बिड संख्या/Bid Number: GEM/2026/B/8134598
दिनांक /Dated: 22-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	12-11-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	13-11-2026 17:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Agriculture And Farmers Welfare
विभाग का नाम/Department Name	Department Of Agricultural Research And Education (dare)
संगठन का नाम/Organisation Name	Indian Council Of Agricultural Research (icar)
कार्यालय का नाम/Office Name	National Rice Research Institute
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :v.kumar1974@icar.org.in Buyer Email id: santosh.patra@icar.org.in
वस्तु श्रेणी /Item Category	Custom Bid for Services - Hiring of Vehicle at ICAR-CRRI, Cuttack on DEMAND BASIS
समान श्रेणी/Similar Category	• Monthly Basis Cab & Taxi Hiring Services • On Spot Vehicle Hiring Service • Vehicle Hiring Service - Per Vehicle-Day basis
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	1 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes | Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes | Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Certificate (Requested in ATC),OEM Authorization Certificate *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	1500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	10000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this

Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

DIRECTOR, CRRI, Cuttack
ICAR-Central Rice Research Institute, Bidyadharpur, Cuttack-753006
(Director)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of

Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
5. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial Bid Document - 1791781213.xlsx

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

GEM Availability Report (GAR):1791783239.pdf

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:1791783325.pdf

Scope of Work:1791785280.pdf

Payment Terms:1791785290.pdf

Custom Bid For Services - Hiring Of Vehicle At ICAR-CRRI, Cuttack On DEMAND BASIS (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring of Vehicle at ICAR-CRRI, Cuttack on DEMAND BASIS
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Santosh Kumar Patra	753006,Central Rice Research Institute, Bidyadharpur, Cuttack	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector

Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.

8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में

भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

भाकृअनुप- केंद्रीय चावल अनुसंधान संस्थान
कटक (ओडिशा) 753 006, भारत
ICAR – CENTRAL RICE RESEARCH INSTITUTE
Cuttack (Odisha) 753 006, India
Phone: +91-671-2367757/67; EPBX: +91-671-2367768-783 Fax: +91-671-2367663
Email: directorcrricuttack@gmail.com |crrictc@nic.in; URL: http://www.icar-crri.in

Computer No: 138887 File No: 01-01/Store(H.Vehicle)/14-15

GEM Tender/Bid Ref. No: GEM/2026/B/8134598

NOTICE INVITING E-TENDERS
HIRING OF VEHICLE – ON DEMAND BASIS

Online Tenders are hereby invited in single bid system by the Director, ICAR-CRRI, Cuttack from reputed firms for – **HIRING OF VEHICLE – ON DEMAND BASIS at ICAR-CRRI, Cuttack** as per the schedule of Requirement attached (Annexure-III) through the Government e-Marketplace (GeM) www.gem.gov.in.

Tender Documents may be downloaded from ICAR-CRRI website (i.e. https://icar-crri.in/tender/) for reference only and GeM website www.gem.gov.in as per the schedule as given in CRITICAL DATE SHEET as under:-

CRITICAL DATE SHEET

Published Date	As per the above referred GeM Bid Number
Bid Submission Start Date	
Bid Submission End Date	
Bid Opening Date	

Instructions to Bidders

1. The tender is invited under the **Single Packet Bidding System**. Bids shall be submitted online through the GeM Portal. Offline bids shall not be accepted.
2. **Earnest Money Deposit (EMD): ₹10,000/-** shall be deposited online before the last date of bid submission in the ICAR-CRRI bank account (Account Name: ICAR UNIT CRRI, Cuttack; Account No.: 10329386033; Account Type: Current; Bank: State Bank of India; Branch: Nayabazar, Cuttack-4; IFSC: SBIN0002094). The EMD of unsuccessful bidders shall be refunded without interest after finalization of the tender**.**
3. **Performance Security**: **₹20,000/-** shall be deposited by the successful bidder after award of the contract. The EMD of the successful bidder may be adjusted towards the Performance Security. It shall remain valid for 60 days beyond completion of all contractual obligations and shall be liable to forfeiture in case of breach of contract, cancellation due to default, or poor/defective/unsatisfactory services during the contract period. It shall be refunded without interest upon successful completion of the Annual Rate Contract, subject to fulfilment of contractual obligations.
4. **Award of Contract**: The contract shall be awarded to the lowest bidder (L1) fulfilling all tender terms, conditions and scope of work. The Director, ICAR-CRRI, Cuttack reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason.
5. **Payment Terms**: No advance payment shall be made. Monthly payments shall be released electronically, as per rules, upon submission of GST invoice along with duty slips certified by the Officer-in-Charge, Automobile Section, ICAR-CRRI, Cuttack.

Contd./2

Terms & Conditions

1. **Vehicle Condition & Documents**: Vehicles shall be well-maintained, roadworthy and equipped with valid Registration Certificate, insurance, permits and other statutory documents issued by the competent authority.

2. **Mileage & Logbook**: Mileage shall be calculated from the verified starting and closing odometer readings of each trip, excluding garage-to-duty-point dead mileage. The driver shall maintain trip sheets/logbooks duly verified by the Officer-in-Charge.

3. **Contract Duration**: The contract shall initially remain valid for 12 months from the date of award letter, subject to extension or reduction by the Institute based on requirements.

4. **Liability**: The Institute shall not be responsible for unforeseen events. The Service Provider shall bear liability for accidents or injuries to passengers arising from driver negligence.

5. **Vehicle Detention & Breakdown**: In case of vehicle breakdown, seizure, detention or requisition by any authority, the Service Provider shall bear the associated risk and arrange an alternative vehicle immediately.

6. **Driver Conduct**: Drivers shall be experienced, punctual, presentable and well-mannered. Consumption of alcohol or intoxicants during duty is strictly prohibited. The Service Provider shall be responsible for any theft, misconduct or disobedience by its drivers.

7. **Driver Documents**: The Service Provider shall submit the list of drivers along with police verification reports, medical fitness certificates, valid driving licenses and acceptance letter.

8. **Driver Facilities**: Food and lodging for drivers during outstation journeys shall not be provided by the Institute. The Service Provider shall provide uniforms, badges and photo identity cards at its own cost, in compliance with the Motor Transport Workers Act.

9. **Safety & Insurance**: The Service Provider shall ensure safe driving, prevent over speeding, rash driving and operation of vehicles with defective brakes, and maintain comprehensive vehicle insurance with unlimited third-party liability coverage.

10. **Toll & Parking Charges**: Toll charges, parking fees and entry taxes shall initially be borne by the Service Provider and reimbursed by the Institute on actual payment basis.

11. **Misconduct & Irregularities**: Tampering with meter readings, duty timings, overwriting of logbooks/trip sheets or driver misbehaviour may lead to cancellation of the contract.

12. **Vehicle Availability**: Vehicles shall be available round the clock (24×7) and deployed as and when required by the Institute.

13. **Expenses**: All expenses related to the operation, maintenance and deployment of vehicles, including fuel, lubricants, repairs and driver remuneration, shall be borne by the Service Provider, except charges specifically reimbursable under the contract.

Contd./3

15. **Penalty Clause:** In case of deficiency in services, the following penalties shall be applicable:

Sl. No.	Nature of Violation	Penalty per Instance
1	Delay in reporting of vehicle beyond 30 minutes	₹300
2	Unclean vehicle, non-functional AC, improper driver behaviour or other minor service deficiencies	₹500
3	Non-availability of vehicle/driver, breakdown or failure to provide a suitable replacement within 1 hour	₹1,000
4	Non-compliance with vehicle specifications/statutory requirements, refusal of duty, unsafe driving or other serious violations	₹2000
5.	Repeated or serious violations may lead to termination of the contract.	

16. **Bid Acceptance, Rejection & Jurisdiction**: Quotations not complying with the tender conditions are liable to be rejected. The Director, ICAR-CRRI, Cuttack reserves the right to accept or reject any or all quotations without assigning any reason. All disputes shall be subject to Cuttack jurisdiction only.

