



TWO BID SYSTEM

TENDER FOR HIRING OF CARS/VEHICLES for Meetings / Workshops

This tender document contains pages Total 13 pgs. (Page 1 to 12 Cover – I Techno-Commercial Bid)
(Page 1/1 – Cover – II Price Bid)

EMD amount: Rs.40,000.00

Last date for sale of Documents: 02/03/2020 till 16.00hrs

Last date for submission: 03/03/2020 till 14.00 hrs

Tender opening date & time: On 03/03/2020 at 14.30hrs (Only Techno – Commercial Bids)

Ref: NCB/W-192234/2019-2020 (N)

Tender Notice No.010/2019-2020

Important Instruction: The bids shall be enclosed in an envelope and sealed duly marked "Tender for HIRING OF CARS/VEHICLES for Meetings / Workshops " Ref. No. NCB/W-192234/2019-2020 (N)"; and addressed and to be mailed to "The Head-Purchase". The bids are liable to be rejected if the sealed envelope is not addressed to "The Head-Purchase" with Tender Ref. No. and Item Description. Offers delivered in person shall be deposited in the Tender Box kept in the office. If the bids are sent through courier or mail, it should reach us by submission Date and Time and NCBS will not responsible for the delay.

Important instruction for the Tenderers:-

Pre-Bid Meeting: For information / Technical Details / Clarifications required by the Tenderers, a Pre-Bid meeting will be held on 26/02/2020 @ 15.00hrs at NCBS and the tenderers those who have purchased the Tender Documents are requested to attend the same.

Sealed tenders are invited under 2 cover system from Registered and Licensed Contractors of repute for providing Transport facility i.e., Hiring of Cars / Vehicles for Meetings / Workshops at NCBS, TIFR, GKVK, Bangalore – 560 065. The Essential and Desirable features are the criteria for determining responsiveness of the bids. The Technical and Financial / Price Bids shall be submitted simultaneously in two cover (sealed) system.

The proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. A minimum qualifying mark is set as 75% and only those Contractors whose Technical proposals score the minimum mark of 75% and above shall be considered for Financial Evaluation.

Thereafter, Financial proposal shall be evaluated. The Lowest Bidder based on the Financial bid shall be the first preferred Contractor for the award of Work.

Tenders should be submitted in two sealed covers. This Tender will be evaluated under 2 Cover Bid System

I. The **first sealed cover** – Cover I should be superscribed "**Techno-commercial Bid**" and should contain the following:

- 1) The Contractor should have **5 years and above experience** in providing Travel services in R & D Institutions / medium / large establishment / Public Sector Undertakings / Government Organisations / IT Companies etc. Details to be furnished. The contractor should have executed **Single Contract of Rs.16Lakhs per annum or two Contracts of Rs.12Lakhs or three contracts of Rs.8Lakhs or more during the last two Financial Years.** Order Copy should be enclosed.
- 2) The contractor should have a valid PAN Number issued by the Income-Tax Authority.
- 3) Should have a valid Registration Certificate of the Firm/Agency/Company.
- 4) Performance Certificate from Present Client / Previous Clients.
- 5) The Contractor should own in firm's name atleast Five vehicles (should be of year **2018** and above model). Copy of the RC book should be enclosed.





- 6) Acceptance of terms and conditions
(Annexures should be duly signed and filled where ever necessary)
- 7) All Vehicles should have GPS devices with RFID facility.
- 8) Demand Draft / Bank Guarantee in lieu for Earnest Money Deposit.
- 9) Solvency certificate issued by your banker for Rs.10Lakhs and above.
- 10) Service Tax Registration Certificate.
- 11) Registration / Recognition from State / Central Tourism Department.
- 12) You should confirm that all Vehicles to be provided should be of **year 2018 and above model** and all Drivers to be deployed should have **minimum 5 years experience** after obtaining valid Driving License.

