



**NATIONAL BANK FOR AGRICULTURE AND RURAL
DEVELOPMENT**
Department of Premises, Security and Procurement
Telangana Regional Office
1-1- 61, RTC Cross Roads, Musheerabad,
Hyderabad - 500020 (Telangana)
Telephone: 040 - 27635351
Email: dpsp.tsro@nabard.org

निविदा आमंत्रण सूचना – तेलंगाणा क्षेत्रीय कार्यालय के कार किराए पर लेने के दिनांक 01 अप्रैल 2022 से 31 मार्च 2025 तक वार्षिक रखरखाव अनुबंध हेतु

Notice Inviting Tender for Hiring of Car /Taxi for Telangana Regional Office 1-1- 61, RTC Cross Roads, Musheerabad, Hyderabad for a period from 01 April 2022 to 31 March 2025.

निविदा दस्तावेज जारी करने की तिथि	4 th मार्च 2022
Pre Bid Meeting with bidders	14 मार्च 2022 at 11: 00 AM
निविदा जमा करने की नियत तिथि और समय	24 मार्च 2022 by 02:00 PM
तकनीकी बोली खोलने की तिथि और समय	24 मार्च 022 at 04:00 PM
वित्तीय बोली खोलने की तिथि	बाद में सूचित किया जाएगा /Will be communicated later
Earnest Money Deposit (Rupees)/ बयाना राशि	34900.00
Retention Money Deposit (RMD)/ प्रतिधारण धन जमा	5% of the Annual Contract Value will be deposited with NABARD as security deposit till the completion of the contract period. The amount will be refunded after completion of the contract period.

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NOTICE INVITING TENDER

Ref. No. NB.TSRO.DPSP/ **2261**/ AMC-PSS- Car Hiring / 2021-22 04th March 2022

M/s

Dear Sir

निविदा आमंत्रण सूचना – तेलंगाणा क्षेत्रीय कार्यालय के कार किराए पर लेने के दिनांक 01 अप्रैल 2022 से 31 मार्च 2025 तक वार्षिक रखरखाव अनुबंध हेतु

Notice Inviting Tender for Car/ Taxi Hiring Services for Telangana Regional Office 1-1- 61, RTC Cross Roads, Musheerabad, Hyderabad for a period from 01 April 2022 to 31 March 2025.

National Bank for Agriculture and Rural Development (NABARD), Telangana Regional Office, Hyderabad invites tender from reputed car rental agencies preferably of Hyderabad through single bid system in two parts from eligible bidders for the captioned services as per the terms and conditions contained in the tender.

2. Tender document may be downloaded from NABARD's **website: [www.nabard.org](https://www.nabard.org/Tenders.aspx?cid=501&id=24)**, (<https://www.nabard.org/Tenders.aspx?cid=501&id=24>). No separate hard copy of this tender shall be issued by NABARD.

3. The Contract period will be from 1st April 2022 to 31st March 2025 with a **provision of review on completion each year**. The same may be renewed for two more years (one year at each time), if services are found satisfactory as per mutual agreed terms and conditions. The renewal shall be on sole discretion of NABARD.

4. The bidder shall submit the bids for the captioned services i.e., Technical bid and Price/Financial bid, which should be complete in all respects. Sealed Bids in TWO separate sealed Envelopes indicating clearly **“Envelope - No.1 - Technical bid’** and **‘Envelope No.2 - Price bid’**, shall be submitted To Chief General Manager, NABARD, TELANGANA REGIONAL OFFICE, RTC ‘X’ ROADS, MUSHEERABAD, HYDERABAD - 500020 and Envelopes should also be super scribed **“Tender for Car Hiring Services for Telangana Regional Office Hyderabad.”**

5. Tenders shall be submitted **not later than 14:00 hrs. on 24th March 2022**. Technical bids shall be **opened at 4.00 PM on 24th March 2022** at the Office of Chief General Manager, NABARD, Telangana Regional Office, RTC X Roads, Hyderabad - 500 020. If the last date of receipt or opening of the tenders happens to be a holiday for NABARD, then the receipt and opening of the tenders shall be shifted

to next working day without change of time and venue. Representatives of the bidders may be present during the tender opening process. Price bids shall be opened after scrutiny of the Technical bids. Price bids shall be opened in respect of only those firms who are found to be eligible in the Technical bid.

6. Instructions regarding Technical Bid, Price Bid, submission process and description & scope of works and the services required have been elaborated in the Terms and Conditions of the tender and other parts of the tender document.

7. Earnest Money Deposit (EMD) of Rs 34900.00(Rupees Thirty Four Thousand Nine Hundred Only) is to be posted through NEFT/RTGS as per details given below.

Payee Name	:	NABARD
Current Account No	:	NABADMN14
Name of the Bank	:	NABARD
IFSC Code	:	NBRD0000002

8. After depositing the EMD amount, the tenderers are advised to send an email to dpsp.tsro@nabard.org with the details of the transaction. **Tender without EMD shall be rejected. However, MSEs as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organisations or empanelled with NABARD itself are exempted from submitting the EMD, a copy of the registration certificate needs to be enclosed with the Technical Bid.**

9. A Pre-Bid meeting is scheduled to be held **on 14th March 2022 at 11:00 AM** in the Conference Hall on 2nd Floor of Telangana Regional Office, 1 -1- 61, RTC 'X' Roads, Musheerabad, Hyderabad-500020. The clarifications being sought in the pre-bid meeting should be submitted in writing at least 2 working days prior to **the date of pre-bid meeting by email on dpsp.tsro@nabard.org**. All the clarifications of the pre-bid meeting will be part of tender and will be updated and uploaded on NABARD website (www.nabard.org). Further, bidders/ representatives of bidders have to strictly follow COVID-19 related precautionary norms. In case of failure to do so, Bank, at its discretion, may prevent them from attending the meeting.

10. Retention Money Deposit (RMD): The Successful Tenderer will be required to deposit 5% of the accepted value of tender (total value of the contract for one year), as Performance/Initial Security Deposit within 15 days of award of work and shall be refunded after 60 days from the expiry of the satisfactory AMC period and will not bear any interest. **While determining the RMD, the EMD already with the Bank shall be taken into account. The Security Deposit will be liable to be**

forfeited in case the contractor commits any breach of any terms and conditions of the Contract or fails to complete the work/service.

11. The Price/Financial Bid shall be opened at a later date after detailed evaluation of the technical bid. The date of opening of price/ financial bid shall be intimated separately to the technically qualified bidders only. The Price/ Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

12. Envelope no. 1 shall contain:

- a) "Technical bid" of tender with every page signed and stamped.
- b) Payment Receipt of EMD submitted.
- c) Power of attorney authorizing the person to sign the tender.

13. Envelope No.2 shall contain:

- a. Price Bid.
- b. Calculation sheet (separate for each service) as prescribed in the tender.
- c. Envelope No.2 will be opened on some suitable date, which will be communicated later on, after scrutiny of the documents submitted by tenderers in envelope 1 (technical Bid). Price Bid envelopes shall be opened only in respect of those tenderers who is found to be eligible as per the prequalification criteria specified by NABARD and have complied with all the requirements in tender document.

14. The Price/ Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

15. The **selection criteria** for awarding of contract in case of **multiple L1** bidders will be:

(i) The work may be awarded by NABARD to the bidder having highest marks in the Quality and Cost Based Selection (QCBS) criteria among the L1 bidders. The criteria will include Legal Structure (20 Marks), work Experience (10 marks), Average turnover of last 3 years (10Marks), Number of works in public/ private institutions in last 7 years (5marks) and quantum of work in last 7 years (5Marks).

(ii) In case multiple L1 bidders get same marks in QCBS also, then a committee of officers from NABARD, TSRO, will visit the work sites of the bidders and award marks to the work being carried out at site adopting an objective criteria. The work can then be awarded to the bidder with highest marks.

(iii) In case of multiple L1 bidders getting equal marks even after field visits, the final selection can be done based on the draw of lots, as may be decided jointly by the RO

and select bidders, or by pulling the highest number from a box containing 30 numbers.

16. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.

17. NABARD does not bind itself to accept the lowest bid (L1). NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever.

18. The decision of the Bank shall be final and binding with regard to technical and price bids and the e-tendering process.

19. The tender will be rejected, if any bidder proposes any deviation from the prescribed technical criteria requirement.

20. Tenderers must ensure attachment of relevant documents, supporting the Pre-Qualification Criteria and Technical Document Sheets.

21. The bids shall remain valid and open for acceptance for 3 months from the date of opening of Price Bid.

22. NABARD reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons whatsoever. The decision of the Bank in this regard shall be final. In the event of intending tenderers failure to satisfy the bank, the bank reserved the right to reject the tender.

23. NABARD reserves right to change/modify/amend any or all provisions of the tender document. Such revision/amendment or corrigendum/addendum, if any, will be made available on NABARD's website only.

24. Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to Chief General Manager, NABARD, Telangana Regional Office, RTC X ROADS, Musheerabad, Hyderabad - 500020 who will review the queries and if information sought is not clearly indicated or specified, NABARD will issue clarifications to all the tenderers which will become part of the Tender Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the tender documents 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.

