

भाकृअनुप.-केन्द्रीय शुष्क बागवानी संस्थान
ICAR-Central Institute for Arid Horticulture
Sriganganagar Highway, Beechwal Indl. Area Post Office, Bikaner (Raj.)-334006
श्रीगंगानगर हाईवे, बीछवाल इन्डस्ट्रीअल एरिया पोस्ट ऑफिस, बीकानेर (राज.)-334006
Email ciah@nic.in AO/AAO 0151-2253123

निविदा आमंत्रण सुचना

सचिव, भारतीय कृषि अनुसंधान परिषद, नई दिल्ली की और से निदेशक, केन्द्रीय शुष्क बागवानी संस्थान, बीकानेर के लिये जब जब भी आवश्यकता हो वाहन किराये पर लेने हेतु पंजीकृत फर्मी/संस्थाओं से मुहरबन्द निविदाएं आमंत्रित की जाती है। विस्तृत निविदा सूचना, निविदा प्रपत्र, नियम-शर्तें एवं पूर्ण जानकारी संस्थान की वेबसाइट icar-ciah.org एवं संस्थान कार्यालय के कमरा न. 34, श्री गंगानगर रोड बीछवाल बीकानेर से दिनांक 03.11.2025 (समय 9.30 PM) to 19.11.2025 2.30 PM तक) प्राप्त कर सकते हैं। इस हेतु Pre-bid meeting on 18.11.2025 11.30 AM पर रखी गयी है। निविदा प्रपत्र में पूर्ण रूप से भरी हुई निविदा प्रस्तुत करने की अंतिम तिथि 19.11.2025 (5.00 PM) एवं प्राप्त निविदा खोलने की तिथि 20.11.2025 (11.00 AM) है।

वरिष्ठ प्रशासनिक अधिकारी

माकअनुप.-केन्द्रीय शुष्क बागवानी संस्थान
ICAR-Central Institute for Arid Horticulture
Sriganganagar Highway, Beechwal Indl. Area Post Office, Bikaner (Raj.)-334006
श्रीगंगानगर हाईवे, बीछवाल इन्डस्ट्रियल एरिया पोस्ट ऑफिस, बीकानेर (राज.)-334006
Email ciah@nic.in AO/AAO 0151-2253123

From: The Director,
Central Institute for Arid Horticulture
Sri Ganganagar Road NH 15
Post Office Beechwal Industrial Area
Bikaner – 334006 (Rajasthan)


To,

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SUBJECT: INVITATION FOR TENDERS FOR PROVIDING "VEHICLE ON HIRE AS AND WHEN REQUIRED PER REQUIREMENT" AT CIAH, BIKANER.

Dear Sir(s),


1. Sealed Tenders are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research, New Delhi from the registered contractors for **Providing "VEHICLE ON HIRE" AS AND WHEN REQUIRED at CIAH, Bikaner.** The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts placed by the ICAR and by the Research Institutes of the Councils and the special terms and conditions detailed in the tender forms and its schedules. **Please submit your rates in the tender form if you are in a position to provide the requisite services in accordance with the requirement stated in the attached schedule [Annexure-I].**
2. The tender is being permitted to give tender in consideration of the stipulations on his part that after submitting his tenders, he will not resale from his offer or modify the terms and conditions thereof.
3. The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the scheduled form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedules is considered necessary it should be communicated by means of a separate letter along with tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
4. The Tenders are liable to be ignored if complete information as required is not give therein or if the particulars asked for in the schedules to the Tenders is not fully filled in individual signing the Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the form if it is a company.
5. If tenderer does not accept the offer, after issue of letter of award by CIAH within 15 days the offer made shall be withdrawn.
6. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderers.
7. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed **"PROVIDING "VEHICLE ON HIRE" AS AND WHEN REQUIRED AT CIAH,BIKANER"** with address of this office and of the tenderer. **All tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tender box kept in the**


(34) 12025

office of the CIAH, Sri Ganganagar Highway, Beechwal, Bikaner - 334006 not later than 05.00 P.M. on 19.11.2025.

8. The rate quoted in tenders be given both in words and figures failing which the same liable to be rejected. You are at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any.
9. The Institute does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part of the tenders.
10. The tender shall remain open for acceptance up to 90 days from the date of opening. The successful tenderer will have to complete the work within the specified period and no further extension of time will be given unless justified by exceptional circumstances.
11. Each tenderer will have to deposit an earnest money **Rs.10,000.00 (Rupees Ten thousand)** without which no tender shall be considered. The Earnest money shall be deposited in the form of Demand Draft in favour of the **"ICAR UNIT, CIAH, (Bikaner)"**. Earnest money deposited in any other form will not be accepted. The earnest money will be refunded to the unsuccessful tenderer. The earnest money of the second and third lowest tenders will be refunded after the satisfactorily start of work by successful tenderer. The successful tenderer will have to deposit a security money of Rs.10000.00 (Rupees Ten Thousand) in the form of DD/FDR in favour of the **"ICAR UNIT-CIAH, Bikaner"**.
12. Successful tenderer will have to enter into a detailed contract agreement with CIAH on non-judicial stamp paper for work. The work will be awarded only on the satisfaction of the concerned Institute authority that the firm has the necessary facility/infrastructure to the concerned authority, if the authority decides so.
13. **Price & Delivery terms :**
 - (a) Items Rates as per attached schedule should be quoted on the basis of execution of work at CIAH, Bikaner. No extra charges of any nature including the taxes and levies will be borne by the CIAH.
 - (b) The rates for the items required in accordance to the specifications mentioned in the schedule will only be considered otherwise the same will be rejected. Other terms for the work etc. will be as detailed in the schedule of the tender. The work will be accepted after proper inspection, verification and trial as to their quality, quantity and conformity to the prescribed specifications.
14. Each tender must be accompanied by a certified copy of the latest Registration Certificate issued from Income Tax certificate/PAN without which the tender will be liable to be ignored.
15. Decision of Director, CIAH will be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract shall be referred to the sole arbitration of an officer, appointed to be the arbitrator by the Secretary, Indian Council of Agricultural Research, New Delhi.

Yours faithfully,


Senior Administrative Officer

TENDER FOR PROVIDING " VEHICLE ON HIRE" AS AND WHEN REQUIRED AT
CIAH, BIKANER

Full Name & Address of the Tenderer in
addition to Post Box No. if any, should be
quoted in all communications to this office :
Telephone No. :
Telephone Address/Fax/Cellular No. :
E-mail address :

From

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.....
.....

To

The Sr. Administrative Officer
ICAR-Central Institute for Arid Horticulture
Sri Ganganagar Highway,
Beechwal Industrial Area P.O.
Beechwal
Bikaner - 334006 (Raj.)

I/we have read all the particulars regarding the General information and other terms and conditions of the contract for **PROVIDING "VEHICLE ON HIRE" AS AND WHEN REQUIRED AT CIAH, BIKANER** and agree to provide the services as detailed in the scheduled herein in the acceptance of the tender at the rates given in the Schedule to this tender and I/we agree to hold this offer open till 90 days. I/we shall be bound by a communication acceptance dispatched within the prescribed time.

I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

The following pages have been added to and form a part of this letter
The Schedules I & II to accompany this tenders are at pages.....

Every page so attached with this tender bears my signature and the office seal.

Yours faithfully,

Dated :
Witness.....
Address.....
Occupation.....
Signature of witness to contractor's signature
Address:

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

Name & Signature of Witness :
Address:

SCHEDULE - I**SCHEDULE TO TENDER****PART - I**

1.	Name of the Firm/Agency	
2.	Full address with Post Box No. and Telephone No. if any	
3.	Constitution of the Firm/Agency (Attached copy)	
	(a) Indian Companies Act, 1956	
	(b) Indian Partnership Act, 1932	
	(c) Any other Act, if not, the owners	
4.	For partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.	
	(a) If answer to the above is in negative whether there is any general lower attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the Partnership to arbitration?	
	(b) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner.	
5.	Name of Full Address of your Banker	
6.	Your Permanent Income Tax No./Circle/ Ward/ Valid GST Certificate No/MSME.	
7.	Earnest Money deposited Amount, BC/DD No. Date	
8.	Any other relevant information.	

PART - II

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the tenders.
10. Name of the Permanent Representative to be supervised the work at CIAH, Bikaner regarding the contract.

Date.....

Place.....

AUTHORISED SIGNATORY

Please add supplementary pages to number whether needed by the tenderer.

ANNEXURE – I**ICAR - CENTRAL INSTITUTE FOR ARID HORTICULTURE: BIKANER****SCHEDULE OF TENDER**

Date and time of receipt of Tender : Upto 5.00 PM of 19.11.2025

Date and time of opening of Tender : At 11.00 AM of 20.11.2025

संस्थान को आवश्यकता होने पर किराये का वाहन उपलब्ध हेतु निविदा दर रुपये/प्रति किलोमीटर निम्नलिखित प्रपत्र में अंकित करें।

क्र.सं.	वाहन का प्रकार	ए.सी. दर प्रति कि.मी. 300 किलो मीटर के अतिरिक्त वाहन चलने पर	नॉन ए.सी. दर प्रति कि.मी. 300 किलो मीटर के अतिरिक्त वाहन चलने पर	ए.सी. Vehicle दर प्रतिदिन कम से कम 300 किलोमीटर न्यूनतम चार्जेज Rs.	Non AC Vehicle दर प्रतिदिन कम से कम 300 किलोमीटर न्यूनतम चार्जेज Rs.
1.	Innova				
2.	Bolero				
3.	SUV 5 Seater				
4.	Bolero Pickup				
5	Mini Bus 20 Seater				
6.	देय टैक्स, पार्किंग चार्जेज इत्यादि				
7	Night charges/रात्रि विश्राम चार्जेज				

हस्ताक्षर निविदादाता

नाम व पूर्ण पता

दूरभाष नम्बर सहित

वाहन निविदा शर्तें :-

1. वाहन वर्ष जनवरी 2023 से पहले का नहीं होना चाहिए तथा कॉमर्शियल नम्बर होने चाहिए।
2. **EMD** राशि रु.10,000/- जमा करवानी होगी तथा रु.100/- के स्टाम्प पर अनुबंध लेखकर पेश करना होगा। ऐसा न होने पर बयाना राशि (**EMD**) जब्त कर ली जायेगी।
3. अनुबंध जारी होने के पश्चात मांग के अनुरूप वाहन निश्चित दिनांक व समय पर उपलब्ध करवाना होगा।
4. वाहन बीच रास्ते में खराब हो जाने या दुर्घटनाग्रस्त हो जाने पर वैकल्पिक वाहन तुरंत ठेकेदार द्वारा उपलब्ध करवाना होगा तथा क्षति की जिम्मेदारी संस्थान की नहीं होगी।
5. वाहन का माइलोमीटर सही रहना आवश्यक है। खराब होने की स्थिति में :
क) संस्थान अनुमानित किलोमीटर निर्धारण का अधिकार रखता है।
ख) खराब माइलोमीटर को तुरन्त सही करवाना आवश्यक रहेगा।
6. दावों का निपटारा बीकानेर स्थित न्यायालयों की परिधि में ही किया जायेगा।
7. वाहन राजस्थान, हरियाणा, दिल्ली, गुजरात एवं उत्तराखण्ड आदि राज्यों के जिलों के विभिन्न गाँवों में भी ले जाया जायेगा।
8. ठेका अन्य व्यक्ति को स्थानान्तरित नहीं किया जा सकेगा।
9. वाहन चालक के अतिरिक्त अन्य व्यक्ति वाहन के साथ स्वीकार्य नहीं है।
10. रात्रि विश्राम के लिये वाहन को रोकना भी पड़ेगा, जिस हेतु नियमानुसार अतिरिक्त भुगतान किया जायेगा।
11. वाहन संपूर्ण संविदा अवधि के लिये पंजीकृत, काम्प्रीहेंसीव बीमा, फिटनेस व अन्य आवश्यक प्रमाण-पत्र, दस्तावेज, टैक्सी परमिट से कवर्ड आदि से ही पूर्ण होना चाहिए।
12. ठेकेदार के वाहन एवं कार्य से संतुष्ट नहीं होने पर ठेका समाप्त करने का पूर्ण अधिकार संस्थान को होगा, ऐसी स्थिति में धरोहर राशि (**Security money Rs. 10000/-**) जब्त कर ली जावेगी।
13. यात्रा कार्यों के दौरान संस्थान के सामान जो वाहन में ले जाया जा रहा है, के खो जाने की स्थिति में क्षतिपूर्ति ठेकेदार को करनी होगी।
14. वाहन मांग के अनुसार उपलब्ध नहीं करवाने की स्थिति में अधिकतम 10% पेनेल्टी राशि बिल में से काट ली जायेगी।
15. वाहन चालक के पास मान्य लाईसेंस होना आवश्यक है तथा वह व्यवहार कुशल एवं साक्षर व निर्धारित वर्दी में होना चाहिए।
16. किलोमीटर की गणना CIAH के कार्यालय भवन से की जावेगी और CIAH कार्यालय से वाहन की रवानगी से पूर्व माइलो मीटर के अनुसार वाहन उपयोगकर्ता को रीडिंग नोट करवाना होगा।
17. संस्थान द्वारा किसी भी प्रकार की ईंधन, अग्रिम राशि इत्यादि देय नहीं होगी। भुगतान बैंक/इलेक्ट्रॉनिक्स पद्धति द्वारा आवश्यक टैक्स आदि की कटौति उपरान्त किया जायेगा।
18. ठेका एक वर्ष की अवधि के लिये किया जाना संभवित है।
19. फर्म/संस्था/ठेकेदार तथा जिन के पास सर्विस टैक्स रजिस्ट्रेशन/PAN CARD/मान्य (Valid)GST/MSME में पंजीकृत फर्म(संबंधित कार्य के लिये होना चाहिए) को ही प्राथमिकता दी जायेगी।
20. निदेशक, केन्द्रीय शुष्क बागवानी संस्थान, बीकानेर का निर्णय अंतिम होगा।



वरिष्ठ प्रशासनिक अधिकारी

हस्ताक्षर निविदादाता


Annexure - III

TERMS & CONDITIONS OF THE CONTRACT RELATING TO ANNUAL RATE CONTRACT FOR HIRING OF VEHICLE.

1. The vehicles to be supplied under rate Contract should be Commercial Vehicle (Taxi permit) registered in the name of the firm or attached with the firm and in excellent condition mechanically as well get up wise i.e. out body/upholstery etc. should be decent looking and should have permit to go to anywhere in India. The vehicle should be 2024 or above model. The selected firm has to get the vehicle approved by the Council before deployment and it has to be ensured that the cleaning of vehicle/upholstery seat cover etc. is done on regular basis. Any deviation to this shall cancellation of the contract prematurely without notice.
2. The vehicle should be registered as a commercial vehicle with read transport office and contractor should submit relevant papers of registration of vehicle before starting the work.
3. The duty point would be Administrative and Laboratory Building of CIAH and not from garage to garage of the firm.
4. The firm has to provide vehicle on all working days and also on Saturday/Sunday/Holidays and nothing extra will be paid for the same.
5. The driver should be presentable/well behaved and should wear clean uniforms/name badges and fully conversant with the routes.
6. The firm shall have to provide standby vehicle in case of any break down immediately. The firm should be able to provide vehicles in odd hours and holidays also without any extra charges.
7. The period of Contract (for hiring) will be ONE YEAR extendable for further period of one year (total 2 years) on mutual agreed basis.
8. The drivers:-
 - (i) Should be experienced.
 - (ii) Should possess an appropriate and valid Driving License.
 - (iii) Should report for duty in uniform.
 - (iv) Should be courteous and well mannered.
9. The drivers of the vehicles should be provided with a mobile phone by the contractor.
10. The cost of hiring quoted by tenderer should include salary of driver, cost of diesel/petrol and other consumables, all repair and maintenance costs, all taxes applicable on hired vehicles fixed by road transport authorities (like registration charges, insurance charges road tax etc.) mobile phone for driver etc. for which nothing extra will be payable by the CIAH.




11. All expenses are to be borne by the firm in case of breakdown of the vehicle supplied. The charges from the point of breakdown to the destination are to be borne by the firm to complete the trip. An immediate replacement of the break down vehicle has to be provided.
12. The firm should be available on its direct mobile telephone round the clock to attend to calls for vehicles in emergent cases.
13. The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm and the CIAH OR ICAR in no way shall be partly to the dispute and will have no liability on this account.
14. The disputes emanating from the contract shall be adjudicated through the sole arbitration of Secretary, Indian Council of Agricultural Research, New Delhi. Further the contract will be interpreted under Indian Law.
15. A daily record indicating time and mileage for each vehicle shall maintained in a Slip Book/Log Book. No payment will be made without submission/verification of Slip Book/Log Book verified by user officer along with Invoice of the each trip.
16. The vehicle provided by the contractor will be required to ply on all kinds of road and surfaces, in all kinds of weather conditions. If required, the vehicles along with driver may have to stay out of station. As per requirement.
17. Since the officer may be required to move out in any emergency in any case at odd hours in the night, when petrol pumps remain closed, the fuel in the fuel tanks never be below the half way mark. The contractor must ensure availability of diesel/petrol at any given time. When the fuel tank reaches the half way mark, it should immediately be arranged to be filled to full capacity, by the contractor or it's Driver on their cost.
18. Nothing extra will be paid to the contractor due to fluctuation in cost of diesel or any other consumable items, registration charges etc. during the period of contract.
19. In case the vehicle breaks down or is required to be taken under repair, another vehicle of similar type will have to be provided by the contractor.
20. All required document viz. Registration Certificate, insurance of the vehicle, Road Permit etc. should be valid and complete in all respects.
21. All the taxes and duties what so ever prescribed by the Government (State or Central) or anybody, shall be borne by the contractor.
22. Subject to any deduction or recoveries which the Council may be entitled to make under the contract, the income tax, surcharge on income tax and all other tax/levies etc. as applicable from time to time by the government shall be deducted from the bill.
23. In case vehicle do not report in time/do not report at all, the CIAH has a right to hire a vehicle from the market and impose a fine of Rs.1,000/- for each default and recovery of additional expenditure on this account will be made from the firm bid.
24. Other Penalty clause for non consumable:-


31/4/25

- (i) Driver not in uniform : Rs. 100/- per day.
- (ii) Unwashed seat cover : Rs.100/- per day
- (iii) Inadequate fuel : Rs.100/- per day.
- (iv) Failure to provide alternate : Rs.200/- per hour of delay vehicle in case vehicle goes up to 3 hours and under repair beyond 3 hours. Rs.1000/- per day & non-payment for the entire period on per day basis.

- 25. Contractor has to submit power of attorney/affidavit in favour of one who is authorized to sign various documents bills, contract agreement etc. to enter into contract agreement & submit partnership deed, if any.
- 26. Vehicle are to be supplied and work has to be executed strictly as per the tender schedule and specification given by the CIAH.
- 27. CIAH OR ICAR administration shall not be responsible for any accident, damage etc. to the vehicle during the period of hire.
- 28. Compliance of all relevant labour laws would be sole responsibility of the contractor, including rules relating to payment of wages, providing prescribed rest, OTA etc. CIAH/ICAR would not be responsible in any case.
- 29. CIAH reserves the right to discontinue all vehicles or any vehicle or to discontinue the contract, at any stage/time, after giving a one month's notice.
- 30. All other terms & conditions of the tender document dated and Agreement dated..... are also to be followed scrupulously.



Check list of duly signed and stamped documents for Vehicle Hiring as when required at ICAR CIAH Bikaner to be submitted by the tenderer with technical Bid.

The firms are required to upload copies of the following documents:-

S.No.	Documents required	✓ Attached with Technical bid X not attached with technical bid
a)	Scanned copy of Firm's registration as a Cab Operator issued by the i) Central Govt. (Central Excise Department) ii) State Govt.	
b)	Scanned copy of Bid Security (EMD) and its exemption (MSME), if any	
c)	Users list, and scanned copies of Work Order/Contract awarded to firm/travel agency by the other Govt. dept./organizations etc. for the said item(s) of last 2 years(2023-24, 2024-25)	
d)	Valid GST Registration No./Certificate	
e)	Scanned copy of Valid PAN issued by Income Tax Department,	
f)	Scanned copy of signed our terms and conditions	
g)	Tender acceptance letter	
h)	Scanned copy of Undertaking that firm has not blacklisted by any Government Organization.	
i)	Scanned copy of Signed Price Bid undertaking	
j)	Registered/Branch Office at Bikaner Rajasthan (Documentary proof are attached), if not provided the firm will be disqualified.	

(Authorized Signatory/Tenderer with Official Seal)

(To be attested by Central Notary on a Non-Judicial Stamp Paper worth
Rs.100.00)

UNDERTAKING

I/We have read and understood ICAR-CIAH, Bikaner's General Terms and Conditions contained in the application form. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-CENTRAL INSTITUTE FOR ARID HORTICULTURE, BIKANER.

I/We do hereby also accept ICAR-CIAH, Bikaner have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-CIAH, Bikaner any changes the condition or working of the firm.

It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last two years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-CIAH, Bikaner to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:.....

Name:.....

Designation:.....

Address:.....

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Mobile:.....

Place:.....

Date:.....