

## Section 01

निविदा आमंत्रण सूचना

**NOTICE INVITING TENDER**

संदर्भ सं. रावै.झार.क्षे.का.डीपीएसपी/ 2660 / एएमसी – टैक्सी हायरिंग/ 2022-23

13 January 2023

मे.

प्रिय महोदय

निविदा आमंत्रण सूचना – झारखण्ड क्षेत्रीय कार्यालय, राँची के लिए कार/ टैक्सी किराए पर लेने हेतु**Notice Inviting Tender for Empancement of Car Rental Agencies and Hiring of Car for Jharkhand Regional Office, Ranchi from 01 March 2023 to 31 March 2026.**

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

2. The tender will be available to the bidders /contractors for download from NABARD's website <https://www.nabard.org/>. There will be no charges for downloading the tender documents from the web site. You are requested to submit the tender for the above work. For this tender, the process of "Tender Process in a two bid system" is being adopted. Tender documents are available on NABARD's website. Bidders may submit tender in physical mode.

3. Before quoting the rates, the bidder should read the tender document carefully. Tenderers are advised to visit the office/sites, survey the prevailing conditions to get a better understanding of the nature and scope of work and obtain clarifications, if necessary, from NABARD before quoting the rates.

4. The Contract will start the work within 02 days from the date of award of work with a **provision of review on completion of 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.

5. **Tender has to be submitted on or before 06 February 2023 up to 1400 hrs. Tender received late or received through fax/email/post will not be accepted and will be rejected.**

Signature and Seal of Tenderer

6. Tenders shall be submitted **not later than 14:00 hrs. on 06 February 2023**. Technical bids shall be **opened at 14:30 hrs on 06 February 2023** at the Office of Chief General Manager, NABARD, Jharkhand Regional Office, Near Water Tank, Booty-Bariatu Road, Ranchi - 834009. 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.
7. Any clarification with regards to the tender or tender submission may also be contacted at 97692 59891 (Shri S Prusty, AGM) and 98043 43294 (Shri S Chatterjee, AM), 7702061577 (Shri Rohit Mishra, AM).
8. Instructions regarding Technical Bid, Financial Bid & scope of work and the services required have been elaborated in the Terms and Conditions of the tender and other parts of the tender document.
9. It must be noted that the only Bidders who are willing to enter into Integrity Pact (IP) with the Bank on every stage of bidding, will be eligible to participate in the bidding process. Tenderer must implement Integrity Pact (IP) in the prescribed format (Appendix IV).
10. Tenders received after stipulated date and time shall not be entertained.
11. The Technical Bids (Part -I) of the tender will be opened at **02:30 pm on 06 February 2023** at NABARD Jharkhand Regional Office in presence of the interested bidders who choose to be present or in any eventuality, on the date and time as decided by NABARD. All the bidders are advised in their own interest to be present on the specified date. No separate intimation will be given in this regard. Please note, not more than two representatives from each bidder shall be entertained. The representative has to furnish an authorization letter from the respective bidder on their letter head for participating in the technical bid opening.
12. The Financial Bid (Part -II) of the tender shall be opened after detailed evaluation of the technical bid. The date of opening of Financial Bid will be intimated separately to the technically qualified bidders only. The Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected
13. Instructions regarding Technical Bid, Price Bid, submission process, 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.
14. Earnest Money Deposit (EMD) of Rs 24000.00 (Rupees Twenty Four Thousand Only) is to be deposited through NEFT/RTGS as per details given below.

Signature and Seal of Tenderer

Payee Name	:	NABARD
Current Account No	:	NABADMN38
Name of the Bank	:	NABARD
IFSC Code	:	NBRD00000002

15. After depositing the EMD amount, the tenderers are advised to enclose the copy of the transaction on report in the technical bid. **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.**

16. A Pre-Bid meeting is scheduled to be held **on 19 January 2023 at 11:00 AM** in the Conference Hall on 7<sup>th</sup> Floor of Jharkhand Regional Office, Booty – Bariatu Road, Near Water Tank, Ranchi-834009. 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.ranchi@nabard.org](mailto:dpsp.ranchi@nabard.org)**. All the clarifications of the pre-bid meeting will be part of tender and will be updated and uploaded on NABARD website. 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.

17. NABARD reserves the right to accept or reject any tender in whole or in part, and NABARD shall not be bound to accept the lowest (L1) tender or any tender.

18. Tenders which do not fulfil all or any of the conditions of NABARD or are incomplete in any respect and if the tenderer imposes his conditions in the tender in addition to the conditions specified by NABARD, the tender will be rejected.

19. Security Deposit: The Successful Tenderer will be required to deposit 5% of the accepted value of tender (total value of the contract for one year), as RMD/Security Deposit within 15 days of award of work and which is net of EMD shall be refunded after 60 days from the expiry of the satisfactory AMC period and will not bear any interest. 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.

20. The following is the Independent External Monitors (IEMs) appointed by the Central Vigilance Commission:

**Dr. Sanjay Kumar Panda**, IAS (Retd) 515, Ward No.3,  
Sideshwar Sahi,  
Cuttack City, Cuttack District, Odisha - 753 008

Signature and Seal of Tenderer

21. 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, work Experience, Average turnover of last 3 years, Number of works in public/ private institutions in last 5 years and quantum of work in last 5 years.

(ii) In case multiple L1 bidders get same marks in QCBS also, then a committee of officers from NABARD, Jharkhand RO, Ranchi, 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.

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.

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

23. 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. The decision of NABARD in this regard shall be final.

24. The decision of the Bank shall be final and binding with regard to technical and price bids.

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

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

27. 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.

28. 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, Jharkhand Regional Office, Near Water Tank, Booty-Bariatu Road,, Ranchi - 834009 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

Signature and Seal of Tenderer

the notice of NABARD before three working days prior to the last date of submission of the tender.

29. The successful bidder shall execute an 'Articles of Agreement' of work contract with NABARD in accordance with the standard / prescribed format (enclosed) within 15 days from the date of acceptance of the offer failing which the bidder's EMD may stand forfeited.

Yours faithfully



(Anwita D Surin)

Deputy General Manager

Signature and Seal of Tenderer