



NB. ODI / 4280 /GAD-18/2021-2022

10 March 2022

All the eligible service provider empanelled by NABARD, Odisha RO for the trade

Dear Sir,

**Empanelment of Travel Agencies for providing Taxi Hire Services to NABARD, Odisha RO, Bhubaneswar**

We intend to empanel reputed travel agencies who will be able to provide vehicles on hire, as and when required by us for which sealed quotations are invited as per terms and conditions stipulated in Annexure-I enclosed to this letter.

You may please submit the particulars of your agency and quote your rates in Annexure-II after going through the methods of calculation mentioned therein, latest by 3.00 p.m on 21.03.2022. Your quotation should be in a sealed cover, superscribed "Quotation For Empanelment of agencies for providing Taxi-hiring services" and addressed to the Chief General Manager, NABARD, Odisha Regional Office, General Administration Department, 2/1 Civic Centre, Nayapalli, Bhubaneswar-751 015.

NABARD reserves the right for accepting or rejecting any or all the quotations without assigning any reason.

Yours faithfully,  
Sd/-

(P.K.Das)  
Assistant General Manager  
Enclosure: As above

राष्ट्रीय कृषि और ग्रामीण विकास बैंक  
National Bank for Agriculture and Rural Development

ओडिशा क्षेत्रीय कार्यालय : 'अंकुर', 2/1, नयापल्ली सिविक सेंटर, भुवनेश्वर-751015, टेली : +91 674 2553884, 2374301 • फैक्स : (0674) 2552019  
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## Annexure-I

### Empanelment of Travel Agencies for providing Taxi Hire Services to NABARD, Odisha RO, Bhubaneswar-

#### Terms and Conditions

1. The agency must have been empanelled with NABARD, Odisha RO, Bhubaneswar to be eligible to bid for the job.
2. The agency becoming eligible for contract has to supply air-conditioned vehicles of various brands as per our requirement. The indicative varieties are mentioned in the quotation format. Such list is indicative only. NABARD may ask for any other type vehicle as and when required.
3. It is desirable that the agency intending to bid should have ownership of a sizable number of good quality of vehicles of required brand and model.
4. NABARD may consider to empanel more than one agency at a time. In such case the each of the agencies shortlisted for empanelment should agree to provide the service at the respective lowest rate quoted by any of them for each type of vehicle.
5. Vehicles to be supplied should be of high standard and the driver deputed should be knowledgeable and courteous in his behavior. He must possess a valid driving license and must keep it along with him during the duty period.
6. Vehicle deputed shall have the required fuel and the lubricants for the whole duration of hire. The driver shall not ask the guests for any monetary help or advance of any type.
7. Hiring for less than 250km shall be treated as local tour and shall be primarily calculated on hourly basis and secondarily as per additional km covered. Hiring for more than 250 km shall be treated as long distance travel and shall be primarily calculated on km basis and secondarily on additional hour basis.
8. Reporting and departure distances covered by the vehicle before reporting for undertaking the travel and after closing the travel respectively, shall be calculated on actual basis with maximum 15 km, to obviate the possibility of drivers asking for mentioning such distances at their fancy in the duty slip.
9. During the period of hire, all the parking, toll tax and other payments to the state Govt./local authorities, if any, shall be made by the agency which could be submitted along with the bills for reimbursements.
10. No increase in the charges/ rates would be entertained during the contract period.

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11. The vehicles are expected to report at least 15 minutes before the time given and the driver shall know the route of place to be visited. The driver is expected to wait at the vehicle while the guest is away. In case the driver is not found near the vehicle, Bank may hire another vehicle without giving any rent for the said journey.

12. If the vehicle is found to be sub-standard then it can be sent back for which no damages would be paid.

13. All the vehicles provided must have comprehensive insurance cover as per the Motor Vehicle act.

14. The car should be kept clean and maintained in running and trouble free conditions. It must be washed and be provided with proper seat covers. The following extra amenities must be provided in the car

(i) One newspaper (one English /Hindi and one financial newspaper of the date).

(ii) Two water bottles of reputed brand such as Bisleri, Kinley, Aquafina, Himalaya etc.

(iii) Good quality Face Tissue Papers (in pouch)

(iv) One mini hand sanitizer

No extra charges will be paid for these amenities

15. Notwithstanding anything contained anywhere else NABARD reserves its right to terminate the empanelment without notice and without assigning any reason, if the services provided by the agency are not to the satisfaction of the competent authority of the bank.

16. All the wages and allied benefits like PF, ESI contributions, gratuity, bonus, accident insurance etc. due to the drivers, if any, are to be paid by the agency and the agency shall remain liable to the authorities concerned for compliance of the respective rules/laws and the agency will also remain liable for any contravention thereof. NABARD, in no way shall remain liable for compliance with any statutory requirement in this regard.

17. The agency is required to keep an interest free security deposit of **Rs.10,000/** with NABARD which may be liable for forfeiture partially or fully at the sole discretion of the competent authority of NABARD in case of deficiency in service.

18. The agency has to quote its rates only in the prescribed format. No other type of quotation may be considered.

19. In case of any dispute arising out of this contract/award of work between the National Bank and the agency, the decision of the NABARD will be final and binding on the agency.

20. All payments will be made through e-payment only after deducting the required taxes applicable from time to time.

21. All disputes are subject to Bhubaneswar jurisdiction only.

22. **Duration of Contract**-The contract shall normally be up to **31 March 2023** which can be renewed subsequently at the sole discretion of NABARD after review of the performance of the agency. However, NABARD reserves its rights to terminate the contract immediately on emergency basis without notice in the event of any unusual circumstances if it is observed/felt that the continuation of the contract any further would cause harm to NABARD or to public interest or public order.

22. **Terms of Termination**- The agreement can be terminated by not less than two months' notice by the agency and one month's notice by NABARD, under normal circumstances.

23. **Mode of Payment**- All payments will be made on monthly basis through NEFT/RTGS only. The bidding agency must have a bank account and PAN card, the documentary proof of which shall have to be submitted along with the quotation.

24. **Statutory Deductions**- Statutory TDS at the applicable rates shall be effected from all the payments by NABARD to the agency.

25. NABARD reserves the right to cancel any/all of the quotations without assigning any reason therefor.

26. In case any dispute arising out of this contract/award of work between the NABARD and the agency, the decision of the Chief General Manager, NABARD, Bhubaneswar will be final and binding on the contractor.

27. **Opening of Quotations**-The quotations will be tentatively opened by the competent authority of NABARD 30 minutes after the latest time prescribed for submission of the tender and the bidding agencies are free to remain present at the time of opening of quotations at NABARD Regional Office, Ankur 2/1, Nayapalli, Civic Centre, Bhubaneswar.

28. The quotation has to be submitted strictly in the prescribed proforma as per Annexure-II and has to be signed on each page including the terms and conditions in Annexure-1.

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## Annexure-II

The Chief General Manager  
National Bank for Agriculture and Rural Development  
Odisha Regional Office  
“ANKUR”, 2/1, Nayapalli  
Civic Centre  
Bhubaneswar - 15

Dear Sir,

### **Empanelment of Travel Agencies for providing Taxi Hire Services to NABARD, Odisha RO, Bhubaneswar**

Please refer to your Letter No. 4280 dated 10.03.2022 calling for quotation for executing the captioned work. Having examined the “Scope of Work and Other Terms & Conditions” mentioned in Annexure-1 of your letter under reference, having visited and examined the sites of the work, having acquired the requisite information relating thereto affecting the tender and having accepted the terms and conditions mentioned therein we hereby offer to execute the works specified in the said letter and quote our rate and furnish other required information in the prescribed proforma as per details below-

<b>1</b>	<b>Name and address of the agency</b>			
<b>2</b>	<b>Telephone Nos</b>			
<b>3</b>	<b>Nature of Ownership- Proprietary, Partnership, Regd. Company etc.</b>			
<b>4</b>	<b>Details of Proprietor, Partners, or CEO in case of a regd. Company. Enclose ID proof of the proprietor, copy of partnership deed or Regd. Certificate in case of company.</b>			
<b>5</b>	<b>Income Tax PAN No ( Attach self-attested photocopy)</b>			
<b>6</b>	<b>GST Regd. No ( Attach self-attested photocopy)</b>			

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7	<b>Details of Bank Account:</b>			
(i)	Name of the Account holder			
(ii)	Name of the Bank, Branch & Place:			
(iii)	A/c type (Savings or Current) :			
(iv)	IFS code			
(v)	Account No. (Attach self-attested photocopy of a cancelled cheque)			
8	Attach a list of vehicle owned by the agency either in the name of the agency, or its proprietor or CEO with brand and model of vehicle, its year of purchase, Reg No. etc.			
9	<b>Brief history of the agency</b>  (Attach separate sheet, if required with supporting documents)			
10	<b>Public/ Private Institutions which awarded work</b> to the agency during the last seven years  (attach details)			
11	<b>Work Experience in the relevant field of work during the last 7 year-</b>  (Attach supporting documents)			
12	<b>Average Turnover during the last 3 years</b>  (Attach supporting documents)			
13	<b>Quantum of area of the building/work performed for the last seven years</b>  (Attach supporting documents)			

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<b>14 Rates Quoted</b>					
Sl No	Type of Vehicle (All AC Vehicles only)	Type of Hire		Criteria	Rate Quoted (Rs)
i	Dzire or similar type	Within 250 KM	1	Minimum ___ hrs/___ km (For pick up and drop at airport/station).	
			2	Minimum ___ hrs/ ___ km	
			3	Per Hour @ ___ KMS free	
			4	Per KM	
		Above 250 KM	1	Per KM	
			2	Detention Charges per hour against @ ___ KM free per hour	
			3	Night Halt	
				From ___ Hrs to ___ Hrs	
ii	Innova or similar type	Within 250 KM	1	Minimum ___ hrs/___ km (For pick up and drop at airport/station).	
			2	Minimum ___ hrs/ ___ km	
			3	Per Hour @ ___ KMS free	
			4	Per KM	
		Above 250 KM	1	Per KM	
			2	Detention Charges per hour against @ ___ KM free per hour	
			3	Night Halt	
				From ___ Hrs to ___ Hrs	
iii	Honda City or similar type of vehicle	Within 250 KM	1	Minimum ___ hrs/___ km (For pick up and drop at airport/station).	
			2	Minimum ___ hrs/ ___ km	
			3	Per Hour @ ___ KMS free	
			4	Per KM	
		Above 250 KM	1	Per KM	
			2	Detention Charges per hour against @ ___ KM free per hour	

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			3	Night Halt	
				From ___ Hrs to ___ Hrs	
<u>iv</u>	Any other type of vehicle the agency wishes to quote for				

Yours faithfully,

### Signature and seal of the authorised signatory of the agency

Place:

Date:

Enclosures-1) Self-attested copy of the PAN card

2) Self-attested photocopy of a cheque.

3) Self-attested copy of GST Registration

4) Any other relevant documents

5) Attach proof of Work Experience in the relevant field of work during the last 7 years.

6) Attach proof of Average Turn Over during the last 3 years

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