



भा.कृ.अनु.प-राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी

राजेन्द्रनगर, हैदराबाद-500030, तेलंगाणा, भारत

ICAR-National Academy of Agricultural Research Management

Rajendranagar, Hyderabad-500030, Telangana, India

<http://www.naarm.ernet.in>



Phones # 040-24581322/393/24015913 Fax # 040-24581459

Tender for Hiring of Vehicles on Annual Rate Contract

No.5-112/16-17/PS

29<sup>th</sup> October, 2016

Tenders are invited for Hiring of Vehicles on Annual Rate Contract from reputed firms / travel agencies.

S No.	Description	Quantity	EMD (Rs.)
I	Hiring of Vehicles on Annual Rate Contract	PRICE BID	50,000/-

Cost of non-refundable tender document is Rs.1,000/- EMD as indicated above in the form of crossed DD drawn from any commercial bank in favour of "ICAR Unit – NAARM Account", payable at Hyderabad should be enclosed with the tender. Without cost of Tender Document and EMD the tender submitted by the bidders will not be considered under any circumstances.

Interested eligible bidders may download the Tender Document from NAARM Website (<http://www.naarm.org.in/>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) and in such cases, participation in the tender will be subject to remittance of the prescribed **cost of tender document & EMD** along with the tenders.

The bidders should submit the technical & financial bids separately. The original copy of tender with all schedules should be sent to this Office in a sealed cover in a double envelope. The inner envelope should also be sealed. The outer cover should be super scribed Tender for "Hiring of Vehicles on Annual Rate Contract". The tenderer must place the two sealed envelopes clearly marked 'TECHNICAL BID' and 'FINANCIAL BID' by indicating the Draft number, date & amount of EMD on the envelop of 'TECHNICAL BID', failing which the tender will not be opened. Financial Bid to indicate a warning "DO NOT OPEN WITH THE TECHNICAL BID".

The unsuccessful bidders EMD will be returned subject to furnishing the **Performance Security** for an amount **Rs.1,50,000/-** (Rupees One lakh, Fifty Thousand Only). In the event of failure to submit your acceptance after your rates are finalized and work order issued, the amount of EMD will be forfeited by NAARM. The decision in all this matters shall be final and binding on you. No interest will be paid by the NAARM on EMD/Security Deposit for the period of retention in the NAARM.

**Receipt of Sealed Tenders will take place on 17.11.2016 upto 1400 hrs IST and opening of tender documents at 1500 hrs IST on 17.11.2016.** Validity of Tender to remain open for acceptance up to 90 days from the date of opening of Tenders. Late submission of tenders shall not be entertained at any cost after specified date & time as indicated. In the event of the date specified for tender receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of tenders and opening of tenders will be the following working day at the specified times.

The Director, NAARM reserves the right to accept or reject any or all the tenders. Decision of the Director will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.

Stores & Purchase Officer  
NAARM

**TECHNICAL BID**

F.No. 5-112/16-17/PS  
Dated: 25<sup>th</sup> October, 2016

M/s.

Sub: Tenders for hiring of Vehicles on Annual Rate Contract Basis – Reg.

Sirs,

It is to state that our Academy is one of the premier institutions of ICAR under Department of Agricultural Research and Education, Ministry of Agriculture, Govt. of India. The Academy organizes training programmes, workshops in collaboration with National and International reputation and the Academy has to make transport arrangements to and fro journeys. Hence the Academy intends to hire the vehicles to meet our additional transport requirements. Hence, you are requested to submit sealed Tenders addressed to Director, NAARM, Rajendranagar, Hyderabad – 500 030 and to be dropped in the tender box kept in purchase section on or before **17.11.2016 on or before 1400 hrs.**, and the Tenders received after the due date shall not be considered.

The following are the Terms and Conditions:

1. Providing of vehicles per day along with the Driver as per requirement. The rates should be quoted in the Price bid for all types of Non-A/c and A/c Vehicles for Indica, Qualis, Innova, Indigo, Swaraj Mazda, and 50 seater Buses. Etc.
2. The contract will be for a period of one year and may be extended for further period on mutual consent.
3. An indent will be placed with the firm on need basis and the firm has to provide the required vehicle immediately to the office or the place asked for. The driver of the vehicle should be neatly dressed provided by the agency for hire and he shall have a mobile phone for contact from time to time and the number to be given to the Transport Officer NAARM, immediately on reporting and the claim should have a log sheet and duty slip. **Dead mileage one way to be shared by NAARM and one way to be shared by the firm.**

**Signature of the Tenderer**

## TECHNICAL BID

4. Parking fees, toll Tax, other state permits for journey outside or within the state of Telangana will be reimbursed extra along with the bill pertaining to the respective month subject to production of the original documents in proof of such payment. Service Tax percentage should be quoted and the proof of payment to the concerned authorities should be submitted along with the bills for the following month.
5. The successful bidder has to enter into an agreement on non-judicial stamp paper of Rs.200/= (Rupees Two Hundred Only) which has to be signed before implementing the contract.
6. No advance payment is permissible. However, payment will be made on monthly basis within fortnight after receipt of bills of the following month after due certification by the concerned authorities.
7. Decision of the Director, NAARM, is final and legally binding on all disputes matters.
8. Manner, Method, Sealing, submission of the bids:

The Technical Bid containing the documents indicated at Clause No.14 may be kept in one cover and should be sealed and super scribed as "**Technical bid for Hiring of Vehicles on Annual Rate Contract at NAARM**" and the other cover containing the Price details i.e., Price Bid may be kept in a separate cover and should also be sealed and super scribed as "**Financial Bid for Hiring of Vehicles on Annual Rate Contract at NAARM**". These two sealed covers are then put into a bigger cover which is to be sealed and super scribed as "**Tender for Hiring of Vehicles at NAARM**". The bidders are to ensure that the prices indicated only in the Price Bid of the tender and nowhere in the Technical Bid are to be indicated.

## TERMS AND CONDITIONS:

1. **Payment:** Payment shall be made by the Academy on monthly basis on completion of each successive month and due submission of log books and certification by the competent authority.
2. **Identify of the Personnel:** The names and designations with due signatures of the personnel to be engaged by you for this contract should be made available to us for security check. They should bear proper identity card issued by the firm whenever they enter the premises of the Academy.
3. **Termination of the Contract:** Under normal conditions, the contract shall be terminated by one month notice in writing from either side. If the services are not satisfactory without valid reason, the Contract will be terminated by the Academy at any stage. However, Director, NAARM will have the right to terminate the contract at any stage without assigning any reason.

**Signature of the Tenderer**

## TECHNICAL BID

4. **Billing:** An advanced stamped receipt along with pre-receipted bill in triplicate, indicating all the details of work, in a standard bill format containing VAT & Service Tax, APGST Regn. Numbers etc. addressed to the Director, NAARM, Rajendranagar, Hyderabad -500 030 may please be submitted on completion of each month to Stores and Purchase Officer, NAARM, for arranging early payment. Bank details may be provided for releasing the payment through RTGS.
5. **Taxes to be deducted at Source:** Income Tax, Service Tax and other statutory levies applicable to such contracts / services will be deducted at source, as per the rate applicable at the time of payment.
6. **Performance Security :** The successful bidder has to submit within 15 days an amount of **Rs.1,50,000/=**(Rupees One lakh, Fifty Thousand only) in the form of DD or Bankers Cheque in favour of **"ICAR UNIT - NAARM A/C."** as **performance security along with the Contract Agreement.** The said amount will be returned after expiry of the contract without any interest.
7. **Income Tax:** The firm / travels should submit income tax returns of previous 3 assessment years i.e., 2013-14, 2014-15 & 2015-16 along with the tender document.
8. Agency should provide good condition AC vehicles with commercially registered with yellow number plates, should paint its name on vehicle both on the front and back side glasses, and drivers with uniform and should possess a better working mobile for maintaining proper contract with Transport Officer.
9. Reimbursement of parking fees is considered for payment if paid at Air Ports or Railway Stations etc., on production of valid receipt.
10. The agency to allow marginal increase of 5 km, and half an hour time while claiming the next slab rates.
11. NAARM is Training Academy having transport requirements through out the year for receiving and seeing off and keeping in view the exigencies of work vehicles are to be arranged even **at short notice of half an – hour.**
12. ***A/c. Operation: Whenever the vehicle is hired for duty if A/c. is not functional the bill amount claimed for that day for the said vehicle will be restricted for Non A/c. charges.***

**Notwithstanding anything contained herein above, the contract shall be terminated by us for violation by you of any of the terms, conditions and covenants set out above in which case you shall not be entitled to any compensation on any count whatsoever.**

Signature of the Tender

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## TECHNICAL BID

13. The vehicle must be Road worthy condition, shall not be more than 5 years old from the date of initial registration and must have Valid Registration certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage permit, proof of up to date tax payment, etc. which are mandatory for plying of vehicles. The office hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicles or loss of life/ injury to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The bidder shall be responsible for all such litigations / obligations.
14. Bidder Eligibility Conditions & Qualifying Criteria
  - a. The bidder should have their office located in Hyderabad with sufficient manpower and drivers with valid driving licenses to drive the vehicles.
  - b. The bidder should own sufficient vehicles, registered as commercial vehicles with Yellow Plate Numbers/Taxi Numbers and the copy of Registration Certificate to be enclosed along with the Quotation.
  - c. The vehicles offered by the firm should not be more than 5 years old and in good running condition.
  - d. The firm should be in the similar business for the last 5 years and providing services to at least two State Govt/Central Govt./ other Agencies. The proof of agreement / contract to be enclosed along with the Bid.
  - e. The vehicles are to be commercially registered with the concerned RTA
  - f. The bidder should be Registered with the appropriate authorities such as Deptt. Of Tourism/State RTA, etc. as the authorized Taxi/Tour Operator/Transporter
15. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicles. Driver should be in proper white uniform, well versed with Hyderabad routes and places and should be well behaved and courteous to passengers. He should have a mobile connection with him.
16. Rate once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes.
17. The contract will be for a period of one year and may be renewed on the existing terms and conditions for a further period of 12 months at the discretion of the Director, NAARM.

**Signature of the Tenderer**

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## TECHNICAL BID

18. All the Cars should be covered under comprehensive insurance. In circumstances the hired Car is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act, 1968 and IPC, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the Law. The sole responsibility for any legal or financial implication would vest with the contract.
19. All Vehicles must be with pollution free certification issued by the authorized agency.
20. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor.
21. The firm shall not assign or sublet the work or any part of it to any other person or party.
22. The tender is not transferable.
23. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the NAARM office. The arbitration proceedings shall take place at Hyderabad or at such other place as decided by the Director, NAARM. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.
24. Preference will be given to the firms whose offices of operation are located within **15kms. radial distance** from the Academy.
25. The Travels firm should provide the vehicles fully owned by them : Attached vehicles will be discouraged.

**Signature of the Tenderer**