



**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 AGENCIES FOR SUPPLY OF CARS, BUSES ETC.,  
ON RATE CONTRACT BASIS**

On-line bids under two bid system (technical and financial) are invited from reputed travel agencies for supply of Vehicles on rate contract basis to NIRDPR.

The detailed bidding document etc. can be viewed / downloaded from the website: <http://eprocure.gov.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 All subsequent amendments, time extension, clarifications, etc., will be uploaded on the website only and will not be published in newspapers.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 28.12.2021 and the last date for uploading of bids by the intending bidders is 17.01.2022 up to 3.00 pm.

Asst. Registrar (E)i/c  
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

On-line bids are invited under two bid system (technical and financial) for empanelment of agencies for supply of vehicles on rate contract basis to NIRDPR, Rajendranagar, Hyderabad-500 030 Telangana. Manual bids shall not be accepted.

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:

1.	Date of notification of tender notice on CPP Portal	28.12.2021
2.	Start of downloading of tender document by the intending bidders	11.00 am on 28.12.2021
3.	Last date of uploading of the bids by the intending bidders along with scanned copy of Earnest Money Deposit	17.01.2022 by 3.00 PM
4.	Bid Security Declaration form as per Annexure-X	
5.	Date of downloading of technical bids received on-line by the last date and time	18.01.2022 at 3.30 PM
6.	Date of downloading of financial bids	To be notified later to only those bidders who qualify in technical bids.
7.	Estimated expenditure on account of hiring of cars/buses:	₹ 50 lakhs per annum
8.	Tendering Authority:	Assistant Registrar (E)/i/c National Institute of Rural Development & Panchayati Raj Rajendranagar Hyderabad 500030 Tel. 040-24008404

## **2. Eligibility criteria for bidders and selection procedure**

(1) For being eligible in technical bidding, the intending bidders

### **For cars & Buses:**

- a. Must be a registered firm/company/relevant registration certificate as applicable;
- b. Must have well established business office in Hyderabad;
- c. Should have annual turnover of at least ₹ 50 lakhs in each year during the preceding three financial years i.e. 2017-18, 2018-19 and 2019-20;
- d. Should have experience in supply of cars, buses etc., in the past two years anywhere in the country preferably for Government organizations (copies of purchase orders to be provided as evidence);
- e. Should have valid license, PAN No., GST Registration Certificate;
- f. Must submit Bid Security Declaration form as per Annexure-X;
- g. Should not have been blacklisted by any establishment of the Central Government Departments or Central Autonomous bodies; and
- h. Should own or attached on agreement atleast 05 LMV's (LMVs should not be older 4 years – 2018, 2019, 2020, 2021 and 2 SUVs & 3 Buses should not be older than 5 years- 2016,2017,2018,2019,2020.
- i. **Maximum KM Traveled by the Vehicle:** Up to 50,000 Kms.

(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 Bid Security Declaration form as per Annexure-X, failing which the bid will not be considered for evaluation and shall be rejected summarily.

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.

3.4 Any dispute arisen will be a subject matter of arbitration in Hyderabad only.

ASST. REGISTRAR (E)/c

NIRDPR, Hyderabad – 500 030

**1. Instructions for submission of bids**

- (1) Bids shall be submitted on-line in two parts, viz., technical bid in ANNEXURE- I 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.
- (2) 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.

**Preparation of Bids**

- (3) 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.
- (4) 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.
- (5) The technical bid in ANNEXURE-I to be uploaded in the first cover should contain the following documents:
  - (i) 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.
  - (ii) One/Two/Three supplies of similar nature of annual value during last three years either in NIRDPR or Central/State Government Departments/Public Sector Undertakings/Scheduled Banks/Insurance

Companies/ Large Industrial/Educational Campuses/ reputed private organizations:-

- (a) Single supply of Rs. 40 lakhs (80% of EV)
- (b) Two supplies of Rs. 25 lakhs (50% of EV) each
- (c) Three supplies of Rs. 20 lakhs (40% of EV) each

**Proof of satisfactory performance to be enclosed.**

**OR**

At least one running contract of similar nature of annual value of Rs. 50 lakhs in NIRDPR or Central/State Government Departments/Public Sectors Undertakings/ Scheduled banks/Insurance Companies/Large Industrial/Educational Campuses/reputed private organizations major institutions like Scheduled Banks/ Insurance Companies/Central or State Government Departments/Public Sector Undertakings//Large Industrial/Educational Campuses/ reputed private organizations.