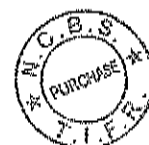
II. The Second sealed cover – Cover II superscribed “**Price Bid**” should contain **PRICE BID Rate Chart**. THE ABOVE MENTIONED TWO COVERS SHALL BE SEALED ON THE OUTSIDE WITH WAX SEAL BEARING THE LOGO/NAME OF THE COMPANY SUBMITTING THE BID. THESE TWO COVERS SHALL BE AGAIN PUT INTO A SINGLE WAX SEALED COVER superscribed “**Tender for HIRING OF CARS/VEHICLES for Meetings / Workshops**”. This should be addressed to the Head-Purchase, NCBS-TIFR, GKVK, Bangalore – 65. The Techno-Commercial Bid will be opened on **03/03/2020 at 14.30 hours**.

On the date of tender opening (i.e. on **03/03/2020**), only the Techno-Commercial Bids shall be opened in the presence of attending tenderers. The Techno-Commercial bids shall be evaluated subsequently and only the shortlisted firms will be called for attending the price bid opening. Intimation for attending the price bid opening shall be sent to the short listed firms in advance. In the event, the due date is declared a holiday, the tender will be opened on the following working day.

III. EARNEST MONEY DEPOSIT: Rs.40,000/-. Earnest Money Deposit shall be submitted along with the “Techno-Commercial Bid-Cover I” in the form of a Demand Draft drawn in favour of “National Centre for Biological Sciences, payable at Bangalore” and the DD should be from a Nationalised / Scheduled Bank. Alternatively, a Bank Guarantee from a Nationalised bank may be provided (no other mode of payment will be accepted). The Bank Guarantee should be valid for 6 months from the date of opening. Bids not accompanied with Earnest Money Deposit shall be rejected. The EMD shall be refunded to the unsuccessful bidders once the order is released on the successful bidder. If the successful bidder fails to enter into a contract, the EMD amount of the successful bidder is liable to be forfeited. The offers are liable to be rejected, if they are not accompanied with EMD in the form specified above.

Micro and Small Enterprises (MSEs):

1. Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME)
2. The MSEs are exempted from payment of earnest money and tender fees subject to furnishing of relevant valid certificate for claiming exemption as per privilege rules of Government of India.
3. The bidder submits registration of Udyog Adhar Memorandum (UAM) by Ministry of Micro Small and Medium Enterprises (MSME) vendors on Central Public Procurement Portal (CPPP). The bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order 2012 issued by MSME.





Conditions of Tender

- 1) Quotations must be submitted giving complete details using enclosed tender papers.
- 2) **The rates quoted shall remain valid for a period of 180 days from the date of opening of Price Bids. It is important for the Bidder to note that the rate quoted shall be inclusive of all taxes and duties / escalation and shall remain valid for the period of the agreement i.e., 2 years from the date of Work Order. Any increase or decrease in the rates shall be only in respect of fuel rate increase / decrease as per the formula as per Clause No.28.**
- 3) Each page of the offer should bear the signature, date, name and title of the person signing the offer, and a rubber stamp indicating the full name, address and phone no, Fax No, of the firms.
- 4) **Bids in sealed envelopes duly superscribed with the Tender Title No. and due date, shall be addressed to the Head-Purchase, National Centre for Biological Sciences, GKVK, Bellary Road, Bangalore-65 shall be sent by post/courier so as to reach before the prescribed time. The bids shall be dropped in the tender box kept in the Office.**
- 5) This tender document/form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
- 6) Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
- 7) The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
- 8) Bids which do not comply with the above conditions are liable to be rejected.
- 9) NCBS shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject **any** or all tenders without assigning any reason whatsoever.
- 10) The Contractor shall indemnify NCBS against all claims direct or indirect from all Government Departments, Public and NCBS including their staff members and students for any issue arising directly or indirectly out of this tender Contract. The Centre reserved the right to split th econtract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.
- 11) No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a 'No' or 'NIL' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
- 12) The tender form should be filled and sealed and should reach NCBS latest by **14.00hrs on 03/03/2020** The contractor chosen will have to undertake the work within 10 days from the receipt of the Work Order.
- 13) Bids shall be accompanied by the following, failing which the offers are liable to be rejected :
 1. License and Registration Certificate issued by Competent Authority.
 2. Organization Structure
 3. List of works on hand/carried out during the last 5 years
 4. Performance Certificate from the existing clients minimum 3 (excluding NCBS) (should be on or after 01/01/2020).
 5. Annexures should be duly filled in
 6. The entire tender document duly countersigned (in token of acceptance of all terms and conditions indicated in the documents)
 7. Earnest Money Deposit
- 14) All annexures, attachments (if any) to this enquiry shall be read as part and parcel of this Enquiry.
- 15) Deviation(s) indicated in Annexure C are not automatically accepted; only if such deviation(s) if any indicated by tenderer has / have been specifically accepted in the Work Order, such deviation are deemed to have been accepted and become part of the agreement.





16) All the bids shall be in the prescribed annexure forms and bear the signature, date, name and designation with company seal of the person signing the offer and name and address of the firms. The envelope containing the bids shall be superscribed "Tender for HIRING OF CARS/VEHICLES for Meetings and Workshops" and reference No. "NCB/ W-192234/2019-2020 (N)".

TENDERS RECEIVED LATE OR AFTER THE DUE DATE WILL NOT BE CONSIDERED. NCBS RESERVES THE RIGHT TO ACCEPT, REJECT ANY OR ALL TENDERS WITHOUT ASSIGNING ANY REASONS THERE OF.

17) Addition/alteration in the Scope or work: At the time of awarding the contract, the quantity to be procured must be re-judged based on the current data, since the ground situation may have very well changed. The tendered quantity can be increased or decreased by 25 (Twenty-Five) percent for ordering, if so warranted. In case of reduction in quantity, the reduced quantity at the same rate and at the same terms and conditions as tendered and any alteration or addition to the scope of work will be **communicated to the Contractor and the Contractor shall carry them out**".

DEFINITION OF TERMS:

- 1) NCBS means National Centre for Biological Sciences, UAS-GKVK Campus, Bangalore-560065.
- 2) Contractor, bidder, firm means the person who quotes against this tender notice.
- 3) Work order, Purchase Order or Order shall mean the Work Order / contract with associated specifications executed between the Centre and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract.
- 4) Vehicles shall mean vehicles with appropriate tourist permits, licenses and all other statutory requirements as required under the existing provisions and modified from time to time by the statutory bodies, Govt. departments etc.
- 5) The Institute intends to hire vehicles for transportation of its staff and students mainly within Bangalore city limits.
- 6) The contractor or NCBS can terminate the contract by giving one month's notice on either side. However, NCBS reserves the right to terminate the contract any time.

TERMS AND CONDITIONS:

- 1) All Vehicles to be provided should be of year 2018 and above model and all Drivers to be deployed should have minimum 5 years experience after obtaining valid Driving License.
- 2) A security deposit @ 10% of the contract value shall be provided by the contractor within 15 days of awarding of contract, failing which the entire amount will be recovered in the first 3 months' running bill. Alternatively, an Irrevocable Bank Guarantee from a Nationalised Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period. The security deposit is refundable after expiry of the agreement subject however, to any claims on the contractor. The Centre reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the contractor. The security deposit does not carry any interest.
- 3) The contractors shall provide vehicles which are in perfect running condition, having clean and neat upholstery and body.
- 4) The transport contractors shall provide vehicles as stated above from their own resources and funds and the same will be sent to NCBS for the sake of operational formalities.
- 5) All taxes, insurance charges and other statutory levies that are payable therein shall be paid by the transport contractors. All vehicles shall be yellow board, with valid permit to run as hired vehicles. The transport contractors shall keep the vehicles entirely at the disposal of NCBS during the period of contract and these vehicles will not be used for any other purposes by the transport contractors. NCBS is at liberty to use the vehicles whenever necessary including Saturdays, Sundays and other holidays and also to any place depending on its requirements.