26. The successful bidder shall execute an 'Articles of Agreement' of work contract with NABARD in accordance with the standard / prescribed format (Annexure)

enclosed within 15 days from the date of acceptance of the offer failing which the bidder's EMD may stand forfeited.

27. The pre - qualification criteria, terms and conditions, formats of "Technical Bid", "Price/ Financial Bid" and Pre - Contract Integrity Pact are enclosed. **Pre-contract Integrity Pact as in Annexure may be filled and submitted along with technical bid in Rs.200/- stamp paper, failing which the tender will not be considered**

28. For any clarification you may please contact Shri D Suresh Babu, AM (P&S) at 040-27685515.

Yours faithfully

-sd-

(Bolla Sreenivasulu)

Deputy General Manager

SCHEDULE OF EVENTS

Bid Document Availability	Tenderers are advised to submit tender in physical mode. The tender document is available on our website www.nabard.org	
	From:	04th March 2022
	To:	24th March 2022 by 2:00 PM
Earnest Money Deposit (EMD)	The tenderer shall deposit Earnest Money Deposit as per details given in pre-page through NEFT/RTGS credited into our Bank Account, details mentioned on pre page: If the bidder wants to claim exemption under MSME Procurement Policy of Govt. of India, the bidder has to submit documentary proof of registration as MSME with Central Procurement Organizations or NABARD itself.	
RMD	5% of the Annual Contract Value	
Pre-Bid Meeting	14th March 2022 at 11:00 AM	
Last Date of Submission of Tender	24th March 2022 by 2:00 PM	
Opening of Technical Bids	24th March 2022 at 4:00 PM Authorized representatives of bidders may be present during opening of the Technical Bids. However, Technical Bids would be opened even in the absence of any or all of the vendors' representatives.	
Opening of Price Bids	The Price Bids will be opened on a subsequent date, which will be communicated to such bidders who qualify the Eligibility Criteria and Technical Bid.	
Address for communication and submission of bid	The Chief General Manager Department of Premises, Security and Procurement NABARD, Telangana Regional Office, 1-1-61, R.T.C. Cross Roads, Musheerabad Hyderabad-500020	

(Part-I)

TECHNICAL BID

DISCLAIMER

The information contained in this Tender Document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of National Bank for Agriculture & Rural Development (NABARD), Telangana Regional Office, Hyderabad is provided to the bidder(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

This Tender Document is neither an agreement and nor an offer and its only invitation to bid by NABARD, Telangana RO, Hyderabad to any party other than the applicants who are qualified to submit the bids (“bidders”). The purpose of this Tender Document is to provide the bidder(s) with information to assist them in formulation of their proposals. This Tender Document does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis regarding any information contained in the Tender Document and the meaning and impact of that information and should check the accuracy, reliability and completeness of the information in this Tender Document and where necessary obtain independent advice. National Bank for Agriculture & Rural Development, Telangana RO Hyderabad makes no representation or warranty, express or implied, and shall incur no liability under any law, statute rules or regulations as to the accuracy, reliability or completeness of this Tender Document. NABARD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

The Tender Document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between NABARD and any successful Bidder as identified by NABARD after completion of the selection process.

Signature

Seal and Stamp of tenderer

Pre-Qualification Criteria

The bidders/contractors should have meet following qualification criteria:

1. Minimum 7 years' experience (as on 31.03.2021) in the field of car renting which includes the activities as listed in scope of work and should have at least one of the qualifying works carried out for Public Sector Undertakings (PSUs)/Banks/Govt. Offices/ Reputed private sectors.

2. Should have minimum of **10 owned / legally attached cars of** which 03 cars should preferably be Honda City / Skoda Rapid / Volkswagen Vento / Innova/ Crysta/ Swiss Dezire/ Toyota/ Etios etc. Vendors with adequate vehicles having taxi permits will be given preference.

3. The bidders should have carried out similar works during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than the amount as given in following table:

S.No.	Experience Criteria	(Rs. Lakh)
1	One similar work during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs. >>>> (80% of estimated tender value)	13.96
	OR	OR
2	Two similar works during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs. >>>> (50% of estimated tender value)	8.73
	OR	OR
3	Three similar works during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs. >>>> (40% of estimated tender value)	6.98
Note 1: to obtain the realistic value of work during the previous years, cost index @5% per year per work shall be added over the actual cost of executed works to calculate the value of works as on 31.03.2021.		
Note 2: Similar works mean those works as indicated in Para 1 above.		

3. The tenderers should have Annual Turnover as given in the following table during the last three years ending 31 March 2021 supported with audited balance sheet / profit & loss statement or a registered Chartered Accountant certified statement of accounts.

Sr. No.	Turn over Criteria	(Rs. Lakh)
1	Annual Turnover during each of the last three years ending 31.03.2021 should be	5.24

4. The tenderer should have their own office within the city / suburban areas of Hyderabad. If the contractor belongs to other city, a detailed write up on execution

arrangements shall be submitted by the tenderer.

5. The tenderers should have applicable Tax registrations (PAN, GSTN TIN, TAN, etc.) and also registration with Labour Dept., Provident Fund, ESIC, etc., supported with documentary evidence and licenses, permissions, approvals issued by Labour enforcement and other statutory authorities, wherever applicable.

6. Tender shall be accompanied by a copy of each of the documents like -

- a) Company/Partnership Firm/Proprietorship Firm etc. Registration Certificate
- b) Articles of Association/Memorandum of Association/ partnership deed/ any other relevant document showing composition of the firm
- c) Documents supporting Address Proof (Both for Registered office Address as well as local office at Hyderabad)
- d) MSE Registration Certificate
- e) PAN
- f) GSTN Registration
- g) Employee State Insurance (ESI) Act registration
- h) EPFO registration,
- i) Particulars of bankers & Bank account details.
- j) List of eligible work executed during last five years
- k) Details of work/ service experience shall be supported by work orders and corresponding completion certificates.
- l) Audited final accounts of the business of the contractor for last 3 years (2018-19, 2019-20 and 2020-21) duly certified by a Chartered Accountant / Certificate of Turnover issued by a Chartered Accountant should be enclosed in proof of their credit worthiness and turnover for the last three years.
- m) The bidder should submit an undertaking that it has not been blacklisted by any authority/entity in India or abroad.

7. If required, original certificates shall be produced for verification by the tenderer and will be returned after verification.

9. The application form should be signed by a person on behalf of the Firm/Organization, who is duly authorized to do so.

10. Applications containing false or inadequate information are liable for rejection and Bank reserves the right to blacklist those agencies.

13. The firms which do not fulfil prequalification criteria shall not be considered for selection and award of work. NABARD reserves the right to verify any or all the documents furnished by the Tenderers with any authorities. NABARD also reserves the right to cancel any or all the applications without assigning any reason thereof.

Instructions for filling the tender

1. All the pages of the Tender Document shall be signed and stamped by the Tenderer/ Authorized signatory of the applicant.
 2. NABARD takes no responsibility for delay / loss in post or non-receipt of Quotations / Tender Documents by any reason.
 3. Bids submitted by unauthorized agents and physical/FAX/Telegraphic bids shall not be entertained/ considered.
 4. The applicant should submit all requisite documents in support of information furnished in the **Technical Bid/Financial Bid** document.
 5. Tender document may be downloaded from NABARD's website: www.nabard.org, (<https://www.nabard.org/Tenders.aspx?cid=501&id=24>).
- No separate hard copy of this tender shall be issued by NABARD.**
6. NABARD, Telangana RO, Hyderabad 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 rates determined.
 7. The bidder shall submit the bids for the captioned services i.e., Technical bid and Price/Financial bid, which should be complete in all respects. **Sealed Bids in TWO separate sealed Envelopes indicating clearly 'Envelope - No.1 - Technical bid' and 'Envelope No.2 - Price bid', shall be submitted in a single sealed cover** To Chief General Manager, NABARD, Telangana Regional Office, RTC 'X' Roads, Musheerabad, Hyderabad - 500020 and Envelope should also be **super scribed "Tender for Car Hiring Services for Telangana Regional Office Hyderabad."**
 8. Pre-contract Integrity Pact as in Annexure may be filled and submitted along with technical bid in Rs.200/- stamp paper/ duly franked, failing which the tender will not be considered.
 9. Tenders may be **submitted not later than 14:00 hrs. on 24th March 2022. Technical bids shall be opened at 4.00 PM on 24th March 2022** at the Office of Chief General Manager, NABARD, Telangana Regional Office, RTC X Roads, Hyderabad - 500 020.
 10. Financial bid shall be opened only in respect of those tenderers who have complied with the requirements as laid down in Pre-Qualification criteria.

DECLARATION BY THE CONTRACTOR

I/ we have read and understood all the instructions / conditions made above and I / we have taken into account the above Instructions / Terms and Conditions while quoting the rates. I / we accept all the above Terms and Conditions without any reservation, in all respects.

Place :

(Signature of the Tenderer)

Date

Name and Address Seal:

Format- Covering Letter by the Tenderer for Submission of BID

(To be submitted in Tenderer's own Letter head) No.

Date:

The Chief General Manager
National Bank for Agriculture and Rural Development
Telangana Regional Office
Hyderabad
Dear Sir,

Submission of Tender for Hiring of Car/ Taxi Services for Telangana Regional Office 1-1- 61, RTC Cross Roads, Musheerabad, Hyderabad for a period from 01 April 2022 to 31 March 2025.

With reference to NABARD, TS RO's Notice Inviting Tender ----- dated 2022, I/We offer our services for Hiring of Car for Telangana Regional Office 1-1- 61, RTC Cross Roads, Musheerabad, Hyderabad for a period from 01 April 2022 to 31 March 2025. I/We understand that NABARD reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reason therefor.

2. I/We also agree that our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of price bid of the tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing. I/We also agree to keep the earnest money valid during the entire period of validity of tender.

3. All the desired information in the prescribed formats i.e. format of technical bid, price bid documents and certificates as required by NABARD, are enclosed herewith.

Thanking you

Yours faithfully

(Signature of authorized person on behalf of the Firm / Agency / Tenderer)
(Tenderer's Seal)

Letter of Undertaking from the Tenderer

The Chief General Manager
National Bank for Agriculture and Rural Development
Telangana Regional Office
HYDERABAD

Dear Sir,

Submission of Tender for Hiring of Car/ Taxi Services for Telangana Regional Office 1-1- 61, RTC Cross Roads, Musheerabad, Hyderabad for a period from 01 April 2022 to 31 March 2025.

I/We have examined the Scope of Works, Specifications and Terms and Conditions relating to the Tender for the said works after having obtained the Tender invited by your office.

2. I/We have visited the Office Premises of NABARD and Staff Quarters and familiarized/examined the scope of works/services specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

3. I/We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached price bid in all respects as per the Specifications and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

4. I/We agree to deposit interest-free EMD along with tender's technical bid.

5. I/We agree to deposit all taxes, levies, cess etc., on account of service rendered by me/us to NABARD, to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

6. I/We agree to pay all Government (Central and State) Taxes such as Income Tax, Surcharge, Cess, GST, etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same. The rates will be exclusive of all taxes (The payment shall be subject to TDS and taxes as applicable at the time of payment) and would remain firm for the entire Contract Period. Even if the contracts are extended, the rates will not be changed by us.

7. I/We further agree to pay any fine or statutory dues imposed by any statutory authority in course of execution of subject contract, for which the tender is being submitted.

8. The rates quoted by me/us, are firm and shall not be subjected to variations on

account of fluctuation in the market rates, taxes or any other reasons whatsoever for the captioned period.

8. I/We further agree to pay the personnel deployed in NABARD premises, their wages in accordance with the relevant Minimum Wages Act, on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed by them in NABARD

9. I/We hereby certify that all the statements made and information supplied in the tender document and accompanying statements are true and correct.

10. Should this Tender be accepted, I / we hereby agree to abide by and fulfil all the Terms and Conditions and Provisions of the Contract Document.

Name of the person authorized to sign and submit the tender:

(i)

(ii)

(Documentary proof in respect of Letter of Authority/Power of Attorney to be enclosed along with the Tender).

Yours faithfully

(Name and signature of the tenderer)

Place:

Date:

Format of Technical Bid

(A) Name of the firm and Composition of the Firm	
[Full particulars (whether the Tenderer is an individual /Proprietorship Firm partnership firm / company etc.) of the composition of the firm of Tenderers in detail should be submitted along with the name(s) and address(es) of the partners, copy of the Articles of Association /Power of Attorney/ any other relevant document.]	
(1) Registered Head Office Address	
(2) Local Office Address	
(3) Year of establishment/Registration and Act under which registered	
(B) Work Experience (Details of work experience supported by work orders indicating the value & general specification of work, No. of persons to be engaged as per agreement, other documents and certificates. The details along with documentary evidence of previous experience, if any, of carrying out works for NABARD / Public sector banks / Government department / Semi Govt. department / Other Public Sector Undertakings / private banks / Private sector / housing societies at any other Centre should also be given.	
(C) Credit worthiness of the Tenderer & Turnover during the specified period (Copies of IT deposit certificates (such as copy of deposited Form 16 or any such other certificate) along with latest final accounts of the business of the Tenderer duly certified by a CA should be enclosed in proof of their credit worthiness and Turnover for the last three years ending 31.03.2021.)	
(D) Name(s) and address (es) of the Bankers and their present contact executives (Written information about the names and address of their bankers along with full details like names, postal address, e- mail IDs, telephone (landline & mobile No.s), Fax No. etc of the contact executive (i.e. The persons who can be contacted at the office of their bankers by the Bank, in case it is so needed) should be furnished.)	
(E) Details of Bank accounts (Full particulars of their bank accounts, account No., type of account, account opening date etc. should be furnished.)	

<p>(F) Name(s) and address(es) of the Clients and their present Executives (Written information about the names and address of their clients along with full details like names, postal address, e- mail IDs, telephone (landline & mobile No.s), Fax No. etc. of the contact executive (i.e. The persons who can be contacted at the office of their Clients by the NABARD, in case it is so needed) should be furnished.)</p>	
<p>(G) Litigation & civil suits (The Tenderer should furnish details of his involvement in any type of litigation with any of his present or past clients. He should also furnish the details of any civil suits pending against him or his workmen in any court of law.)</p>	
<p>(H) Whether registered with the Registrar of companies/ Registrar of firms. If so, mention number and date and attach a copy of registration</p>	
<p>(I) Details of Registration with Provident Fund, Labour Authorities, ESIC, if any.</p>	
<p>(J) Whether registered for GSTN/ service tax purposes. Please furnish relevant copies.</p>	
<p>(K) Whether registered in the panel of other banks and other financial institutions and if yes, furnish the details of registration viz. names, category and date of registration, etc.</p>	
<p>(L) MSE Registration Certificate, if applicable</p>	
<p>(M) Details of EMD and UTR no:</p>	

Experience of Agency in Car Renting Services

List of important works executed by the firm during last 7 years with experience in executing works of similar nature i.e., for Renting of Car. Please arrange to provide value of job, approximate area of each contract where car renting services was/ is being undertaken and the year of AMC along with copy of work orders, performance certificates / completion certificates.

List of Important taxi supply contracts executed by the agency during the last Seven years.					
Sr. No.	Name of the Company	Details of Contract	Whether Govt./ Semi-Govt./ GoI Undertaking or Pvt. Body with full Address	Taxi supply / contracts cost in lakhs of Rupees	Remarks

List of important works in hand costing ₹ 5.24 Lakh and above with experience in executing works of similar work

Signature and Seal of the Bidder

Check-List for Technical Bid

Sr. No.	Documents asked for	Whether Placed or Not
1.	A) Bid Security (EMD) of Rs. (Rupees in words) in the form of e-payment	
2.	One self-attested recent passport size photograph of the authorized person of the firm/agency, with name, Designation, address and office telephone numbers. If the bidder is a company/partnership firm, name designation, address and office telephone, numbers of Directors/Partners also.	
3.	Undertaking on own Letterhead as per format	
4.	Self-attested copy of the PAN card with copy of cancelled cheque for KYC compliance.	
5.	Self-attested copy of GSTIN Registration	
6.	Self-attested copy of valid Registration certificate of the Firm/company /agency.	
7.	Valid License issued by Competent Authority.	
8.	Copies of the RC books regarding proof of ownership of minimum 10 cars owned by proprietor or legally attached to the firm.	
9.	Proof of experiences of last five financial years as specified in the NIT along with satisfactory performance certificates from the concerned employers as per	
10.	Integrity Pact in Rs. 200 Stamp paper as per the format given in tender document.	
11.	Copy of documents mentioned in Technical Bid duly agreed upon and countersigned by the bidder.	
12.	Annual returns of previous three years supported by audited Balance Sheets for FY 2020-21, 2019-20 and 2018-19.	

Scope of Work/ General Term and Conditions

1. The agency shall provide cars as per the rates which has been quoted in price bid. These rates will be valid from 01st April 22 to 31 March 2025. However, the per kilometre rates quoted by the agency may be reviewed every year in the of March and proportionately adjusted in line with increase/decrease in petrol/diesel prices on receipt of written request from either side.
2. The cars provided by the agency will be maintained neat and tidy and will have proper upholstery. The cars will be provided with **mineral water bottles (2 bottles of 1 litre each)** of reputed Indian brands like Bisleri, Sena Jal etc., **newspaper** (English) and **hand towels / box of paper napkins**.
3. The cars will have all necessary documents like copies of RC book, insurance, Pollution Control Certificate, necessary permit, etc.
4. The drivers will be well turned out and in possession of valid driving licence and mobile telephone.
5. The driver (s) should avoid smoking, chewing of gutkha etc. while driving of car.
6. Booking of cars will be done by authorized officials.
7. The duty-slip (format will be provided by NABARD, Telangana RO, Hyderabad) will be signed out by the officials using cars and opening and closing kms. & time must be indicated and the bills will not be settled unless the signed duty slip are attached with the invoice.
8. All the incidental charges like parking charges, toll charges, etc., will be borne by the agency and included in the relevant bills for reimbursement.
9. 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. Also the fuel tank should be filled up before reporting for duty. On no account should the vehicle be stopped during visits at petrol pumps to fill up.
10. The drivers will carry proper placards (made of fiber 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 etc., without obtaining permission of the concerned officials.
12. On receiving the booking you will immediately contact the user through SMS indicating that their booking is with you. Also, one SMS and phone call confirming the vehicle and driver details etc. will be made on the day of travel at least 08 hours prior to the scheduled time.
13. The bills will be raised on **Monthly** 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 Rs.100/-** per trip per vehicle will be deducted for non-adherence to point **2 or 3 above**.
15. For deficiency in services and serious inconvenience caused to the Bank and its officials or to those for whom Bank directs to provide services, penalty not exceeding 10% of the estimated bill for the relevant instance will be imposed. However, the Bank will impose the penalty after giving due notice. In case of dispute, the decision of the Chief General Manager, NABARD, Telangana RO, Hyderabad will be final and binding. It will be the sole responsibility of the

contractor to provide taxis/vehicles as and when requisitioned by the Bank during night/early morning without prejudice. Any delay will attract penalty as deemed fit by the Bank.

16. **Non adherence to point 9 or 15 will invite a penalty of 10% of bill amount.**
17. The **contractor will also have to make alternate arrangements in case of breakdown** of his vehicle(s). In case of failure, the contractor will be responsible to compensate all expenses incurred by the bank in this regard and the same will be deducted from the bill of the contractor. Decision of the Bank in this regard will be final and binding on the operator. Such compensation may be in addition to any penalty imposed under **Para 16 above**. Penalty and compensation, if any, will be deducted from the pending bill of the contractor.
18. Empanelment will not be a guarantee for getting orders for supply of vehicles from the Bank. Even after empanelment bank reserves the right to order for supply of vehicles based on performance only.
19. The contractor shall provide vehicle /taxi on written or verbal instructions over phone within the time specified therein. The contractor shall also be required to provide vehicle/ taxi at short notice from the Bank (say within an hour in case of emergency). **In case the contractor fails to provide taxi on bank request, either verbal over phone or written, the bank shall be free to remove the contractor from the panel of transport providers.**
20. The contractor shall arrange to obtain police verification certificate regarding the antecedents of the persons engaged by them at their own cost.
21. The successful tenderer, shall execute an agreement with the Bank on Non-Judicial stamp paper within 15 days from the date of letter of acceptance. However, the issue of letter of acceptance by the Bank shall be considered as binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract. **Normally, the tender will be valid for three years up to 31 March 2025 renewed every year, after due performance appraisal of the contractor. The contract may be further renewed after expiry of its term, for further period of two years on same terms and conditions or as decided by the Bank.** The stamp duty for the above agreement shall be borne and paid by the contractor/tenderer.
22. The rates offered by the tenderers and accepted by the Bank will remain valid for a period of one year as per the contract. These may be reviewed at the time of renewal of the contract in view of major changes that may occur in labour laws or Govt. decision affecting fuel pricing etc. This will be done only with the prior permission of the Chief General Manager, NABARD, Telangana RO, Hyderabad - 500 020.
23. The contractor shall ensure that the cars provided should not be more than 03 years old and should be Euro/Bharat stage IV compliant under pollution control. The contractor should convey without fail the car details i.e. car make and colour, car registration number, driver's name and his mobile number to the officials of car desk and to the user of the car through telephone and through SMS.
24. The contractor will ensure that the vehicles reach at the correct place at least 15 minutes prior to the scheduled departure. The drivers and other staff are polite and prompt in their behaviour/dealing.
25. The contractor will ensure and comply with all the regulations of the RTO,

employment/labour laws 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.

26. 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 vehicle. However, payment will be made for the category of vehicle booked by the Bank.
27. Indemnification: The contractor shall indemnify the Bank 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 the Bank reserves the right to recover the cost of loss or damage suffered by the Bank from the pending bill of the contractor.
28. Bank shall have right to terminate the contract with one month notice. The agency has to give three months written notice for termination of contract. During the notice period for termination of contract the tender shall keep on discharging his contractual obligations till expiry of notice period.
29. The drivers shall have reasonable experience with good driving record and should be able to attend the minor repairs of vehicle en-route in case of emergency/ need. The driver should provide his mobile number to the guest immediately after arrival.
30. The drivers/ employees engaged by the service provider/ agency shall abide by the instructions of security officer/ officer deputed by the bank.
31. Feedback form shall be made available in the vehicles by the agency.

List of Vehicle Owned / legally attached with Agency

<u>List of Vehicle Owned / legally attached with Agency</u>						
Sr. No.	Type of Vehicle/ Make	Registration Number	Permit Number	Year of Manufacturing	Status of Ownership	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature

Seal & Stamp of Tenderer

INDEMNITY BOND

(On non-judicial stamp paper of Rs .100/-)

KNOW all men by these presents that I, Shri.....of
M/sdo hereby execute
Indemnity Bond in favor of National Bank for Agriculture and Rural Development
(NABARD), having their Telangana Regional Office at 1-1-61, RTC Cross Roads,
Musheerabad, Hyderabad-500020 and M/s.....
having their office at on this day
of.....2021. *WHEREAS NABARD have appointed M/s*
..... as the Contractor/ Service provider for their proposed
work relating to “Hiring/ Renting of Car/Taxi for Telangana Regional Office at, RTC
X Roads, Hyderabad for the period 01.04.2022 to 31.03.2025.”

THIS DEED WITNESSETH AS FOLLOWS:-

I/We M/shereby do Indemnify, and same harmless
NABARD against and from

1. any third party 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.
3. 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.
4. 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/shas set his/their
hands on thisday of 2022.

SIGNED AND DELIVERED BY THE AFORESAID M/s

IN THE PRESENCE OF WITNESS:

(1)

(2)

Annexure II

Proforma for Electronic Payment

Details of Bank account to be furnished by the contractors/service providers for effecting payment with phone Nos.:-

1	Name of the account holder (As appearing in the Bank account)	
2	Name of the Bank	
3	Name of the Branch	
4	Account Number	
5	RTGS/NEFT/IFS Code	
6	Type of account (Savings, Current, etc.)	
7	PAN Number	
8	GSTN Number	
9	Contact Number (Phone/Mobile) Email ID :	
10	Address for correspondence	

Signature

Seal & Stamp

Please attach

- (1) One original cancelled cheque leaf of the above Bank account and
- (2) Copy of PAN Card
- (3) Allotment letter/registration letter under GSTN
- (4) Copy of address proof

Annexure III

Organizational/Financial Profile of the Bidder

1	Constitution Proprietary/ Partnership/ Private Ltd./Public Ltd.	
2	Date of Establishment	
3	Address for Communication Postal Telephone/Mobile Email	
4	Classification	
5	If Joint Venture, then specify names of Partners in the Service Support Co, JV	i) ii)
6	Others (please specify)	
7	Name(s) of Proprietor(s) / Partner(s) / Position/Designation Directors	
8	Total Number of Employees	
9	Number of locations where Service Support Centers are available.	

Business Figures for 3 years (copies of supporting documents to be enclosed)

Year	Sales turnover (₹. Lakh)	Net Profit (₹. Lakh)
Current Year		
Last Year		
Year Before Last		

IT returns for last 3 years (copies to be submitted)

Financial Year	
2018-19	
2019-20	
2021-21	

Signature, Stamp of Vendor/Bidder Name:

PRE-CONTRACT INTEGRITY PACT

(To be submitted on ₹ 200 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder)

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.

Section2 – Commitments of the Bidder(s)/Contractor(s)

(1)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 Bidders 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 cartelization 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.

(2) 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 Bidders / 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 his 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 Promod Kumar Sangewar, IRSS, Retd.

H. No. 12-5-65/1, Flat no. 109

Sri Harsha Sethuram Unique

Vijayapuri Colony, South Lalguda

Secunderabad- 500017

Telangana

(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,

PART- II

PRICE BID

(To be submitted in a Separate Sealed envelope superscribed as
"PRICE BID")

National Bank for Agriculture and Rural Development

Car Renting Rates												Rate (in Rupees)	
Category	Type of Vehicle	RGIA Airport pickup and drop	4 Hrs - 40 KMs	8 Hrs - 80 KMs	12 Hrs- 120 KMs	Extra Kms	Extra Hours	Rate per Km for outstation duty	Night detention Charges	Outstation allowance for driver's	Any other charges	Minimum Kms chargeble for outstation duty (To & Fro)	GST(RCM)
I	Dzire/Indigo/ Etios/Xcent/ Honda Amaze												RCM
II	HondaCity /Hyundai Verna/Skoda rapid/VW Vento /Renault Scala /Sunny Nissan												
III	Innova/ Innova Crysta												
IV	Toyota Fortuner												

*** L1 will be considered based on lowest total quote of all above categories.**

Terms & Conditions:

i. Out Station Charges is subject to minimum run of 200 Km's per day.

ii. Miscellaneous charges such as Toll Tax, Parking will be paid extra

iii. Night Charges will be applicable between 11PM to 5 AM only.

iv. Time & distance will be calculated on garage to garage basis subject to maximum of 15 Kms per trip. Rates/prices are exclusive of all statutory taxes. Taxes as applicable.

Accepted Terms and conditions of the complete tender document.

Signature Stamp: Name of the Agency:

