



भा.कृ.अनु.प.-राष्ट्रीय लीची अनुसंधान केन्द्र
ICAR-National Research Centre on Litchi
(कृषि अनुसंधान एवं शिक्षा विभाग, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार)
(DARE, Ministry of Agriculture and Farmers Welfare, Govt. of India)
मुशहारी, मुजफ्फरपुर, विहार **Mushahari, Muzaffarpur, Bihar-842 002**
Website: <https://nrclitchi.org.in> , Email: nrclitchi@yahoo.co.in

F. No-12-1(17)/P&S/2026/Pvt. Vehicle

Date: 03 June, 2026

निविदा संख्या-08 / 2026-2027 / क्रय अनुभाग

(निविदा भरने की अंतिम तिथि-22 जून, 2026-अपराहन्-02:30 बजे तक निविदा खोलने की तिथि-22 जून, 2026-अपराहन्-03:30 बजे)

विषय:- इस संस्थान में विभिन्न कार्यक्रमों/कार्यालय यात्रा हेतु (आवश्यकता के अनुसार) वाणिज्यिक वाहन उपलब्ध करवाने के लिए निविदा प्रकाशन ।

महोदय,

कृपया उपरोक्त कार्य हेतु संलग्न **अनुसूची (परिशिष्ट-1)** में वर्णित मदों के अपनी न्यूनतम दरें अंकित करें तथा अपनी दरें अंकित करते समय **निम्नलिखित नियम एवं शर्तों को ध्यान में अवश्य रखें-**

1. निविदा में की गई किसी भी प्रकार की कटिंग/ओवरराईटिंग नहीं होनी चाहिए तथा निविदाकार द्वारा अंकित की गयी दर, निविदा अवधि की समाप्ति हो जाने तक मान्य होगी।
2. अंकित की गयी दरें अंकों तथा शब्दों दोनों में ही होनी चाहिए । निविदा के साथ **रुपये 500/- (रुपये पाँच सौ मात्र) की निविदा शुल्क** , निदेशक, भा.कृ.अनु.प.- राष्ट्रीय लीची अनुसंधान केन्द्र, मुजफ्फरपुर के पक्ष में बैंक ड्राफ्ट/पे ऑर्डर के रूप में जमा करवानी होगी, जिसके बिना किसी भी निविदा पर विचार नहीं किया जाएगा । यह निविदा शुल्क वापसी योग्य नहीं होगी।
3. अंकित दरें निविदा खुलने की तिथि से 90 दिनों के लिए वैध मानी जाएगी तथा निदेशक, भा. कृ.अनु.प.- राष्ट्रीय लीची अनुसंधान केन्द्र, मुजफ्फरपुर के पास यह अधिकार होगा की वह किसी भी या सभी निविदाओं को बिना कोई कारण बताए निरस्त कर सकते हैं ।
4. ठेकेदार/फर्म को संबंधित कार्य हेतु सरकारी कार्यालय का कार्यअनुभव अवश्य होना चाहिए तथा पिछले कम से कम 01 वर्ष का सरकारी कार्यालयों में कार्यअनुभव का दस्तावेज साथ में अवश्य संलग्न करें ।
5. किसी भी प्रकार का वाहन मंगवाने पर केवल प्रशिक्षित एवं अनुभवी वाहन-चालकों को ही वाहन चलाने का कार्य दिया जाए तथा यह सुनिश्चित किया जाए कि मानक तरीके अपनाए जा रहे हैं तथा सावधानियाँ बरती जा रही हैं ।
6. जिस कार्यक्रम अथवा कार्यालय यात्रा हेतु वाणिज्यिक वाहन किराए पर ली जाएगी, उसकी समाप्ति के पश्चात् संबंधित उपभोक्ता के द्वारा जारी किए गए प्रमाण पत्र एवं ड्यूटी स्लिप के साथ प्रस्तुत करना होगा ताकि उसका भुगतान किया जाए ।
7. वाहन का उपयोग निर्धारित किलोमीटर से अधिक किया जाता है तब उस परिस्थिति में रुपये 15/- प्रतिकिलोमीटर के दर से भुगतान किया जाएगा तथा वाहन का यदि रात्रि-ठहराव (मध्य रात्रि 12 बजे के बाद) किया जाता है तब उस परिस्थिति में रुपये 1500/- प्रति दिन के दर से भुगतान किया जायेगा ।
8. वाहन का पंजीकरण वर्ष 2023 के बाद का होना चाहिए ।
9. सफल निविदाकर्ता के द्वारा दिये जाने वाले वाहन की सुरक्षा स्वयं करनी होगी। वाहन की चोरी, किसी भी प्रकार का यात्रा के दौरान सड़क/मार्ग पर घटित अप्रत्याशित घटना/क्षति/वाहन चालक की क्षतिपूर्ति इत्यादि के लिए यह केन्द्र जिम्मेदार नहीं होगा ।

Terms and Conditions:

1.	Scope of Work- The contractor shall provide commercial vehicles with drivers on call basis as and when required by ICAR-NRC on Litchi. Vehicles shall be deployed for local duties, airport/railway station transfers, field visits, official meetings and tours. Drivers shall possess valid driving licences and adequate experience. Vehicles shall be clean, well maintained and in excellent running condition. The contractor shall ensure punctuality, professional conduct and proper uniform/appearance of drivers.
2.	The Vehicle Registration Book, Insurance Copy, Emission Certificate, Commercial Vehicle Permit and Driver License should be available with the vehicle at all times.
3.	As and when called for the contractor shall provide the services around clock on all days.
4.	The Contractor shall provide the services, beyond Office Hours and on Holidays, whenever needed without any fail.
5.	The vehicle to be provided should conform to the Govt. Policy followed in Bihar State and nation of India.
6.	The Contractor shall bear the cost of fuel, salaries and food of his driver, repair and maintenance, road tax, insurance, commercial tax etc. of the vehicles provided and shall also maintain the vehicles in good working condition.
7.	No extra charges will be paid apart from the charges quoted in the tender document.
8.	Payment will be made on monthly basis only after satisfactory completion of services. Bills should be submitted by the Contractor on Monthly Basis duly supported by Trip Sheet, Toll/Parking receipts and Proof of Payments for payment process only.
9.	The Contract shall initially be valid for a period of 01 Year extendable upto 03 Years on yearly basis, based on satisfactory performance. The ICAR-NRC on Litchi, Muzaffarpur (Bihar) however, reserves the right to terminate the contract at any time with a written notice of one month. The Contractor is required to give a notice of 03 months in advance, in case he wishes to discontinue the service.
10.	The Units registered under MSME (Ministry of Micro, Small and Medium Enterprises) are given preference as per the GOI (Govt. of India) norms. In such cases, copy of the registration certificate (Valid Udyam) to be enclosed along with the bid.
11.	Dispute if any arising out of contract clause, dispute redressal would be at the jurisdiction of Patna only.

Evaluation Matrix

Evaluation process to be adopted for evaluation of L1 Bidder-

Sl. No.	Details of Vehicle hiring	Kilometer	Weightage
1	Category-1- Sedan	Upto 50 kms. [To & Fro]	20%
2	Category-2- Ertiga/Scrapio	Upto 50 kms. [To & Fro]	07%
3	Category-3- Innova	Upto 50 kms. [To & Fro]	06%
4	Category-4- Sedan	Upto 120 kms. [To & Fro]	20%
5	Category-5- Ertiga/Scrapio	Upto 120 kms. [To & Fro]	07%
6	Category-6- Innova	Upto 120 kms. [To & Fro]	06%
7	Category-7- Sedan	Upto 200 kms. [To & Fro]	07%
8	Category-8- Ertiga/Scrapio	Upto 200 kms. [To & Fro]	20%
9	Category-9- Innova	Upto 200 kms. [To & Fro]	07%
			100.00%

Asstt Administrative Officer
सहायक प्रशासनिक अधिकारी
प्रशासनिक अधिकारी
रा० ली० अनु० केन्द्र, मुजफ्फरपुर
NRCL, Muzaffarpur



भा.कृ.अनु.प.-राष्ट्रीय लीची अनुसंधान केन्द्र
ICAR-National Research Centre on Litchi
(कृषि अनुसंधान एवं शिक्षा विभाग, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार)
(DARE, Ministry of Agriculture and Farmers Welfare, Govt. of India)
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Website: <https://nrclitchi.org.in> , Email: nrclitchi@yahoo.co.in

F. No-12-1(17)/P&S/2026/Pvt. Vehicle

Date: 03 June, 2026

निविदा संख्या-08 / 2026-2027 / क्रय अनुभाग
(निविदा भरने की अंतिम तिथि-22 जून, 2026-अपराहन्-02:30 बजे तक निविदा खोलने की
तिथि-22 जून, 2026-अपराहन्-03:30 बजे)

FINANCIAL BID

Sl. No.	Details of Vehicle hiring	Kilometer	Rate in Rs. [Figures and Words]
1	Category-1- Sedan	Upto 50 kms. [To & Fro]	
2	Category-2- Ertiga/Scropio	Upto 50 kms. [To & Fro]	
3	Category-3- Innova	Upto 50 kms. [To & Fro]	
4	Category-4- Sedan	Upto 120 kms. [To & Fro]	
5	Category-5- Ertiga/Scropio	Upto 120 kms. [To & Fro]	
6	Category-6- Innova	Upto 120 kms. [To & Fro]	
7	Category-7- Sedan	Upto 200 kms. [To & Fro]	
8	Category-8- Ertiga/Scropio	Upto 200 kms. [To & Fro]	
9	Category-9- Innova	Upto 200 kms. [To & Fro]	

Note:

1-The rate should be quoted including fuel charges, driver allowance and all vehicle maintenance charges including GST and all tax. Toll Tax Charges extra paid by Office as per actual on submission of digital receipt.

2- No Additional Charges till 10 Hrs. of Hiring. Over & Above this. **Rs. 500/- [Rupees Five hundred only] will be payable to Vendor.**

(निविदाकर्ता का हस्ताक्षर)


Signature of the Quotationer
सील एवं पूरे पते / दूरभाष संख्या सहित
With Seal and Complete Address

Brief Description of the Firm

Sl. No.	Particulars	Details
1.	Name of the Contractor	
2.	Name of the Owner/Partners	
3.	Constitution (Proprietorship/Partnership/Company etc.)	
4.	Full Address of Office with Telephone Numbers, Email-Address, Mobile Number & Addhar Number	
5.	Full Particulars of Bankers of the firm- Name of the Bank and Address	
	Account Type	
	Account Number	
	IFS Code	
	PAN No.	
	GSTIN No.	
6.	Details of Earnest Money Deposit (EMD)	
	Amount	
	RTGS/NEFT Ack No	
	Drawn on Bank	

(निविदाकर्ता का हस्ताक्षर)

Signature of the Quotationer
सील एवं पूरे पते/दूरभाष संख्या सहित
With Seal and Complete Address





भा.कृ.अनु.प.-राष्ट्रीय लीची अनुसंधान केन्द्र
ICAR–National Research Centre on Litchi
(कृषि अनुसंधान एवं शिक्षा विभाग, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार)
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F. No-12-1(17)/P&S/2026/Pvt. Vehicle

Date: 03 June, 2026

Tender for Hiring of Vehicle ON AS & When Required basis

Bidders should submit the Following documents as detailed below failing which their bid shall be rejected.

- a. GST Registration
- b. PAN Card.
- c. **Annual Turnover:** Average annual Turnover shall be Rs.10.00 lakhs during the last 03 years (2022-23, 2023-24, 2024-25). (MSME firms are exempted from submission of Annual Turnover certificate, the firm should have valid MSE certificate for particular category).
The firm must upload the Annual Turnover certificate by the CA with valid UDIN No. or copy of trading & profit and loss Account along with Balance Sheet as a proof.
- d. Upload at least one similar nature of **work completion certificate** of 2 years of contract from Govt/PSU/Autonomous bodies. (MSE firms are exempted from submission of certificate required for experience, the firm should have valid MSE certificate for particular category)
- e. Scanned copies of Commercial Registration Certificates of at least 03 vehicles.
- f. Scanned copy of the tender acceptance letter and genuineness of documents on company letterhead as **per Annexure-I** duly signed and stamped.
- g. Scanned copy of Self declaration of NON-BLACKLISTING on company letterhead and abiding all the terms and conditions of this Tender document, as per **Annexure-II** duly signed and stamped.
- h. Duly filled **Annexure-III** as per ATC.
- i. Duly filled Annexure-IV as per ATC.
- j. The firm should have registered office in **Muzaffarpur**. Attach commercial address proof of office. (For the convenience and proper execution of the contract the firm must have registered office in Patna/Bihar)

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**ACCEPTANCE LETTER OF TENDERS FOR HIRING OF VEHICLES ON AS & WHEN
REQUIRED BASIS AT National Research Center On litchi, Muzaffarpur, Bihar-842002**

(On company letterhead duly signed and stamped)

Full name of the bidders:

Telephone No:

Address:

Email

To,

The Director
ICAR-National Research Centre On Litchi.,
Muzaffarpur, Bihar-842002

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions (including all documents like annexure(s), schedule(s), etc.), of the Annual Rate Contract for hiring of vehicles on as & when required basis at ICAR- ICAR-National Research Centre On Litchi, Muzaffarpur, Bihar and I / we shall abide by the terms / conditions / clauses contained therein. We agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender/quotation at the rates given in financial bid and I / We agree to hold this offer open till 90 days from the date of opening of the financial bid.

I/We do hereby declare that all the details submitted by me/us while quoting are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to take any action as may be deemed fit by ICAR-National Research Centre On Litchi, Muzaffarpur-Bihar.

I/We do hereby also accept ICAR- ICAR-National Research Centre On Litchi, Muzaffarpur-Bihar have the right to accept or reject my application without assigning any reason.

I / we shall be bound by a communication acceptance dispatched within the prescribed time.

I / we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

(Signature)
Authorized Signatory

Name: _____

Designation: _____

Office Seal: _____

Place: _____

Date: _____

-06-

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Annexure II

(To Be submitted on company letterhead duly signed and stamped)

DECLARATION REGARDING NON-BLACK LISTING

I/We _____ do hereby solemnly affirm and declare that my/our firm/company/business entity is not blacklisted by any Government Department/Autonomous Organization etc. or prosecuted by any court of law during the last three years and will abide all the terms and conditions as stated in the Tender document of rate contract for vehicle hiring in ICAR-NRCL, Muzaffarpur.

(Signature)
Authorized Signatory

Name: _____
Designation: _____
Office Seal: _____
Place: _____
Date: _____

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Annexure III

Date:

Bid No.:

The Director
ICAR-National Research Centre On Litchi.,
Muzaffarpur, Bihar-842002

We, the undersigned, declare that:

We, M/s.....(herein referred as bidder) understand that, according to the bid clause, bids are to be supported with a Bid Securing Declaration, therefore being a bidder we render the declaration that: -

We will automatically be suspended from being eligible for bidding in any contract with the ICAR-National Research Centre On Litchi, Muzaffarpur-Bihar (herein referred as Purchaser) for the period of 2 years, starting on bid submission closing date, if we breach any of the following obligation(s) under the bid conditions: -

- (a) If the Bidder withdraws the proposal or increases the quoted prices after opening of the Proposal and during the period of Bid validity period or its extended period, if any.
- (b) During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

Bidders understand that this declaration shall expire if Bidder is not the successful Bidder and on receipt of purchaser's notification of the award to another Bidder; or thirty days after the validity of the Bid; whichever is earlier.

(Signature)
Authorized Signatory

Name: _____
Designation: _____
Office Seal: _____
Place: _____
Date: _____

Dm

Mandate Form

Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS) facility for receiving payments

A. Details of Account Holder: -

Name Of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Details of Bank Account: -

Name of the bank & Branch Address	
Address, telephone No. & E-mail of the Branch	
Complete bank Account number	
Type Of bank Account (SB/Current/CC)	
Bank MICR Code	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed for reasons of incomplete or incorrect information I would not hold the office responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

(Signature)
Authorized Signatory

Name: _____
Designation: _____
Office Seal: _____
Place: _____
Date: _____

