



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)

Rajendranagar, Hyderabad – 500 030.

**NOTICE INVITING E-TENDER FOR
EMPANELMENT OF TRAVEL AGENCIES FOR SUPPLY OF CARS ON RATE
CONTRACT BASIS**

NIRDPR on behalf of NMMU under Rurban Mission, Ministry of Rural Development invites On-line bids under Two Bid system (Technical and Financial) from reputed travel agencies for supply of cars on rate contract basis. The vehicles are to be provided at Office of the NMMU of Shyama Prasad Mukherjee Rurban Mission (SPMRM), Ministry of Rural Development, Krishi Bhavan, New Delhi.

The detailed bidding document etc. can be viewed / downloaded from the website: <http://eprocure.gov.in>. OR www.nirdpr.org.in. Bidders are required to upload and submit their e-bid on Central Public Procurement Portal only. All subsequent amendments, time extension, clarifications, etc., will be uploaded on the website only and will not be published in newspapers. Bidders should regularly visit website to keep themselves updated.

The bidding document can be downloaded from 12.9.2019 and the last date for uploading of bids by the intending bidders simultaneously sending the original DD for ₹22,000/- towards EMD to the NIRDPR through post/ courier/ in person is 03.10.2019 up to 3.00 pm.

Asst. Registrar (T)
NIRDPR, Hyderabad – 30.



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)

Rajendranagar, Hyderabad - 500030.

... PART-I

1. Invitation of bids

NIRDPR on behalf of NMMU under Rurban Mission, Ministry of Rural Development invites On-line bids under Two Bid system (Technical and Financial) from reputed travel agencies for supply of cars on rate contract basis. The vehicles are to be provided at Office of the NMMU of Shyama Prasad Mukherjee Rurban Mission (SPMRM), Ministry of Rural Development, Krishi Bhavan, New Delhi. Manual bids shall not be accepted.

Tender document may be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in>. OR www.nirdpr.org.in. The time schedule for the tendering activities shall be as under:

1.	Date of notification of tender notice on CPP Portal / publication in the newspaper	12.9.2019
2.	Start of downloading of tender document by the intending bidders	10.00 am on 12.9.2019
3.	Last date of uploading of the bids by the intending bidders along with scanned copy of Earnest Money Deposit	3.10.2019 by 3.00 PM
4.	Last date of submission of Demand Draft in original payable in favour of NIRDPR, Hyderabad towards Earnest Money Deposit (EMD)	3.00 PM on 3.10.2019
5.	Amount of Earnest Money Deposit	₹ 22,000/-
6.	Date of downloading of technical bids received on-line by the last date and time	4.10.2019 at 3.30 PM
8.	Date of downloading of financial bids	To be notified later to only those bidders who qualify in technical bids.
9.	Estimated expenditure on account of hiring of cars:	₹ 11 lakhs
10.	Tendering Authority	Assistant Registrar (Trg.) National Institute of Rural Development & Panchayati Raj Rajendranagar Hyderabad 500030 Tel. 040-24008479

2. Eligibility criteria for bidders and selection procedure

- (a) Must be a registered firm/company/relevant registration certificate as applicable;
 - (b) Must have well established business office in New Delhi / NCR
 - (c) Should have annual turnover of at least ₹ 7.5 lakhs during the preceding three financial years i.e. 2015-16, 2016-17 and 2017-18;
 - (d) Should have experience in supply of cars in the past three years preferably for Government organizations /PSUs (copies of purchase orders to be provided as evidence);
 - (e) Should have valid Trade License, PAN No., GST Registration Certificate;
 - (f) Must submit EMD for ₹ 22,000/- in favour of NIRDPR, payable at Hyderabad in original before the last date and time specified for bid submission;
 - (g) Should not have been blacklisted by any of the Government/ Semi-Government/ Private organizations (an affidavit to be attached); and
 - (h) Should own or attached on agreement atleast 10 LMV's (should not be older 5 years) .
- (2) Only technically qualified bidders on the basis of above criteria shall be short-listed. Financial bids of only such short-listed bidders shall be downloaded.

3. Details of the Bid Documents

3.1 Each BID must accompany EMD in the form of Demand Draft of Rs. 22,000/- (Rupees twenty two thousand only) issued by a Nationalised Bank in favour of **NIRDPR** payable at Hyderabad shall be submitted with the Part I-Technical Bid. BID submitted without EMD, as mentioned above will be rejected summarily.

The EMD of un-successful bidders/contractors shall be refunded only after the contract has been awarded to the successful bidder/contractor. No interest shall be paid on the EMD.

3.2 The validity of the tender will be 90 (ninety) days from the last date of submission.

3.3 NIRDPR reserves the right to reject any or all bids without assigning any reasons whatsoever. No correspondence will be entertained after submission of tender bid.

Asst. Registrar (Trg.)
NIRDPR, Hyderabad – 500 030

BID FORM

(to be submitted on the official letter head of the bidder)

**To
The Asst. Registrar (T)
NIRDPR
Rajendranagar
Hyderabad – 500 030.**

Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, I/We agree to furnish required services in conformity with the Two Bid System or such portions thereof at the prices given in the Price Bid on receipt of order for the same.

I/We agree to abide by all the terms and conditions as stipulated in the bid document unconditionally, from the date of receipt of intimation from you regarding acceptance of this tender.

I/We agree to submit the bank guarantee/demand draft as specified in the bid form prescribed by your goodself for the due performance of the contract, if our bid is accepted.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

()
**Signature of Bidder with Office stamp
(Name and Designation of the Signatory
in Capital Letters)**

Telephone No.:

FAX No.:

E-mail address:

BID SECURITY FORM

(to be submitted on the official letter head of the bidder)

To
The Asst. Registrar (T)
NIRDPR
Rajendranagar
Hyderabad – 500 030.

Dear Sir,

..... (Name and address of Bidder/contractor) (hereinafter called “the Bidder/contractor”) in response to Tender Notification No. ----- dated ----- -- is submitting its bid for providing “**Supply of Commercial Cars**” (Hereinafter called “the Bid”).

As stated in the e-tender notice, the bidder accepts to adhere to the following conditions:

1. If the Bidder/contractor withdraws it’s Bid during the period of bid validity specified by the Bidder/contractor,

2. If the Bidder/contractor, having been notified of the acceptance of its bid by the NMMU during the period of bid validity fails or refuses to execute the Contract Form if required; or fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders/Contractors, the EMD submitted with the Technical Bid will stand forfeited.

Signature of the Bidder/Contractor with date and seal
(Name and Designation of the Signatory in Capital Letters)

Date:

Place:

Witness: (With name, address & phone number)

1.

2.

**TECHNICAL BID
FOR SUPPLY OF CARS ON RATE CONTRACT BASIS**

Sl. No.	Particulars	Information to be supplied by the intending bidder
1.	Name of the travel agency	
2.	Address of the agency	
	(a) Postal	
	(b) Telephone/ Fax/ Mobile No.(s)	
	(c) E-mail ID	
	(d) Website address, if any	
3.	Type of the Firm/Company and in case of partnership firm/company, registration certificate of the same has to be submitted	
4.	Owner/ partners of the Company/ Firm	
5.	(a) Year of establishment of the firm/company/specify if others	
	(b) For how long the Co./ Firm has been supplying Cars on hire basis to Government/ Semi-Govt./ autonomous bodies/ large private organizations?(proof to be submitted) (as per the details at Annexure-II)	
	(c) Total number of ongoing contract in hand for such works (as per Annexure-III)	
	(d) Organisation details of the bidder (As per Annexure-IV)	
	No. of drivers	
	Management, Admn.Staff	
	(e) No.of cars owned / with agreement	

	(f) Does the Co. / Firm have valid licence to supply cars? Please mention licence No., issue date and issuing authority. (proof to be submitted)											
	(g) PAN No.											
	(h) GST Regn. No.											
6.	Distance from NMMU to travel Agency office.											
7.	Details of Demand Draft submitted towards Earnest Money Deposit for ₹ 22,000/-											
8.	Annual Turnover during the preceding three years i.e. 2015-16, 2016-17 and 2017-18 (copy of audited Balance Sheet and Profit & Loss Account to be submitted)	<table border="0"> <tr> <td style="text-align: center;"><u>Year</u></td> <td style="text-align: center;"><u>Turnover (in</u></td> </tr> <tr> <td></td> <td style="text-align: center;"><u>₹lakh):</u></td> </tr> <tr> <td style="text-align: center;">2015-16</td> <td></td> </tr> <tr> <td style="text-align: center;">2016-17</td> <td></td> </tr> <tr> <td style="text-align: center;">2017-18</td> <td></td> </tr> </table>	<u>Year</u>	<u>Turnover (in</u>		<u>₹lakh):</u>	2015-16		2016-17		2017-18	
<u>Year</u>	<u>Turnover (in</u>											
	<u>₹lakh):</u>											
2015-16												
2016-17												
2017-18												
9.	Did the Co. / Firm filed Income Tax Returns for the years 2015-16, 2016-17 and 2017-18 (copy ITR for each year to be submitted)											
10.	Has the Co. / Firm ever been blacklisted?											

Date:

Signature of Bidder with official seal

'ANNEXURE-IV'

Details of Organisation

Drivers

SL.NO	Name	Driving License No.	License Valid Till	Mobile No.

Management/Administration/Manager/Receptionist/Technical/Non-Technical

SL.NO	Name	Designation	Email	Telephone/Mobile no.

24X7 Contact Details

Telephone	
Telephone	
Mobile	
Mobile	
Fax	
Email	
Others	

**SIGNATURE OF BIDDER
With Official Seal**

Annexure-IV

PART-II: FINANCIAL BID

I/We hereby offer the following rates for providing hired cars as per requirement of NMMU under Rurban Mission, Ministry of Rural Development from time to time. The contract period is for two years. However, the rates quoted will be valid for one year. The next year rates will be increased based on increase in fuel prices at the time of commencement of the contract and on conclusion of one year period. The rates quoted are inclusive of GST as applicable from time to time.

Sl. No.	Category	Swift D'Zire A.C.	Innova A.C.
1.	Upto 4 hrs 40 kms.		
2.	Upto 8 hrs. 80 kms.		
3.	Upto 12 hrs. 120 kms.		
4.	Upto 15 hrs. 150 kms.		
5.	Charges for extra kms. beyond tariff		
6.	Charges for extra hours beyond tariff		
7.	Charges for monthly basis		
	a) 2400 kms a month & 240 hours in a month @ 10 hours per day		
	b) Charges for every extra km beyond 2400 kms.		
	c) Charges for every additional hour beyond 10 hours per day		
	d) Charges for every additional day		
8.	Driver Bhatta – Before 8 am		
	After 9 pm – After 12.00 midnight		
9.	Out station tours/Min.300 kms.		
	a) Rate per extra km		
	b) driver bhatta per day		
	c) For Min.300 kms / Minimum amount per day		

SIGNATURE OF THE BIDDER
NAME OF THE TRAVEL AGENCY

“ANNEXURE-VIII”

BID ACCEPTANCE FORM

(To be submitted in the letter paid of the firm indicating full name and address, telephone & fax numbers etc.)

From

To,
The Asst. Registrar (Trg.)
NIRDPR
Rajendranagar
Hyderabad – 500 030.

Dear Sir,

I/We hereby offer to provide vehicles based on the requests received from NMMU or such portion thereof as you may specify in the acceptance of Bid at the price give in the price bid and agree to hold this offer open for **ONE YEAR** from the date of bid opening prescribed by the Purchaser. I/We have understood the terms and conditions mentioned in the invitation for bid and conditions of contract furnished by you and have thoroughly examined the specifications/requirements quoted in the bid document hereto and are fully aware of the nature of the scope of work required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

The following pages have been added to and form part of this bid.

Yours Faithfully,

SIGNATURE OF THE BIDDER/CONTRATOR WITH SEAL

“ANNEXURE-IX”

CERTIFICATE

I/we hereby certify that the information given with this bidding document is correct. If, at any stage, it is found to be correct, I/we understand that the contract will be liable to be terminated and action could be taken against me/us by the Company for damages.

SIGNATURE(S) OF BIDDER/CONTRACTOR WITH SEAL

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

PART-III

1. Instructions for submission of bids

- (i) Bids shall be submitted on-line in two parts, viz., technical bid in ANNEXURE-II and financial bid in ANNEXURE-VI and VII at CPP Portal website: <https://eprocure.gov.in> **only**. The offers submitted by Telegram/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.
- (ii) Not more than one tender shall be submitted by one bidder or bidders 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 to rejection.

2. Preparation of Bids

- (i) Bidders should carefully read the tender document and understand its requirements before submission of their bids. They should also take into account any corrigendum published in continuation to the original one. Any non-fulfilment may lead to rejection of bid.
- (ii) Bid documents to be submitted as required in the tender document may be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- (iii) The technical bid in ANNEXURE-II to be submitted in the first cover should contain the following documents:
 - (a) Scanned copy of valid registration certificate, valid license, PAN No., GST Registration Certificate, experience certificate as per the tender notice and letter in respect of un-conditional acceptance of all the terms and conditions of the tender document.
 - (b) Scanned copy of Income Tax Returns for the preceding three years i.e., 2015-16, 2016-17 and 2017-18.
 - (c) Scanned copy of audited Balance Sheet and Profit & Loss Account for the preceding three financial years i.e. 2014-15, 2015-16 and 2016-17.
 - (d) Scanned copy of Partnership Deed wherever applicable.
 - (e) Scanned copy of the Demand Draft for Rs. 22,000/- (Rupees twenty two thousand) towards Earnest Money Deposit purchased on or after publication date of this tender from any Nationalized/ Scheduled Bank in favour of NIRDPR,

Rajendranagar, Hyderabad - 500 030 and payable at Hyderabad with their application/ downloaded tenders. All applicable bank charges shall be borne by the bidder and he/ she shall not have any claim whatsoever on this account on Government.

- (f) Scanned copy of Award of Contract/ Commencement letters in respect of previous customers preferably Government or Semi-Government organizations for whom vehicles were supplied.
- (g) The financial bid should be prepared separately in another cover in the format prescribed at ANNEXURE-VI and VII.

3. Registration for on-line submission of Bids

- (i) The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates (DSC).
- (ii) For submission of on-line bid, bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in>) by clicking on the link “**Online Bidder Enrolment**”.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (v) 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.
- (vi) Only one valid DSC should be registered by a bidder. Bidders must ensure that they do not lend their DSC's to others which may lead to misuse.
- (vii) Bidders should then log-in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
- (viii) For uploading the same set of standard documents (e.g. PAN card copy, annual reports, auditor's certificates etc.) required to be submitted as a part of every bid, bidders can use “My Space” area available to them.

4. Submission of Bids

- (i) Bidders must accept the terms and conditions contained in this tender document unconditionally while submitting their bids. They should give such acceptance in writing on the Company/ Firm's letter head in the Bid Form.
- (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) 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) Financial bid must be submitted in the format prescribed (ANNEXURE -VI & VII) in this tender document and no other format shall be 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 on-line in the 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.
- (xi) The original Demand Draft towards Earnest Money Deposit, must be submitted on or before bid submission closing date and time to "**Assistant Registrar (T), NIRDPR, Hyderabad**". Failure to do so is likely to entail rejection of bids.

- (xii) Any query relating to the process of on-line 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.

5. Correction in BID

All changes / alteration / corrections in the BID shall be signed with date in full by the person or persons signing the BID. **No erasing and / or overwriting are allowed.**

6. Validity of BID

Bid submitted by bidder/contractor shall remain valid for acceptance for a period of 90 (Ninety) days from the last date of submission of bid. Bidders/contractors shall not be entitled during the said ninety (90) days' period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing of the Institute. In the event of the bidder/contractor revoking the BID or varying any term in regard thereof the **bidder's/contractor's EMD shall be forfeited** and BID will be cancelled.

7. Right of Institute to accept or reject the BIDs

The right to accept the BID in full or in part shall rest with the Institute. **However, Institute does not bind itself to accept the lowest BID and reserves the authority to reject any or all the BIDs received without assigning any reason whatsoever.** The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and / or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be summarily rejected. BIDs not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected.

8. Performance Verification

The Institute reserves the right to verify performance of the bidder/contractor in organisation(s) where they are currently engaged as contractor. The decision of the Competent Authority will be final regarding the evaluation of performance and consideration of bid.

9. Signing of the Contract

The successful bidder/contractor shall be required to execute the **Contract Agreement** on a non-judicial stamp paper of Rs.100/- (Rupees one hundred only) within fifteen (15) days of the issue of the **Letter of Empanelment**. In the event of failure on the part of the successful bidder/contractor to sign the **Contract** within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled. Cost of the stamp paper shall be borne by the bidder/contractor.

10. Performance Security

The successful bidder/contractor with whom the Institute will enter into agreement for supply of vehicles(LMVs) shall submit Performance Security @ 10% of the annual contract value in the form of Demand Draft or Bank Guarantee issued by any Public Sector Banks in favour of NIRDPR, beyond 60 days over and above end of the contract period.

8. Disclosure of relatives employed in NMMU, New Delhi / NIRDPR, Hyderabad.

GENERAL TERMS & CONDITIONS

1. Online quotations in two bid system (**Technical Bid and Financial Bid separately**) are to be uploaded as per the date and time specified in the critical date sheet.
2. After scrutiny and evaluation of the Technical Bids (Annexure-II), Financial Bids of technically qualified bidders will be downloaded for further evaluation and finalization of bidding process to empanel eligible travel agencies. Technically qualified bidders will be informed date and time of opening of Financial Bids.
3. After finalisation of bidding process, **a panel of such eligible travel agencies will be prepared** who are willing to provide service at the approved lowest rate (L-1) who are willing to provide service at the approved lowest rate. Depending upon requirement, services will be obtained from any of empanelled agency based on approved rates. No single agency will have a claim on all the vehicle bookings of the NMMU. The lowest rate will be considered as approved rate for hiring in a particular category under **rate contract**.
4. NMMU will not be responsible for any damage caused to travel agency's vehicle or any third party for any injury or loss of life caused to any of his drivers/other personnel that may take place while on duty. Any compensation or expenditure towards repair/treatment for such damage/injury or loss of life shall be the sole responsibility of the travel agency supplying such vehicle. The **travel agency will indemnify the NMMU** against any loss of life or property in any form to driver or any third party which may be caused in due course of performance of service by the travel agency to the Institute.
5. Since NMMU is an office under the Ministry of Rural Development, Govt. of India with lot of visitors/guests, coming frequently, travel agency shall engage sincere, disciplined and experienced drivers with valid driving license, who maintain proper etiquette. They should wear driver's uniform, be neatly dressed and should be well-behaved. They should carry out the instructions of the authorized representative of NMMU for performing the trips assigned to them from time to time.
6. The travel agency should also not engage any driver below **18 years** of age and should not be more than 60 years.
7. Strict adherence to the timing for arrival /departure according to the instructions given by the NMMU should be maintained by the contractor. In case of default, a penalty of Rs.5000/- (Rupees five thousand only) on each occasion shall be levied. The travel agency is also liable for action for failing to adhere to any of condition stipulated in this tender document or non-compliance of statutory requirement.
8. For payment of vehicle hire charges, the time & km reading **will be taken only from 'gate to gate' of NMMU. The bidders should take a note of this while submitting**

their offer/rates. However, in cases where vehicle is directed by NMMU vehicle section to report or close directly at any place in the city, payment can be considered from the office of travel agency as per instructions of NMMU's authorized staff.

9. Non-compliance of any of terms and conditions in this tender or unsatisfactory service will make empanelled travel agency liable for removal from approved panel including forfeiture of Security Deposit submitted by the agency. Decision taken by the NMMU with the approval of competent authority will be binding.
10. The travel agency shall not refuse to provide services after completion of one year due to increase in fuel prices or any other reason, which will make them liable for forfeiture of their Security Deposit.
11. The travel agency participating in the bid shall have a registered office with required infrastructure at New Delhi. They must be in a position to supply the vehicle within a short notice of one hour time after receipt of requirement over phone from the authorized representative of NMMU.
12. Empanelment of any travel agency will not entitle them any assured quantum of business under rate contract to their firm by NMMU. **Based on approved rates/rate contract to be finalised on completion of bidding process, NMMU will be free to hire vehicle from any of empanelled travel agency, as per NMMU's requirement for hired vehicles.**
13. Tenderers must provide their rates strictly as per our requirements mentioned in Financial Bid Form (Annexure VI) of the tender documents.
14. The contractor must be able to provide sufficient types of vehicles as indicated in the financial bid and other comparable vehicles as per the requirement of the NMMU, having valid permits, blue book, insurance etc..
15. The contractor must be able to provide sufficient types of vehicles as indicated in the financial bid and other comparable vehicles as per the requirement of the NMMU, having valid permits, blue book, insurance etc.
16. Incomplete or conditional tender will be summarily rejected.
17. All vehicles provided by the contractor/bidder should have valid commercial permits to travel locally and any part of New Delhi/NCR.
18. All vehicles should be in good running condition with upholstery etc. in proper shape.

19. The driver deployed should have a valid driving licence, which should be produced by him as and when demanded by traffic personnel. Renewal of his driving licence from time to time will be the responsibility of the contractor/bidder.
20. The drivers deployed should have good moral character and reasonable experience of driving and should be able to converse in Hindi as well as in English. He should be able to attend to minor repairs of vehicles while on route, in case of need. In case of outstation tours, drivers should carry sufficient cash/fuel card etc., so that in any case the officials using the cars need not to pay for any amount towards fuel charges/toll charges, etc
21. The driver must report for duty at specified place at the specified time in clean uniform. He should maintain a proper record of mileage at the duty slip and get the same authenticated by the user officer/staff. The driver should maintain duty slips with complete details of kms. travelled/time of releasing etc. duly authenticated by the officer using the service. Besides he should be polite, courteous and service oriented at all times. He should provide his mobile number to the officials on demand.
22. All the papers viz. insurance, registration, road tax, pollution certificate, valid license, etc. related to each vehicle should be readily available in each of the vehicles with drivers of the hired vehicle.
23. The persons engaged by the contractor/bidder will be the employees of the Contractor/Bidder and neither the Contractor / Bidder nor any such person shall have any right to claim in any subject to the NMMU.
24. The drivers/employees engaged by the contractor/bidder shall abide by the instructions provided by the security staff of NMMU and vehicles/persons will have to undergo security check as and when required.
25. **The contractor/bidder shall arrange to obtain police verification certificate regarding the antecedents of the persons engaged by them.**
26. The rates offered by the Tenderers will remain valid for a period of one (01) year. The same may be reviewed at the time of renewal of the contract subject to satisfactory performance.
27. The contractor/bidder should convey without fail the car details i.e. car make & colour, car registration No., driver's name and his mobile number to officials of Car Desk and to the user of the car through telephone and SMS.
28. The driver must always be available with the car once he has reported to the user/guest of the NMMU and until its release by the user.

29. The driver must carry a placard depicting particulars of the arriving guest / officer of the NMMU at the Airport/ Railway Station, etc including flight/train number etc. The contractor will ensure that there should be no deficiency of service on the part of drivers.
30. The contractor or its agents/ employees / drivers committing any breach of terms and conditions mentioned in the agreement and / or rendering unsatisfactory services in the opinion of the NMMU shall terminate the contract.
31. Punctuality and quality of service will be the essence of the contract. Therefore, the renewal of the contract will be subject to punctuality and satisfactory performance by the contractor/bidder.
32. The rates quoted shall be deemed to have included of all applicable taxes. If the Tenderers fails to include such taxes and duties in the tender, no claim thereof will be entertained by the NMMU.
33. **Terms of Payment:** Contractors are expected to submit their bills regularly on monthly basis. Except under cases of circumstances beyond the control of the NMMU, the payment of bills will be made within fifteen (15) working days and not later than forty five (45) days of production of bills provided bills are in order. Payments will be made through electronic mode. The empanelled contractor/s should furnish mandate/s for ECS/NEFT. No advance payment will be made.
34. In case the contractor is not able to provide the category of car for which booking has been made by the INMMU, he has to provide higher category of vehicle. However, payment will be made for the category of vehicle booked by the Institute.
35. The NMMU will not be responsible for any loss/damage/accident occurs by the hired vehicle and no claim will be entertained for the Incident. All the claims related to the loss/damage/accident will have to be borne by the contractor.
36. Tendering firm/company should have registered office at New Delhi.
37. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the NMMU will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs. 500/- (Rupees Five Hundred Only) would be imposed for every such lapse.
38. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.
39. The owner/firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for vehicle in emergent cases. The Mobile Number must also be given. The firm should be able to provide vehicles on holidays or Sundays also.

