

ICAR-INDIAN AGRICULTURAL RESEARCH INSITUTE] NEW DELHI-110012

No. 7-2/IARI-Cycle Stand/2016-E&P

Dated:11/11/2020

E-TENDER NOTICE

On behalf of Secretary, ICAR, the Director, IARI hereby invites online/ e-tenders from general public/individuals/firm etc. for running Cycle/Motor Cycle/Scooter Stand at Gate No.1 ICAR-IARI, Pusa Campus New Delhi on monthly license fee/charges basis.

The detailed of online tender can be viewed on IARI website (www.iari.res.in) and also on www.eprocure.gov.in

Earnest Money Deposit (EMD) is Rs. 2,000/- (Rs two thousand only) in the mode of Demand Draft/Banker's Cheque/Bank guarantee in favour of the Director, IARI payable at New Delhi. EMD have to be deposited to E&P Section, Directorate, IARI, New Delhi and its scanned copy to be uploaded on e-procurement portal. The last date of tender submission is 04/12/2020 at 15.00 hours. Opening of bids will be done on 05/12/2020 at 15.00 hours. Financial bid of only these firms/individual will be considered who qualify technical bids.

Assist. Admn. Officer (E&P)
Directorate, IARI, New Delhi

Special Instructions to the Contractors/Bidders for e-submission of online bids through

e-Procurement Portal

1. Bidder should do Online Enrolment in this Portal using the option **Click Here** to Enroll available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized certifying Authorities such as **eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScript/TCS**.
2. Bidder then logs into the portal giving user id /password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document.
7. The BOQ template must not be modified/re-placed by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together
10. Bidder should arrange for the tender fee/ EMD as specified in the tender. The original DD/FDR etc should be posted/couriered/given in person to the E&P Section, Directorate, IARI, New Delhi-12, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, the bidder has to **Click on the Freeze Bid Button**, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
15. In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.

16. The Tender Inviting Authority (TIA) viz. Estate & Protocol Section, IARI, New Delhi-12 will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid number, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online e-Procurement system to the TIA(Estate & protocol Section, IARI, New Delhi). well before the bid submission end date and time (as per Server System Clock).

- ❖ **The tendering person/ firm has to carefully assess the scope of work/terms & conditions with specific reference to running shops for various purpose. For any clarification (s) as to the tender/scope of work, bidders may contact E&P Section, Director Office, IARI, New Delhi-110012. (Telephone No. 011-25841413)**

NOTE:

ALL NECESSARY CERTIFIED DOCUMENTS IN SUPPORT OF THE DETAILS FOR PARTICIPATING IN TENDER MUST ACCOMPANY THE TECHNICAL BID. THE BID IS LIABLE TO BE REJECTED IN CASE DOCUMENTS ARE NOT UPLOADED IN THE TECHNICAL BID ON CPP PORTAL, DUCUMENTS ARE INCOMPLETE OR IN CASE ANY CERTIFICATION/REGISTRATION HAS ALREADY EXPIRED BUT IS YET TO BE RENEWED. ONLY ESSENTIAL AND NECESSARY VALID DOCUMENTS ARE TO BE UPLOADED IN THE TECHNIAL BID. PLEASE AVOID UPLOADING OF EXTRANEIOUS AND IRRELEVANT DOCUMENTS WHICH UNNESSEARYCAUSES CONFUSION WHICH MAY RESULTS IN DISQUALIFICATION

ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE, NEW DELHI-110012

No. 7-2/IARI-Cycle Stand/2016-E&P

Dated: 11/11/2020

General Terms & Conditions of tender and instruction to the bidder for The Tender Of Parking Stand Contract At IARI, Main Gate Near NISCAR, Pusa Campus, New Delhi.

On behalf of Secretary, ICAR, the Director, IARI hereby invites tenders/bids from general public/individual person/firm etc. for Parking Stand Contract, ICAR-IARI, Pusa Campus, New Delhi on monthly charges as license fee.

INSTRUCTIONS TO BIDDER

- 1.** Interested person(s) are required to submit the earnest money of Rs. 2000/- (Two thousand only) in the form of Demand Draft/Pay Order in favour of Director, IARI, payable at New Delhi along with the duly filled & signed tender failing which tender will not be considered.
- 2.** Interested person(s) can obtain the tender documents download from the IARI website www.iari.res.in & CPP Portal www.eprocure.gov.in.
- 3. The tenderer/bidder will have to deposit the following documents along with their tender otherwise the tender will be treated as non-responsive:**
 - (a) The prescribed earnest money is accompanied in the form of Bank Draft/ Pay Order payable in favour of Director, IARI, New Delhi.
 - (b) Duly competed & signed tender document.
 - (c) Acceptance of the tender document should be signed in prescribed form attached in the tender document.
 - (d) The bidder/tenderer shall submit the photocopy of their proof of residence & office (if any), copy of ID proof, copy of PAN Card & AADHAR Card.

GENERAL TERMS & CONDITIONS OF THE CONTRACT FOR PARKING STAND

1. **Bid Validity:-** The tenderers/bidders will not be allowed to withdraw their offers up to 180 days from the date of opening of tenders/bids. In case they do so it shall entail forfeiture of the earnest money.
2. **Earnest Money Deposit:-**The tender/bid should be accompanied with Earnest Money of Rs. 2000/- (Rupees Two Thousand Only) in the form of **Demand Draft/Pay Order** from any commercial Bank in favour of Director, IARI payable at New Delhi.
3. **Forfeiture of Earnest Money Deposit:-** The Earnest Money of the successful tenderer/bidder shall be liable to be forfeited if any contractor withdraw their tender letter or fails to submit the agreement and performance security within 15 (Fifteen) days after receipt of the award letter. Further, if any tenderer alters the terms of the tender during bid validity period in such cases, the Earnest Money shall also be forfeited. The EMD of successful bidders will only be refunded after receipt of performance security and agreement.
4. **Security Deposit:-**The successful tenderer/bidder will have to deposit security money equivalent to six month's license fee/charges within fifteen days from the date of issue of the award letter in the form of Demand Draft/Pay Order/ FDR/ Bank Guarantee from any commercial bank in favour of Director, IARI which should remain valid for a period of Sixty days beyond the date of completion of all contractual obligations i.e. 38 **months**. The security deposit is liable to be forfeited if any of the terms and conditions is violated during the agreement period. The security amount will be refunded after completion of contract period satisfactorily without any interest.
5. **Agreement:-**The contractor will execute an agreement deed on the non-judicial stamp papers of Rs.100/- and the expenses on this account shall be borne by the contractor. The agreement shall contain all the terms of the contract mentioned in the Tender document.
6. **Contract Period:-**The contract unless terminated earlier shall be for a period of three years from the date of award of contract and extendable upto 2 years on satisfactory services.
7. **Payment of license fee:-**The license fee shall be payable in advance on half yearly basis in first week of month of succeeding half year. It shall be payable immediately on the signing of the agreement. If license fee is not paid by the due date the contract will be liable to be terminated and the contractor shall vacate and hand over open space to IARI, without any encumbrance and obstruction. This is without prejudice to any legal action which may be taken against the contractor.
8. **Approved Rates:-**The contractor shall not charge more than the rates indicated below against each vehicle from those who entrust the safe custody of their vehicles to the contractor who will issue printed slip bearing the rates being charged for the cycle, scooter, motor cycle etc. separately :-

Sl. No.	Vehicle	Rate Per Day	Rate for Monthly Pass
1.	Cycle	Rs. 4/-	Rs. 100/-
2.	Two Wheeler Scooter/ Motor Cycle/Moped etc.	Rs. 8/-	Rs. 200/-

9. **Subletting of Contract:-**The contractor shall not assign this contract to any other person or Firm. Transferring the contract or sub-contracting the license shall be a valid reason for terminating the contract without assigning reasons. The decision of the Director, IARI, New Delhi shall be final in this regard.

10. **Display of Approved Rates:-**The contractor will display the above rates on the notice board to be fixed near the parking stand. In event of theft, loss or damage etc. to the vehicles while in safe custody, the contractor shall compensate owner of vehicle to the extent of the loss mutually agreed on between the contractor and the owner of the vehicle. The contractor will issue slip for the Cycles, Scooters, Motor Cycles parked at the Parking Stand to the owner of vehicles.
11. **Timing of Parking:-**The parking stand shall remain open every day round the clock and the contractor or his staff shall always be present at the Parking Stand during these hours.
12. **Allocated Space & Maintenance:-** The contractor shall be allowed to use the Parking Stand solely for the purpose of parking cycle, scooter, Motor cycle entrusted to him for safe custody. No structure of any kind shall be built by the contractor except with the prior written permission of the Director, IARI,. The contractor shall not allow the use of the space or any part thereof for any other purpose by any party. The open space shall only be utilized for the bonafide purpose of this contract and no addition/alteration of any kind will be permitted. The contractor shall keep the space neat and clean.
13. **Ownership Right:-**The licensee shall have no tenancy rights in respect of the premises of the IARI and the licensee shall not use the ICAR-IARI premises as his/her office address.
14. **Supervision: -** The overall control and supervision of the cycle stand shall remain vested with the Director, IARI, New Delhi and shall at all hours be free to inspect the services rendered. He/she shall determine the bonafide use of the space in connection with fulfilment of contract by the contractor or whether contractor is fulfilling other conditions of the contract.
15. **Association with ICAR/IARI:-**Any tenderer/bidder who is already associated with the ICAR-Indian Agricultural Research Institute in any manner and found in default in respect of pending dues of Indian Agricultural Research Institute shall not be eligible to participate in tender. In case at later stage if any such information come to the notice, the license will be cancelled and the security money shall be forfeited without any notice.
16. **Statuary Obligation:-**The Contractor shall not employ anyone below the age of 18 Years. The clearance of the local police will be obtained by the contractor before deployment of the personnel.
17. **Penalty Clause:-**The Director, IARI, New Delhi shall be at liberty to levy a fine on the contract to the extent of Rs.200/- at a time for any breach of the condition laid down in the contract. Any loss/damage to the property of the Institute by the contractor or his employees shall be borne by the contractor.
18. **Termination of Contract:-**
 - a. Without prejudice to right under any other Clause of the contract, the Director IARI may in the event of any breach of the conditions on the part of the Contractor cancel the Contract and charge the Contractor with any loss arising from such cancellation.
 - b. Decision of Director, IARI shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, IARI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996.
 - c. The Director, IARI reserves the right to cancel contract at any time or before the contract agreement by giving one month notice without assigning any reasons thereof.

19. **Legal Jurisdiction:-**All Legal disputes arising under this contract shall be subject to jurisdiction of Delhi only.

The Director, IARI has right to cancel or reject any tender/bid without assigning any reason.

Assist. Administrative Officer (E&P)

UNDERTAKING

I have carefully gone through the contents of the tender and I undertake to abide myself by all the terms and conditions set forth above.

**Signature of Contractor
Name & Address:
(In block Letters)**

FINANCIAL BID

Name of Work:- Running of Cycle/Motor Cycle/Scooter for parking stand at IARI, Gate No.1 near NISCAR, Pusa Campus, New Delhi-110012.

ABSTRACT OF COST

Sl. No.	Description	License Fee per Month (In Rs.)
1.	Running of Cycle/Motor Cycle/Scooter parking stand (approx) area 299 Sqm at IARI, Gate No. 1 Near NISCAR Pusa Campus, New Delhi.	Rs..... (In Words) Rupees..... To be quoted in BOQ

Note: Minimum License fee is Rs. 2500/-. Financial bid less than 2500/- will not be considered.

1. Payment of monthly charges from the Contractor/successful bidder will be made in advance on quarterly basis.
2. Highest License fee quoting firm/agency will be awarded the work of “Running Cycle/Motor Cycle/Scooter parking stand at IARI, New Delhi-110012”.

Signature of the tenderer with seal