of transactions between CFTRI and Agency. (Full Contact Details may be attached).		
14	Copy of Annual Turnover of last three years along with ITR duly certified by CA for the financial years 2021-22, 2022-23 and 2023-24.		
15	Tender Acceptance Letter (Annexure- IV) (In firm's letter head)		
16	Undertaking by the bidders (Annexure-V) (In firm's letter head)		

**Name:**

**Signature of Authorized Person**

**Date:**

**Seal:**



**ACCOUNT DETAILS**

**E-PAYMENT/NEFT/RTGS MANDATE FORM**

**(To be submitted on Firm/Company Letterhead)**

**Name of the Account Holder :**

**Account Number :**

**Name of the Bank :**

**Branch Code of the Bank :**

**Address of the Bank :**

**IFSC Code :**

**MICR Code :**

**Contact Number  
(Landline/Mobile)**

**Mobile Number is mandatory :**

**E-mail Address :**

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**Signature of the Account Holder**

**Note: Please enclose attested copy of the bank pass book/ECS Mandate/or any other documentary proof of Bank Account details of the firm.**

**ANNEXURE-III**

**DECLARATION REGARDING CLEAN TRACK**  
**(To be submitted on Firm/Company Letterhead)**

To,

Date:

The Director  
CSIR- Central Food Technological Research Institute  
Mysuru-570020

Sub: **"Rate Contract for Hiring of Vehicles on need basis for One (1) year at CSIR-CFTRI, Mysuru"**

Dear Madam,

I/We have carefully gone through the Terms & Conditions contained in the above-referred NIT.

I/We hereby declare that my/our company / firm is not debarred / blacklisted / convicted by any **Government/Semi Government/Autonomous Bodies/PSUs** in India or abroad. I/We further certify that I'm/ We're the Competent Officer(s) in my/our company/firm to make this declaration.

**Or**

I/we declare the following:

<b>No.</b>	<b>Country in which the company is debarred / blacklisted / case is pending</b>	<b>Black listed /debarred by Government Organization / Institutions</b>	<b>Reason</b>	<b>Since when and for how long</b>

I/We also declare that firm by a notary that the partners of the firm or sole Proprietor or Company has never been blacklisted or changed the name of the firm (in original).

In case the above information is found false, I/we are fully aware that the tender/contract shall be liable to be rejected / cancelled by CSIR-CFTRI Mysuru and EMD/SD shall be forfeited.

In addition to the above, CSIR-CFTRI will not be responsible to pay the bills for any completed / partially completed work.

**Yours Faithfully**

\_\_\_\_\_  
**(Signature and seal of Authorized Signatory)**

**(Note:** In case the company/firm was blacklisted previously, please provide the details regarding the period for which the company/firm was blacklisted and the reason/s for the same).

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

To,  
The Director,  
CSIR-CFTRI, Mysuru

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender/Work: - **“Rate Contract for Hiring of Vehicles on need basis for One (1) year at CSIR-CFTRI, Mysuru”**

1. I/We have downloaded / obtained 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.....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.
3. The corrigendum(s) issued from time to time by your department/organizations have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the terms and conditions of this tender document(s)/ corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted /debarred by any Govt. Department/Public sector undertaking. Necessary declaration form is duly submitted.
6. I/We do hereby declare that we have quoted our firm rates inclusive of taxes, except GST.
7. I/We agree to hold this offer open until 180days and shall be bound to provide service within the specified period.
8. I/We agree to start the service and complete the whole of the work and submit the bills to the concerned section.
9. I/We agree that in case if we fail to start the service within the specified period, then institute shall be liable to claim liquidated damages from me/us by invoking EMD.
10. I/We certify that all information furnished by 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 thereof would 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 and seal of Authorized Signatory)**

**UNDERTAKING BY BIDDER**

**(To be submitted on Firm/Company Letterhead)**

I/We \_\_\_\_\_ (name and address of the bidder) have in response to your NIT no. \_\_\_\_\_ dated \_\_\_\_\_ submitted a technical and financial bid for supply of taxis to CSIR-CFTRI, Mysuru on hiring basis for your consideration. As required under NIT we undertake as under:

1. We will provide taxis to CSIR-CFTRI on hiring basis strictly as per the specifications laid down in NIT.
2. We will allow installing small portable type equipments like camera, sensor, distance measuring equipment etc. for R&D activities without any drill, welding, damage or alteration to the vehicle.
3. We will allow to carry small field equipments and field survey samples of road materials which will be well packed and sealed in appropriate bags/boxes.
4. We will not have any objection to multiple pick-ups & drops of officials to-and-fro various points as per the need during surveys and other R&D activities
5. In case of break-down of any vehicle while on CSIR-CFTRI duty, we shall try to provide a replacement vehicle at the earliest. If we fail to provide the replacement, the official on duty will be at liberty to make alternate arrangement and cost thereof be recovered from our outstanding bills.
6. In case of any injury or loss of life of any of CSIR-CFTRI employees/guests/any traveler on behalf of CSIR-CFTRI, while travelling in our vehicles, we shall pay the suitable compensation in accordance with law at that time being in force to the concerned or their legal heirs depending upon the merits of each individual case. Insurance claim settlement shall be time bound and our sole responsibility.
7. We shall be liable for any damages or legal consequences arising from any delay caused by us in transporting the staff. We shall keep CSIR-CFTRI indemnified against any or all damages arising out of such delays. We are liable to pay the cost of Air/Train ticket, if missed, because of delay in reporting our vehicles at the destination.
8. None of our employees will be entitled to claim any sort of employment in CSIR-CFTRI.

(Authorized Signatory)

Name & Designation of the person signing on  
behalf of the bidder firm with the seal of the firm

**EXPERINCE DETAILS**

**Details of service provided during the past Three years to any Govt/semi Govt/autonomous bodies/PSUs:**

**(To be furnished in Firm's/company letter head)**

Sl no	Details of client along with address and telephone nos	Amount of contract (Rs.) (Lakh per year)	Duration of Contract	
			From	To

**NOTE: Please upload relevant experience certificate along with annexure VI**