



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
(Ministry of Rural Development, Govt. of India)  
Rajendranagar, Hyderabad - 500030.

**Tender for**  
**Hiring of Tractor and Trolley with driver**

National Institute of Rural Development and Panchayati Raj (NIRDPR) invites on-line bids under two bid system from reputed agency/firms/individuals having experience in similar work; for hiring of one Tractor, Trolley with driver for sanitation / door to door supply of drinking water on the campus of the Institute. For further, details of tender can be seen in the NIRDPR website: [www.nirdpr.org.in](http://www.nirdpr.org.in) or <http://eprocure.gov.in>.

**Sd/-**  
**Asst. Registrar (T)**



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
(Ministry of Rural Development, Govt. of India)  
Rajendranagar, Hyderabad - 500030.

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**Tender for**  
**Hiring of Tractor and Trolley with driver**

1. On-line bids (techno-commercial) are invited under two bid system for “Hiring of Tractor and Trolley with Driver” at NIRDPR, Rajendranagar, Hyderabad – 500 030, Telangana State..
2. Tender document may be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in>. The time schedule for the tendering activities shall be as under:

|      |  |  |
|------|--|--|
| i.   | Date of notification of tender notice on CPP Portal / publication in the newspaper   | 3.11.2020  |
| ii.  | Last date of uploading of the bids by the intending bidders along with scanned copy of Earnest Money Deposit                   | 24.11.2020 by 3.00 PM  |
| iii. | Last date of submission of Demand Draft in original payable in favour of NIRDPR, Hyderabad towards Earnest Money Deposit (EMD) | 24.11.2020 by 3.00 PM  |
| iv.  | Amount of Earnest Money Deposit  | Rs. 20,000/- (Rs. twenty thousand only)  |
| v.   | Date of downloading of technical bids received on-line by the last date and time   | 25.11.2020 at 3.00 PM  |
| vi.  | Date of downloading of financial bids  | To be notified later to only those bidders who qualify in technical bids.  |
| vii. | Tendering Authority  | Assistant Registrar (T)<br>National Institute of Rural Development & Panchayati Raj<br>Rajendranagar, Hyderabad-500 030<br>Tel. 040-24008405 |

3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in>.
4. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

5. The Hard Copy of original instrument i.e. Demand Draft in respect of earnest money deposit, original copy of affidavits, and credit facility certificate must be delivered to the Asst. Registrar (T), NIRD&PR, Rajendranagar, Hyderabad – 500030 on or before bid opening date/time as mentioned in critical date sheet.
6. Bids will be downloaded online as per date/time as mentioned in the **Tender Critical Date Sheet** at Central Public Procurement Portal (<https://eprocure.gov.in>). After online opening of Technical-Bid the results of their qualification as well as downloading of Price-Bid will be intimated later.
7. **Submission of Tender**  
The tender shall be submitted online in two parts, viz., technical bid (Annexure-I) and financial bid (Annexure-II). The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
8. **Instructions to Bidders for submission of Online Bids are detailed in Annexure –III. Any assistance needed can be obtained from tendering authority.**

### **General Terms and Conditions**

1. The bidding document can be downloaded from 3.11.2020 and the last date for uploading of bids by the intending bidders simultaneously sending the original DD for Rs. 20,000/- towards EMD to the Institute through post/courier/in person is 24.11.2020 by 3.00 pm.
2. Tenders will not be accepted without Earnest Money.
3. Taxes, if any, will be paid as applicable from time to time.
4. The payment will be made only after the proper and satisfactory working of tractor- trolley and driver.
5. NIRDPR reserves the right to accept or reject any/ all tenders without specifying any reason and the decision in the matter will be final.

**Asst. Registrar (T)**

## TERMS AND CONDITIONS

### A. Objective

In order to improve the primary activities of Solid Waste Collection it is decided by NIRDPR authority to engage one tractor, trolley (Hydraulic type) collection of door-to-door garbage from the campus residents. A water tanker is already available with the Institute and the successful bidder should utilize the same for door-to-door supply of water on the campus.

### B. Submission of Tender – one line bids under two bid system (technical and financial bid)

*The following scanned documents should be uploaded in:*

#### a) "TECHNICAL BID"

- i) **Annexure-I** filled and duly signed and stamped along with the documents listed below.
- ii) Scanned copy of the DD for Rs. 20,000/- (Rupees twenty thousand only) towards EMD.
- iii) Scanned copy of the PAN Card of the firm/ company
- iv) Scanned copy of the GST registration of the firm/ company and registration details.
- v) Scanned copy of the Registration copy of the tractor (Below 5 years old) with valid documents.
- vi) Unconditional acceptance of terms and conditions of the tender as per Annexure-IV.

#### b) "FINANCIAL BID"

- i) Price Bid document as per **Annexure-II** duly signed and stamped and uploaded.
- ii) Price quoted must be firm and fixed for a period of at least one year. Variations and escalations will not be allowed.
- iii) The bidders are required to furnish their offers in the price proposal both in words and figures. Corrections if any shall be made by crossing out, initialing, dating and rewriting. (Any condition with regard to financial aspects, payments, terms of rebate etc. beyond the prescribed financial terms of NIRDPR will make the bidder invalid. Therefore it is in the interest of the bidder not to write anything extra in the Price Proposal except the price)

### C. Terms and conditions

- i) Tender may be submitted in English language only. Incomplete/ telegraphic or conditional proposal (s) is not acceptable.

- ii) All terms and conditions of the tender must be accepted in full and taken there of the bidder must sign at the bottom of each page of the document and submit the same along with the technical bid.
- iii) The tractor should be in good condition below 5 years old with valid documents along with driver. The tractor (with trolley) and driver must be available on the campus for all the days during the contract period.
- iv) Letter of Award (LoA) will be given to the selected bidder and an agreement will be executed with the selected bidder within the 7 (seven) days of issuance of LoA.
- v) Commencement of work should be made within 15 (Fifteen) days from the date of issuance of the work order.
- vi) All taxes and duties as prescribed both under Central and State Government would be applicable.
- vii) Canvassing in any manner is strictly prohibited. The same will lead to rejection of the proposal.
- viii) In case of any correction or over writing made by the bidder in the rates offered, it should be signed & sealed by the bidders; otherwise quotations are liable for rejection.
- ix) Any clarification on the technical specification and commercial terms and conditions may be clarified in writing from Asst. Registrar (T) through the e-mail ID: [srinivasarob.nird@gov.in](mailto:srinivasarob.nird@gov.in).
- x) NIRDPR reserves the right to accept or reject any/ all tenders without specifying any reason and the decision in the matter will be final.

#### **D. Earnest Money Deposit (EMD)**

EMD in shape of Demand Draft from a nationalized bank should have to be submitted in favour of NIRDPR, payable at Hyderabad. The hard copy of the original DD should be sent to the Institute through post/courier/in person as per the schedule mentioned at critical date sheet. No interest will be paid for the EMD amount under any circumstances. EMD will be refunded without any interest to the unsuccessful bidders after finalization of the bid. EMD would be forfeited in case of non compliance of the work order by the successful bidder. In case of successful bidder, the EMD should be refunded without any interest after execution of work and subject to submission of performance bank guarantee 10% of the project cost during signing of agreement.

#### **E. Scope of Work**

The scope of work includes providing of one tractor, trolley (Hydraulic) along with driver on hire basis for a period of 1 (ONE) Year. The contract period is extendable for one more year based on performance and existing terms and conditions. The successful bidder should provide the services till finalization of new tender or completion of contract period whichever is later.

The tractor so provided by the successful bidder should be utilized for door to door collection of garbage using the existing methodology of segregating the biodegradable and non-biodegradable at the household level. The maintenance of

the tractor and trolley should be done by the successful bidder. Dry leaves from the cylindrical bins have to be collected and disposed at the site identified by the authorized representative of the Institute.

The tractor may also be used for shifting of material from one place to another place within the campus. The approximate usage will be maximum below 5 hours per day and 150 hours per month.

The successful bidder should engage a driver with HMV license for driving the tractor. The vehicle driver must wear the uniform prescribed.

The Institute owned a tanker. The drinking water is to be collected and arranged to be supplied at the identified locations on door-to-door basis using the Tractor for 365 days in a year without any interruption.

## **F. Documents required**

The following documents are necessary during signing of contract and must be submitted by the bidder:

- a. Registration Certificates of the Tractor and Trolley
- b. Insurance of the Tractor and Trolley
- c. Copy of Valid driving license of relevant category duly issued by a Government Authority, for the driver.
- d. Original Pollution Certificates, duly renewed from time to time, of the Tractor
- e. Copy of the PAN Card of the firm/ company
- f. Copy of the GST registration Number of the firm/ company

## **G. Roles and Responsibility**

- a. The Driver of the tractor will be provided by the contractor and the charges for the same must be included in the financial bid.
- b. The diesel used for the tractor will be provided by the bidder and the charges for the same must be included in the financial bid.
- c. The maintenance and upkeep of tractor and trolley shall be the responsibility of the bidder.
- d. The repair and maintenance expenditure of the tractor/ trolley shall be solely borne by the bidder only.
- e. The bidder will be responsible for the safety and security of the tractor/ trolley, the engaged for this purpose. NIRDPR will not be liable for any damages occurring on this count in any circumstances.
- f. The tractor along with the driver deployed at NIRDPR must be covered with insurance and NIRDPR will not be responsible for any damages and subsequent happening/ mis-happening in any circumstances.
- g. In case of break-down of any tractor/ trolley, the contractor shall have to provide the replacement immediately, any delay of more than one day will

- invite a penalty of double the payment made for tractor-trolley for each day.
- h. At any point of time, if the engaged driver will stay on leave or otherwise remain absent on a particular day/s; then it is the responsibility of bidder to arrange alternate driver.
  - i. The contractor will be responsible for any damages in the eventuality of any accident/mis- happening. NIRDPR will not be responsible for any damages on this count.

#### **H. Security Deposit**

- a. 10% of the value of the contract in the form of bank guarantee, must be deposited while signing of contract with NIRDPR.
- b. This bank guarantee can be revoked by NIRDPR in case of non-performance by the bidder.

#### **I. Penalty Clause**

- a. In case of breach of any of the provisions of the terms and conditions, penalty @ Rs. 1000/- (one thousand) per day shall be levied.

#### **J. Payment Terms**

- a. The payment to the contractor shall be made on monthly basis.
- b. The payment will be made on the basis of performance and after due certification from authorized official of NIRDPR.

#### **K. Limitation of Liability**

NIRDPR will, in no case will be responsible for any accident fatal or non-fatal, caused to the driver or outsider in course of transport of garbage/water supply. All the expenditure including treatment or compensation will be entirely borne by the bidder. The bidder shall also be responsible for any claims of the driver including PF, Gratuity, ESI & other legal obligations.

#### **L. Arbitration**

In the event of any question, dispute or difference arising out of these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the DIRECTOR GENERAL, NIRDPR or a person to be appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract.

**M. Jurisdiction**

The order executed will be subject to Indian law and local courts at Hyderabad only.



## TECHNICAL BID

| Sl. No. | Particulars   | Information to be supplied by the intending bidder                       |
|---------|---|--|
| 1.      | Name of the Company/<br>Firm/individual   |  |
| 2.      | Address of the Company/<br>Firm/individual  |  |
|         | (a) Postal  |  |
|         | (b) Telephone/ Fax/ Mobile No.(s)   |  |
|         | (c) E-mail ID   |  |
|         | (d) Website address, if any   |  |
| 3.      | (a) Year of establishment of the Co.<br>/ Firm  |  |
|         | (b) For how long the Co./ Firm has<br>been providing tractors on hire<br>basis to Government/ Semi-<br>Govt./large private organizations?<br>(proof to be submitted)    |  |
|         | (c) PAN No.   |  |
|         | (d) EPF Registration No.  |  |
|         | (e) ESI Registration No.  |  |
|         | (d) GST Registration No.  |  |
| 6.      | Details of Demand Draft submitted<br>towards Bid Security/ Earnest<br>Money Deposit for Rs. 20,000/-  |  |
| 7.      | Annual Turnover during the<br>preceding three years i.e. 2016-17,<br>2017-18 and 2018-19(copy of<br>audited Balance Sheet and Profit &<br>Loss Account to be submitted) | <u>Year</u> <u>Turnover</u> (in<br>Rs.)<br>2016-17<br>2017-18<br>2018-19 |
| 8.      | Did the Co. / Firm get Income Tax<br>Assessment returns for the years<br>2017-18, 2018-19 and 2019-20<br>(copy ITCC for each year to be<br>submitted)                   |  |
| 9.      | Has the Co. / Firm ever been<br>blacklisted?  |  |

Signature

Date.....

Place.....

Financial Bid**Per Month Charges:**

| <b>SI<br/>·<br/>N<br/>o</b> | <b>Name of<br/>the<br/>Item</b>  | <b>No. of<br/>Units<br/>Require<br/>d</b> | <b>Unit<br/>Charges<br/>in INR<br/>Excludi<br/>ng of<br/>GST</b> | <b>GST in %</b> | <b>Unit<br/>Charges<br/>in INR<br/>includi<br/>ng of<br/>GST</b> | <b>Total<br/>Charges<br/>per<br/>Month in<br/>INR for 1<br/>Unit<br/>including<br/>of<br/>GST</b> |
|-----------------------------|--|---|--|-----------------|--|---|
| 1                           | Tractor -<br>Trolleys<br>(Hydraulic<br>type) with<br>Driver<br>including fuel<br>etc | 1   |  |                 |  |   |

***\*The charges shall be inclusive all other taxes/ duties.***

**Signature & seal of the Authorized Signatory**

**Date:**

**Place:**

**Instructions to Bidders for bid submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in> ). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering 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>.

**1. Registration**

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in> ) by clicking on the link “**Online Bidder Enrollment**” on the CPP Portal is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) 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.
- iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- v) 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 DSC's to others which may lead to misuse.
- vi) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**2. Searching for tender documents**

- i) There are various search 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 of

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.

- ii) 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 / e-mail in case there is any corrigendum issued to the tender document.
- iii) The bidder 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.

### **3. Preparation of bids**

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as 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 names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Bidder, 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
- iv) 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 documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **4. Submission of bids**

- i) Bidder 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. Bidder will be responsible for any delay due to other issues.

- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) Bidder should prepare the DD towards EMD as per the instructions specified in the tender document. The original DD should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v) A standard price bid 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 bids in the format provided and no other format is acceptable. Bidders are required to download the file and quote the amount on hard copy. Once the details have been completed, the bidder should submit it online in form of soft copy, if the file is found to be modified by the bidder, the bid will be rejected.
- vi) The server 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 bids etc. The bidders should follow this time during bid submission.
- vii) 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 unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- viii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- x) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **5. Assistance to bidders**

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person.
- ii) 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 1800 233 7315.

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

**Date:**

**To**

The Asst. Registrar (T)  
National Institute of Rural Development & Panchayati Raj  
Rajendranagar  
Hyderabad – 500 030.

**Sub: NIT for Hiring of Tractor and Trolley with drive acceptance of  
Terms & Conditions of Tender – Reg.**

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Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby 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 by the terms/conditions/ clauses contained therein.

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

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.

5. In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**