- 6) The transport contractors shall make the vehicles available to NCBS for a minimum period as per the timings mentioned in the rate chart in a day as per the timings which will be stipulated by NCBS. However, occasionally the transport contractors may be asked to over stay and it is the responsibility of the contractor to ensure that the drivers are not kept for long duty hours.
- 7) The transport contractors shall keep up the timings and in case of any repairs or due to any other reasons, if he is not in a position to send the vehicle, he will arrange alternate transport at his cost and ensure that the work of NCBS does not suffer. In case of failure to provide alternate vehicle, NCBS will be free to requisition such vehicles at rates which are within two times of the rate of the contractor who has failed to perform. In such cases such amounts will be made good to NCBS by the transport contractors without demur, either by deducting such amounts from their bills or by paying up on a demand from NCBS.
- 8) The transport contractor shall make efforts to restore the vehicle as early as possible.
- 9) The transport contractors are responsible to keep the vehicles in top most running condition and arrange for its periodical maintenance and daily cleanliness.
- 10) The transport contractors shall not use the vehicles under any circumstances for monetary gains except for NCBS works and he shall not pick up other passengers other than those authorised by NCBS.
- 11) NCBS reserves the right to fix or change the routes and stoppages, timings or any other thing which it feels is necessary for its operation.
- 12) The driver of the vehicles shall be well trained, experienced and shall possess valid driving licenses, badge for driving public vehicles. The Driver shall be medically fit for driving such type of vehicles, with clear vision. Further, he should be well mannered and wear clean & neat **white** colour uniform.
- 13) The driver should necessarily know Kannada and should be able to converse either in Hindi or English.
- 14) The vehicles shall be equipped with a stepney tyre, a set of tools, first aid box and other necessary accessories.
- 15) The transport contractors shall strictly follow all instructions, procedures, rules and regulations. The transport contractors shall solely be responsible for any penalty or any other type of punishment due to negligence, ignorance or willful action of the driver.
- 16) NCBS shall have no responsibility for any damage to the vehicles due to accidents or any other reasons whatsoever including act of God, civil commotion, fire, floods or any other natural or man made calamities and shall have no liability to pay compensation in any manner to anybody, individual or to any Government or other statutory agencies. The transport contractors shall solely be responsible under all such circumstances.
- 17) In case of accidents or any damages to the vehicles, property, people or whatsoever, any claim from public or any party arising out of or in the course of operating the vehicles, the responsibility shall rest with transport contractor and NCBS shall in no way be held responsible.
- 18) In case of any damage or any type of injury caused by driver to the property or personnel of the NCBS, during the contract period, the transport contractor shall compensate all the expenses incurred by NCBS.
- 19) NCBS will not be responsible for any loss or damages due to fire, theft etc. to the vehicles when the vehicle is parked either in NCBS campus or other places.
- 20) Only vehicles with valid tourist permit (**yellow board**) shall be provided.
- 21) Any disputes arising out of this contract shall be settled by mutual discussion. In the event of dispute being unresolved, the decision of the Director, NCBS shall be final and binding on both the parties.
- 22) The type of vehicles required will be decided by NCBS based on the number of passengers. NCBS reserves the right to increase or decrease the vehicles as per the requirements of the Institute.
- 23) If in the opinion of NCBS, any driver is undesirable; such drivers shall be replaced in 24 hours.
- 24) If in the opinion of NCBS, any vehicle is unsatisfactory; such vehicles will be replaced by another better vehicle of the same make & class, etc.
- 25) The routes, type of vehicle prescribed, distance for each trip, places of pickup & drops may change or vary. In all such cases the exact distance will be determined and paid on the basis of No. of kms. covered. The rate per km. will be the basis on which all increases / decreases will be paid.





26) NCBS reserves the right to cancel one or more trips altogether and / or to change capacity of any or all trips.

27) If any vehicle is not being used for the designated trip, NCBS reserves the right to redeploy those vehicles for other trips.

28) The formula for increase / decrease in rates of fuel is as follows:

“Additional cost per kilometer = x/y where ‘x’ is the difference between old and revised fuel price and ‘y’ is the assumed mileage for a vehicle as given below.

Sl. No.	Type of Vehicle	Mileage of the Vehicle A/C	Mileage of the Vehicle Non A/C
1	Indica / equivalent car A/C / Non A/C	12	16
2	Mazda (22 Seater)	8	10
3	Mazda (32 Seater)	7	9
4	Tempo Traveller (12 Seater)	8	10
5	Toyota Innova – A/C	10	---
6	Toyota Etios – A/C	10	---

The increase/decrease in the rates, if any, due to change in fuel rates, shall be claimed/reduced by the contractor on monthly basis separately by applying the above formula. The fuel rate prevailing on first day and last day of every month and difference between these two rates shall be considered for increase/decrease.

29) NCBS reserves the right to reduce or increase the distance for any or all trips and pay per km. rate as indicated in the work order or amendments thereof.

30) If any trip is not undertaken for one or more days, no charges will be paid for this trip for all such days.

31) Any act of commission or omission which jeopardizes the safety / security of the Centre, the contract will be terminated without any notice. The contractor will be levied penalty by the Centre and any expenses incurred towards the work that need to be discharged by the Centre on account of this, shall be recovered from the contractor's bills. The recommending authority will be the Officer-in-Charge and the decision of the Director-NCBS will be final and binding on both the parties.

32) The liquidated damages clause will be applicable at the rate of 1% or actual loss incurred to NCBS on the monthly bill value in the event of mismanagement, non-fulfillment of contractual obligations or any other reason which in the opinion of NCBS, has affected its day to day operation.

33) The imposing of liquidated damages or termination of the contract will be absolutely at the discretion of the Centre Director, NCBS.

34) The successful bidder need to deposit photo copies of RC Book licence of the drivers proposed to ply the vehicle at NCBS with the residential address, mobile number with NCBS for security verification.

35) The drivers need to come with the proper turn out like clean white uniform tucked in, black shoes, well shaven, proper hair cut. In case the turnout is not proper the vehicle will be sent back and the contractor will have to replace the vehicle.

36) All the drivers should have Mobile for a proper communication.

37) Drivers need to be courteous. They should get down and open the door for the users getting in and wish them appropriately.

38) The vehicles should be checked for its upkeep.

39) The drivers are not to ask any money from the Users either as parking fee or any other. Parking fee will be reimbursed at NCBS if valid receipt is enclosed.

40) The drivers need to obey the instructions given by the Transport Incharge as to the usage of the vehicle even after the specified timings in the work order as provisions are also made for extra kilometers and extra hours.





- 41) If the drivers have any problems, it only need to be sorted with the transport contractor and no explanation will be accepted from the drivers as excuses for non- compliance of the orders.
- 42) When the drivers go for lunch or tea, they need to inform at reception as well as security at main gate and take the permission. At any cost it need to be ensure that all the drivers will not go for lunch or tea together.
- 43) In case of any break down of the vehicle while performing the duties, the matter needs to be informed to the Transport In charge, NCBS. In case of any accident the matter need to be informed immediately to the TI and to take immediate steps to take the patient to the nearest hospital followed with necessary complaint.
- 44) All the vehicles need to be parked only at academic block parking area. Any vehicle unless required for pick up or drop need to go to housing gate parking area. When called by the receptionist or TI the drivers need to report immediately without delay.

SCOPE OF WORK

Nature of Vehicles Required	No. of Vehicles Per day required	Remarks
Indica / equivalent car A/C / Non A/C	As and when required	Vehicles with GPRS and FASTtag is compulsory
Mazda (22 Seater)	As and when required	
Mazda (32 Seater)	As and when required	
Tempo Traveller (12 Seater)	As and when required	
Toyota Innova – A/C	As and when required	
Toyota Etios - A/C	As and when required	

GPS device with RFID – Vehicle Tracking

1. 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.
 - A/C on/off Report.
 - Other value added Reports
2. The installation and maintenance charge should be borne by the Contractor only. Without GPS, the Vehicles will not be allowed for NCBS operations.
 3. The billing purpose, the GPS records will only be considered.
 4. 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
 5. 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.





