



**केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान**  
**CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**  
(भारतीय कृषि अनुसन्धान परिषद)  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
विलिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029  
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029

F. No. 7-1/2025 (Stores)

Date: 18.07.2025

### **NOTICE INVITING TENDER**

Competitive bids are invited as per BoQ enclosed through Central Public Procurement Portal through ([www.eprocure.gov.in](http://www.eprocure.gov.in)) from interested reputed Travel Agency/Tour operators/Transporters for Rate Contract for hiring of vehicles with driver as and when required basis for ICAR-Central Institute of Fisheries Technology, Cochin for a period of one year from the date of award of the contract. The transport requirements of the Institute include both local trips and long trips of the departmental officials to different places for the official work within the State/Outside State.

Tender Enquiry <a href="#">No. F. No. 7-1/2025 (Stores)</a>	
Published Date	18.07.2025 – 16.30 hrs
Bid submission start date	18.07.2025 – 17.00 hrs
Bid submission end date	06.08.2025 – 17.30 hrs
Bid opening date	07.08.2025 – 11.00 hrs

### **GENERAL INSTRUCTIONS, TERMS & CONDITIONS**

1. The schedule of requirement is below:

Sl. No.	Type of Vehicle	Min. Hour	Min. Km	Min. Charge	For Extra Km	For Extra Hour	Driver Bata	Night halt	CIFT Office to Airport/ Airport to CIFT Office
1	Hatchback Cars (5-seater AC)	8	80						
2	Sedan Cars (5-seater AC)	8	80						
3	Innova AC	8	80						
4	Innova Crysta AC	8	80						
5	Tempo Traveller – 12-seater	8	80						
6	Tempo Traveller – 17-seater	8	80						
7	Tempo Traveller – 27-seater	8	80						

2. **Bidders who have registered office within 30 Km of the Institute and able to provide service even in short notice only need to participate. Bidders operating from far of places will be rejected.**

3. The Vehicle must have valid Registration certificate, Insurance certificate, fitness certificate, valid contract carriage permit, proof of up to date payment etc., which are mandatory for hiring of vehicles.
4. The driver of the vehicle must have valid license for driving the vehicle and should be sufficiently experienced in driving transport/passenger vehicle. He should be well behaved, gentle and obedient in nature.
5. The rate quoted should be valid for **one year from the date of acceptance** by the Competent Authority.
6. The rates so quoted shall remain unchanged during the period of the contract and will not be modified/alterd at all.
7. As per existing orders, no advance payments will be made.
8. Payment towards the hiring charges will be made by Bank remittance after satisfactory completion of the journey, for which, a bill has to be produced, furnishing details of the trip, date, place of journey, person travelled etc.
9. The rate quoting in the price bid should be the basic rate (taxable value). GST as per the prevailing rate will be applicable extra.
10. **Bid Security:**
  - a. The units registered with Micro Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Dept. of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organizations or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under Rule 170(i) of General Financial Rules (GFR), 2017. In such case, copy of the certificate showing registration with the above-mentioned instructions to be uploaded in Cover – I of the e-tender in PDF format.
  - b. In case the unit is not covered as above, it shall submit the offer along with the Bid Security for **Rs.10000/- (Rupees ten thousand only)**
  - c. The Bid Security of Rs.10000/-(Rupees ten thousand only) can be submitted in the form of Demand Draft/Bankers cheque in favour of **“ICAR Unit CIFT, Cochin”** payable at State Bank of India, Willingdon Island Cochin-682003 or Bank Guarantee in the prescribed format, valid for 45 days beyond the validity of bid. The Bid security is to be submitted to this office on or before **06.08.2025 5.30 p.m.** Name of Bidder, Tender Name and Tender reference number has to be furnished behind the Bid Security DD/Bankers cheque. The scanned copy of Bid Security by way of Demand Draft/Bankers Cheque/BG or its exemption certificate in PDF format should be included in Cover-I of the e-tender. The offers without Bid security will be rejected.
  - d. The Bid Security will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
  - e. The Bid security will be forfeited if the bidder fails to accept the order based on his/her offer (bid) or fail to deliver the service.
11. Please indicate PAN and Income Tax Registration, GST Registration, Bank details i.e., Bank A/c, Name of Bank, Branch, IFSC Code etc. for making payment.

