

**NOTICE INVITING TENDER**

Ref.No.NB.CGRO/DPSP/ / AMC/Taxi Hiring /2025-26

28 May 2025

Dear Sir,

**Notice Inviting Tender for "Hiring of Cars" at NABARD, Chhattisgarh Regional Office, Plot no. 1, Sector 24, Opposite Central Park, Atal Nagar, Nava Raipur, Raipur, Chhattisgarh 492018 – 01 Jul 2025 to 31 Mar 2027**

Tender Ref. No.	NB.CG RO/ DPSP/ / AMC/ Taxi Hiring/2025-26 dated 26 May 2025
Date of commencement of issue of Tender through GeM Portal	28.05.2025
Date of Pre-bid meeting	30.05.2025
<b>Due date and time for submission of e-Tender</b>	<b>14.00 hours on 16.06.2025</b>
Date and time of opening of the e-tender (Technical Bid)	14:30 hours on 16.06.2025
Date and time of opening of the financial bid	Shall be communicated to the technically qualified bidders later.

National Bank for Agriculture and Rural Development (NABARD), Chhattisgarh Regional Office, Raipur, invites tender in two bid system from eligible Agencies for the aforesaid work **for a period w.e.f. 01 Jul 2025 to 31 Mar 2027.**

- The first part of the tender will be Technical Bid while the Second part will be Price Bid.
- Brief description with Background of the works are mentioned in the technical bid (Part-I). Applicants are requested to submit their offer in sealed envelope for the aforesaid work as per terms and conditions, and other requirements as mentioned more specifically elsewhere in this tender document. Only on being qualified, the Agencies will be considered eligible for price bid (Part-II).
- The tender documents can be downloaded from our website [www.nabard.org](http://www.nabard.org) from the link under "Tenders". Properly filled Tenders shall be submitted (Technical bid and Price bid should be submitted separately), duly furnishing all the required information super-scribing as "**Tender for Hiring of Cars**", NABARD, Chhattisgarh Regional Office, Raipur, Chhattisgarh - 492018" and should be addressed to "**Chief General Manager, National Bank for Agriculture and Rural Development, Chhattisgarh Regional Office, "Ananya", Plot no. 1, Sector 24, Opposite Central Park, Atal Nagar, Nava Raipur, Raipur, Chhattisgarh – 492018**".
- The submitted Tenders shall be opened for Technical evaluation on ... **May 2025 at 2.30 pm** in the presence of bidders / their authorized representatives, who choose to be present.
- Technical Bid (Part-1)** Envelope 1 shall contain the following:
  - Form of Tender
  - List of documents (as given in the Checklist)

- c. General Terms and conditions
- d. Pre Contract Integrity Pact

6. **Financial Bid** shall contain duly filled rates for different car/taxi. The L1 bidder in the financial bid will be required to submit **security deposit of Rs. 50,000/-** within 15 days of work order.
7. The bids shall be accepted only in respect of those bidders whose tenders are in line with the requirements as per NIT, Technical Bid, terms and conditions of the tender document and if the same is acceptable to the Employer. The decision of the Employer in this regard shall be binding on the bidders and not open to question or appeals.
8. Pre-contract Integrity Pact as in Annexure may be filled and submitted along with technical bid in ₹200/- non-judicial stamp paper, failing which the tender will not be considered.
9. Any discrepancies, omission, ambiguities in tender documents, if any or any doubt as to the meaning should be reported in writing to the “**Chief General Manager, NABARD, Chhattisgarh Regional Office, “Ananya”, Plot no. - 1, Sector - 24, Opposite Central Park, Nava Raipur Atal Nagar, Raipur, Chhattisgarh – 492018**” who will review the questions and information sought if not clearly indicated or specified. NABARD will issue clarifications to all the agencies and the same shall be uploaded on the website, which will become the part of the contract document. NABARD will not be responsible if any discrepancies, omission, ambiguities in the quotation or any doubts as to their meaning are not brought to the notice of NABARD before three working days prior to the last date of submission of the tender.
10. The Bank reserves the right to accept any or reject all the applications without assigning any reasons therefore.
11. Any conditional offer will not be accepted. For any clarifications, you may contact Dept. of Premises, Security and Procurement (07716715-539) or by sending e-mail at [dpsp.raipur@nabard.org](mailto:dpsp.raipur@nabard.org).

Yours faithfully  
Sd/-  
(Dhrub Raj Singh)  
Dy. General Manager  
Encl. As above

### Terms and Conditions:

1. National Bank for Agriculture and Rural Development (NABARD), invites quotations for hiring of cars for its Regional Office located at Plot No. – 1, Sector - 24, Nava Raipur Atal Nagar, Raipur, Chhattisgarh – 492018, from car rental agencies for the period from **01 Jul 2025 to 31 Mar 2027** having adequate capacity to cater to NABARD's requirement in a two bid system and satisfying the following criteria:-
  - i. The vendor will provide AC cars like Toyota Fortuner, Innova Crysta , D'Zire, Amaze, ZEST or any other variant of Taxis (all on request basis) etc. and all **should have registration for commercial use and not more than 3 yrs old (2022 onwards registration)**.
  - ii. Should have provided similar service to public sector banks/public sector undertaking/state/central government departments during the preceding 3 years (FY 2022-23, FY 2023-24 and FY 2024-25).
  - iii. Should have a minimum annual turnover of ₹10.0 lakh (Rupees Ten Lakh).

#### A. Technical Qualification requirements

- a. Copies of the RC books **(2022 onwards registration)** regarding proof of ownership of **minimum 03 cars (at least 01 be Innova Crysta)** owned by proprietor registration **for commercial use**.
- b. Copies of the current contract/ agreement /work order and completion certificate / invoice from Public Sector Banks / Public Sector Undertaking / State / Central Government Departments entered into **during preceding 3 years** (FY 2022-23, FY 2023-24 and FY 2024-25).
- c. IT Returns for the preceding 3 years (FY 2022-23, FY 2023-24 and FY 2024-25).
- d. Travel & commercial Registration with RTO, Raipur of all the cars having registration for commercial use and not more than 3 yrs old (2022 onwards registration).
- e. GST Registration certificate.
- f. The General Terms and Conditions / Scope of work seal and signed by the firm as mentioned in Annexure I.
- g. Undertaking of “Non-Blacklisting” by the firm.
- h. Original Pre-contract Integrity Pact as in Annexure may be filled and submitted along with technical bid in ₹200/- non-judicial stamp paper, failing which the tender will not be considered.
- i. Copy of Local Office Registration at Raipur/ Nava Raipur Atal Nagar.

- j. Every page of which should be filled and signed, and duly signed and stamped at the requisite place for acceptance to the tender conditions.
  - k. Relevant documents supporting the Criteria for Technical Document Sheets.
  - l. **Technical Bid** will be opened on **18 June 2025 at 2.30 pm** at NABARD, Chhattisgarh Regional Office.
  - m. The price bid will be opened on some future date and time, as decided by NABARD, which will be communicated only to qualified bidders.
- 2 Tendering firm / bidder should necessarily have their own office / sub office at Nava Raipur Atal Nagar / Raipur, Chhattisgarh, India.
  - 3 Tendering firm should have an account in a reputed bank. All payments will be made through e-payment system.
  - 4 **Last date for submission of bids– 18 June 2025 by 2.00 pm.**

**B. Instructions to the Technically qualified/ Financial bidder:**

1. All pages of the tender document should be duly signed and stamped by the authorized signatory of the applicant. The Technical/Financial bid application should be **submitted in original**. Technical/Financial bid application not submitted in original will be rejected.
2. The applicant should submit all requisite documents in support of information furnished in the **Technical/Financial Bid** document.
3. Tenders should be submitted super-scribed with the name of the work, date and time of opening on the envelope. Tenders can be submitted **upto 18 June 2025 till 2.00 pm.** and will be opened on the **18 June 2025 at 2.30 pm.** in the presence of the bidders who choose to be present.
4. **NABARD Chhattisgarh Regional Office, Raipur will empanel the all the technically qualified vendor. After opening of Price Bid, L1 (lowest) rates for each category of car/taxi will be noted and a rate chart will be finalized. All the vehicles will have to be supplied at these determined rates only. Those qualified bidders who accept the offer will be empanelled by NABARD, Chhattisgarh Regional Office at Plot no. - 1, Sector no. - 24, Opposite Central Park, Nava Raipur Atal Nagar, Raipur, Chhattisgarh - 492018 to supply vehicles at the determined rates for the period 01 Jul 2025 to 31 Mar 2027.**

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## ANNEXURE-I

### Scope of Work - Hiring of Cars

1. The agency will provide cars as per the rates determined as per the process explained earlier. These rates will be valid from **01 Jul 2025 to 31 Mar 2027**.
2. The contractor shall ensure that the cars provided should not be more than 03 (Three) Years old (2022 onwards registration) and should be at least Euro/Bharat Stage compliant as required by GoI & Govt. of Chhattisgarh. The contractor should convey without fail the car details i.e. car make & colour, car registration No., driver's name and his mobile number to officials of Taxi Hiring Desk, User of the car and authorized Official of the bank via SMS / WhatsApp and by E-mail 06 hrs prior to the journey date and time if vehicle requirement is on the same day and 12 hrs prior if journey is next day.
3. The cars provided by the agency will be properly sanitized, and in neat and tidy condition and to have **White colour Seat Covers upholstery**. The cars will be provided with **two mineral water bottles of 500 ml (of reputed brands), 01 Newspaper (English/Hindi), hand towels / boxes of paper napkins, sanitiser bottle and branded umbrella**.
4. The cars will have all valid necessary documents like copies of RC book, insurance, Pollution Control Certificate, necessary permit, etc.
5. **The drivers should be well dressed and in possession of valid driving license and mobile telephone**. The drivers should be well conversant with roads/routes around Raipur and suburbs and able to converse in Hindi/English.
6. Booking of cars will be done by authorised officials of NABARD by email / SMS/ WhatsApp.
7. ***The duty-slip will be signed out by the officials using cars and closing kms. & time must be indicated and the bills will not be settled unless the signed duty slip are attached with it. Trip kms. in trip sheet will be written by the user and not by the driver. There should be no overwriting on the bill, if any, then the bill will be rejected.***
8. All the incidental charges like parking charges, toll charges, etc., will be borne by the agency and included in the relevant bills. However, the per kilometre rate quoted by you may be reviewed every year on 01<sup>st</sup> of April or in case of exigencies and proportionately adjusted in line with increase/decrease in petrol/diesel prices on receipt of request from either side.
9. In case of outstation tours, drivers should carry sufficient cash/fuel card etc., and in no case, the officials using the cars be made to pay for any amount towards fuel charges/toll charges. Also the fuel tank should be filled up before reporting for duty. In no case, should the vehicle be stopped during visits at fuel pumps to fill up petrol / diesel / CNG.
10. **The drivers will carry proper placards (made of fibre or sturdy material) indicating clearly the name of the officials and organization etc., when they proceed to the airport / railway station for receiving the officials.**
11. Drivers will always be available with the cars and would not proceed for lunch / snacks, etc., without obtaining permission of the concerned officials.

12. On receiving the booking through via email / SMS / WhatsApp, you will immediately contact the user through SMS indicating that their booking is with you. Also, one phone call / email / SMS / WhatsApp has to made confirming the vehicle and driver details etc. will be made 06 hrs prior to the journey date and time if vehicle requirement is on the same day and 12 hrs prior if journey is next day.

13. The bills will be raised on **fortnightly** basis and would be settled normally within a reasonable period. Adequate care must be taken that bills from the period for which the bills have already been cleared are not raised again. Such bills will be rejected unless valid reason is provided. All payments will be made through e-payment mode only after due statutory deductions.

14. **A Penalty of ₹ 200/- per trip per vehicle will be deducted for nonadherence to any of the points above.**

15. **For deficiency in services and serious inconvenience caused to NABARD and its officials or to those for whom NABARD directs to provide services, penalty not exceeding 10% of the estimated bill for the relevant instance will be imposed. However, NABARD will impose the penalty after giving due notice. In case of dispute, the decision of the Chief General Manager, NABARD, will be final and binding. It will be the sole responsibility of the contractor to provide taxis / vehicles as and when requisitioned by NABARD during night / early morning without prejudice. Any delay will attract penalty as deemed fit by NABARD.**

16. The contractor will also have to make alternate arrangements in case of breakdown of his car/taxi (s/es). In case of failure, the contractor will be responsible to compensate all expenses incurred by NABARD in this regard and the same will be deducted from the bill of the contractor. Decision of NABARD in this regard will be final and binding on the operator.

17. Empanelment will not be a guarantee for getting orders for supply of vehicles from the bank. Even after empanelment banks reserves the right to order for supply of car / taxi based on performance only.

18. The contractor shall provide vehicle / taxi on written or verbal instructions of authorized official of NABARD over phone or any other media within the time specified therein. The contractor shall also be required to provide vehicle/ taxi at short notice to NABARD (say within an hour in case of emergency). **In case the contractor fails to provide taxi on NABARD's request, either verbal over phone or written, NABARD shall be free to remove the contractor from the panel of transport providers.**

19. The contractor (agency) shall arrange to obtain police verification certificate regarding the antecedents of the persons engaged by them at their own cost.

20. The successful tenderer at their own cost shall execute an agreement with the Bank and also give his Letter of acceptance on the duplicate copy of the Offer Letter. **The tender will be valid for the period 01 Jul 2025 to 31 Mar 2027 an may be renewed further, after due performance appraisal of the on terms and conditions as decided by NABARD.** The stamp duty for the above agreement shall be borne and paid by the contractor / tenderer.

21. The contractor 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. The contractor will ensure and comply with all the regulations of the RTO and other safety and security regulations that are in vogue and will be responsible for any deviation / non-adherence to the rules / regulations in place.
23. The maximum distance to be considered for garage in garage out will be 20 kms i.e. 10 kms in and 10 kms out for any trip.
24. In case the contractor is not able to provide the category of car for which booking has been made by the Bank, he has to provide higher category of vehicle. However, payment will be made for the category of vehicle booked by NABARD.
25. Indemnification: The contractor shall indemnify NABARD for any loss or damage caused by the driver/s deployed by the contractor that occurs to persons or Building or Third party during the period of contract. In absence of the above, NABARD reserves the right to recover the cost of loss or damage suffered by NABARD from the pending bill of the contractor.
26. NABARD reserves the right to terminate the contract with a notice period of one month, while the agency can terminate the contract with a notice period of three months.

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**ANNEXURE-II**

**BASIC INFORMATION OF THE CONTRACTOR**

S. No.	Information Required	Information submitted by the Applicant (Attach Document proof and Separate Sheet if Required)
1.	Name of the Organization	
2.	Type of Organization, whether Proprietorship, Partnership, Company, Society etc.	
3.	Name of the Proprietor/ Partners/Directors	
4.	Authorized Person of the tenderer to make commitment to NABARD. (Name, Contact details including telephone / email) Communication with regard to the tender would be done on Telephone / e-mail given in this column.	
5.	Registration (firm, company etc.) Registration Authority: Registration Date : Registration Number :	
6.	Experience (in years)	
7.	Name and Address of the Bankers and Bank Account Details <b>(A cancelled Cheque should be attached along with this)</b>	Banker's Name: BranchAddress: Contact No : Type of Account : Account No. : IFSC No :
8.	Annual Turnover:	
	FY 2022-23	
	FY 2023-24	
	FY 2024-25	
9.	Registered office address/Local office address in Raipur, with telephone number	
10.	Office address through which the work will be handled	
12.	Whether working with any of the Government / Semigovernment undertaking/s as approved supplier and If so furnish details.	
13.	PAN no.	

14.	GSTIN	
15.	Whether the organization is registered under Shops & Establishment Act and Has necessary certificate to run Tours & Travels? Please enclose the registration certificate	
16.	List of cars owned in the name of the applicant with Registration Number/s, Permit Number/s, Date of purchase, Insurance Policy. Copies of the documents should be attached. The list should be category wise (categories as indicated in Price Bid) and in descending order of date of purchase, With documentary evidence.	

**Copies of documents to be submitted:**

- 1) Registration under Shops and Establishment Act.
- 2) Work-orders / Experience certificates from clients (Government / Semigovernment / public sector undertakings, Banks etc.) also indicating the period of car hire service provided by the contractor.
- 3) PAN Card.
- 4) GSTIN
- 5) Cancelled Cheque
- 6) Audited Balance Sheet & P & L A/C statement for financial year 2022-23,2023-,24,2024-25.
- 7) List of owned cars (category wise) with details viz. Model, Registration Number, and Date of Purchase etc.

Note: The Bank reserves the right to call for proof/verify the furnished information.

**ANNEXURE-III**

**(ON THE LETTER HEAD OF THE APPLICANT)**

To

The Chief General Manager,  
Plot no. - 1, Sector - 24,  
Opposite Central Park,  
Nava Raipur Atal Nagar,  
Raipur, Chhattisgarh - 492018

Name of the firm/Agency\_\_\_\_\_

Name of the tender\_\_\_\_\_

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions/instructions/scope of work contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We understand that NABARD reserves the right to accept or reject any or all the tender/s either in full or in part without assessing any reason thereof.
4. I/We understand that after empanelment, I/We would be under obligation to supply cars to NABARD at the lowest quote given in the price bid by the co-bidders, under each category.
5. No other firm/company having one of our partners/directors has applied for empanelment.
6. I/We understand that:
  - i) Prices will be inclusive (except applicable taxes)
  - ii) Cost of mineral water bottles, face tissue papers, first aid box and newspapers in the vehicles will not be paid extra.
  - iii) Parking/Toll charges shall be reimbursed to the vendor on production of valid receipts.

Signature

Name and Seal of the Vendor

**ANNEXURE-IV**

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT  
Chhattisgarh Regional Office, Raipur**

**FORM OF AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_\_ day  
\_\_\_\_\_ (Month) \_\_\_\_\_ (Year) Between National Bank for  
Agriculture and Rural Development (NABARD) through The Chief General Manager , NABARD, Plot  
no – 1, Sector no - 24, Opposite central park, Nava Raipur Atal Nagar, Raipur, Chhattisgarh - 492018  
(hereinafter called “the NABARD, Raipur” which expression shall, unless excluded by or repugnant to  
the context be deemed to include his successors in office and assigns) on the one part AND  
\_\_\_\_\_ (Name and address of the contractor) through Shri  
\_\_\_\_\_, authorized representative  
(hereinafter called “the contractor” which expression shall, unless excluded by or repugnant to the  
context, be deemed to include his successors, heirs, executors, administrators, representatives and  
assigns) of the other part for providing Car / Taxi Services to its office premises located at Plot No. – 1,  
Sector – 24, Opposite Central Park, Nava Raipur Atal Nagar, Raipur, Chhattisgarh – 492018.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
  - a. Letter of acceptance of award of contract;
  - b. Terms and Conditions;
  - c. Notice inviting Tender and the terms and conditions contained in the Tender; d. Scope of work;
  - e. Addendums, if any; and
  - f. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the NABARD, Raipur to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the NABARD, Raipur to execute the Taxi hiring services w.e.f \_\_\_\_\_ as per the provisions of this Agreement and the tender document.
4. The NABARD, Raipur hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.
5. In case, any dispute or issue arises regarding the interpretation of any of the clauses of this agreement or of any of the documents prepared or to be prepared in this regard, the contents of the Tender Documents shall prevail over this agreement and /or any other document.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

<p>(Signature of the Bidder)</p> <p>Name and Address of the Bidder.</p> <p>Telephone No.</p>	<p>Signature of Authorized Signatory of NABARD, Raipur</p>
<p>(Signature of Witness 1)</p> <p>Name of Witness</p> <p>Address of Witness</p>	<p>(Signature of Witness 1)</p> <p>Name of Witness</p> <p>Address of Witness</p>
<p>(Signature of Witness 2)</p> <p>Name of Witness</p> <p>Address of Witness</p>	<p>(Signature of Witness 2)</p> <p>Name of Witness</p> <p>Address of Witness</p>

**ANNEXURE-V**

**FORMAT FOR CLIENT'S REPORT  
(ON Previous or Existing CLIENT'S LETTER HEAD)**

Performance details of the Firm:

M/s Located at:

1.	Work order/reference No.	
2.	Gross Value of the Contract (in Rupees)	
3.	Date of commencement of Contract	
4.	Whether the Service carried out as per agreement and the scope of the work entered with the Firm	
5.	Reason for delay (if any)and whether any penalty/liquidated damage, if any, was imposed on the firm	
6.	Comments on capabilities of the firm (indicate grading)	
a.	Quality of service provided by the firm	Outstanding / Very Good / Good / Satisfactory / Poor
b.	Technical proficiency / competence	Outstanding / Very Good / Good / Satisfactory / Poor
c.	Integrity and reliability of the partners / proprietors of the firm	Outstanding / Very Good / Good / Satisfactory / Poor
d.	Integrity and reliability of the Personnel deployed	Outstanding / Very Good / Good / Satisfactory / Poor
e.	Dealings in the execution of the work, adherence To schedule and time	Outstanding / Very Good / Good / Satisfactory / Poor
7.	Did the firm go for arbitration?	
8.	Any other information in your view will help us in making our decision.	

Signature of the Reporting Officer Place

(Office seal)

Place

Date

## ANNEXURE VI

### INTEGRITY PACT

Between

**National Bank for Agriculture and Rural Development (NABARD)** hereinafter referred to as  
“**The Principal**”

And

..... hereinafter referred to as “**The Bidder/Contractor**” **Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for ..... The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

#### **Section 1 – Commitments of the Principal**

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

#### **Section 2 – Commitments of the Bidder(s)/Contractor(s)**

The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:

- a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal’s employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

- b. The Bidder(s)/Contractor(s) will not enter with other Bidder into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
  - e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (1) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 – Disqualification from tender process and exclusion from future contracts**

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

### **Section 4 – Compensation for Damages**

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5 – Previous transgression**

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

### **Section 6 – Equal treatment of all Bidder / Contractors/ Subcontractors**

- (1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors
- (3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

### **Section 7 – Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder,

Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

### **Section 8 – Independent External Monitor**

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitor appointed for NABARD is

Shri Pramod Kumar Sangewar, IRSS (Retd.)

H. No. 12-5-65/1,

Flat No. 109, Sri Harsha Sethuram Unique

Vijayapuri Colony, South Lalaguda

Secunderabad 500 017, Telangana State

- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest,

unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

- (4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word '**Monitor**' would include both singular and plural.

### **Section 9 – Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

### **Section 10 – Other provisions**

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Mumbai.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

\_\_\_\_\_

(For & On behalf of the Principal)

(Office Seal)

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

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

\_\_\_\_\_

(For & on behalf of the Bidder/Contractor)

(Office Seal)

Witness 1:

(Name & Address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness 2:

(Name & Address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ANNEXURE – VII**

**INDEMNITY BOND**

KNOW all men by these presents that I, Shri.....  
of M/s ..... do hereby  
execute Indemnity Bond in favour of National Bank for Agriculture and Rural Development  
(NABARD), having their Registered Office at C-24, G Block, BandraKurla Complex, Bandra (E),  
Mumbai-400051, and Regional Office at Plot no. 1, Sector – 24, Opposite Central Park, Nava Raipur  
Ftal Nagar, Chhattisgarh - 492018 and M/s.....  
having their office at ..... on this ..... day of ..... 2025.

WHEREAS NABARD have appointed M/s.....as the Contractor for their  
proposed work relating to “Annual Maintenance Contract for Housekeeping of Office Premises at  
NABARD Regional Office, Plot no. 1, Sector no. 24, Opposite Central Park, Nava Raipur Atal Nagar,  
Chhattisgarh - 492018, and its staff quarters located at Sector-27 for the period 01 Jul 2025 to 31 Mar  
2027 or any further as agreed by both parties.

THIS DEED WITNESSETH AS FOLLOWS:-

I/We M/s ..... hereby do Indemnify, and same harmless NABARD against  
and from:

1. any third Contractor claims, civil or criminal complaints liabilities, site mishaps and other accidents  
or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work,  
negligence, faulty construction and/or for violating any law, rules and regulations in force, for the time  
being while executing/executed works by me/us,
2. any damages, loss or expenses due to or resulting from negligence or breach of duty on the part of  
me/us or any sub-contractor/s if any, servants or agents. Any claim by an employee of mine/ours or of  
sub-contractor/s, if any, under the Workmen Compensation Act and Employers Liability Act, 1939 or  
any other law, rules and regulations in force for the time being and any Acts replacing and/or amend  
the same or any of the same as may be in force at the time and under any law in respect of injuries to  
persons or property arising out of and in the course of the execution of the contract work and/or arising  
out of and in the course of employment of any workmen/employee.
3. any act or omission of mine/ours of sub-contractor/s if any, our/their servants or agents which may  
involve any loss, damage liability, civil or criminal action.

IN WITNESS WHEREOF THE M/s..... has set his/their hands on this  
.....day of .....2025.

SIGNED AND DELIVERED BY THE AFORESAID M/s  
IN THE PRESENCE OF WITNESS:

(1) .....

(2) .....

Signature of the authorized signatory of the contractor / Tenderer

## PRICE BID

**(Price may be indicated against individual service and pdf file of the price bid may be uploaded in GeM Portal)**

S. No.	Particulars	From	CAR TYPES						Remarks
			Dzire/ Amaze	Zest	Innova Crysta	Fortuner	Sedan (Honda City/ Hyundai Verna)	Luxury SUV (Mercedez/ BMW or equivalent)	
1	Airport Pickup and Drop	Raipur							
		Nava Raipur							
2	Railway station Pickup and Drop	Raipur							
		Nava Raipur							
3	4 Hrs. - 40 Km.								
4	8 Hrs. - 80 Km. (Full Day)								
5	Rupees / Extra Kms.								
6	Rupees / Extra Hours								
7	Over Night Charges								
8	Out Station Per Km.( above 300 km)								

### **Terms & Conditions:**

- (i) Out Station Charges is subject to minimum run of 300 kms. per day.
- (ii) Miscellaneous charges such as Toll Tax, Parking will be paid extra.
- (iii) Night Charges will be applicable between 10 PM to 6 AM only.
- (iv) Rates will be applicable w.e.f the date of acceptance of the quotes for one year.
- (v) Time & distance will be calculated on garage to garage basis subject to maximum 20 kms. per trip.
- (vi) Rates are exclusive of taxes. Taxes as applicable shall be paid extra.

Signature



Address

Date

Place