



**AGRINNOVATE INDIA LIMITED (AgIn) –  
A Government of India Enterprise  
G-2, A Block, NASC Complex, DPS Marg,  
New Delhi- 110012**

**TENDER DOCUMENT (TWO BID SYSTEM)**

**TENDER INQUIRY FROM INTERESTED TRANSPORT SERVICE PROVIDERS  
FOR AWARDING THE CONTRACT FOR HIRING OF VEHICLES FOR THE  
OFFICIAL USE**

**AT**

**AGRINNOVATE INDIA LIMITED, G-2, A BLOCK, NASC COMPLEX, DEV  
PRAKASH SHASTRI MARG, NEW DELHI – 12**

**Contact Details : Chief Finance Officer,  
Agrinnovate India Limited,  
G-2, A Block, NASC Complex,  
DEV PRAKASH SHASTRI MARG,  
PUSA, NEW DELHI – 110012  
Tel:011-25842122, Fax: 011-25842124  
Website....<http://www.agrinnovate.co.in>**



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**A Government of India Enterprise**  
G-2, A Block, NASC Complex, DPS Marg, New Delhi- 110012  
Ph. 011-25842122, 011-25842124 (Telefax), [www.agrinnovate.co.in](http://www.agrinnovate.co.in)

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**F.No. XI-3/2021/AgIn**

**Date: 21<sup>st</sup> June, 2021**

**Subject:- Tender enquiry from interested transport service providers for awarding the “contract for hiring of vehicles for the official use of Agrinnovate India Limited” – Reg.**

Agrinnovate India Limited (AgIn) invites online open tender in Two Bids System through e-tendering from interested transport service providers for awarding the “contract for hiring of vehicles for the official use of Agrinnovate India Limited, G-2, A Block, NASC Complex, Dev Prakash Shastri Marg, New Delhi 12”. This tender is for hiring of two regular vehicles on monthly basis and need based hiring of vehicles for local journey (Delhi & NCR)/ outstation journey as and when required by the Company.

Agrinnovate India Limited (AgIn) is a company registered under the Companies Act, 1956 owned by Department of Agricultural Research & Education (DARE), Ministry of Agriculture & Farmers Welfare, Government of India. (refer website [www.agrinnovate.co.in](http://www.agrinnovate.co.in)).

The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures.

2. Details of the tender are given below:

**CRITICAL DATA SHEET (SECTION)**

TENDER NUMBER	XI-3/2021/AgIn
TENDER COST	NIL
DESCRIPTION OF WORK	Tender enquiry for hiring of vehicles for official use on

	outsourcing basis for the Agrinnovate India Limited, G-2, A Block, NASC Complex, Todapur, Dev Prakash Shastri Marg, New Delhi 12. This tender is for hiring of two regular vehicles on monthly basis and need based hiring of vehicles for local journey (Delhi & NCR)/ outstation journey as and when required by the Company.
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	21.06.2021 10.00 AM onward
BID SUBMISSION END DATE AND TIME	12.07.2021 upto 11.00 AM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	13.07.2021 at 11:00 AM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	15.07.2017 at 11.00 AM
BID VALIDITY	90 days from the date of Technical Bid opening
EMD	Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/BC in favour of Agrinnovate India Limited, payable at New Delhi. In case, the firm is exempted from paying EMD, then, necessary exemption certificate may be closed else bid will be summarily rejected.
EMD VALIDITY	90 days from the date of Technical bid opening
SECURITY DEPOSIT (SD)/PERFORMANCE BOND (PB)	Rs. 50,000/- (Rupees fifty thousand only) in form of DD/ Bank guarantee /FDR in favour of Agrinnovate India Limited
VALIDITY OF SD/PB	60 days after the expiry of the contract
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal ( <a href="http://www.cprocure.gov.in/e procure/app">www.cprocure.gov.in/e procure/app</a> ) from 21.06.2021 to 12.07.2021 upto 11.00 AM. The original EMD must be submitted in acceptable form to Chief Finance Officer, Agrinnovate India Limited, G-2, A Block, NASC COMPLEX, PUSA, NEW DELHI-110012 before the tender closing date and time i.e. 12.07.2021 upto 11:00 AM. In case, bids are submitted in hard copy, the tender shall be rejected summarily.
Details of tender	Tender Documents and Notice is also available on Agrinnovate website <a href="http://www.agrinnovate.co.in">www.agrinnovate.co.in</a>

3. Scope of the proposed work and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract, etc. are enclosed to this Tender Invitation, as per the following details:

3.1	Letter of Invitation	ANNEXURE-I
3.2	General Terms and conditions of contract and Terms of Service	ANNEXURE-II
3.3	Instructions for Online Bid Submission	ANNEXURE-III
3.4	Check List for Technical Bid Evaluation	ANNEXURE- IV
3.5	Certificate to be given as part of Technical Bid	ANNEXURE-V
3.6	Financial Bid (BOQ)	ANNEXURE-VI A
3.7	Category-wise terms and conditions for quoting the rates in BOQ	ANNEXURE-VI B
3.7	Draft Agreement	ANNEXURE-VII

4. The entire tender document including all Annexures, except the Financial Bid in Annexure VI A, will be part of the Technical Bid which also must contain the scanned copy of EMD and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)). The original EMD must be submitted in acceptable form to Administration In-Charge, Agrinnovate India Limited, G-2, A Block, NASC COMPLEX, PUSA, NEW DELHI-110012 before the tender closing date and time on CPP Portal. Special instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)).

Yours faithfully,



**Saurabh Muni**  
**Chief Finance Officer**  
**Agrinnovate India Limited**



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**TENDER NOTICE**

**F.No. XI-3/2021/AgIn**

**Date: 21<sup>st</sup> June, 2021**

Agrinnovate India Limited (AgIn), a Company registered under the Companies Act, 1956 owned by Department of Agricultural Research & Education (DARE), Ministry of Agriculture & Farmers Welfare, Government of India invites online open tender in Two Bids System through e-tendering from interested parties having requisite experience for “contract for hiring of vehicles for the official use of Agrinnovate India Limited, G-2, A Block, NASC Complex, Dev Prakash Shastri Marg, New Delhi 12”. This tender is for hiring of two regular vehicles on monthly basis and need based hiring of vehicles for local journey (Delhi & NCR)/ outstation journey as and when required by the Company.

Eligible firms may submit tenders/bids online on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)) from 21.06.2021 to 12.07.2021 upto 11.00 AM. Tenderers are also required to submit the original EMD to the Chief Finance Officer, Agrinnovate India Limited, G-2, A Block, NASC Complex before tender closing date i.e. 12.07.2021 upto 11:00 AM. Details can be obtained from [www.agrinnovate.co.in](http://www.agrinnovate.co.in). In case, bids are submitted in hard copy, the tender shall be rejected summarily.

**Saurabh Muni**  
**Chief Finance Officer**  
**Agrinnovate India Limited**

## LETTER OF INVITATION

Dear Tenderer,

.....  
 Online bids are hereby invited on behalf of the Chief Executive Officer, Agrinnovate India Limited from interested transport service providers for “contract for hiring of vehicles for the official use of Agrinnovate India Limited, G-2, A Block, NASC Complex, Dev Prakash Shastri Marg, New Delhi 12”. This tender is for hiring of two regular vehicles on monthly basis and need based hiring of vehicles for local journey (Delhi & NCR)/ outstation journey as and when required by the Company. The terms and conditions of the contract are detailed in the tender document. Please submit your offer if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached ANNEXURES. Please submit your bids (technical and financial) online at CPP Portal.

1. An earnest money of Rs.10,000/- (Rupees Ten Thousand only) must be deposited in the form of demand draft/BC payable to Agrinnovate India Limited at New Delhi. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft/BC number and date. The agencies which are exempted from submission of EMD, should enclose a valid exemption certificate to this effect. The Tenders will not be considered if earnest money/exemption certificate is not submitted to the Company. The EMD shall be refunded to unsuccessful firm without paying any interest by the AgIn.
2. The firm, after submitting tender, will not be permitted to withdraw their offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation, EMD will be forfeited. In the event of the offer made by the firm not being accepted, the amount of EMD will be refunded, in the manner prescribed by the AgIn.
3. Chief Executive Officer, AgIn reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Company, for any justifiable reasons, not mandatory to be communicated to the Tenderer. His decision will be final for any aspect of the contract and binding on parties.
4. Acceptance of the offer will be communicated by email/ fax/ letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/ fax / letter should be acted upon immediately.
5. Essential documents required for technical evaluation of bids are detailed in ANNEXURE IV.

Yours faithfully,

  
 Saurabh Muni

Chief Finance Officer  
 Agrinnovate India Limited

## ANNEXURE-II

### GENERAL TERMS AND CONDITIONS OF CONTRACT AND TERMS OF SERVICE

#### Earnest Money Deposit :

1. An Earnest Money Deposit (EMD) in the form of a demand draft/ BC for Rs. 10,000 (Rs. Ten thousand only) drawn on any nationalized / scheduled Bank in favour of "Agrinnovate India Limited" payable at New Delhi only. EMD in any other form will not be accepted and shall be deposited with the Company latest by 12.07.2021, 11:00 AM i.e. tender closing date and time. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft/Banker's Cheque number and date.
2. The earnest money will be forfeited:
  - a. If the Tenderer withdraws his Tender during the period of Tender validity or modify the conditions thereof.
  - b. If in the case of the successful Tenderer, the Tenderer fails to sign the contract or to furnish performance security in accordance with general terms and conditions of contract.
3. Return/refund of EMD to the unsuccessful/non-responsive Tenderer(s) will be made normally within 90 days after the successful award of tender. No interest shall be payable on it under any circumstances.
4. Return/refund of EMD to successful bidder will be made within 90 days after signing of contract and deposit of performance security.

#### Performance Guarantee:

1. The successful Tenderer shall be required to furnish a performance security of Rs.50,000 (Rupees fifty thousand only) as security deposit in favour of Agrinnovate India Limited within fifteen days after receipt of Award Letter in the form of a Demand draft/ Bank guarantee/FDR from a nationalized / scheduled bank in favour of "Agrinnovate India Limited" payable at New Delhi. No interest will be payable on the performance security.
2. The performance guarantee in the form of a bank guarantee shall be discharged / returned on expiry and successful completion of the contract, within a period of 60

days. In case of non-execution of the contract/poor services, in part or in full, the performance security shall be forfeited, after giving due notice to the Contractor in respect of the defective / improper performance / execution or breach of any of the terms of the contract etc.

3. Any sum of money due or payable to the Contractor, including the performance security refundable to him under the contract, may be apportioned by Agrinnovate, against any amount of loss caused / penalty imposed on the Contractor, which the Contractor may owe to Agrinnovate under this contract or any other contract or transaction.
4. If tenderer does not accept the offer, after issue of letter of award by Agrinnovate India Limited within 7 days, the offer made shall be deemed withdrawn & Earnest money shall be forfeited.

#### **Terms & Conditions:**

The award of contract to the successful tenderer will be governed by the following terms and conditions:

1. Reporting time and Closing time from Company office at NASC Complex or any other pick-up/drop of location specified by the office shall be taken into consideration for bill payment.
2. Mileage shall be counted from Company office at NASC Complex or any other pick-up/drop of location specified by the office only and for this purpose the driver deputed shall get the meter reading checked from the officer in-charge or any other person deputed by him for this purpose. Similarly, at the time of departure meter reading may be got verified by the Officer-in-Charge in case closing location is office or Officer using the vehicle in case of closing location is other than Office.
3. Extra Kilometer and Hours will be given only if kilometer and hours go beyond the slab.
4. Toll tax and parking charges will be paid by the Company on submission of receipt along with the bill. Any other expenses including permit charges etc. will be borne by the agency.
5. Vehicle should be provided at short notice and as & when required. Cleanliness of vehicle and its condition should be excellent. The vehicles so requisitioned should be in time.
6. The vehicle should be self-starting and in good condition.
7. The vehicle should be in very good running condition and Model of the vehicle should not be prior to 2018. The selected party has to get the vehicle approved by the



Company before deployment. In case condition of vehicles is not found to be satisfactory and acceptable standards, the offer is liable to be rejected. The vehicle provided should not have run more than 50000 Kms.

8. The maintenance of the vehicles should be as per the schedule advised by the manufacturer. The maintenance should be shown to the Vehicle In-Charge of the Company for checking etc.
9. The tyres of the vehicles should be replaced as per the replacement schedule advised by the manufacturer.
10. If the agency fails to provide vehicle(s) so requisitioned in time after receiving the message/ does not report on time, the Company will have a right to hire any other vehicle from the market and the additional cost incurred by the Company will be borne by the tenderer. The contract might also be cancelled, without assigning any reason.
11. Penalty etc. imposed by traffic police/department will not be paid by the Company.
12. **The vehicle must be registered in Delhi/NCR for commercial use. The vehicle provided should have necessary permit for local/NCR/outstation travel as per requirement.**
13. The driver should observe all the etiquette and protocol while performing the duty. He must be in neat uniform and should have mobile phone connectivity for which no separate payment shall be made.
14. Driver should have a valid license issued by RTO, Delhi.
15. Dedicated Vehicles and drivers must be provided and changes will be allowed in exceptional cases.
16. The vehicle shall be properly insured and should carry necessary fitness certificate from concerned authority including pollution certificate.
17. The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the vehicles. The salary and other costs of drivers shall also be borne by the agency.
18. The agency should abide by rules laid down by any authority relevant to the deployment of vehicles.
19. The Company shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or the driver or to any other third party. The loss or damage or legal expenses on the account shall be borne by the agency.
20. Vehicle shall be made available on all days including Saturdays, Sundays, Holidays & late night also as may be required.

21. The firm should have authorized office/working premises in Delhi.
22. The quotation should be given giving address, telephone number and E-mail address, etc. duly signed by authorized signatory of the bidder.
23. Copy of PAN/TIN No. etc.(as required) of the agency should be attached with quotation.
24. Incomplete bids are liable to be ignored.
25. The tenders shall remain valid for 90 days from the date of opening of quotation(s).
26. Tender shall be duly signed by the authorized signatory on each page.
27. The Company reserves the right without assigning any reason to accept or reject any/all bid(s) in whole or in part.
28. Acceptance of the Company will be communicated by Phone/ Email/FAX/Telegram, Express letter or any other form of communication. Formal letter of acceptance and work order of the tender will be forwarded as soon as possible, but the earlier instructions in the Phone/ Email/FAX/Telegram/Express letter etc. should be acted upon immediately.
29. **Rates quoted with mileage and timings from the garage of service provider will not be considered and bid will be treated as unresponsive.**
30. The drivers:
  - i. Should be presentable/ courteous/ well behaved to the officers of the Company.
  - ii. Should possess an appropriate and valid commercial Driving License.
  - iii. Should report for duty in clean uniform/ name badge.
  - iv. Should be experienced and fully conversant with the routes of Delhi, New Delhi and NCR
  - v. Will be required to maintain a Duty Slip/ Logbook which will be signed by the user before countersigned by the concerned Nodal Officer.
31. The vehicle will have to be fitted/ provided with the following mandatory additional/ utilities:
  - i. Clean seat covers
  - ii. Quality Radio music system
  - iii. Reading Lamp
  - iv. Tissue Paper Box
  - v. Car Perfume
  - vi. Mobile Charger
  - vii. Umbrella during monsoon
32. The vehicles provided by the contractor should be in excellent condition mechanically as well as get up wise i.e. out body/ upholstery etc should be decent looking with

proper seat covers etc. Seat covers will have to be cleaned every 10 days or earlier (whenever required).

33. Nothing extra will be paid to the contractor due to fluctuation in cost of fuel or any other consumable items, registration charges etc during the period of contract.
34. In case the vehicle breaks down or is required to be taken for repair, another vehicle of similar type will have to be provided by the contractor immediately. The firm should be able to provide vehicles at odd hours and holidays also without any extra charge.
35. All expenses are to be borne by the firm in case of breakdown of the vehicle supplied. The vehicle 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 breakdown vehicle has to be provided.
36. The contractor/ Firm should also be able to provide the name and mobile number of a person, who can be contacted at any time, even beyond office hours and holidays. This person should be capable of taking orders and arrange the desired vehicles, even at short notice.
37. Necessary Registration Certificate, Insurance and Pollution Checkup of the vehicles should be valid and complete in all respects.
38. The successful contractor/ firm will also be required to submit, within 5 days, copies of Registration Certificate, Insurance Papers, PUC, Permit etc. for the vehicles proposed to be deployed in Agrinnovate India Limited, failing which his Earnest Money Deposit will be forfeited. The vehicle to be deployed shall be presented for inspection of authorized Company officials within 7 days of award of contract.

#### **Extension and Termination of Contract:**

1. **The contract will be initially valid for the period 01.08.2021 to 31.07.2022 (one year).** The period of contract is extendable by one year subject to rendering of satisfactory services by the firm & mutual consent of both the parties on the same terms & conditions. However, it shall be with the consent / written request by the contractor in this regard.
2. The contract may be terminated by this office at any time by giving one month notice without assigning any reasons thereof, if the work of the firm is not found satisfactory. In this connection, the decision of the Company shall be final and binding on the firm.
3. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to Agrinnovate shall be forfeited without any claim whatsoever on Agrinnovate and the contractor is liable for action as appropriate under the extant laws.

4. Contractor may also terminate the contract by giving one month notice (one month period will count from the date of receipt of such notice at Agrinnovate). In this notice period, it is the responsibility of the contractor to provide proper and satisfactory services to the Company as mentioned in the tender document.
5. Tampering of meters of vehicle and any irregularities such as over writing, forged entries etc in log book (to be maintained in prescribed format) will lead to termination of the contract along with the forfeiture of performance security/ blacklisting of firm.
6. Non-compliance with any of the terms and conditions is liable to rejection of contract.

**Penalty Clause for non-compliance:**

*(Penalty in Rs.)*

Sl.No.	Violations	First Instance	Second Instance	Third Instance	Remarks
1.	Driver not in uniform	100/-	300/-	500/-	---
2.	Unwashed Seat cover	100/-	300/-	500/-	
3.	Inadequate fuel while on duty	100/-	300/-	500/-	
4.	Non-functioning of AC in Car	500/-	700/-	1000/-	
5.	Failure to provide alternative arrangement within one hour of vehicle break down	1000/-	1500/-	2000/-	Rental charges for the day will not be paid
6.	Changes of driver without prior intimation of Office	2000/-	---	--	On each occasion
7.	Delay (more than 30 minutes) in reporting for duty by driver/ vehicle	1000/-	1500/-	2000/-	Rental charges for the day will not be paid
8.	Non-compliance for any other terms & condition	1500/-	3000/-	5000/-	For each violation per vehicle
9.	Non-submission of logbook on weekly basis for perusal	1000/-	1500/-	--	For each violation per vehicle

- Any misconduct/ misbehavior on the part of the Driver deployed by the agency will not be tolerated and such persons will have to be replaced immediately by the Firm.

**Payment Terms:**

1. No advance payment will be made. The approved firm shall submit the bill (in triplicate) at the end of the month along with photocopy of the Car Diary (log book). No interest is payable on delayed payment.
2. Income Tax/TDS as per rule shall be deducted from the bill.
3. The payment against the contract shall be made on monthly basis through RTGS/ NEFT (online) only.

### **Settlement of Disputes:**

1. Chief Executive Officer, Agrinnovate India Limited reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Company, for any justifiable reasons, not mandatory to be communicated to the tenderer.
2. Decision of Chief Executive Officer, Agrinnovate India Limited will be final for any aspect of the contract and binding to all parties.
3. In case of any dispute, the jurisdiction shall be Delhi Court.

### **Evaluation Criteria:**

The bids will be evaluated on the basis of weighted average of rate quoted per km in all categories in the following manner:

- a. To calculate average km rate, the quoted rate will be divided by the no. of km of the respective slab.
- b. 80% weightage will be given to regular vehicle slab and 10% for local trip and 10% for outstation slab.
- c. Weighted average will be calculated of all the three slab.
- d. Rate contract will be awarded to the bidder quoting lowest weighted average rates.

### **NOTE :**

1. The Chief Executive Officer, Agrinnovate India Limited, G-2, "A" Block, NASC Complex, DPS Marg, New Delhi may at his discretion, extend this date by a fortnight and such extension shall be binding on tenderers.
2. If the date up to which the tender is open for acceptance is declared to be a holiday ,the Tender shall be deemed to remain open for acceptance till the next working day following the holiday.

**Instructions for Online Bids submission**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signatures Certificates. The instructions given below are meant to assist the bidders in registration on the CPP portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

1. The tender is in two parts i.e. (1) Technical Bid and (2) Financial Bid. These bids duly filled shall be submitted online. The Technical Bid uploaded on the portal must contain the scanned copy of EMD and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)). In case, bids are submitted in hard copy, the tender shall be rejected summarily. Special instructions to the Bidders for the e-submission of the bids online through this e-Procurement Portal can be downloaded from CPP Portal ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)).
2. For any help for submission of online bids, bidders may visit "help for contractor" tab on the website [www.eprocure.gov.in](http://www.eprocure.gov.in).
3. The tendering firm has to carefully assess the scope of work. For any clarification (s) as to the tender/scope of work, the prospective bidders may contact Administration In-Charge, Agrinnovate India Limited, New Delhi-110012 with prior appointment on phone no.011-25842122/ 7290002830 on any working day between 3 to 4 PM.

**Registration:**

1. Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (URL: at <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As a part of enrolment process, the bidders will be required to choose unique username and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate Authority recognized by CCA India (e.g. SIFY/ TCS/ nCode/ EMudhra etc) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidders then logs in to the site through the secured the log-in by entering their usrID/ password and the password of the DSC/ e Token.

#### **Searching for Tender Documents:**

1. There are various options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value etc. There is also an option to advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ email in case there is any corrigendum issued to the tender document.
3. The bidders should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the helpdesk.

#### **Preparation of Bids:**

1. Bidder should take into account any corrigendum published, if any, on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as a part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the name and contents of each of the document that need to be submitted. Any deviations from these will lead to rejection of the bid.

3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/ XLS/ RAR/ DWF forms. Bid documents may be scanned with 100 dpi with black and white options.
4. To avoid, the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard document (e.g. PAN Card copy, Auditor certificates etc) has been provided to the Bidders. Bidders may use 'My space' area available to them to upload such documents. These documents may be directly submitted from the 'My space' area while submitting the bid, and need not be uploaded again. This will lead to reduction in the time required for Bid submission process.

### **Submission of Bids:**

1. Bidders should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to any other issues.
2. The bidders have to digitally sign and upload the required bid document as indicated in the tender document.
3. Bidders have to select the payment option as "offline" to pay the tender fees/ EMD as applicable and enter the details of the instrument.
4. **Bidders should prepare the EMD as per the instructions specified in the tender document. The original should be posted/ couriered/ given in person so that it may reach the Company Office latest by the last date and time of the bid submission. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scan copy and the data entered during the bid submission time. Otherwise, the uploaded bid will be rejected.**
5. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. Bidders are required to download BOQ file, open it and complete the white coloured (unprotected) cells with the respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidders should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the Bidder, the bid will be rejected.
6. The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of the bids etc. The Bidders should follow this time during the bid submission.



7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by the unauthorized person until the time of bid opening. The confidentiality of the bids is being maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date and time of submission of bids with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bids. The acknowledgement may be used as an entry pass for any bid opening meetings.

**Assistance to Bidders:**

1. Any queries relating to the tender documents and terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the Tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

**CHECK-LIST FOR TECHNICAL BID**

**AGRINNOVATE INDIA LIMITED**

(Scanned copy of the relevant documents to be uploaded at CPP Portal for each item mentioned below)

**Qualifying Bid Document**

S.No.	Particulars	To be filled by Bidder	Page No.
1.	Name , Address and Telephone Number of Tenderer		
2.	Type of Organization (Company/ Partnership Firm/ Proprietorship/ other) (Certificate of Registration Form to be submitted)		
3.	Last two year's continuous experience of the firm in the field of providing such services in Central Government establishments/ autonomous bodies of Government of India/ corporations of Govt. of India/ reputed public or private organizations. (copies of work order to be enclosed)		
4.	PAN Number		
5.	Service Tax No.		
6.	Name of Banker		
7.	Whether the firm has any legal suit /criminal case pending against it for violation of any law of court (give details).		
8.	Details of EMD		
9.	Proprietorship (if applicable, necessary certificate may be enclosed)		
10.	Duly signed certificate as mentioned in the Annexure-V		

**Declaration:**

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Company in future.

**(Signature & Seal of authorized signatory)**

**(CERTIFICATE TO BE GIVEN ON LETTER HEAD OF THE FIRM AS PART OF  
TECHNICAL BID)**

To,

The Chief Finance Officer,  
Agrinnovate India Limited, NASC Complex, New Delhi-12.

Sir/ Madam,

It is confirmed that I/we have fully understood the scope of work and all other terms and conditions for hiring of two vehicles for official use on outsourcing basis at Agrinnovate India Limited. For detail understanding the scope of work:

1. I/We have understood the total quantum of work by going through the tender document and all the conditions mentioned in the tender document are acceptable to us.
2. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/ We undertake that there are not any legal suit/ criminal case pending against our firm.
5. I/ We are not blacklisted by any Government organization in the field of hiring of vehicles for official use on outsourcing basis.
6. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts. This offer is made to be valid for acceptance by Agrinnovate India Limited within 90 days from the date of opening of the technical bid.

**(Signature of authorized representative of the firm)**

**Stamp/Seal of the firm**

**FINANCIAL BID**  
**(BOQ) TO BE UPLOADED IN CPPP**

Last date for receipt of tender : 12.07.2021 upto 11.00 AM

Date of opening of tender (Technical Bid) : 13.07.2021 at 11:00 AM

(At Agrinnovate India Limited, G-2, A Block, NASC Complex, Dev Prakash Shastri Marg,  
Pusa New Delhi – 110012)

The bids will be evaluated as per the Evaluation Criteria mentioned in the Tender Document- Annexure-II- Evaluation of Bids.

*Please check Annexure-VI-B for the category-wise terms and conditions  
before quoting the rates in the BOQ.*

Sl No.	Description	Quantity	Units	Rates (exclusive of taxes)
	<b>Regular Vehicles</b>			
1	<b>Rates quoted per vehicle per calendar month (upto 2000 Kms and 250 Hrs)</b>			
1.1	Maruti Suzuki-Dzire/ Hyundai-Xcent/ Honda-Amaze/ Honda City/ Hyundai Verna/ Hyundai Aura/ Tata Tiago	2	Rates per month	
2.01	<b>Need based Vehicles</b>			
2	<b>Rates per vehicle for need based or as and when required vehicles for local journey- Delhi &amp; NCR (Full day- 8 hrs and 80 Kms)</b>			
2.1	Maruti Suzuki-Dzire/ Hyundai-Xcent/ Honda-Amaze/ Honda City/ Hyundai Verna/ Hyundai Aura/ Tata Tiago	1	Rates per day (full day)	
2.2	Innova/Safari/ Xylo/Mobilio/ Ertiga	1	Rates per day (full day)	
3	<b>Rates per vehicle for need based or as and when required vehicles for outstation journey</b>			
3.1	Maruti Suzuki-Dzire/ Hyundai-Xcent/ Honda-Amaze/ Honda City/ Hyundai Verna/ Hyundai Aura/ Tata Tiago	1	Rates per Km	
3.2	Innova/Safari/ Xylo/Mobilio/ Ertiga	1	Rates per Km	

We have carefully read the terms and conditions of the quotation and are agreed to abide by these in letter and spirit.

Signature .....  
Name & Address of the Firm .....  
Telephone No. ....  
Mobile No. ....  
Email : .....

(Firm's Seal)

Category-wise terms and conditions for quoting the rates in BOQ

(1) Instructions for hiring of two regular vehicles (Dzire/Xcent/Amaze/Honda City/ Hyundai Verna/ Hyundai Aura/ Tata Tiago) on monthly basis:

- i. The contractor will be required to provide Vehicles from any of the following makes- Maruti Suzuki-Dzire/ Hyundai-Xcent/ Honda-Amaze/ Honda City/ Hyundai Verna/ Hyundai Aura/ Tata Tiago.
- ii. The vehicles provided by contractor will be required to ply in Delhi-NCR Zones like Delhi, Ghaziabad, Noida, Gurugram, Faridabad/ Sonipat etc and nothing extra will be paid for visiting NCR except Toll Tax.
- iii. The vehicle will be inspected by the Company and after satisfactory report it will be permitted for regular use in the Company. In case the vehicle mentioned above is not found satisfactory by the Company, the bidders will be required to provide another vehicle for inspection within 3 days. In case this vehicle is also not found satisfactory, the bid will be rejected and the contract will be awarded to second lowest bidder.
- iv. In case, vehicle is to be changed by the firm in future, then prior information of one week may be given to the Agrinnovate India Limited. The replaced vehicles may be inspected again by Agrinnovate India Limited.
- v. The vehicles should be provided on all the days including Saturday, Sunday & Public holidays if required.
- vi. Every extra km beyond 2000 km in a calendar month will be paid at the same rate as calculated/quoted for extra km in local journey category (sl. no. 2(i)). Similarly charges for every extra hour beyond 250 hours in a calendar month will be paid at the same rate as calculated/quoted for extra hour slab in local journey category (sl. no. 2(i)). No night charges shall be paid.
- vii. All rates should be quoted exclusive of service tax.
- viii. Charges for extra hours will be paid on full hours. Fraction of hours will be ignored.
- ix. **During the contract period, Company may increase or decrease the number of regular vehicles deployed at Agrinnovate India Limited. In case, any additional vehicle is sought by the Company on monthly basis, the rates for regular vehicle quoted at Sl. No. 1.1 in the financial bid shall apply for the additional vehicle.**

(2) Instructions for Need based or as and when required vehicles for local journey- Delhi & NCR:

- i. Type of vehicle required for need based- Sedan Vehicle: Dzire/Xcent/Amaze/Honda City/ Hyundai Verna/ Hyundai Aura/ Tata Tiago; SUVs: Innova/ Safari/ Xylo/ Mobilio/ Ertiga.
- ii. Charges for every extra Kilometer after 80 km will be paid @1% of the charges of full day slab. Similarly Charges for every hour after 8 hours will be given @5% of the charges of full day slab of all types of vehicles.
- iii. Fraction of more than Rs. 0.50 or less the same will be rounded off to next higher rupees or lower rupees respectively.

- iv. No night charges will be paid.
- v. Charges for extra hours will be paid on full hours. Fraction of hours will be ignored.

**(3) Instructions for need based or as and when required vehicle for outstation journey**

- i. Type of vehicle required for need based- Sedan Vehicle: Dzire/Xcent/Amaze/Honda City/ Hyundai Verna/ Hyundai Aura/ Tata Tiago; SUVs: Innova/ Safari/ Xylo/ Mobilio/ Ertiga.
- ii. Driver's night charges will be paid at a uniform rate of Rs. 500/- per night if the vehicle is retained after 11pm.
- iii. Total round trip (to and fro) will be more than 250km. No per day limit is applicable. Payment will be made on the actual Kms of journey.
- iv. The Company will pay only toll tax, driver's night charges (if applicable as per condition (i) above. Any other extra payment regarding outstation journey are to be borne by the contractor.

**(4) Service Tax:** It will be payable as raised in the bill at approved rates and as modified/amended/increased/decreased from time to time by the Government.

**(5)** Rates should be quoted only in the prescribed format only as given in Annexure-VI-A.

**(6)** Tender incorporating any additional conditions will be summarily rejected.



Job work/ Rate Contract for hiring of vehicles for official use on outsourcing basis for the Agrinnovate India Limited – Reg

This agreement is made at New Delhi on ..... (date) between **Agrinnovate India Limited** through **Chief Executive Officer, Agrinnovate India Limited** which term shall include its successors, assignees etc. on the first part

and

M/s..... (name & address of the firm) (hereinafter called the firm) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the Agrinnovate India Limited has decided to assign the annual contract for hiring of two vehicles at Agrinnovate India Limited, New Delhi to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force ..... (date) and will remain in force for a period for one year but can be terminated by Agrinnovate India Limited by giving one calendar month's notice in writing of its intentions to terminate the agreement. The agreement can be renewed on same terms, if mutually agreed, for one year.
2. The Company has accepted the offer of the Contractor and Contractor has agreed to provide the vehicles as per rates given below:

(1) Two regular vehicles (Dzire/Xcent/Amaze/Honda City/ Hyundai Verna/ Hyundai Aura/ Tata Tiago) per calendar month:

Upto 2000 Kms & 250 Hrs.	Rs. .... / Vehicle
Extra Kilometers (After 2000 Kms.)	Rs. .... / Kilometer
Extra Hrs. (After 250 Hrs.)	Rs. .... / per hour

Note:

- i. The contractor will be required to provide Vehicles from any of the following makes- Maruti Suzuki-Dzire/ Hyundai-Xcent/ Honda-Amaze/ Honda City/ Hyundai Verna/ Hyundai Aura/ Tata Tiago.
- ii. The vehicles provided by contractor will be required to ply in Delhi-NCR Zones like Delhi, Ghaziabad, Noida, Gurugram, Faridabad/ Sonipat etc and nothing extra will be paid for visiting NCR except Toll Tax.

- iii. The vehicle will be inspected by the Company and after satisfactory report it will be permitted for regular use in the Company. In case the vehicle mentioned above is not found satisfactory by the Company, the bidders will be required to provide another vehicle for inspection within 3 days. In case this vehicle is also not found satisfactory, the bid will be rejected and the contract will be awarded to second lowest bidder.
- iv. In case, vehicle is to be changed by the firm in future, then prior information of one week may be given to the Agrinnovate India Limited. The replaced vehicles may be inspected again by Agrinnovate India Limited.
- v. The vehicles should be provided on all the days including Saturday, Sunday & Public holidays if required.
- vi. Every extra km beyond 2000 km in a calendar month will be paid at the same rate as calculated/quoted for extra km in local journey category (sl. no. 2(i)). Similarly charges for every extra hour beyond 250 hours in a calendar month will be paid at the same rate as calculated/quoted for extra hour slab in local journey category (sl. no. 2(i)). No night charges shall be paid.
- vii. All rates should be quoted exclusive of service tax.
- viii. Charges for extra hours will be paid on full hours. Fraction of hours will be ignored.
- ix. During the contract period, Company may increase or decrease the number of regular vehicles deployed at Agrinnovate India Limited. In case, any additional vehicle is sought by the Company on monthly basis, the rates for regular vehicle quoted at Sl. No. 1.1 in the financial bid shall apply for the additional vehicle.

**(2) Need based or as and when required vehicles (for local journey- Delhi & NCR):**

	<u>Dzire/Xcent/Amaze/Honda City/ Hyundai Verna/ Hyundai Aura/ Tata Tiago</u>	<u>Innova/Safari/ Xylo/Mobilio/ Ertiga</u>
	<u>(Rates in Rupees)</u>	<u>(Rates in Rupees)</u>
Full day (8 hrs & 80 Kms.)	_____	_____
Extra Kms. (After 80 Kms.)	_____	_____
Extra Hrs. (After 8 Hrs.)	_____	_____

**Note:**

- i. Charges for every extra Kilometer after 80 km will be paid @1% of the charges of full day slab. Similarly Charges for every hour after 8 hours will be given @5% of the charges of full day slab of all types of vehicles.
- ii. Fraction of more than Rs. 0.50 or less the same will be rounded off to next higher rupees or lower rupees respectively.
- iii. No night charges will be paid.
- iv. Charges for extra hours will be paid on full hours. Fraction of hours will be ignored.

**(3) Vehicles for Outstation journey (need based or as & when required)**

	<b><u>Dzire/Xcent/Amaze/Honda City/ Hyundai Verna/ Hyundai Aura/ Tata Tiago</u></b>	<b><u>Innova/Safari/ Xylo/Mobilio/ Ertiga</u></b>
	<b><u>(Rates in Rupees)</u></b>	<b><u>(Rates in Rupees)</u></b>
Rates per Kilometer	-----	-----

Note:

- i. Driver's night charges will be paid at a uniform rate of Rs. 300/- per night if the vehicle is retained after 11pm.
- ii. Total round trip (to and fro) will be more than 250km. No per day limit is applicable. Payment will be made on the actual Kms of journey.
- iii. The Company will pay only toll tax, driver's night charges (if applicable as per condition (i) above. Any other extra payment regarding outstation journey are to be borne by the contractor.

**GST:** It will be payable as raised in the bill at approved rates and as modified/amended/increased/decreased from time to time by the Government.

**Terms & Conditions:**

1. Reporting time and Closing time from Company office at NASC Complex or any other pick-up/drop of location specified by the office shall be taken into consideration for bill payment.
2. Mileage shall be counted from Company office at NASC Complex or any other pick-up/drop of location specified by the office only and for this purpose the driver deputed shall get the meter reading checked from the officer in-charge or any other person deputed by him for this purpose. Similarly, at the time of departure meter reading may be got verified by the Officer-in-Charge in case closing location is office or Officer using the vehicle in case of closing location is other than Office.
3. Extra Kilometer and Hours will be given only if kilometer and hours go beyond the slab.
4. Toll tax and parking charges will be paid by the Company on submission of receipt along with the bill. Any other expenses including permit charges etc. will be borne by the agency.
5. Vehicle should be provided at short notice and as & when required. Cleanliness of vehicle and its condition should be excellent. The vehicles so requisitioned should be in time.

6. The vehicle should be self-starting and in good condition.
7. The vehicle should be in very good running condition and Model of the vehicle should not be prior to 2018. The selected party has to get the vehicle approved by the Company before deployment. In case condition of vehicles is not found to be satisfactory and acceptable standards, the offer is liable to be rejected. The vehicle provided should not have run more than 50000 Kms.
8. The maintenance of the vehicles should be as per the schedule advised by the manufacturer. The maintenance should be shown to the Vehicle In-Charge of the Company for checking etc.
9. The tyres of the vehicles should be replaced as per the replacement schedule advised by the manufacturer.
10. If the agency fails to provide vehicle(s) so requisitioned in time after receiving the message/ does not report on time, the Company will have a right to hire any other vehicle from the market and the additional cost incurred by the Company will be borne by the tenderer. The contract might also be cancelled, without assigning any reason.
11. Penalty etc. imposed by traffic police/department will not be paid by the Company.
12. **The vehicle must be registered in Delhi/NCR for commercial use. The vehicle provided should have necessary permit for local/NCR/outstation travel as per requirement.**
13. The driver should observe all the etiquette and protocol while performing the duty. He must be in neat uniform and should have mobile phone connectivity for which no separate payment shall be made.
14. Driver should have a valid license issued by RTO, Delhi.
15. Dedicated Vehicles and drivers must be provided and changes will be allowed in exceptional cases.
16. The vehicle shall be properly insured and should carry necessary fitness certificate from concerned authority including pollution certificate.
17. The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the vehicles. The salary and other costs of drivers shall also be borne by the agency.
18. The agency should abide by rules laid down by any authority relevant to the deployment of vehicles.

19. The Company shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or the driver or to any other third party. The loss or damage or legal expenses on the account shall be borne by the agency.
20. Vehicle shall be made available on all days including Saturdays, Sundays, Holidays & late night also as may be required.
21. The firm should have authorized office/working premises in Delhi.
22. The drivers:
  - i. Should be presentable/ courteous/ well behaved to the officers of the Company.
  - ii. Should possess an appropriate and valid commercial Driving License.
  - iii. Should report for duty in clean uniform/ name badge.
  - iv. Should be experienced and fully conversant with the routes of Delhi, New Delhi and NCR
  - v. Will be required to maintain a Duty Slip/ Logbook which will be signed by the user before countersigned by the concerned Nodal Officer.
23. The vehicle will have to be fitted/ provided with the following mandatory additional/ utilities:
  - i. Clean seat covers
  - ii. Quality Radio music system
  - iii. Reading Lamp
  - iv. Tissue Paper Box
  - v. Car Perfume
  - vi. Mobile Charger
  - vii. Umbrella during monsoon
24. The vehicles provided by the contractor should be in excellent condition mechanically as well as get up wise i.e. out body/ upholstery etc should be decent looking with proper seat covers etc. Seat covers will have to be cleaned every 10 days or earlier (whenever required).
25. Nothing extra will be paid to the contractor due to fluctuation in cost of fuel or any other consumable items, registration charges etc during the period of contract.
26. In case the vehicle breaks down or is required to be taken for repair, another vehicle of similar type will have to be provided by the contractor immediately. The firm should be able to provide vehicles at odd hours and holidays also without any extra charge.
27. All expenses are to be borne by the firm in case of breakdown of the vehicle supplied. The vehicle 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 breakdown vehicle has to be provided.

28. The contractor/ Firm should also be able to provide the name and mobile number of a person, who can be contacted at any time, even beyond office hours and holidays. This person should be capable of taking orders and arrange the desired vehicles, even at short notice.
29. Necessary Registration Certificate, Insurance and Pollution Checkup of the vehicles should be valid and complete in all respects.

**Extension and Termination of Contract:**

1. The contract will be initially valid for the period 01.08.2021 to 31.07.2022 (one year). The period of contract is extendable by one year subject to rendering of satisfactory services by the firm & mutual consent of both the parties on the same terms & conditions. However, it shall be with the consent / written request by the contractor in this regard.
2. The contract may be terminated by this office at any time by giving one month notice without assigning any reasons thereof, if the work of the firm is not found satisfactory. In this connection, the decision of the Company shall be final and binding on the firm.
3. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to Agrinnovate shall be forfeited without any claim whatsoever on Agrinnovate and the contractor is liable for action as appropriate under the extant laws.
4. Contractor may also terminate the contract by giving one month notice (one month period will count from the date of receipt of such notice at Agrinnovate). In this notice period, it is the responsibility of the contractor to provide proper and satisfactory services to the Company as mentioned in the tender document.
5. Tampering of meters of vehicle and any irregularities such as over writing, forged entries etc in log book (to be maintained in prescribed format) will lead to termination of the contract along with the forfeiture of performance security/ blacklisting of firm.
6. Non-compliance with any of the terms and conditions is liable to rejection of contract.

**Penalty Clause for non-compliance:**

*(Penalty in Rs.)*

Sl No.	Violations	First Instance	Second Instance	Third Instance	Remarks
1.	Driver not in uniform	100/-	300/-	500/-	---
2.	Unwashed Seat cover	100/-	300/-	500/-	
3.	Inadequate fuel while on duty	100/-	300/-	500/-	
4.	Non-functioning of AC in Car	500/-	700/-	1000/-	
5.	Failure to provide alternative arrangement within one hour	1000/-	1500/-	2000/-	Rental charges for the day will not be paid

	of vehicle break down				
6.	Changes of driver without prior intimation of Office	2000/-	----	--	On each occasion
7.	Delay (more than 30 minutes) in reporting for duty by driver/ vehicle	1000/-	1500/-	2000/-	Rental charges for the day will not be paid
8.	Non-compliance for any other terms & condition	1500/-	3000/-	5000/-	For each violation per vehicle
9.	Non-submission of logbook on weekly basis for perusal	1000/-	1500/-	--	For each violation per vehicle

- Any misconduct/ misbehavior on the part of the Driver deployed by the agency will not be tolerated and such persons will have to be replaced immediately by the Firm.

### **Payment Terms:**

1. No advance payment will be made. The approved firm shall submit the bill (in triplicate) at the end of the month along with photocopy of the Car Diary (log book). No interest is payable on delayed payment.
2. Income Tax/TDS as per rule shall be deducted from the bill.
3. The payment against the contract shall be made on monthly basis through RTGS/ NEFT (online) only.

### **Settlement of Disputes:**

1. Chief Executive Officer, Agrinnovate India Limited reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Company, for any justifiable reasons, not mandatory to be communicated to the tenderer.
2. Decision of Chief Executive Officer, Agrinnovate India Limited will be final for any aspect of the contract and binding to all parties.
3. In case of any dispute, the jurisdiction shall be Delhi Court.

The terms and conditions as stipulated in the Company's tender document dated 21.06.2021 for this contract, shall be part of this agreement.

The decision of the competent authority at Agrinnovate India Limited shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

For (Name of the firm)

For the Agrinnovate India Limited

Witness:-

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_