तकनीकी निविदा
नाबार्ड द्वारा भाड़े पर कार लेना – 3 वर्ष की निविदा
निवंबन और राय
राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबार्ड), मुंबई में 01 अप्रैल 2022 से 31 मार्च 2025 की अवधि के लिए भाड़े पर मोटर कार लेने के लिए ऐसी कार रेंटल एजेंसियों से कोटेशन आमंत्रित करता है जो निम्नलिखित मापदंडो को पूरा करते हों।

(i) न्यूनतम 20 निजी कारें (इनोवा और क्रिस्टा, स्विफ्ट डिसायर, टोयोटा एटीओस, फोर्ड और आइकॉन इत्यादि) होनी चाहिए जिनमें से 12 कारें अधिमानत: इनोवा क्रिस्टा/ हौंडा सिटी/ टोयोटा कैमरी होनी चाहिए।
(ii) पिछले तीन वर्षों के दौरान भारतीय रिजर्व बैंक/ सार्वजनिक क्षेत्र के बैंक/ केंद्र सरकार/ सार्वजनिक क्षेत्र के उपक्रम/ केंद्र सरकार के विभागों को समान तरह की सेवाएं प्रदान किए हों।
(iii) न्यूनतम वार्षिक टर्मावर $ 1 करोड़ होना चाहिए।

अनुबंध में दिये गए फामेट के अनुसार सीलबंद लिफाफे में कोटेशन नीचे दिये गए पते पर प्रेषित किए जाएं।

मुख्य महाप्रबंधक
नाबार्ड, टीपीएससी - टीएसएससी
तल मंजिल, “जी” ब्लॉक, प्लॉट नंबर: सी-24
बांद्रा – कूल्ला कॉम्प्लेक्स (बिकेसी)
बांद्रा – (पूर्व)
मुंबई – 400051

Hiring of Cars by NABARD — 3 year contract

Terms and Conditions

National Bank for Agriculture and Rural Development (NABARD), invites quotations for hiring of cars at Mumbai from locally based car rental agencies for the period 01 April 2022 to 31 March 2025 satisfying the following criteria:

(i) Should have minimum of 20 owned cars (Innova Crysta/ Swift Dzire/ Toyota Etios/ Ford Icon etc.) of commercial registration, of which minimum of 12 cars should preferably be Innova Crysta/ Honda City/ Skoda/ Toyota Camri, etc.
(ii) Should have provided similar service to RBI/ Public Sector Banks/ Central Govt./ Public Sector Undertaking/ Central Government Departments during the preceding 3 years.

(iii) Should have a minimum annual turnover of Rs. 1 crore.

Quotations in sealed cover may be forwarded, in the format given in Annexure to the address given below:

Chief General Manager
NABARD, DPSP-PSS,
Ground Floor, '6' Block, Plot No.C-24
Bandra-Kurla Complex (BKC)
Bandra (East)
Mumbai - 400 051

कोटेशन दो लिफाफों मे प्रस्तुत किए जाएंगे लिफाफा। में तकनीकी निबंध चाहिए, जिसमें प्री-क्वोलिफिकेशन के लिए बेसिक डेटा तथा सामान्य निवेशन और यात्रा चाहिए और इसके साथ निम्नलिखित दस्तावेजों की प्रति संलग्न होनी चाहिए:

Quotations may be submitted in 2 envelopes. Envelope I should contain Technical bid, having the basic data for pre-qualification and General Terms & Conditions, accompanied by copies of the following documents:

(क) न्यूनतम 30 कारों के स्वामित्व के प्रमाण के रूप में आर सी बी की प्रतीयाँ।

(a) Copies of the RC books regarding proof of ownership of minimum 20 cars.

(ख) पिछले तीन वर्षों के दौरान भारतीय रिजर्व बैंक / केंद्र सरकार / सार्वजनिक क्षेत्र के बैंक/ सार्वजनिक क्षेत्र के उपक्रम / केंद्र सरकार के विभागों के साथ किए गए वर्तमान ठेका / करार / कार्ड ऑर्डर से संबंधित प्रतियाँ।

(b) Copies of the current contract/ agreement/ work order from RBI/ Central Govt./ Public Sector Banks/ Public Sector Undertaking/ Central Government Departments entered into during preceding 3 years.

(ग) पिछले तीन वर्षों की आय कर (आई टी) रिटर्न।
IT Returns for the preceding 3 years

The agencies should be registered with the Goods and Services Tax (GST) Department.

Envelope No. 2 should contain financial bid in the prescribed format. Both the envelopes will be sealed and super scribed.

1. Technical bid for hiring of car

2. Financial bid for hiring of car

The Technical quotations (Envelope I), will be opened at 1430 hrs on 24 February 2022 in the presence of the representatives of the parties, if any. At the first instance, Envelope 1 will be opened and parties complying with the eligibility criteria will be short-listed. Thereafter Envelope 2 in respect of the short-listed parties will be opened on 7 March 2022 at 1430 hrs.

The Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever.
INSTRUCTIONS TO THE BIDDER

1. "Technical/Financial Bid" document should be serially numbered on the top right hand corner of every page.

2. All pages of the Technical/Financial bid document should be duly signed and stamped by the authorised signatory of the applicant. The Technical/Financial bid document not submitted in original/notarised will be rejected.

3. The applicant should submit all requisite documents in support of information furnished in the Technical/Financial Bid document.

4. Tenders should be submitted super-scribed with the name of the work, date and time of opening on the envelope. They will be received up to 1400 hrs on 24 February 2022 and technical bids will be opened on 24 February 2022 at 1430 hrs in the presence of bidders who choose to be present.

5. NABARD does not bind itself to accept the lowest or any TENDER and reserves the right of accepting the whole or any part of the TENDER and the Bidder shall be bound to perform the same at the rate quoted.

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नबार्ड (NABARD) ने अपने उद्देश्यों के लिए निर्देशन दिए हैं जिससे उन्होंने नियम और प्रचलित उद्देश्यों के लिए निर्देशन दिए हैं जिससे उन्हें यथायोग्य और सही तरीके से विदेशी व्यक्तियों को स्वीकार नहीं किया जाएगा और नबार्ड को पूर्ण रूप से या उसके किसी मुहूर्त में स्वीकार करने के अधिकार सुरक्षित रखता है तथा विदेशी व्यक्तियों को कई प्रकार के लिए बाध्य होगा.
Technical bid and the financial bid should be enclosed in separate sealed envelope, super-scribing Technical bid and Financial bid respectively thereon.

7. निविदा के विवरणों की प्रति हमारे बीकेसी स्थित कार्यालय से व्यक्तिगत रूप से कार्यालय समय में सोमवार से शुक्रवार के बीच में प्राप्त की जा सकती है।

A copy of tender details can be obtained in person from our office at BKC, Mumbai during working hours between Monday to Friday.

8. वित्तीय बोली 07 मार्च 2022 को खोली जाएगी। तकनीकी बोली के मानदंडों में निर्ध्यारित आवश्यकताओं का अनुपलन करने वाले निविदकार्यों की वित्तीय बोलियां ही खोली जाएगी।

Financial bid will be opened on 7 March 2022. Financial bid shall be opened only in respect of those tenderers who have complied with the requirements as laid down in Technical bid criteria.

9. आप से अपेक्षा की जाती है कि आप आरटीओ और अन्य सुरक्षा और सुरक्षा निर्देशों के सभी निर्देशों को सुनिश्चित करेंगे और उनका अनुपलन करेंगे।

You will ensure and comply with all the instructions of RTO and other safety and security instructions.
General Terms and Condition - Hiring of Cars

1. You will provide cars as per the rates given in the financial bid which has already been agreed by you. These rates will be valid for the period from 01 April 2022 to 31 March 2025 i.e. 3 years.

2. It may be noted that Bank's Head Office and all its residential colonies are located within 20 kms (one way) from both the airports, Therefore, airport pick-up and drop rates may be quoted accordingly. In case of increase in number of hours extra hours charges will be paid accordingly. Under 4 hours and 40 kms. if it exceed to either 6 hrs. or 60 kms., then automatically the package will be rolled over to 8 hrs. & 80 kms.

3. The car should be kept clean and maintained in running and trouble free condition. It must be washed and be provided with proper seat covers. The following extra amenities must be provided in the car:
   (i) Mobile charger (ii) Two newspapers (one English/Hindi and one financial News Paper of the date (iii) Two 01 litre Water bottles of reputed brand such as Bisleri,
Kinley, Aquafina, Himalaya etc. (iv) Tissue Papers (in pouch) (v) Mobile phone of the driver on duty.

4. **Driver in clean uniform** must report for duty at the specified time. He should maintain a proper record of mileage on a daily basis and get the same authenticated by the user officer/staff. The payment of bill will be subject to the submission of this record, authenticated by the person using the vehicle. Besides they should be neatly turned out and be polite, courteous and service oriented at all times.

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5. **Agencies** should be registered under Shop & Establishment Act and have necessary certificate to run Tours and Travel services.

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6. **Agencies** to be registered with the Goods and Services Tax (GST) Department. The agencies are required to take registration and obtain 15 digit GST Code Number and issue invoices/challans/bills. These documents should be serially numbered, and it should contain the name and address of service provider, service receiver, description of service, value of service and service tax payable thereon.

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7. **Details of work experience as per the requirement in the prequalification criteria** supported by work orders, documents and certificates including previous experience, if any of carrying out work for National Bank for Agriculture and Rural Development (NABARD).

8. **Car's wiring certified** by a competent authority and visible from the outside/through/telephone/television survey of the car. This survey is conducted by an official body and certified by the same. The car's wiring survey is conducted by an official body and certified by the same.
Booking of cars will be done by authorised officials through verbal/ e-mail/ SMS/ telephonic message. A confirmatory message to be sent immediately. This SMS shall be sent at least 12 hrs in advance of the reporting time of the car. Car not reporting or reporting late for duty could attract a penal deduction of minimum Rs.500/- (Rupees five hundred only) for booking or as desired by NABARD, from the bills amount yet to be paid.

9. Duty-slip will be signed out by the officials using cars and closing kilometres & time must be indicated and the bills will not be settled unless the signed duty slips are attached with it. The officials using the car may be requested to indicate their names under their signatures.

10. The places visited may be invariably mentioned on the reverse of the duty slip.

11. All the incidental charges like parking charges, toll charges, etc., will be borne by you and included in the relevant bills.

12. In case of outstation tours, drivers should carry sufficient cash/ fuel card etc., and on no account the officials using the cars be made to pay for any amount towards fuel charges/toll charges, etc.

13. The drivers will carry proper placards indicating clearly the name of the officials, flight number/ train number etc., when they proceed to the airport/ railway station for receiving the officials. The details of the car registration No., drivers name and mobile no. will be communicated via SMS to the booking/ dealing officer as well as
the passenger. If the driver details are not sent to the required persons in time by SMS then Bank could deduct Rs.50/- as inconvenience charges per trip.

14. The Bank will issue a notice to the required persons in time by SMS if the driver details are not sent to the required persons in time by SMS then Bank could deduct Rs.50/- as inconvenience charges per trip.

Parking charges will not be entertained if the vehicle is reporting at Bank's Head Office and Bank's residential quarters.

15. The driver must report to the Bank's Head Office and Bank's residential quarters if the vehicle is reporting at Bank's Head Office and Bank's residential quarters.

The erring car agency failing to provide a car or substitute car in place of a defective/ breakdown car or for dereliction of duty on the part of the driver will have to compensate the Bank for an amount equal to the hiring charges incurred by the Bank for hiring similar category of car from some other agency.

16. The empanelled agencies shall ensure that the cars provided should not be more than 3 years old.

17. The drivers should display their Driving Licence prominently on the dashboard of the car as is now mandated for all taxis. Drivers should always have their mobile phones on mode.

18. The empanelled agencies shall ensure that the cars have valid papers including RC Book, PUC, Insurance etc. and the drivers are in possession of valid driving licence.

19. The drivers will always be available with the cars and would not proceed for lunch etc., without obtaining permission of the concerned officials.

20. The bills will be raised on a weekly basis and would be settled normally within a period of 15 working days. All payments will be made through e-payments after due statutory deductions.
21. You will ensure that the vehicles reach at the correct time, correct place and all the drivers and other staff are polite and prompt in their behaviour/dealing.

22. You will ensure and comply with all the regulations of the RTO and other safety and security regulations that are in vogue and you will be responsible for any deviation/non adherence to the rules/regulations in place.

23. The Hiring Agency or its agents/employees/drivers committing any breach of terms and conditions mentioned herein and/or rendering unsatisfactory services, in the opinion of the Bank, shall render itself liable for summary termination of the agreement forthwith without any notice or any compensation in lieu thereof.

24. Interest free security deposit of Rs.50,000/- only shall be with the Bank by a cheque before commencement of the contract. Any loss to the Bank shall be made good from this amount.

25. The empanelled agencies shall indemnify the Bank for payment of any loss, damage and legal actions and cost/compensation/charges/fines/claims owing to violation of any traffic rules accident or any other eventuality.

26. In the event that the parties cannot amicably settle a dispute, the parties agree to resolve the same by arbitration proceedings within the Mumbai jurisdiction.

27. In case of disputes arising out of or in connection with this Agreement, the parties agree to resolve the same by arbitration proceedings within the Mumbai jurisdiction.
In case different figures are received from different duties. These lowest rates/figures will be consolidated and shall be acceptable to the finally approved travel agency.

28. संविधा अवधि के दौरान पेट्रोल के मूल्य में हुई किसी तरह की वृद्धि पर विचार नहीं किया जाएगा।
Any increase of fuel prices during the contract period will not be entertained.

29. ट्रेवल्स एजेंसी के संतोषजनक कार्य को पूरा करने और पुराने निर्धारणों और शर्तों को स्वीकारने पर, संविधा की अवधि अतिरिक्त 2 वर्षों के लिए बढ़ाई जा सकती है।
The contract could be extended to another period of additional 02 years subject to satisfactory working of the travel agency and accepting the old terms and conditions.

30. नाबार्ड द्वारा किसी भी कारण बताए विना सभी/किसी भी कोटेशन को रद्द किया जा सकता है।
All/ any quotation can be cancelled by NABARD without assigning any reason, thereof.

31. इस्तेमाल की गई भाषा के अर्थ को समझने या समझने में किसी भी अस्पष्टता के मामले में, अंग्रेजी भाषा को अतिम भाषा के रूप में लिया जाएगा।
In case of any ambiguity in understanding or deriving meaning of the language used, English language shall be taken as the final language.

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