- (iii) Scanned copy of Income Tax Returns for the preceding three years i.e., 2017-18, 2018-19 and 2019-20.
- (iv) Scanned copy of audited Balance Sheet and Profit & Loss Account for the preceding three financial years i.e. 2017-18, 2018-19 and 2019-20.
- (v) Scanned copy of Partnership Deed wherever applicable
- (vi) Scanned copy of the Bid Security Declaration form as per Annexure-X
- (vii) Scanned copy of Award of Contract/ Commencement letters in respect of previous customers Government or Semi-Government organizations for whom vehicles were supplied.

The financial bid should be prepared separately in another cover in the format prescribed at ANNEXURE-VI and VII.

### **Registration for on-line submission of Bids**

- (7) The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates (DSC).
- (8) 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”**.
- (9) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (10) 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.
- (11) 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.
- (12) 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.
- (13) 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.
- (14) 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.

### **Submission of Bids**

- (15) 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 as per Annexure-VIII.

- (16) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (17) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- (18) 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.
- (19) 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.
- (20) 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.
- (21) 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.
- (22) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (23) 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.

- (24) 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.
  
- (25) 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.



## **PART - III**

### **DEFINITION OF TERMS**

In this contract (as hereinafter defined) the following words and expressions shall have meaning hereby assigned to them, except where the context otherwise requires.

- 1 The 'Institute' shall mean NIRDPR, with its premises located at Rajendranagar, Hyderabad – 500 030 and shall include its authorized representatives, successors and assignees.
- 2 The 'CONTRACTOR'/'AGENCY' shall mean the person or persons, firm or company or corporation or consortium of firms or companies, whose BID has been accepted by the Institute and includes the Agency/Contractor's legal representative, his/her successors and permitted assignees.
- 3 The 'BID/TENDER' shall mean the proposal/offer along with supporting documents, submitted by the Bidder/Agency for consideration by the Institute.
- 4 The "BID/TENDER DOCUMENT" shall mean the documents issued by the Institute to prospective Bidders/Agency, containing various terms & conditions, scope of work, any requirements etc. or generally laid and in various sections spelling out the basis, procedure, modes, methods and formalities for the Bidder/Agency to prepare their BIDS, for submission to the Institute. The BID documents shall include the invitation to BID, instructions, proposal forms and all agenda /corrigenda /amendments issued by the Institute.
- 5 The 'LETTER OF ACCEPTANCE OF BID' shall mean an official invitation from the Institute to successful Bidder/Agency to the effect that his/their BID has been accepted in accordance with the provisions contained therein.
- 6 The 'WORK' shall mean and include all works to be executed, all items and things to be provided /done and service and activities to be performed by the CONTRACTOR/AGENCY in accordance with the contract.
- 7 The 'CONTRACT' shall mean the agreement between the Institute and the CONTRACTOR/AGENCY, duly signed by the parties to the Agreement, through their authorized representatives, for the execution of the work included in the BID DOCUMENT, LETTER OF ACCEPTANCE of BID, agreed variations to the BID DOCUMENTS if any. SCHEDULE OF RATES and other

relevant documents submitted by the Contractor/Bidder and as accepted by the Institute

- 8** The 'MONTH' shall mean the Calendar month according to the Christian calendar. 'DAY' unless herein expressly defined otherwise, shall mean Christian calendar day of 24 hours.