12. The vehicle should be registered as commercial vehicle/Taxi vehicle and the model shall not be older than 2016. The private vehicles will not be engaged for the purpose. The vehicles should be in excellent conditions both technically and in appearance particularly as to the upholstery and out painting etc.
13. The bidder shall have experience of supply in vehicle in Central/State Govt organization/PSU for minimum one year.
14. Bidder shall obtain vehicle fitness certificate from the competent authority, vehicle registered, comprehensive insurance, payment of Road tax, Inter-state permit etc.
15. In case of any accident to the vehicle, it will be the responsibility of the bidders or his representative (Drivers) to lodge FIR etc. with police. All RTO violation are to the account of the contractor.
16. The contract is valid for providing services of the vehicle hired and at no point of time any staff of service provider shall raise a claim for employment in ICAR-CIFT.
17. The expenditure on account of parking charges, toll taxes, etc. can be reimbursed by the contractor on production of supporting documents in original along with bill.
18. Vehicle should carry portable fire extinguisher.
19. Provision of Registered Commercial vehicle with licensed Drivers, on hiring basis for vehicles on call basis running in Kerala State. However, if for official purpose, vehicle has to go to adjoining States, the arrangements will have to be made by the contractor. In such cases, tax levied by other States for such journey will be borne by the service provider or the vehicle has to have All India Permit.
20. Period of contract shall be valid for a period of one year from the date of issue of work order.
21. No vehicle may be provided without a requirement call from the Competent Authority of ICAR-CIFT. Telephonic/Verbal intimation from Competent Authority of ICAR-CIFT shall be considered as notice.
22. The meter reading should tally the actual distance of run at any instance and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.
23. The service provider must have a telephone number (Land line & Mobile) for conveying the requisition of vehicle round the clock (24 Hours) for 365 days. The driver of the vehicle must be provided with mobile phone so that he can be contacted at any point of time.
24. In case ICAR-CIFT is not satisfied with the quality/conditions of the vehicle, the contractor shall change the vehicle /make necessary repairs to the satisfaction of ICAR- CIFT Kochi.
25. No hike in rate will be allowed, if there is a hike in the price of petrol/diesel and spare parts of vehicle.

Asst. Administrative Officer (Stores)  
For Director, ICAR- CIFT, Cochin

The following documents to be uploaded along with the bid.

<b>S. No.</b>	<b>Types</b>	<b>Content</b>	
1	Document	Self-attested Registration Certificate of Travel Agency/Firm	.PDF
2	Document	IT return filed for last three financial years	.PDF
3	Document	Complete postal address, e-mail ID, telephone and mobile numbers for contact and terms and conditions of the firm if any	.PDF
4	Document	GST Registration for Travel Operations.	.PDF
5	Document	Earnest Money Deposit and copy of DD or its exemption certificate	.PDF
6	Document	Self-attested copy of experience certificates issued by Central/State Governments/Public Sector Companies for one year or more.	.PDF
7	Document	Tender acceptance letter (Annexure I)	.PDF
8	Financial Bid	Price bid (BoQ) to be filled in Excel format as per Instructions given in price bid	.xls

**Asst. Administrative Officer (Stores)**  
**For Director**

**TENDER ACCEPTANCE LETTER**

(To be given on company letter head)

Date:

**To,  
The Director,  
Central Institute of Fisheries Technology  
kochi-682029.**

Sub: Acceptance of terms and conditions of tender -regarding.

Ref: Tender No.

Name of the tender.....

Sir,

1. I/We have downloaded the tender documents for the above-mentioned Tender from the Website(s) name:  
.....  
.....  
as per your advertisement.
2. I/We have certify that I/We have read the entire terms and conditions of the tender documents from page No.....to..... (including all documents like annexure(s), Schedules(s), etc.) which form part of the contract agreement and

I/We

Shall abide hereby the terms /conditions, clauses contained therein.

3. I/We here by unconditionally accept the tender conditions of above-mentioned tender documents(s), corrigendum(s)in its totality.
4. I/We do hereby declare that our firm has not been blacklisted /debarred by any Government Department. Public sector undertaking
5. I/We certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect. Untrue or found violated, then your Department/Organization shall without giving any notice or reason thereof or summarily rejected the bid or terminate the contract.
6. I/We engage to supply the material(s) to your office and comply the following:
7. Tender schedule and Technical specification indicated.
8. This offer is valid for 90 days from the date of opening of the tender.
9. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking
10. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date		Name of the Authorized Signatory:	
		Telephone No: Fax No: Mobile No: Email id:	