40. The contract may be terminated at any time by the NMMU or by Contractor giving one (01) month notice to opposite party without assigning any reason thereof.
41. The bid validity period is 90(Ninety) days from the date of opening of the technical bids.
42. If the bidder has any direct or indirect relation with NMMU regular Employee or employees or contractual then declaration must be given before submission of the bid documents. In that case NMMU authority reserves the right to either accept or reject the bid documents without showing any reason thereof.
43. The authorized person of the vendor or the driver of the hired vehicle will inform the Transport In-charge before taking release from the duty. If he fails to do the same then the bill for that particular date will not be entertained.
44. The successful Tenderers shall execute an agreement with the Institute on Non-Judicial stamp paper of Rs. 100.00 within one month from the date of acceptance of Work order. Cost towards executing the agreement will be borne by the contractor.
45. The initial contract will be for one(01) year and if it is found that the performance is satisfactory then it may be extended for further one(01) year only. No further extension will be done.
46. **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 proposed rate contract for hiring vehicle, same shall be referred to the arbitration of

the DIRECTOR GENERAL or his authorized representative for arbitration. The award of the arbitrator shall be final and binding on both the parties' i.e. empanelled travel agency and NIRDPR.

47. In case any legal dispute is raised, same will be settled in the Courts falling under the jurisdiction of New Delhi only.
48. The Director General, NIRDPR reserves the right to reject any or entertain one or all the bids without assigning any reasons. The decision of the Director General, NIRDPR will be final in the matter.

ASST. REGISTRAR (T)

NIRDPR, HYDERABAD – 500 030.

CHECK LIST

Tender Notice No. ::

Name of the Bidder ::

1	Whether tender is uploaded in two bid form i.e. Technical bid and Price bid.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2	Whether all pages of the tender document are uploaded.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Whether Technical and Price bids are separately uploaded.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	Whether Bid Security (Earnest Money Deposit / EMD) is furnished.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	Whether Bid Security (Earnest Money Deposit / EMD) is being sent to Asst. Registrar (T) within the stipulated time and date.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6	Whether Bid Form in the official letter head is uploaded.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7	Whether Bid Security Form has been uploaded.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8	Whether details of minimum three similar orders executed in last 5 years as per " Annexure-II " have been uploaded	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9	Whether details of ongoing orders under execution as per " Annexure III " have been uploaded	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10	Whether details of Organisation as per " Annexure-IV " have been uploaded	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	Whether details of Vehicles as per " Annexure-V " have been uploaded	<input type="checkbox"/> YES	<input type="checkbox"/> NO

12	Whether Price Bid Form as per " Annexure-VI " & " Annexure-VII " have been uploaded	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13	Whether signed and sealed Acceptance Form as per " Annexure-VIII " has been uploaded	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14	Whether Certificate signed and uploaded as per " Annexure-IX "	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15	Whether Technical Bid Form as per B-I(Part-I) has been uploaded along with EMD.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16	Whether Performance certificates from the past and present organisation where services have been rendered by the bidder has been uploaded	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17	Whether Service support details form has been uploaded	<input type="checkbox"/> YES	<input type="checkbox"/> NO
18	Whether the qualification requirement for submission of the tender has been examined, fulfilling and agrees with the terms and conditions.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

* Pl put tick (☐) mark whichever is applicable

Date :

Signature of the bidder with seal
(Name and Designation of the Signatory
in Capital Letters)