6. The rates quoted by the Contractor shall be firm during the pendency of the Contract.
7. The maintenance cost, charges of petrol, road tax, permit fee, passenger tax, border tax, state tax, challans, salary of the driver, the overtime of driver etc, are the responsibility of the Contractor for which no payment shall be made by NCBS.
8. Parking / Toll charges shall be paid by the Contractor which will be reimbursed as per actual by NCBS on production of documentary evidence.
9. One or more than one vehicle depending upon the requirement can be called at any time during the day and night.
10. No Advance Payment shall be made under any circumstances.
11. The Contractor shall be fully responsible for any loss or damage to the Vehicle and also liable to pay full compensation for any injury or any other loss to Passengers.
12. The work can be bifurcated among two or more parties at the sole discretion of NCBS and no Contractor / Agency shall have any objection to the same.
13. The Vehicles sent to NCBS Office on requisition must have all relevant documents like Registration Book / Driving License / Insurance Road Tax / Receipt Permit Fee / Passenger tax / Border tax etc. The Vehicle should be licensed and shall conform to all Government Rules and Regulations being in force from time to time.
14. To the extent possible, the Contractor will have to make efforts to provide his own Vehicle. However, it devolves on the Contractor to provide an alternative Vehicle taken on lease only on exceptional cases but the payment will be released with reference to the approved rates to the Contractor.
15. The Contractor will meet all the necessary compliance of Statutory requirements like pollution, emission, noise etc.
16. The Contractor shall maintain the log books / GPRS Reports as per Performa approved by NCBS for every trip/requisition separately. The Log book should be got signed by the User which would indicate the opening and the closing meter reading with time and date at the garage and at the point of starting / ending the journey by the User. It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted in support of the bill for payment.
17. In case of breakdown/servicing/repair, the Contractors shall provide alternate vehicle of same make and model failing which Vehicle shall be hired from any other source(s) at the risk and cost of the Contractor.
18. The chargeable mileage will be, in case the vehicle either reports or is released to/from any other point in the city other than NCBS, then the actual distance between the office of the Garage and reporting /releasing point shall be entertained for payment, on the shortest route at actuals but without GPS Kms.
19. The Outstation night charges shall be applicable only when Vehicle will be taken outside the City limits of Bangalore.
20. The Vehicle provided by the Contractor must be in excellent conditions. The Contractor shall ensure proper cleaning, upkeep of interiors & seat covers of the Vehicle. If the interior of the Vehicle is not in good condition, the deduction to the extend of 2% of the total amount from the bill of that Vehicle shall be made for that particular month.
21. NCBS reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by NCBS, which may even lead to termination of Contract.

In case of non-compliance of the above terms and conditions of contract, a penalty may be levied.

For and on behalf of
National Centre for Biological Sciences

Head-Purchase





Ref: NCB/W-192234/2019-2020 (N)

Tender Notice No.010/2019-2020

INFORMATION TO TENDERERS

The Tender shall be evaluated under 2 (Two) Bid System

- i) Technical Bid
- ii) Financial Bid

Technical Evaluation shall comprise of

I. Mandatory requirements.

II. Technical Evaluation criteria with marks.

All the mandatory requirements has to be fulfilled by the Bidder to go to the next stage of Technical Evaluation criteria with marks. The Bidders who are not meeting the mandatory requirements, their offer will be summarily rejected.

I. Mandatory requirements:-

- 1. Should have a valid Registration Certificate of the Firm / Agency / Company.
- 2. Registration / Recognition from State / Central Tourism Department.
- 3. The Contractor should have a valid PAN Number issued by the Income – Tax Authority.

II. Earnest Money Deposit

III. Should confirm that all Vehicles to be provided should be of year 2018 and above model.

Sl. No.	TECHNICAL EVALUATION CRITERIA WITH MARKS	MARKS
I	Audited Financial Statement of last 3 years (Balance Sheet & P & L A/c.)	15
II	The Contractor should have 5 Years and above experience in providing Transport for Un-Scheduled Trips in R & D Institutions / medium / large establishment / Public Sector Undertakings / Government Organisations / IT Companies etc. Details to be furnished.	15
III	The contractor should have executed Single Contract of Rs.16Lakhs per annum or two Contracts of Rs.12Lakhs each or three Contracts of Rs.8Lakhs each during the last two Financial Years. Work Order Copy should be enclosed. Contractor to certify that Work Orders were not revoked / contract was not terminated.	20
IV	Performance Certificate from existing Clients (excluding NCBS) (should be of a date on or after 01/01/2020)	25
V	The Contractor should own in firm's name atleast THREE vehicles (Mazda/Indica/TT) (should be of year 2018 and above model). Copy of the RC book should be enclosed.	10
VI	All Vehicles should have GPS devices with RFID facility. The Agency should confirm in writing that they will provide all vehicles with GPS and RFID Facility.	5
VII	Drivers to be deployed should have valid Driving License and should have minimum 5 years experience after obtaining valid Driving License.	5
VIII	Geographic Scope / Location to Service NCBS Operations (preferably within the radius of 10kms)	5
	TOTAL MARKS	100

The proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. A minimum qualifying mark is set as 75% and only those Contractors whose Technical proposals score the minimum mark of 75% and above shall be considered for Financial Evaluation.

Thereafter, Financial proposal shall be evaluated. The Lowest Bidder based on Financial bid shall be the first preferred Contractor for the award of Work.

IMPORTANT NOTE:

1. The Bidder should enclose the above details / documents in the chronological order mentioned above and duly flagged.

1. The Agencies should quote the rates as per the prevailing rates prescribed by the State Transport Authority and Regional Transport Authority. The Agency quoting less than the prescribed rates, their bids are liable to be rejected.





Ref: NCB/W-192234/2019-2020 (N)

Tender Notice No.010/2019-2020

QUESTIONNAIRE - ANNEXURE A

1	Please indicate the experience you have in running the business	
2	Please inform the status of your enterprise i.e. proprietorship / private ltd. etc.	
3	Average experience of the drivers	
4 a.	No. of vehicles owned by you (attach copy of RC Book)	
b.	No. of vehicles in your custody & doing day to day trips	
5	Minimum notice period required for hiring a vehicle for a local trip	
6	Minimum notice period required for hiring a vehicle for outstation trips	
7	Have any of your contracts been short closed, or cancelled in the last 5 years	
8	Bank Account Number	
9	PAN & Service Tax Regn Nos.(Pl. Enclose Photocoy)	
10	Name of the Firm & No. of Vehicles per day supplied. Period of Contract & Value of monthly billing (enclose Work Order/s letters for the past Five years)	

I / We confirm that the statements made above are true to the best of my / our knowledge & belief.

Name of the firm	
Authorised signatory's name and designation	
Address	
Telephone Nos. Office: Residence:	
e-mail address:	





Ref: NCB/W-192234/2019-2020 (N)

Tender Notice No.010/2019-2020

ANNEXURE – B
SCHEDULE OF EXPERIENCE

Please furnish list of reputed firms / offices to whom you are hiring vehicles:

Sl. No.	Name of the firm	No. of vehicles per day	Period of contract	Approximate value of monthly billing
PLEASE ATTACH XEROX COPIES OF WORK ORDERS / CONTRACTS				
(State 'NIL' wherever applicable)				
Signature:				
Address:				
Telephone Nos: Office: Residence: Mobile: e-mail:				





ANNEXURE – C

Ref: NCB/W-192234/2019-2020 (N)

Tender Notice No.010/2019-2020

SCHEDULE OF DEVIATIONS FROM SPECIFICATIONS / CONDITIONS

All deviations from the specifications / conditions shall be filled in by the bidder in this schedule

The bidder hereby certifies that the above mentioned are the only deviations from technical specifications of this tender (State NIL if no deviation is envisaged)
Signature of the Bidder with Seal, Stamp date :
Name:
Address:
Telephone Nos: Office: Residence: Mobile: e-mail:

