

**PROTECTION OF PLANT VARIETIES & FARMERS' RIGHTS AUTHORITY**  
**MINISTRY OF AGRICULTURE, GOVT. OF INDIA,**  
**S-2, '2<sup>nd</sup> Floor, NASC COMPLEX, DPS MARG, OPP. TODAPUR,**  
**NEW DELHI – 110 012.**  
**Tel: 011-25843315, 011-25842846, Fax: 011-25840478, E-mail: ppvfra-agri@nic.in**

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**Tender Notice for dedicated commercial vehicles**

1. The Protection of Plant Varieties and Farmers' Rights Authority, Ministry of Agriculture, Govt. of India invites sealed tenders under two bid system i.e. ( part-I Technical Bid and Part-II Financial Bid) from the experienced agencies for supply of Commercial Air-conditioned/ Non-Air-conditioned dedicated vehicles on hire basis for monthly/kilometers rate basis for official use. The contract will be initially for a period of one year and is likely to commence from 01/03/2012, which may be extended for further period with mutual consent.
2. The tender document can be downloaded from the website of [www.plantauthority.gov.in](http://www.plantauthority.gov.in)
3. The interested agency may submit the tender document containing detailed bids (Technical and Financial) to In-charge (Admin.) PPV&FRA, 2<sup>nd</sup> Floor, NASC, Complex, New Delhi-110012 complete in all respects along with Earnest Money Deposit (EMD) of ₹.50,000/- (Rupee Fifty Thousand only) refundable without interest, in the form of demand draft/pay order drawn in favour of PPV&FR Authority, New Delhi on or before 06.02.2012 upto 1500 hours. The agencies which applied earlier in response to the advertisement appeared in newspapers dated 6.12.2011 and wish to apply again need not send EMD in case EMD of ₹ 50,000/- in the form of Demand Draft/Pay Order has already been enclosed with the earlier application.
4. The technical bid shall be opened on the same day, i.e. at 1530 hours in the committee room of PPV&FRA, 2<sup>nd</sup> Floor, NASC Complex, New Delhi-110012 in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be analyzed by selection committee constituted for the purpose. At the second stage financial bids, of only those agencies/bidders will be opened who qualify in the technical bids, on 07.02.2012 at 11:30 AM.
5. The authority reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the tender document without assigning any reason, thereof.

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Subject: Outsourcing of dedicated commercial Vehicles (Transport Service) on monthly basis for official use of the Protection of Plant Varieties and Farmers' Rights Authority.

The Protection of Plant Varieties Authority, Ministry of Agriculture, Govt. of India hereby invites sealed tenders in two Bid system i.e Part I Technical Bid and Part II Financial Bid from the experienced agencies for outsourcing the transport facility for supply of 3 Commercial Non Air-conditioned vehicle such as Indica/Wagon'R / Santro and 1 commercial Air- conditioned vehicle such as Esteem/ Accent /Tata Indigo/Swift Dezire for 250 hrs and 2500 Kms. on monthly basis for the use of Officers of the Authority. The participants against the tender ought to have experience in the field of providing vehicles to various agencies in public/private sector during last three years. The agency should own vehicles of 2009 or above models and should be in excellent condition both technically and in appearance particularly as to the upholstery and outer painting etc. The detailed terms and conditions of the proposed contract shall be as per Annexure-I.

2. The bids are required to be submitted to the Authority in a sealed cover super-scribed as "QUOTATIONS FOR HIRING OF VEHICLES" along with a Demand Draft of Earnest Money of ₹50,000/- (Rupees fifty thousand only) in favour of Protection of Plant Varieties and Farmers' Rights Authority (PPV&FRA) from any schedule commercial Bank. If the successful tenderer declines to act on the offer made by the Authority/or withdraw/amend their quotations after opening of tenders, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract.
3. **Eligibility for Transport Agency:**  
The proposal for outsourcing agencies will be considered on the basis of following criteria.
  - a. Copy of the PAN/TAN card of the Agency and service tax registration certificate.
  - b. Detail of experience for providing commercial Air conditioned/Non Air conditioned Vehicles to Central/ State Government/PSUs/Reputed Private firms/Banks etc during the last three years along with the documentary proof. .
  - c. Details of work premises including infrastructure showing location, area, owned or hired etc...
  - d. Details of number of vehicles owned by the agency showing name of vehicle, vehicle no, make/model, Registration no. etc. along with the documentary proof.
  - e. Copy of Profit & Loss Account and Balance Sheet for the last three years duly certified by the Chartered accountant showing the profitability and financial position. Average annual turnover of the agency during the last three years should be at least ` 40 lakhs.
  - f. EMD of ₹50,000.

The above mentioned information/document should be submitted along with the technical bid. Technical bid not accompanied by prescribed amount of EMD shall be rejected. However The agencies which applied in response to the advertisement appeared in newspapers dated 6.12.2011 and wish to apply again need not send EMD in case EMD of ` 50,000/- in the form of Demand Draft/Pay Order has already been enclosed with the earlier applications.

4. The sealed tender of technical bids and financial bids, in the prescribed proforma (Annexure-II) in separate covers, may be addressed to In-charge (Admin) and dropped in the tender box placed in the office on or before 06.02.2012 up to 1500 hours. The technical bid shall be opened on the same day, i.e. 06.02.2012 at 1530 hours in the committee room of PPV&FRA, 2<sup>nd</sup> Floor, NASC Complex, New Delhi-110012 in the presence of the representative of firms who wish to be present. At the first instance the technical bids shall be analyzed by selection committee constituted for the purpose. At the second stage financial bids, of only those agencies/bidders will be opened who qualify in the technical bids, on 07.02.2012 at 11:30 AM. The Authority reserves the right to accept/reject any or all the quotations received and the decision of this Authority in this regard shall be final/binding.
5. The successful bidder would be required to furnish unconditional Performance Guarantee of ₹50, 000/- (fifty thousand only) in favour of PPV&FRA. The same will be returned after sixty days from the date of the completion of the contract period and no interest would be paid. The Earnest Money Deposit will be forfeited if the successful tendered fails to furnish the Performance Guarantee Deposit.

**TERMS AND CONDITIONS**

1. The vehicle should be 2009 or above models and shall have clean seat. Covers/upholstery, good look and should be in perfect running condition fulfilling the latest emissions norms of Government of India.
2. The vehicle should be registered with the Transport Authority along with all valid documents such as valid insurance, road tax payment etc. The Driver should possess valid driving license issued by the appropriate authority, should be well mannered/ disciplined and adequately educated so as to maintain logbook.
3. The rates are to be quoted for hiring of vehicle on monthly basis. It shall be the sole prerogative of the Competent Authority to choose any one rate slab or a combination of rate slab in case of vehicle being hired.
4. If the hiring is on K.M. basis, the mileage shall be accounted for from garage to garage. If the garage is located more than 5 K.M, the distance will be treated to a maximum of 10 K.M (to and fro). The mileage from garage to the requisitioned destination and back to the garage shall be charged as per actual by shortest route.
5. In case of non-availability of requisitioned car, it will be the responsibility of the transporter to provide upgraded model at the same rates, terms and conditions with prior permission of PPV&FRA.
6. Payment of monthly bill shall be made within one month of the presentation of the bill after submission of copy of log book along with pre-receipted bill in duplicate.
7. Transporter shall maintain the duty slip and Log Book for each duty. The duty slip should be signed by the user, which would indicate the opening and the closing meter reading with time and date at the point of starting/ending the journey by the user. It should be ensured that there is no overwriting in the duty slips.
8. No advance payment shall be made under any circumstances.
9. The agency/firm should have an adequate no. of telephones for contact round the clock. The driver shall observe all etiquette and protocol while performing the duty and shall be neatly dressed, should wear proper uniform and must carry mobile phone in working condition, for which, no separate payment shall be made by this Authority.
10. The order for providing vehicles on monthly basis shall be given to the agency which will be short listed while meeting all the terms and conditions given in the tender document. However, to safeguard against failure by this agency to provide desired number of vehicles/service the Competent Authority may empanel next lowest bidder who is ready to provide service as per same rate and other terms and conditions.
11. In case of quality of service by the contracted agency found wanting/ inadequate, the Competent Authority may terminate the contract agreement after giving seven (07) days notice. In that case the Competent Authority may forfeit the performance Guarantee Deposit.
12. The contract will be initially for a period of one year and is likely to commence from 01.03.2012 which may be extended for further period on mutual consent depending upon satisfactory service and administrative convenience of the Authority. The Authority however may terminate the contract after giving seven days notice without assigning any reason thereof to the service provider.

13. PPV&FRA shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/parts and accessories therein. Similarly, PPV&FRA shall not be responsible for any third party claims. The Authority shall not be responsible for any Challan and disobeying of Traffic Rules caused by the driver.
14. In case of breakdown/servicing/repair, the transporter shall provide alternate vehicle of same make and model failing which vehicle shall be hired from any other source at the risk and cost of the Transporter.
15. Service Tax, Toll Plaza Tax, VAT, Parking Charges shall be payable over and above the quoted charges by the service provider and for claiming reimbursement he shall have to produce proof of payment of such taxes and charges.
16. The maintenance cost, charges of petrol, road tax, permit fee, passenger tax, Octroi Charges, salary of the driver, the overtime of driver etc., are the responsibility of the Transporter and should be paid by the Transporter.
17. In case of non-reporting/refusing to provide the requisite vehicle, the same will be hired from any other source at the risk and cost of the Transporter, besides any other penal action, which may even be termination of contract.
18. The agency shall ensure that the odometer of car supplied is properly sealed so that no tempering is done to inflate kilometer distance travelled.
19. PPV&FRA reserves the right to get the odometer calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaking (including those undertaken earlier) would be adjusted, besides any other penal action which may even lead to termination of the contract.
20. The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all the four passengers also.
21. The driver should be properly paid (as per Minimum Wages Act of Government of NCT). The wages paid to the Drivers shall be intimated to the Authority. Driver should be well conversant with all traffic signals, roads and routes of Delhi and NCR.
22. The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission for the concerned officer.
23. The agency shall provide the name and address of the drivers and police verification reports along with copy of driving license while submitting acceptance of offer.
24. Once a particular driver has been attached with a particular vehicle normally service provider should not change the driver in a casual manner unless and until directed to do so by this office.
25. The agency should keep necessary tool kit always with the vehicle and updated "Pollution under control Certificate) with the vehicles.
26. The Tax Deduction at Source (T.D. S.) shall be made as per the provisions of income tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Authority.
27. The successful agency will be required to execute an agreement with the Authority for the period specified in the award letter. In case the successful agency fails to enter into the agreement with the authority within the specified date mentioned in the award letter, the EMD deposited by such agency shall stand forfeited without giving any further notice.

28. The contracting agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of the Authority.
29. The tenderer will be bound by the details furnished by him/her to the Authority submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contracts.

## Proforma (Annexure II)

To

The In-charge (Admin)  
Protection of Plant Varieties and Farmers' Rights Authority,  
S-2, '2<sup>nd</sup> Floor, NASC Complex, DPS Marg, Opp. Todapur,  
New Delhi – 110 012

Subject: Outsourcing of dedicated Vehicles (Transport Service) on monthly basis for official

use of the Protection of Plant Varieties and Farmers' Rights Authority .

Sir,

I/We intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in tender document. I/We hereby quote our lowest rates for hiring of Commercial Vehicles on monthly basis for 2500 Kms and 250 hours:

Sl. No	Vehicle details	Rate in words and figures for		Charges for an additional Km for		Charges for an additional Hrs for	
		AC	Non AC	AC	Non AC	AC	Non AC
1.	Indica/Wagon 'R'/Santro						
2.	Tata Indigo/ Swift Dezire / Esteem/ Accent						

2. I/we undertake that documents and genuine/authentic and nothing material has been concealed and that I/We are not debarred by any Government organization and competent to contract. I /we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

(Signature of the Authorized Signatory)  
With rubber Stamp

Name of the Bidder :  
Complete Address :  
Address (Works), if any, :  
Contact No. and Phone Nos: