

# Two bid Tender



**Himalayan Forest Research Institute  
Conifer Campus, Panthaghati  
Shimla-171013**

**2020-21**

**(Price:- Rs 590/-)**

# Notice Inviting e-Tender

Himalayan Forest Research Institute  
Conifer Campus, Panthaghati  
Shimla-171013

Phone 0177-2626778 Fax 01772626779

Web : <http://hfri.icfre.gov.in> Email: [po\\_hfri@icfre.org](mailto:po_hfri@icfre.org)

Tender number: Estate/Service/2/2020

1. To make available various types of vehicle services, two bid tenders are invited on single level system. The offline tender will not be accepted.
2. According to the tender important date sheet given below, the tender document can be downloaded from the H.F.R.I's web site <http://hfri.icfre.gov.in> ( for reference only) and MoEFCC's website <https://moefcc.euniwizard.com> .

Sr.No.	Particulars	Date & Time	Place
1	Date of Publication	19-06-2020	HFRI/ICFRE website and MoEFCC website
2	Start date of Download of Tender document	22-06-2020	MoEFCC website <a href="https://moefcc.euniwizard.com">https://moefcc.euniwizard.com</a>
3	Start date of Submission of online Bids	23-06-2020	MoEFCC website <a href="https://moefcc.euniwizard.com">https://moefcc.euniwizard.com</a>
4	Last date of Download of Tender document	23-07-2020	
5	Last date of Submission of online Bids	23-07-2020	MoEFCC website <a href="https://moefcc.euniwizard.com">https://moefcc.euniwizard.com</a>
6	Date of opening of technical bid	24-07-2020	MoEFCC website <a href="https://moefcc.euniwizard.com">https://moefcc.euniwizard.com</a>
7	Date of opening of Financial bid	Fixed later on	MoEFCC website <a href="https://moefcc.euniwizard.com">https://moefcc.euniwizard.com</a>

**Note : Hindi version will be valid for any clarification and legal purpose**

## The information to be filled by the tenderer

क्र.सं.	Scanned copy of documents	Yes/No
1.	Details of vehicle with Valid registration certificate in PDF format ; vehicle is the name of the tenderer or the scanned copy of the signed agreement	
2.	Documentary evidence in support of the claim of execution of similar works in the past in PDF format	
3.	Copy of PAN number in PDF format	
4.	Copy of income tax return of last three years signed and scanned in PDF format	
5.	Signed and scanned copy of GST number in PDF format	
6.	Scanned copy of EMD exemption in PDF format, if applicable to the bidders	
7.	Copy of tender Fee Rs 590/- signed and scanned in PDF format	
8.	Signed and scanned copy of EMD Rs. 10,000/- in PDF format	
9.	Authorization certificate for Authorized Item in Format PDF	

**Forwarded letter**  
**(To be filled by tenderer)**

To,

Director  
Himalayan Forest Research Institute  
Conifer Campus, Panthaghati,  
Shimla- 171013(H.P)

Subject:- Regarding tender for hiring Vehicle at Himalayan Forest Research Institute.

Reference:- Your tender notice Dated-

Sir,

I/We provide our Tender Bid for providing Vehicle Services at HFRI, Shimla from 01.08.2020 to 31.07.2021. I/We will be bind to provide the said services at the scheduled time. I /we have fully understood the terms given in the tender document and checked the contract terms fully. I/we have understood the nature of the contract, and agree to make it available to the institute in the prescribed time from 01.08.2020 to 31.07.2021.

Accordingly, I/we are enclosing EMD and tender fee with the form of bank draft.

Yours faithfully,

Tenderer/ Signature of authorised signatory

Address and telephone number

# Himalayan Forest Research Institute, Shimla

## Tender – Form A

### 1 Name and address of the tenderer in 'clear letters'

	<b>Name of the tenderer in 'Bold letters'</b>	<b>Address of the tenderer in 'Bold letters'</b>
1		
2		

### 2. Specification and Details - Enclosed

### 3. Details of Tender fees:

4. Amount amount -----Draft / Banker cheque no. ----- Name of bank-----

### 5. Details of the earnest money:

6. Amount amount ----- Draft / Banker cheque no. ----- Name of bank-----

I / We accept the terms and conditions given in the tender form.

Date

place

Signature of signatory with date and seal

**Proforma for 'Qualifying bid'**

1. Name of the tenderer \_\_\_\_\_
2. Address (including mobile number and other telephone number) \_\_\_\_\_
3. Registration No. of Tenderers \_\_\_\_\_  
(Photocopy copy of registration)
4. PAN number of the tenderer \_\_\_\_\_  
(Photocopy should be enclosed)
5. Service tax registration certificate of the tenderer: \_\_\_\_\_  
(Photocopy should be enclosed)
6. Make of Vehicle, including registration No. \_\_\_\_\_  
(The Photocopy copy of registration book should be enclosed)

Sr. No.	Vehicle no.	Name of Owner	Type of Vehicle	Model	Distance Travelled (Km)
1.					
2.					

Note: If the name of the vehicle tenderer is not mentioned, the contractual proof of the vehicle organizer verified by the Public Accounting Authority should be attached.

7. Earnest Money (EMD) in the Name of the Director, HFRI, Amount of Rs. \_\_\_\_\_ Draft or Bank Guarantee No. \_\_\_\_\_ Date \_\_\_\_\_ name of Bank \_\_\_\_\_

8. Provide details of major vehicle facilities in the last three years in the following format:

Sr.no	Address of Govt. Organisations with telephone no., Fax, and email etc.	Amount of Contract	Period of contract
1.			
2.			
3.			

Note: Attach certificate, if any, from concerned Organisations

## Certificate

1. It is certified that the information above is correct.
2. I / We have understood the above terms and conditions and are agreed to obey them.
3. The signatory has been authorised by the institution / owner for this bid.

Location :

Date :

Signature of the bidder / vehicle  
owner

**FINANCIAL BID****Part I**

Rates for providing vehicle during 01.08.2020 to 31.07.2021 on tour in Himachal Pradesh, , Punjab, Haryana, Chandigarh, Uttarakhand, Delhi, and Jammu and Kashmir UT, Ladakh UT etc. (Upto 200 kilometers per day)

Sl. No.	Type of vehicle	Quantity (No. of vehicles per annum)	Rates per day upto 200 kilometres	Rates per kilometers (In Rs) beyond 200 kilometre
1	Alto/ Tata Indika/ Wagonr/ Santro etc.	75	₹	₹
2	Scorpio/ Tata Sumo/ Bolero/ Tavera/ Innova/ Zylo	50	₹	₹
3	Tempo traveler	10	₹	₹
4	Any other luxury vehicles	5	₹	₹

**Part –II: Rates to provide vehicle services for local Shimla:**

Sl. No.	Type of vehicle	Quantity (No. of vehicles per annum)	Rates per kilometers (In Rs.)		
			Rates per day Atleast 60 Kilometers and 6 hours including Haltage charges	More than 60 kilometre	
				Rates per kilometer	Haltage Charges over 6 hours per hour
1	Alto/ Tata Indika/ Wagonr/ Santro etc.		₹	₹	₹
2	Scorpio/ Tata Sumo/ Bolero/ Tavera/ Innova/ Zylo		₹	₹	₹
3	Tempo traveler		₹	₹	₹
4	Any other luxury vehicles		₹	₹	₹
4	Any other luxury vehicles			₹	

Note:	
1.	Part I: For Night stay Institute will pay separately:@ 200/- per night
2	Evaluation of bid will be done on overall basis
3	Rest of charges will be negotiated as per rate fixed by HP transport Department
4	Quantity shown are tentative requirement and it can be more or less as per demand, no compensatioon will be paid for more or less requirement
5	Rate be quoted inclusive of all Taxes including (GST)

## Terms and Conditions

### **1. To Download Tender form**

A- Himalayan Forest Research Institute is inviting bid by way of the two bid system for hiring vehicles in Shimla through the website of the Central Purchase MoEFCC site, <https://moefcc.euniwizarde.com> (MoEFCC site). Manual bidding will not be accepted in any case.

B- Only the registered bidder on the MoEFCC site can participate in the online bidding process. Therefore, potential bidders should ensure their registration at MoEFCC site at <https://moefcc.euniwizarde.com>. For the reference, the bidders can check the Bidders manuals available at <https://moefcc.euniwizarde.com>.

To bidder participate in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of

<https://moefcc.euniwizarde.com>

a. Access e-tendering website <https://moefcctender.euniwizarde.com> to have user ID & password from M/s ITI Ltd., The Annual registration charges for vendors/suppliers are with including GST) per annum and pay Tender processing fee (Non-refundable).

b. E-Tender Processing Fee (Non-refundable) online through IPG (Credit/Debit card) & Net Banking in favour of ITI Limited.

Euniwizard Helpdesk No	
Telephone/ Mobile	Customer Support: +91-11-49606060 Emergency Mobile Numbers: +91-93550-30623 and +91-93550-30609
E-mail ID	ewizardhelpdesk@gmail.com (Registration)

C- The tender document can be downloaded from the website of <http://hfri.icfre.gov.in> and <https://moefcc.euniwizarde.com> as per the important dates. The tenderers will not be given any hard copy from the institute. The tenderers have to make the tender fee of Rs.590 /- in shape of demand draft or postal order in the name of Director, Himalayan Forest Research Institute, Shimla (Director, HFRI, Shimla). The tender fee should be reached in this office before the due date of opening of the tender, and its scan copy should be submitted with final tender document on MoEFCC site.

## 2. Submission of Tender Form

- A- The bid will be submitted only on the portal <https://moefcc.euniwizard.com>. Tenderers /contractors are advised that For e-Procurement, follow the directive at <https://moefcc.euniwizard.com> “instructions for tendering contractors for submitting online e-bids from the Environmental Forest and Climate Change portal”.
- B- More than one tender will not be submitted by a tenderer /contractor and contractor who have business relationship with each other. The bids of both parties will be rejected for the violation of this condition.
- C- The tender (BOQ) downloaded from <http://hfri.icfre.gov.in> and <https://moefcc.euniwizard.com> should not be modified in any way. If the downloaded tender (BOQ) is modified in any manner then tender will be rejected and the EMD will also be forfeited. In the future, Tenderer will be banned from trading with the institute.
- D- Interested tenderers are advised that any kind of corriandum/Appendix / Amendment in the tender; Please revisit the website at <http://hfri.icfre.gov.in> and <https://moefcc.euniwizard.com> at least three days before submitting the tender.
- E- The entire tender should be uploaded on MoEFCC site before the date and time mentioned in the important date sheet. No tender can be uploaded to the MoEFCC site after the date and time mentioned in the important date sheet. Therefore, the tenderers are advised to upload the tender on the MoEFCC site before the mentioned date and time.
- F- The tender will be submitted online in two parts i.e. the technical bid and financial bid. The signature and page number on all the pages of bid are required and check the documents before uploading them sequentially.  
Proposals/queries submitted by telegram / fax / email will not be considered. No correspondence will be entertained in such cases.

### 3. **TECHNICAL BID**

According to the tender document, the scanned copy of the following documents must be uploaded by the tenderer with the technical bid.

1. Every page of Pre-Integrity pact in prescribed tender form should have Signature in pdf format.
2. PDF format of Validation registration Certificate of Vehicle tenderer or Signed and scanned copy of agreed contract.
3. Valid documents of past experience and work done in PDF format
4. Copy of PAN number in PDF format
5. Signed and scanned copy of Income tax return of last three years in PDF format
6. Signed and scanned Copy of GSTIN.
7. Scanned copy of EMD exemption certificate in PDF format, if applicable to the tenderer
8. Signed and scanned copy of the Tender Fee in PDF format?
9. Signed and Scanned EMD copy in PDF format
10. Certificate of authorized representative in PDF format

### 4. **Financial Bid**

Financial bid must be uploaded on MoEF& CC site as excel work sheet in form of BOQ

The Financial Proposed bid format is available in the form of BOQ in the Excel worksheet with this tender document at <https://moefcc.euniwizard.com>. The tenderers are advised that after downloading the same as the BOQ, you can upload your bid rates in the bid on the prescribed column and upload it to the commercial/Financial bid. If the tender downloaded is modified in any manner, then your tender will be rejected and the EMD will also be seized. such a tenderer be banned will from doing business with this institute?

- A- Quote rates in Indian rupee only.
- B- Rates are only recorded in the BOQ Excel Worksheet only Do not quote rates in any other place on the tender form.
- C- If the rates in any case are recorded in the tender form, it will be rejected immediately.
- D- Rates should be inclusive of all types of taxes (excluding GSR rates). It will be responsibility of tenderer to pay revisions in the rates of statutory taxes, fees etc.
- E- If there is difference between digits quoted, then the rates shown in words will be considered.
- F- TDS will be paid after deduction through any bank of India.
- G- Rates Quoted by tenderer will be valid for the full term of contract and no revision/ correction in the rates would be acceptable.
- H) The evaluation of the financial bid will be done on the basis of rates up to 200 kms (in Rs.) Per kilometer, the remaining rates will be negotiated on the basis of rates determined by the HP Transport Department.

## **5. QUALIFICATION FOR TENDER**

- i. Only tenderer registered on <https://moefcc.euniwizard.com>. site can participate on the online bid process. Therefore, the potential bidders should ensure their registration at <https://moefcc.euniwizard.com> site. For the further reference, the bidder's manual kit available at aforesaid site.
- ii. Tenderer must submit documentary evidence in support of the claim of performing of similar works in the last three years (upto 31.03.2020)
- iii Vehicles should not be three years old (before 01/04/2020) or should not exceed 80,000 kilometers of reading.

## **6. Deposit of EMD**

- i. The EMD along with the tender should be payable in the bank / estate or pay order of Rs. 10,000/- in any bank located in Shimla, in favor of Director, Himalayan Forest Research Institute, Shimla it and should reach in the office before opening the tender and the scanned copy must be uploaded along with the tender.
- ii. EMD deposited by unsuccessful tenderers will be returned immediately.

- iii. Payment Performance Security of Rs 20,000 / - in form of Bank Draft or Pay Order should be deposited in favor of Director, Himalayan Forest Research Institute, Shimla, payable at any bank located in Shimla, by the successful tenderer. Performance Security will be returned to the tenderer only on successful completion of the tender period and Defect liability period. Defect liability period will be of 60 days after the completion of contract. Interest will not be payable on Performance Security. EMD can be adjusted in the Performance Security on request of tenderer.

## 7. TENDER OPENING

- i) Tender will be opened on the Date/Time mentioned on Critical Debt Sheet.
- ii) Tenderer does not need to be present at the time of opening the tender. Tenderers can see the quoted rates by different tenderers on CCP portal after the opening of online bids? The applications received by the institute for showing the quoted rates in tender will not be considered.
- iii) After the opening of the technical bid, the date and time of opening of the price bids will also be notified.
- iv) Evaluation of bid will be done on overall basis of BOQ. Rest will be decided through negotiation.

## 8. DIRECTOR, HFRI, SHIMLA HAS THE RIGHT TO:

- 1) Either accept or reject any part of the entire tender or complete tender
- 2) To reject the tender partially or completely.
- 3) To cancel or withdraw the tender notice.
- 4) Accepting or rejecting any deviation from the conditions of tender document without giving any reason

## 9. Process to fill the tender form

The process of filling Tender form can be viewed or downloaded from <https://moefcc.euniwizard.com> site, and accordingly, tender can be uploaded online on the portal. Upload the Technical bid and financial bids on separate BOQ.

## **10. Validity of offer**

- a. The proposal given in the tender will be valid for approval for sixty days after the opening of the tender
- b. After the last date of receipt of the tender, the undesired correspondence will be credited to invalidate the tender. Therefore, tenders are advised, in their own interest, not carry out any unnecessary correspondence after the notified time.
- c. Any change or modification will not be allowed after the tender is opened.
- d. Proposals submitted by telegram or fax will not be considered.
- e. For the validity of tender, the persons signing the tender document should specify whether they are single owner/producer/Authorized person to sign the document or as Authorized Dealer/Representative (with proof). If tender document is not have authorization form where required, such a tender would be rejected

## **11. Execution of work by successful tenders**

- a. The tenderer will have to make available the services within the prescribed time on issuing the work order otherwise the EMD will be seized and such tenderer will be blacklisted.
- b. The payment will be done only on providing satisfactory services.
- c. HFRI has the right to order full part of the bid or part of the tender. So can there be one or more work orders for a tender.

12. Services should be executed in accordance to the specifications and work order. Director, HFRI, reserves the right to reject such tenders which are not found in accordance with specifications.

13. If there is insufficient space for the necessary work in the form, an extra page can be added purpose. Every such additional page should be counted and signed by the tenderer. In such cases, reference of additional papers connected should be provided in the tender form.

14. It is necessary to specify that the signing person who is signing the tender or documents relating to the tender,:

- i. Should be owner of the firm or authorized by owner.

- ii. If it is a partnership, then on the basis of the partnership agreement or the power of the attorney, has right to mediation of the dispute concerning the business of partnership
  - iii. In case of a company, the person authorized by the person PoA/NBI, in any case, which is given by the notary public, if sworn oath has not been submitted to Himalayan Forest Research Institute earlier, must submit on stamped paper, under which the consent of all the partners have been agreed that the Partnership Agreement is implemented. The General Power Attorney is also required to be submitted.
  - iv. In the dispute concerning partnership business, if the matter of any partner has been confirmed, has the rights to tender, and, all other relevant documents should be signed by each partner in the partnership tender.
  - v. If the person who has signed a tender form or other documents related to it and is authorized to do so.
15. If the services are taken by the Institute more than the prescribed limit, then the exemption given by the tenderer on the Quoted rates should also be mentioned clearly so that the tenderer can be given the order of work accordingly.
16. The date from which the service is to be made by the tenderer should be specified in the tender
17. After receiving the order of the institute for supply of services, the office will be informed immediately by formal form for confirmation to supply of services within the stipulated period. In the absence of confirmation, the order of tender can be awarded to the next bidder.
18. The commission for charging the demand / demand of the bank will be borne by the respective tenderer and will be deducted from the due amount.
19. If the execution of the work order is not within the validity period and it appears that the work is being delayed by the tenderer, then the Director, Himalayan Forest Research Institute, Shimla is free to impose a fine of 10% of supply order. This penalty will be deducted from the amount of the bill.
20. Himalayan Forest Research Institute will not be responsible for delayed traffic tariff and any other type of fee.
21. Proof of successful completion report of various government departments and private companies should be attached to the tender form.

22. If the work is not executed and for any kind of fraud, appropriate action can be taken against the bidder accordingly, and such tenders will also be blacklisted.
23. In case of failure to provide services in the prescribed time period, supply orders will automatically be canceled only, unless it is extended by the Director of Institute.
24. The extension of the date of providing services without fine can be allowed in the suitable cases. The decision will be taken in view of the merit of the case and based on valid evidence.
25. The Director, HFRI, Shimla reserves the right to impose a penalty and to blacklist the contractor on violation of any of the above mentioned terms and conditions by the tenderer.
26. The tenderer should be signed on all the pages of the terms and conditions contained in the tender booklet; otherwise the tender will be canceled immediately.
27. The signature of the tenderer on the tender form and on detailed the terms and conditions, shall be deemed to be the final approval/acceptance.
28. Annex Part-II with the tender for after completely filling and signing it.

### **Other Terms and Conditions**

- 1) Qualifying bid will be opened the firms whose qualification bids will be found in order.
- 2) Generally vehicles (1.Alto / Tata Indica 2.Scorpio / Tavera / Tata Sumo / Balero / Innova / Xylo / Tempo Traveler) etc. are required to visits places in Himachal Pradesh, , Punjab, Haryana, Chandigarh, Uttarakhand Delhi, and Jammu and Kashmir UT, Ladakh UT etc..
- 3) Name of vehicle operator should be registered at least two private vehicle or the contract agreement of vehicle attachment or related certificate should be signed by both parties. (In the case of vehicle attachment, please attach the necessary contract agreement or certificate). Kindly attach photocopy of registered certificate with tender also.
- 4) The driver should have valid driving licenses and should always be in the proper uniform. He should have knowledge of all the places such as Himachal Pradesh, , Punjab, Haryana, Chandigarh, Uttarakhand, Delhi, and Jammu and Kashmir UT, Ladakh UT etc. etc, no police or court case should be against

him. He should have good behavior with Staff. A certified photocopy of Driving License of Driver be deposited in HFRI.

- 5) Vehicles should not be more than three years old (not before 01/04/2020) or travelled more than 80,000 km and the car should be in good shape, comfortable and in good running condition. The vehicle operator should have mobile and telephone at home and office, where they can be contacted for hiring vehicle.
- 6) Generally, the Project Investigator /in-charge vehicle will give their demand to the tenderers 1 or 2 days before going for the tour.
- 7) Meter reading will be done from the HFRI campus and to reach the campus.
- 8) No other mileage will be given to the driver for breakfast, lunch, dinner, food and tea etc. and he will have his own arrangements.
- 9) When any fault has occurred in the vehicle during the tour, the vehicle operator will have to immediately arrange for another vehicle.
- 10) Rates will not be increased if a petrol / diesel rate increases. Rates will be valid for one year as per the tenders. HFRI will not be responsible for any type of damage to the vehicle.
- 11) All tolls and other taxes will have to be paid by tenderer.
- 12) HFRI will not be held responsible for any type of accident, injury or vehicle drivers' death during the tour, for which the tenderer will be responsible.
- 13) The Director, vehicle officer's decision will be valid for hiring vehicle for tour.
- 14) The tenderer have to provide satisfactory vehicle services to the Institute.
- 15) Tenderers will not be allowed to transfer rights and contact provided by the institution to any other person or organization.
- 16) Normally the duration of the contract / contract will be valid for one year, whose period can be enhanced by the competent authority after one year, keeping in view the services, regulations and conditions provided by the tenderer. If the contract period of the contract is not extended with the mutual consent then the contract will automatically expire at the end of one year.
- 17) The payment of bills will be done by the institute after certifying by the officials who uses the vehicle facility on tour.
- 18) Income tax deduction will be done by the institute under the Income Tax Act and TDS certificate will be issued by the Institute.
- 19) Director, HFRI can terminate the services of the tenderer at any time without assigning any reason.

## 20) Penal provisions

1. Deduction of 10% from the rate fixed if model of vehicle is below the prescribed criteria.
  2. Delay per occasion Rs. 200/- per hour.
  3. Ineligible vehicle or vehicle not ply able on road Rs. 500 / per occasion
  4. If the driver misbehaves or not following the Instructions of the Institute, then Rs. 500/ per occasion.
- 21) It is mandatory for the tenderer to pay the drivers as per the minimum wages prescribed by the government.
- 22) If the tenderer wants to terminate or leave the Tender before the prescribed time, then he will have to inform the director, HFRI at least three months before leaving and 50% of performance security will be confiscated.
- 23) If the statement submitted by the tenderer, if found incorrectly at any time, will be considered as a violation of the terms of the tender and the Director, HFRI, will take appropriate action.
- 24) On any violation of the conditions of the contract, Director, HFRI will confiscate the performance security of the tenderer.
- 25) The services of the tenderer will be terminated if the tenderer or the driver found in any type of malpractice.
- 26) The tenderer providing vehicle facility has to sign a contract on non judicial stamp paper of Rs 50/- with the Director, HFRI.
- 27) The tenderer will have to deposit the bank draft/ bank guarantee of Rs 10,000 / - in the name of Director, HFRI with the qualifying bid
- 28) The tenderer will be bound to accept the terms and conditions of the Institute.
- 29) The work order will be issued by the competent authority only to the contractor who is found to be fully satisfactory.
- 30) Tender will be canceled if the tenderer does not accept the rules and conditions of the Institute.
- 31) Initially the bid will be valid for one year only. The above period may also be extended by the Director, HFRI.
- 32) The successful bidder will have to deposit the performance security of Rs 20,000 / -, which will be refunded after 2 months of completion of the tender period.
- 33) In case of dispute, the jurisdiction of Shimla's court will be valid.



**Certificate of Acceptance of Terms & Conditions**

Certified that I/ we have read and fully understood the terms & conditions mentioned in tenders opening Critical Data Sheet for providing

I/ we hereby agree to abide by all the terms & conditions.

I/We have signed all the pages of the tender document.

Date:

Signature & Seal of the Tenderer  
or his Authority signatory

Address:

Telephone No.