



Ref: NCB/W-191207/2019-2020 (N)

Date: November 13, 2019

Hiring of 11 seater / 8 seater buggy to ply between Mandara Housing to NCBS for 12 hours with two (2) operators for 365 days for a period of one year. Based on the performance, the contract can be further extended for another year.

SCOPE OF WORK

Supply of battery operated eco friendly Electric Buggy Cars

1. NCBS intends to outsource the services for hiring of Electric Buggy Cars.
2. We need Electric Buggy Cars 11 seated and 8 seated with provision for carrying bicycles. Pl. Quote your rates separately for both the electric vehicles.

All Vehicles should have GPS devices with RFID facility. Pl. quote your rates separately for installation and maintenance of GPS device with RFID.

GPS device with RFID – Vehicle Tracking

The Contractor should be able to generate following information in PDF/EXCEL/WORD documents and same should be produced on daily basis and consolidated report on monthly basis of Vehicles wise. The GPS should be with the provision of RFID so as to enable our staff to Punch-in (Pick-up) Punch-out (Drop) for Official / Personal use on daily basis.

- RFID should capture NCBS ID details for swiping records.
- Trip Sheet of RFID should contain name of User, Designation, dept and travelled, Total Distance Travelled per day and per person wise.
- Places & total KM travelled trip wise.
- Trip Wise Summary Report.
- Vehicle Activity Report.
- Stop & Speed Reports.
- Other value added Reports

The installation and maintenance charge should be borne by the Contractor only. Without GPS, the Vehicles will not be allowed for NCBS operations.

The billing purpose, the GPS records will only be considered.

The bill in duplicate along with log book / trip sheets duly signed by the user of the Vehicle should be sent to the Administrative Officer (Estt), NCBS for payment by the 5th of the following month. Further, bills relating to particular vehicle are required to be submitted in one batch on monthly basis in chronological order (1st of the month to last date of the month) and will not be mixed up with the bills pertaining to other vehicles. It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted for payment and if it is found so, the amount will be disallowed. GPSR records / generated reports will also be considered for payment

The tempering of meter reading, vehicle usage timings, overwriting of log sheet and misbehaviour of driver shall be viewed seriously, leading to even cancellation of Contract.

3. Supplier should deploy Electric Buggy with well trained /skilled drivers.
4. All expenditure on maintenance of the vehicle, road tax, driver salary, bata, any other privileges to the drivers as per Govt. norms etc., should be borne by the agency and no additional payment on any of the accounts will be made to the agency except agreed rates per month.
5. Supplier shall arrange substitute in case of deployed drivers are on leave / absent. Supplier shall ensure service and maintenance of cars. If cars fail to operate timings due to mechanical / any other problem, Firm should arrange alternate cars without interruption of following scheduled.



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The schedule for the buggy will be as follows:

SCHEDULE OF BUGGY SERVICES

NCBS	MANDARA		MANDARA	NCBS
Departure	Arrival		Departure	Arrival
7.30 AM	7.45 AM		7.45AM	8.00AM
8.30AM	8.45 AM		8.45 AM	9.00 AM
9.00 AM	9.15 AM		9.15 AM	9.30 AM
9.30 AM	9.45 AM		9.45 AM	10:00 AM
10.30 AM	10.45 AM		10.45 AM	11.00 AM
11.15AM	11.30 AM		11.30 AM	11:45 AM
CHARGING TIME FROM 11.45 TO 13.00 HRS.				
13:00 PM	13:15 PM		13.45 HRS	14.00 HRS
14:00PM	14.15 PM		14.30 HRS	14.45 HRS
15.00 PM	15.15 PM		15.30 PM	15.45 PM
CHARGING TIME FROM 15.45 HRS TO 16.00 HRS				
16.00 PM	16.15 PM		16.30 PM	16.45 PM
17.00 PM	17.15 PM		17.30 PM	17.45 PM
18.00PM	18.15 PM		18.15 PM	18.30 PM
18.30 PM	18.45 PM		18.45 PM	19.00 PM
19.00 PM	19.15 PM		19.15 PM	19.30 PM
20.00 PM	20.15 PM		20.15 PM	20.30 PM