Documents Required for Technical Evaluation:

1. Bidder Information Sheet (**Annexure-I**)
2. Similar Past Experience certificates/Work orders (**Annexure-II**)
3. Financial Bid (**Annexure-III**)
4. Undertaking on non-blacklisting (**Annexure-IV**)

Sd/-
Asst. Administrative Officer
(Procurement Section)
ICAR-CRRI, Cuttack, Odisha-753006

(Annexure-I)

Bidder Information Sheet

1.	Name of the Firm/Agency:	
2.	Type of Firm (Proprietorship/Partnership/Company):	
3.	Registered Address:	
4.	Office Address in Cuttack, Odisha (if any):	
5.	Contact Person Name:	
6.	Designation:	
7.	Mobile Number:	
8.	E-mail ID:	
9.	Year of Establishment:	
10.	GST Registration No.: **(Attach Scan Copy)**	
11.	PAN Number: **(Attach Scan Copy)**	
12.	Income Tax Returns (ITR) for last 3 years (Copy attached) Yes/No:	
13.	Trade License/Commercial License No.:	
14.	24×7 Helpline Number:	

Date: **Name:**

Seal: **Designation:**

(Annexure-II)

Similar Past Experience certificates/Work orders

Sl. No.	Client Organization	Contract Description	Contract Value (Rs.)	Duration (From – To)	Work Order/Completion Certificate attached (Yes/No

(Attach copies of work orders, completion certificates, performance certificates.)

Date: **Name:**

Seal: **Designation:**

ANNEXURE-III

FINANCIAL BID FORMAT

(Excel File to be uploaded online in GeM after duly filled)

Tender Inviting Authority: ICAR-CRRI, Cuttack-753006

Edit yellow cells only. Enter numbers, without Rs., units or text. Read Instructions first.

Bidder Name: | GeM Bid No.:

SINGLE COMPARISON AMOUNT TO ENTER IN GeM FINANCIAL BID (INR)

Complete all yellow rate cells — Actual L1 calculation will be based on the overall lowest quotes

A. Passenger vehicles

Day basis: up to and including 350 km. Long-distance basis: above 350 km, charged on total km.

Sl.	Description of Vehicles	Day Basis Below 350km per day [AC]	Fuel km/litre [AC]	Km Basis Above 350km per day [AC]	Day Basis Below 350km per day [Non-AC]	Fuel km/litre [Non-AC]	Km Basis Above 350km per day [Non-AC]	Night halt Charges	Comparison INR
1	Swift Dzire / Honda Amaze or equivalent								
2	Honda City / Ciaz or equivalent				N.A.	N.A.	N.A.		
3	Bolero				N.A.	N.A.			
4	Innova				N.A.	N.A.	N.A.		
5	Innova Crysta or equivalent				N.A.	N.A.	N.A.		

B. Goods vehicles

Sl.	Vehicle / capacity	Minimum Charges per day [70km one side]	Additional Per KM Charges	Night halt Charges	Detention Charges/day				Comparison INR
1	Bolero Pickup (1.7 ton)								
2	Truck (4.0 ton)								
3	Truck (6.0 ton)								
4	Truck (10.0 ton)								
5	Truck (13.0 ton)								

N.B.: AC- Air Conditioner, Non-AC: Non Air Conditioner
i. Minimum goods hire covers 70 km one way. Additional km means chargeable km beyond that allowance.
ii. Night halt charges applies after 10 p.m.
iii. Declaration: submission confirms quotation for the entire schedule and acceptance of the published calculation basis.
iv. Every applicable rate is required. Zero means no charge. N.A. cells cannot be changed.
v. Schedule supplied by the buyer. Bidder must quote all passenger and goods vehicle rates.

Bidder instructions and fixed comparison basis

Fixed basis — identical for every bidder. These are test quantities, not estimated annual usage.

Fuel reference (INR/litre)	100
Day-basis test distance (km)	350
Long-distance test distance (km)	400
Goods additional test distance (km)	70

How the single GeM amount is calculated

1. Passenger AC: one day hire + fuel for 350 km + one 400 km long-distance trip + one night halt, for each vehicle.
2. Dzire/Amaze Non-AC: additionally one day hire + fuel for 350 km + one 400 km trip. Bolero Non-AC: additionally one 400 km trip.
3. Fuel cost = test km ÷ quoted km per litre × fixed fuel reference. Example: 350 ÷ 8 × 100 = INR 4,375, plus day hire.
4. Each goods vehicle: one minimum hire + 70 additional km + one night halt + one detention day. Minimum hire covers 70 km one way.
5. The amount is the sum of all ten vehicle comparison amounts, each rounded to 2 decimals. One overall L1 is based on this basket, subject to the bid terms.