## 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-I) and after due intimation Financial Bids of qualified technical bidders will be downloaded for further evaluation and finalization of bidding process to empanel eligible travel agencies.
3. After finalization of bidding process, **a panel of such eligible travel agencies will be prepared** who are willing to provide service at the approved lowest rate by the Institute based on the technical assessment and financial quotations. 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 Institute. The lowest rate will be considered as approved rate for hiring in a particular category under **rate contract**.
4. NIRDPR 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/travel agency supplying such vehicle. The **travel agency will indemnify** the Institute 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 NIRDPR is a training Institute 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 NIRDPRs Vehicle Section 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/departures according to the instructions given by the NIRD Vehicle Section should be maintained. In case of default, a penalty of **Rs 5000/-** (Rs 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. The driver of the hired vehicle is required to make necessary entries inter-alia indicating kilometer reading and time of entry into the campus as well as exit from the campus for each trip in the vehicle movement register maintained at the Main Gate. For payment of vehicle hire charges, the time & km reading **will be taken only from 'gate to gate' of NIRDPR. The bidders should take a note of this while submitting their offer/rates.** However, in cases where vehicle is directed by NIRD 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 NIRDPR authorized staff.
9. Non-compliance of any of terms and conditions in this tender document or unsatisfactory service will make empanelled travel agency liable for removal from approved panel including forfeiture of security deposit submitted by the firm. Decision taken by the Institute with the approval of competent authority will be binding.
10. The travel agency shall not refuse to provide services due to increase in fuel prices or any other reason, which will make them liable for forfeiture of their Security Deposit.
11. The empanelled travel agency should clearly mention the type of vehicles as per Registration Certificate.
12. The travel agency participating in the bid shall have a registered office with required infrastructure at Hyderabad, preferably within 20 kms. from the Institute. 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 NIRDPR.
13. Empanelment of any travel agency will not entitle them any assured quantum of business under rate contract to their firm by this Institute. **Based on approved rates/rate contract to be finalized on completion of bidding process, Institute will be free to hire vehicle from any of empanelled travel agency, as per institute's requirement for hired vehicles.**
14. Tenderers must provide their rates strictly as per our requirements mentioned in Financial Bid Form (Annexure VI & VII) of the tender documents.

15. Tenderers should submit in their offers the latest tax registrations, PAN with necessary documents regarding the proof of their experience as mentioned against point 3 of the terms & conditions of Tender document.
16. The service provider 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 Institute, having valid permits, blue book, insurance etc.
17. The service provider should provide the list of the vehicles owned by them in their name/agency or attached with them under agreement and their valid permit, blue book, Insurance and a copy of agreement etc., with the bid documents.
18. **Performance Security Deposit:** On award of the contract, contractor will be required to deposit an amount equivalent to 3% of the annual value of contract as **Performance Security Deposit** in the form of Bank Guarantee/ Demand Draft in favour of Director General, NIRDPR, payable at Hyderabad against loss/damage to the Institute's property and for penalties for deficiency in service levied by NIRDPR, Hyderabad. Validity of the security deposit must be at least for six months beyond the tenure of the contract. No interest whatsoever shall be paid by the Institute on the performance security deposit submitted by the contractor.
19. All vehicles provided by the contractor/bidder should have valid commercial permits to travel locally and any part of Telangana State.
20. All vehicles should be in good running condition with upholstery etc. in proper shape.
21. 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.
22. The drivers deployed should have good moral character and reasonable experience of driving and should be able to converse in Telugu as well as in Hindi. 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
23. 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.

24. 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.
25. The contractor/bidder shall provide vehicle on written or verbal instructions over phone within the time specified therein. The contractor/bidder shall also be required to provide vehicle/car at short notice from the Institute (say within an hour in case of emergency). In case the contractor/bidder fails to provide car against the request of the authorised persons either verbal over phone or written of the Institute in three occasions in a month or if it is felt by the Institute authority that the agency is reluctant to provide the hired car against the request, then the Institute authority shall be free to terminate the contract.
26. The persons engaged by the contractor/bidder will be the employees of the Contractor/Bidder and neither the Contractor/Bidder nor the labourers shall have any right to claim in any subject to the Institute.
27. The drivers/employees engaged by the contractor/bidder shall abide by the instructions provided by the security officers/guards of the Institute and vehicles/persons will have to undergo security check as and when required.
- 28. The contractor/bidder shall arrange to obtain police verification certificate regarding the antecedents of the persons engaged by them.**
29. The rates offered by the Tenderers will remain valid for a period of two (02) years.
30. The contractor/bidder should convey without fail the vehicle details i.e. make & colour, registration No., driver's name and his mobile number to officials of transport section and to the user of the vehicle through telephone and SMS.
31. The driver must always be available with the car once he has reported to the user/guest of the Institute and until its release by the user.
32. The driver must carry a placard depicting particulars of the arriving guest / officer of the Institute 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.

- 33.** 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 Institute shall be liable for termination of the contract.
- 34.** 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.
- 35.** 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 Institute.
- 36. The financial bid success parameter is indicated at Annexure-XI.**
- 37.** Terms of Payment: Contractors are expected to submit their bills regularly on monthly basis. Except under cases of circumstances beyond the control of the Institute, 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. The payment will be made after deduction of applicable TDS on GST and TDS on Income Tax from the bills. These deductions shall be remitted to the concerned authorities by the Institute.
- 38.** In case the contractor is not able to provide the category of car for which booking has been made by the Institute, he has to provide higher category of vehicle. However, payment will be made for the category of vehicle booked by the Institute.
- 39.** The Institute 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.
- 40.** Tendering firm/company should have registered office at Hyderabad.
- 41.** In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Institute 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.

42. 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.
43. 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.
44. The contract may be terminated at any time by the Institute or Contractor giving one (01) month notice to other end without assigning any reason thereof.
45. The bid validity period is 90(Ninety) days from the date of opening of the bids.
46. If the bidder has any direct or indirect relation with NIRDPR regular Employee or employees or contractual then declaration must be given to the Institute before submission of the bid documents. In that case Institute authority reserves the right to either accept or reject the bid documents without showing any reason thereof.
47. 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.
48. The successful Tenderers shall execute an agreement with the Institute on Non-Judicial stamp paper within one month from the date of acceptance of Work order. The Non-judicial stamp paper of Rs.100.00 will have to be borne by the vendor.
49. Parties' debarred/black-listed, and agencies whose contract has been cancelled/terminated on the basis of poor/unsatisfactory performance by any Department of Government of India or Central autonomous bodies shall not participate in the tender. The Institute is at liberty to make independent enquiries with reference to the affidavit furnished by bidder. The decision of the NIRDPR is final in this regard. In case, if any input with respect to debarred/blacklisted/unsatisfactory performance is received even after the award of tender, the contract is liable to be cancelled by NIRDPR.
50. **Bidder Financial Standing:** The bidder should not be under liquidation, Court Receivership or Similar Proceedings, should not be Bankrupt. Bidder has to upload undertaking to this effect with the bid document.
51. **Availability of Office of Service Provider:** An office of the Service provider must be located in the Hyderabad for better coordination and uninterrupted service



(Documentary evidence to be submitted (like registration/incorporation Certificate, Rent Agreement etc...)).

**52.**(i) The service provider shall not assign the contract in whole or part without obtaining the prior written consent of the Institute. (ii) The service provider shall not sub-contract the contract in whole or part to any entity without obtaining the prior written consent of the Institute. (iii) The Service provider shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to the Institute together with the assignee/sub-contractor, for and in respect of the due performance of the contract and the service provider's obligation there under.

**53. Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, NIRDPR, Hyderabad party may, at least option to terminate the contract.

**54. 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.

**55. Jurisdiction:** In case any legal dispute is raised, same will be settled in the Courts falling under the jurisdiction of Hyderabad only.

**56.** 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 (E)/c**

**BID FORM**

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

**To  
The Asst. Registrar (E)/c  
NIRDPR  
Rajendranagar  
Hyderabad – 500 030.**

Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, 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.

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.

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

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:

**ANNEXURE-I****TECHNICAL BID  
FOR SUPPLY OF CARS & BUSES ON RATE CONTRACT BASIS**

(Tender Notification No. \_\_\_\_\_ )

<b>SI.No</b>	<b>Particulars</b>	<b>Information to be supplied by the intending bidder</b>
<b>1.</b>	Name of the travel agency	
<b>2.</b>	Address of the agency	
	(a) Postal	
	(b) Telephone/ Fax/ Mobile No.(s)	
	(c) E-mail ID	
	(d) Website address, if any	
<b>3.</b>	Type of the Firm/Company and in case of partnership firm/company, registration certificate of the same has to be submitted	
<b>4.</b>	Owner/ partners of the Company/ Firm	
<b>5.</b>	a. Year of establishment of the firm/company/specify if others	
	b. For how long the Co./Firm has been supplying Cars/buses on hire basis to Government/ Semi-Govt./ autonomous bodies/large private organizations? (proof to be submitted) (Work order details as per Annexure –II)	
	c. <b>Total number of ongoing contract in hand for such works (as per Annexure-III)</b>	
	d. Organisation details of the bidder (As per Annexure-IV) No. of drivers Management, Admn.Staff	
	e. No. of vehicles owned / with Agreement (as per Annexure-V) <ul style="list-style-type: none"><li>• LMVs (cars)</li><li>• SUVs (Innovas)</li><li>• HMTVs (buses)</li></ul>	
	f. Does the Co. / Firm have valid licence to supply buses? Please mention licence No., issue date and issuing authority. (proof to be submitted)	
	g. PAN No.	
	h. GST Regn. No.	
<b>6.</b>	Distance from NIRDPR to travel agency.	

7.	Bid security declaration form as per Annexure-X									
8.	<p>One/Two/Three supplies of similar nature of annual value during last three years either in NIRDPR or Central/State Government Departments/Public Sector Undertakings/Scheduled Banks/Insurance Companies/ Large Industrial/Educational Campuses/ reputed private organizations:-</p> <p>(a)Single supply of Rs. 40 lakhs (80%of EV)  (b)Two supplies of Rs. 25 lakhs (50%of EV)each  (c)Three supplies of Rs.20 lakhs (40%of EV)each</p> <p><b>Proof of satisfactory performance to be enclosed.</b></p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Atleast one running contract of similar nature of annual value of Rs. 50 lakhs in NIRDPR or Central/State Government Departments/Public Sectors Undertakings/ Scheduled banks /Insurance Companies/Large Industrial/Educational Campuses/ reputed private organizations major institutions like Scheduled Banks/ Insurance Companies/Central or State Government Departments/Public Sector Undertakings//Large Industrial/ Educational Campuses/ reputed private organizations. Work completion certificated issued by previous clients should be attached as proof.</p>									
9.	Annual Turnover during the preceding three years i.e. 2017-18, 2018-19 and 2019-20 (copy of audited Balance sheet and Profit & Loss Account to be submitted)	<table border="1"> <thead> <tr> <th><u>Year</u></th> <th><u>Turnover(in ₹lakh)</u></th> </tr> </thead> <tbody> <tr> <td>2017-18</td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> </tr> <tr> <td>2019-20</td> <td></td> </tr> </tbody> </table>	<u>Year</u>	<u>Turnover(in ₹lakh)</u>	2017-18		2018-19		2019-20	
<u>Year</u>	<u>Turnover(in ₹lakh)</u>									
2017-18										
2018-19										
2019-20										
10.	Did the Co. / Firm get Income Tax Returns for the years 2017-18, 2018-19, and 2019-20 (copy ITR for each year to be submitted).									
11.	Self Declaration stating the Co. / Firm ever been Blacklisted as per Annexure-XI.									

Note: Technical Evaluation will be carried out as per the format at Annexure-XIII.

Date:

Signature of Bidder with official seal

**'ANNEXURE-II'**

<b>DETAILS OF WORK ORDER FOR SIMILAR CONTRACT DURING 3/5 YEARS</b>				
<b>SL.NO</b>	<b>Name of Client with full address, telephone numbers and nature of work</b>	<b>Contract Details</b>	<b>Total Value of works completed</b>	<b>Period of Completion with dates (in months)</b>

**NOTE: PARTICULARS OF CONTRACTS FOR GIVING VEHICLES ON HIRE EXECUTED WITH ORGANISATIONS/BODIES SIMILAR TO NIRDPR LAST 3/5 YEARS.**

**SIGNATURE OF BIDDER/ CONTRACTOR  
With Official Seal**

**'ANNEXURE-III'**

<b>TOTAL NUMBER OF ONGOING CONTRACT IN HAND FOR SUCH WORKS</b>			
<b>SL.NO</b>	<b>Name of Client with full address, telephone number</b>	<b>Works Order details such as period, completion time etc.</b>	<b>Value of Works</b>

**SIGNATURE OF BIDDER/CONTRACTOR**

**With Official Seal**

**ANNEXURE-IV**

**Details of Organisation**

**Drivers**

<b>SL.NO</b>	<b>Name</b>	<b>Driving License No.</b>	<b>License Valid Till</b>	<b>Mobile No.</b>

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

<b>SL.NO</b>	<b>Name</b>	<b>Designation</b>	<b>Email</b>	<b>Telephone/Mobile no.</b>

**24X7 Contact Details**

<b>Telephone</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Mobile</b>	
<b>Fax</b>	
<b>Email</b>	
<b>others</b>	



**“ANNEXURE-V”**

**Details of Vehicles (Minimum 05 LMVs (cars), 02 SUVs (Innovas) and 03 HMVs (Buses) should be in the name of the Bidder/Contractor or on agreement.**

<b>Sl. No</b>	<b>Type of Vehicle</b>	<b>Registration No.</b>	<b>Year of Regn./ Model</b>	<b>Fitness Validity</b>	<b>Insurance Validity</b>	<b>Validity of Commercial Permit issued by TR. Dept.</b>	<b>KM travelled by the vehicle</b>

**SIGNATURE OF BIDDER**  
**With Official Seal**

**PART-II: FINANCIAL BID**

We hereby offer the following rates for providing hired transport i.e. car/Innova/mini bus/bus etc., as per requirement of NIRD from time to time. The contract period is for two years. However, the rates quoted are inclusive of all taxes, levies, GST, as applicable from time to time. No other taxes will be paid by the Institute.

**Cars etc.:**

<b>Sl. No.</b>	<b>Category</b>	<b>Maruti Swift Dzire AC/ Mahindra Verito AC / Tata Indigo AC</b>	<b>Toyota Innova AC</b>	<b>Toyota Innova Crysta AC</b>
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.	Driver Bhatta			
	a) Before 8 am			
	b) After 9pm			
	c) After 12.00 midnight			
8.	Out station tours :			
	a) For Min.300 kms / Minimum amount per day			
	b) Driver Bhatta			
	c) Rate per extra km			
	d) Rate per extra hr			

**Date:**

**Buses:**

Sl. No.	Category	Tata Winter AC/ Tempo Traveller AC (upto 12 seats)	AC Bus (upto 24 seats)	AC Bus (upto 44 seats)	AC Bus (upto 55 seats)
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.	Driver Bhatta				
	d) Before 8 am				
	e) After 9pm				
	f) After 12.00 midnight				
8.	Out station tours :				
	e) For Min.300 kms / Minimum amount per day				
	f) Driver Bhatta				
	g) Rate per extra km				
	h) Rate per extra hr				

For payment of bills, total hours covered or total Km's covered which ever applicable will be taken for applicable tariff.

In case vehicle covering additional Hrs/Kms beyond applicable tariff, it will be paid as per tariff for extra Hrs/Kms.

**The basis of financial evaluation is indicated at Annexure-XII.**

SIGNATURE OF THE BIDDER  
NAME OF THE TRAVEL AGENCY

Date:

**LETTER OF ACCEPTANCE OF TERMS AND CONDITIONS**

(To be given on Agency's Letter Head)

**Date:**

**To**

The Asst. Registrar (E)i/c  
National Institute of Rural Development & Panchayati Raj  
Rajendranagar  
Hyderabad – 500 030.

**Sub: Inviting e-tender for empanelment of travel agencies with NIRDPR,  
Hyderabad.**

Dear Sir,

1. We have downloaded the tender document for the above mentioned job as per your advertisement appearing in the newspapers and also given in the above mentioned website.
2. We have read the entire terms and conditions of the tender document (including all annexures) which form part of the tender document and We hereby undertake that we shall abide by the terms and conditions including all clauses contained therein. This acceptance shall prevail over any other conditions given by me/use earlier / elsewhere for similar purposes.
3. The corrigendum / corrigenda issued from time to time by the NIRDPR, Hyderabad too have also been taken into consideration while submitting this acceptance letter.
4. We hereby unconditionally accept the conditions of above mentioned tender document/corrigendum in its entirety.
5. In case any provisions of this tender being violated by me/us, the NIRDPR, Hyderabad shall, without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full.

**Yours Faithfully,**

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

**CERTIFICATE**

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

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**

**Bid Security Declaration Form**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To

The Asst.Registrar (E)i/c  
NIRDPR  
Hyderabad – 500 030.

Ref: Tender No.: \_\_\_\_\_

Dear Sir,

I/We the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration. I/We accept that I/We may be disqualified/debarred from bidding for any contract with you for a period of one year from the date of notification, if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (a) fail or refuse to execute the contract, if required, or
  - (b) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

The validity of this declaration will remain till the announcement of the name of the successful Bidder & if, I am/we are not the successful bidder.

Yours faithfully,

(Signature of the Bidder with seal)

Place: \_\_\_\_\_

Name of the Bidder :

Seal :

Address :

**SELF-DECLARATION ABOUT NON BLACK-LISTING  
(To be submitted on the letterhead of the bidder)**

To

The Asst. Registrar (E)i/c  
NIRDPR  
Hyderabad – 500 030.

Subject: Self Declaration about Non Black-Listing for empanelment of travel agencies with NIRDPR.

...

Sir,

In response to tender under reference, I/ we hereby declare that presently our Agency/ Firm/ Company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central Government Departments or Central Autonomous Bodies.

We further declare that our agency/ firm is also not blacklisted/ debarred and not declared ineligible due to poor performance by any Central Department or Central Autonomous Bodies in last five years from the date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our Performance Security may be forfeited in full and the tender may be cancelled.

Yours faithfully,

(Name & Signature with stamp of the bidder)

The basis for financial evaluation will be as illustrated below:

Sl. No.	Maruti Swift Dzire AC/ Mahindra Verito AC / Tata Indigo AC	Rate quoted in (Rs.) by			L1 rate/ approved rate (in Rs.)
		X	Y	Z	
1.	Upto 4 hrs 40 kms.	400	475	450	400
2.	Upto 8 hrs. 80 kms.	860	800	900	800
3.	Upto 12 hrs. 120 kms.	1350	1400	1200	1200
4.	Upto 15 hrs. 150 kms.	1500	1600	1550	1500
5.	Charges for extra kms. beyond tariff	50	75	80	50
6.	Charges for extra hours beyond tariff	25	20	21	21
7.	Driver Bhatta				
	a) Before 8 am	15	10	8	8
	b) After 9 pm	100	80	90	80
	c) After 12.00 midnight	100	125	110	100

**Note:** Similar evaluation will be carried out for all the categories of vehicles proposed for hiring.

**Financial bid success parameter will be as follows:**

- The minimum rate of each vendor for each item of work. For example Sl.No.1 upto 4 hours 40 kms. And Sl.No.2 upto 8 hours 80 kms. Would be seen.
- The counter offer of minimum rate of each item of work would be given to each technically eligible vendor.
- The vendor who accepts the counter offer of lowest rate for different items of work will be given the work order for the same.
- Vendors have the right to accept or decline for lowest rate for each item of work.
- Only the lowest rate accepted for each item of work by each vendor/different vendors will be given the work order.



## FORMAT OF TECHNICAL EVALUATION

Sl. No.	Description of the document to be uploaded in technical bid	Information provided by the bidders
1.	Duly filled-in and signed copy of the technical bid	
2.	Valid registration certificate/ partnership deed	
3.	Valid licence for running travel agency	
4.	IT PAN card	
5.	GST Registration certificate	
6.	Experience certificate as per the tender notice	
7.	Letter unconditional acceptance of all terms and conditions of the tender	
8.	<p>One/Two/Three supplies of similar nature of annual value during last three years either in NIRDPR or Central/State Government Departments/Public Sector Undertakings/Scheduled Banks/Insurance Companies/ Large Industrial/Educational Campuses/ reputed private organizations:-</p> <p>(a)Single supply of Rs. 40 lakhs (80%of EV)</p> <p>(b)Two supplies of Rs. 25 lakhs (50%of EV)each</p> <p>(c)Three supplies of Rs.20 lakhs (40%of EV)each</p> <p>Proof of satisfactory performance to be enclosed.</p> <p style="text-align: center;"><u>OR</u></p> <p>Atleast one running contract of similar nature of annual value of Rs. 50 lakhs in NIRDPR or Central/State Government Departments/Public Sectors Undertakings/ Scheduled banks /Insurance Companies/Large Industrial/Educational Campuses/ reputed private organizations major institutions like Scheduled Banks/ Insurance Companies/Central or State Government Departments/Public Sector</p>	

	Undertakings//Large Industrial/ Educational Campuses/ reputed private organizations. Work completion certificated issued by previous clients should be attached as proof.	
9.	Total no.of ongoing contracts in hand for such works (as per Annexure-III)	
10.	IT returns for the preceding three years i.e. 2017-18, 2018-19 and 2019-20	
11.	Audited balance sheet and profit & loss account for the preceding three financial years 2017-18, 2018-19 and 2019-20	
12.	Bid security declaration form as per Annexure-X	
13.	Award of contract/commencement letters issued by the previous customers Govt. or semi-govt. organisations for whom vehicles were supplied	
14.	No.of vehicles owned / with agreement (as per annexure-V)	
	LMVs (Cars)	
	SUVs (Innovas)	
	HMV's (buses)	
15.	Distance from NIRDPR to travel agency	
16.	Declaration stating that the Co./firm ever been blacklisted as per Annexure- XI.	

**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.	<b>Yes</b>	<b>No</b>
2	Whether all pages of the tender document are uploaded.	<b>Yes</b>	<b>No</b>
3	Whether Technical and Price bids are separately uploaded.	<b>Yes</b>	<b>No</b>
4	Whether Bid Security Declaration form as per Annexure-X is furnished.	<b>Yes</b>	<b>No</b>
5	Whether Bid Form in the official letter head is uploaded.	<b>Yes</b>	<b>No</b>
6	Whether Bid Security Form has been uploaded.	<b>Yes</b>	<b>No</b>
7	Whether details of minimum three similar orders executed in last 5 years as per " <b>Annexure-II</b> " have been uploaded	<b>Yes</b>	<b>No</b>
8	Whether details of ongoing orders under execution as per " <b>Annexure III</b> " have been uploaded	<b>Yes</b>	<b>No</b>
9	Whether details of Organisation as per " <b>Annexure-IV</b> " have been uploaded	<b>Yes</b>	<b>No</b>
10	Whether details of Vehicles as per " <b>Annexure-V</b> " have been uploaded	<b>Yes</b>	<b>No</b>
11	Whether Price Bid Form as per " <b>Annexure-VI</b> " & " <b>Annexure-VII</b> " have been uploaded	<b>Yes</b>	<b>No</b>
12	Whether signed and sealed Acceptance Form as per " <b>Annexure-VIII</b> " has been uploaded	<b>Yes</b>	<b>No</b>
13	Whether Certificate signed and uploaded as per " <b>Annexure-IX</b> "	<b>Yes</b>	<b>No</b>
14	Whether Technical Bid Form as per <b>B-I(Part-I)</b> has been uploaded along with EMD.	<b>Yes</b>	<b>No</b>
15	Whether Performance certificates from the past and present organisation where services have been rendered by the bidder has been uploaded	<b>Yes</b>	<b>No</b>
16	Whether Service support details form has been uploaded	<b>Yes</b>	<b>No</b>
17	Whether the qualification requirement for submission of the tender has been examined, fulfilling and agrees with the terms and conditions.	<b>Yes</b>	<b>No</b>

*Pl put tick ( ) mark whichever is applicable*

Date :

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