

**ICAR-NATIONAL RESEARCH CENTRE ON MITHUN  
MEDZIPHEMA, DIMAPUR  
NAGALAND – 797 106**

NO.NRCM(G)248/2018

Dated: 08.02.2019

**REVISED TENDER DOCUMENT**

The Director, ICAR-NRC on Mithun, Medziphema, Nagaland invites sealed bids under two bid systems from registered/licensed firms for providing one number of heavy vehicle driving manpower service at ICAR-NRC on Mithun, Medziphema for a period of three months further extendable. Bids complete in all respects should be submitted on or before 16.02.2019 at 2:30 PM as per detail terms and conditions.

**Terms & Conditions**

1. If the last date of receipt of tender is declared to be a holiday the next working day shall remain valid for the purpose. Tenders receiving after due date and time shall not be considered.
2. Agency/Firm already participated are requested to submit fresh tender alongwith the required EMD. EMD already submitted shall be returned in original to the concerned firm.
3. EMD of Rs. 1,000/- through Demand Draft only to be drawn in favour of Director, NRCM, payable at SBI Medziphema branch (code-06759) should be enclosed alongwith the Technical Bid(Annexure-A) failing which the tender is liable for rejection. The EMD of the unsuccessful tenderer shall be refunded after the finalization of the order. No interest shall be paid on EMD.
4. All Tender must be sent to DIRECTOR, ICAR-NRC on Mithun, Medziphema, Dimapur, Nagaland – 797 106 through Registered Post / Speed post / By Hand.
5. In the case of non acceptance of order the Earnest Money will be forfeited.
6. The bid should consist of two Bids – The technical bid and the financial bid. Both must be submitted in two separate sealed envelopes duly super scribed as “Technical Bid” & “Financial bid” and put in a single outer main cover.
7. The outer main cover should be super scribed “**TENDER FOR THE SUPPLY OF DRIVER**”. The Bidding Firms should give their complete address on the bottom left corner of the Main Cover. The main cover should also be sealed properly.
8. The Earnest Money along with all technical details is mandatory to be kept alongwith Technical Bid as per enclosed ANNEXURE-A.
9. The rates quoted should be valid for forty five (45) days from the date of opening tender.
10. Bids qualifying technically (in all respect) shall be considered for financial aspects.
11. The driver to be engaged must possess a valid heavy vehicle driving license. It is the responsible of the firm to provide good character worker. In case of any misbehavior or criminal conducts is observed/found with the worker the agency shall be solely responsible.
12. The firm have to quote the monthly consolidated rate per point per month, to be charged by them for providing the services. No change/revision whatsoever in rate once quoted shall be admissible during the tenure of tender under any circumstances.
13. Payment for contract bill will be made monthly upon submission of pre-receipted bill, duly supported by copy of forwarding letter indicating cheque No. amount regarding remittance of payment to worker in their respective bank account and copies of challans/receipts towards deposit of EPF, ESIC, Service Tax/GST and any other statutory liabilities of preceding month.
14. This Institute reserves the right to reject any or all the tender(s) received without assigning any reason thereof.
15. In all matters of disputes, the decision of the Director of this Institute shall be final and binding on either side.
16. The Director, NRCM, MEDZIPHEMA reserves all right to accept or reject any or all tender without assigning any, reasons thereof.

Asstt. Admn. Officer

**ANNEXURE – A**  
**TECHNICAL BID**

*(To be kept in separate envelope)*

Name of the Firm		
Full address with Tele No., Fax No., e-mail		
1	EMD of required amount of Rs.1,000/- DD/No.....dated..... Name of Bank/Branch .....	Attach the copy of DD.
2	PAN No.	Attached Xerox copy
3	GST Regd..	Attached Xerox copy
4	EPF & ESI Regd. Certificate	Attached Xerox copy
5	<u>Bank details for E-payment :</u> (i) Name of the Account  (ii) Name of the Bank  (iii) Bank Account No.  (iv) IFSC Code of Bank/Branch	
6	Registration certificate/license of the firm	Attached Xerox copy

1. I/We have accepted all terms & conditions and instructions given in this tender form.
2. The words “TECHNICAL BID” should be written clearly and prominently on the sealed envelop.

**Place:**

**Date:**

**(Signature of the Tenderer with seal)**

**ANNEXURE – B**  
**FINANCIAL BID**

*(To be kept in separate envelope)*

Name of the Firm		
Full address with Tele No., Fax No., e-mail		
<b>Sl.No</b>	<b>Name of the item</b>	<b>Rate in Rupees</b>
01	1 No. Driver (heavy vehicle) Consolidated monthly rate	
02	EPF @ 13.15% of consolidated monthly rate (employers contribution)	
03	ESI @ 4.75% of consolidated monthly rate (employers contribution)	
04	Per day rate for outstation duty (in case of night halt)	
05	Firm's service charge	
06	GST@ 18%	
	<b>Total amount</b>	

(Rupees \_\_\_\_\_)only

1. I/We have accepted all terms & conditions and instructions given in this tender.
2. The words "FINANCIAL BID" should be written clearly and prominently on this envelop along with Tender Number & date of opening.
3. **The rate quoted shall not be less than the minimum wage rate as notified by the GoI Ministry of labour commission from time to time.**

**Place:**

**Dated:**

**(Signature of the Tenderer with seal)**