How to quote and submit

6. Open in Microsoft Excel. Enter bidder details and every yellow rate field on Quotation. Gray / N.A. fields and formulas are locked.
7. Enter hire and charges in INR. Enter fuel entitlement as km per litre (e.g. 8 means 1 litre per 8 km). A higher figure reduces fuel reimbursement.
8. Enter non-negative monetary rates with up to 2 decimals. Fuel km/litre must be positive. Blank is incomplete. Enter 0 only where no charge is intended.
9. Save the completed .xlsx. Upload it only in the financial / price-breakup area specified in the bid. Enter the exact calculated A8 amount in GeM.

Please refer to the sample duly filled-in Financial Bid Excel file for guidance (attached below).

Tender Inviting Authority: ICAR-CRRI, Cuttack-753006

EXAMPLE FOR HOW TO FILL EXCEL FINANCIAL BID

Edit yellow cells only. Enter numbers, without Rs., units or text. Read Instructions first.

Bidder Name: M/s. ABC **GeM Bid No.:** GEM/2026/B/111111

SINGLE COMPARISON AMOUNT TO ENTER IN GeM FINANCIAL BID (INR) **Enter this single amount in GeM Financial Bid**

INR 1,22,104 Actual L1 calculation will be based on the overall lowest quotes

A. Passenger vehicles

Day basis: up to and including 350 km. Long-distance basis: above 350 km, charged on total km.

Sl.	Description of Vehicles	Day Basis Below 350km per day [AC]	Fuel km/litre [AC]	Km Basis Above 350km per day [AC]	Day Basis Below 350km per day [Non-AC]	Fuel km/litre [Non-AC]	Km Basis Above 350km per day [Non-AC]	Night halt Charges	Comparison INR
1	Swift Dzire / Honda Amaze or equivalent	500.00	15.00	12.00	400.00	18.00	12.50	200.00	15177.78
2	Honda City / Ciaz or equivalent	850.00	12.00	16.00	N.A.	N.A.	N.A.	300.00	10466.67
3	Bolero	800.00	12.00	16.00	N.A.	N.A.	15.50	300.00	16616.67
4	Innova	1000.00	12.00	16.00	N.A.	N.A.	N.A.	300.00	10616.67
5	Innova Crysta or equivalent	1050.00	12.00	18.00	N.A.	N.A.	N.A.	300.00	11466.67

EXAMPLE

B. Goods vehicles

Sl.	Vehicle / capacity	Minimum Charges per day [70km one side]	Additional Per KM Charges	Night halt Charges	Detention Charges/day				Comparison INR
1	Bolero Pickup (1.7 ton)	3000.00	28.00	200.00	1000.00				6160.00
2	Truck (4.0 ton)	5500.00	30.00	350.00	1100.00				9050.00
3	Truck (6.0 ton)	8000.00	35.00	350.00	1200.00				12000.00
4	Truck (10.0 ton)	9000.00	40.00	500.00	2000.00				14300.00
5	Truck (13.0 ton)	10000.00	45.00	600.00	2500.00				16250.00

N.B.: AC- Air Conditioner, Non-AC: Non Air Conditioner

i. Minimum goods hire covers 70 km one way. Additional km means chargeable km beyond that allowance.

ii. Night halt charges applies after 10 p.m.

iii. Declaration: submission confirms quotation for the entire schedule and acceptance of the published calculation basis.

iv. Every applicable rate is required. Zero means no charge. N.A. cells cannot be changed.

v. Schedule supplied by the buyer. Bidder must quote all passenger and goods vehicle rates.

(Annexure-IV)

SELF-DECLARATION ON NONBLACKLISTING

(To be provided on Letterhead)

I/We hereby declare that:

1. Our firm/agency/company **has not been blacklisted** by any Government Department, PSU, Autonomous Body, or any other organization.
2. No criminal/civil cases are pending against the company or its directors relating to fraud or financial irregularities.

I/We understand that false declaration shall lead to rejection of the bid and termination of the contract.

Date: **Name:**

Seal: **Authorized Signatory:**