



**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
TRIPURA REGIONAL OFFICE
Shilpa Nigam Bhawan, VIP Road, Khejurbagan, Agartala – 799006
Phone No.0381-2419633**

Tender for Providing the Services of Car Driver

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT (NABARD), Tripura Regional Office, Agartala invites sealed offers from established Vendors / Bidders for the work of providing the services of **‘Car Driver’**.

1	Date and time of Commencement of /issue of tender	17 February 2025 at 2.00 pm
2	Date and Time for Pre-Bid Meeting with Tenderers	03 March 2025 at 11.00 AM
3	Last Date and Time for submission of Tender	10 March 2025 at 2.00 pm
4	Date and time of opening of technical bids	11 March 2025 at 3.00 pm
5	Date and time of opening of Financial Bids	Subsequent to opening of the technical bids

INDEX

Sr. No.	Description	Page No.
1	Notice Inviting Tender (NIT)	1
2	Schedule of Events	2
3	Technical Bid	3
4	Letter from Tenderer	4 - 5
5	General Instruction to Tenderer	6
6	Instruction for Filing the Price Bid	7
7	General Terms & Conditions	8 - 12
8	Scope of Work for Car Driver	13 - 16
9	Additional Terms & Conditions	17 - 18
10	Basic Information from Tenderer	19
11	Format of Integrity Pact	20 - 24
12	Format of Agreement to be Signed	25 - 27
13	Format of Indemnity Bond	28
14	QCBS Scoring Model	29
15	Declaration on Financial Standing	30
16	FINANCIAL BID	31 - 33

NOTICE INVITING TENDER (NIT)

Ref. No. NB(TRIP)/NIT/ 85140/DPSP/2024-25

Date:

Madam / Dear Sir/s,

Tender for Annual Contract for providing the services of 'Car Driver' for NABARD, Tripura Regional Office, Agartala-799006

National Bank for Agriculture and Rural Development (NABARD) is a body corporate established under the National Bank for Agriculture and Rural Development Act, 1981 having its Head Office at Plot No. C-24, Block 'G', Bandra-Kurla Complex, Bandra (East), Mumbai - 400051 and Regional Offices (ROs) / Training Establishments (TEs) in different cities across the country.

NABARD invites sealed tenders for Bank's Tripura Regional Office, Agartala-799006 (Tripura) under one bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having capacity to provide the required number of uniformed, trained manpower for providing the service of '**Car Driver**' for NABARD, Tripura Regional Office, Agartala.

Tender document can be downloaded from NABARD's website: www.nabard.org, <https://eprocure.gov.in> OR collected from NABARD, Tripura Regional Office, Agartala at a non-refundable price of Rs.150/-. Only sealed cover tenders will be accepted which would be deposited in the box kept in the office of NABARD, Tripura Regional Office, Shilpa Nigam Bhawan, VIP Road, Khejurbagan, Agartala-799006 for the said purpose. The tender deposited /received in any other mode like fax, e-mail, by post, courier etc. will not be accepted.

Last date for submission/receipt of tender(s) is **10 March 2025 till 14.00 hours** and will be opened by the Tender / Local Purchase Committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at **15.00 hours** in the Office of NABARD, Tripura RO, Agartala-799006. In case there is any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above-said scheduled date and time will not be considered.

Sd/-
(Anil S Kotmire)
General Manager / Officer-In-Charge

SCHEDULE OF EVENTS

Sl.No.	Description	Remarks
1	Tender No.	NB/TRIP/CAR DRIVER/2025 Dated 17 February 2025
2	Bid Document Availability	Bidding document can be downloaded from website : www.nabard.org https://eprocure.gov.in OR collected from NABARD, Tripura Regional Office, Agartala
3	Estimated Cost of Tender	₹ 2.78 Lakhs
4	Earnest Money Deposit (EMD)	₹ 5,560/- in favour of “NABARD” payable at Agartala
5	Date and Time for Pre-Bid Meeting	03 March 2025 at 11.00 AM
6	Address of Pre-Bid meeting	NABARD, Tripura Regional Office, Shilpa Nigam Bhawan, VIP Road, Khejurbagan, Agartala-799006
7	Last Date and Time for submission of quotation	10 March 2025 at 2.00 pm
8	Last date and time for receipt of pre integrity pact	10 March 2025 at 2.00 pm
9	Date and time of opening of tender	11 March 2025 at 3.00 pm
10	Validity of Bid	90 days from the date of opening of bid
11	Address for submission of Bid documents	The General Manager / Officer-In-Charge, NABARD, Tripura Regional Office, Shilpa Nigam Bhawan, VIP Road, Khejurbagan, Agartala-799006
12	Telephone No.	0381 -2419633

Part – I
Technical Bid

(To be submitted on company's letter head)

Place:
Date:

Mode of Submission: Sealed tenders by hand in the tender box kept in NABARD Regional Office, at Shilpa Nigam Bhawan, VIP Road, Khejurbagan, Agartala-799006.

1. Having examined the specifications and schedule of quantities relating to the work/ services specified in the memorandum hereinafter set out and having visited and examined the site of the work/s specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works/services specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached schedule of quantities and in accordance in all respects with the specifications and instructions in writing referred to in conditions of tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and General Conditions of Contract and with such materials as are provided for and in all other respects in accordance with such conditions so far as they may be applicable.

2. Should this tender be accepted, I/We hereby agree to abide by the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof the Earnest Money Deposit may be forfeited.

3. We understand that you reserve the right to accept or reject any or all the tender either in full or in part without assigning any reason therefore.

4. Details of the Firm/ Company/ Individual

- i. Name of our firm / Company / Individual:
- ii. Address of our firm / Company/ Individual:
- iii. Telephone No.: Mobile No.

iv. E-mail address:

v. a) Bank a/c no. is with Bank,
.....Branch

b) Address of bank branch

c) Type of account:

d) IFSC Code of bank branch

(For receiving payments against bills of works / services):

5. (i) The names of partners of our firm are (if applicable):

(ii) Name of the partner of the firm authorized to sign tender / agreement:

(Specimen Signatures)

OR

Names of person having Power of Attorney to sign the contract.

(Specimen Signatures)

(Certified true copy of the Power of Attorney should be attached)

Yours faithfully

Signature of Contractor/Authorized person

(Signature and addresses of witnesses)

(1)

(2)

General Instructions to the Tenderer

1. The Tenders may be submitted after visiting the site and conducting survey of the existing conditions so as to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.

2. Selection of Bidder

i. Bidder has to qualify in Technical Bid. Price bid of bidder will be opened only if found eligible in Technical Bid.

ii. The **PART-I (Pre-qualification Bid)** of the tender shall contain Pre-Qualification bid, along with proof of having submitted EMD and terms & conditions in prescribed tender document. **The PART– II of the tender shall contain only the financial bid in the prescribed format.** No other terms & conditions should be there in the financial bid. If any terms & Conditions are stipulated in the tender document, the tender shall summarily be rejected.

iii. Selection will be based on Grand Total quoted at the price bid by the bidder.

v. **NABARD, Tripura RO will select the L1 vendor. However, if L1 vendor refuses to accept the offer, their EMD will be forfeited.**

vi **In the case of two or more bidders quoted the same amount, the bidder will be selected on the basis of the average annual turnover of the last three years and experience.**

vii. The decision of NABARD will be final in selection of bidder.

6. The EMD of the Contractor selected for award of the Annual Maintenance Contract will be retained by NABARD as Retention Money Deposit (RMD) till expiry of the Contract and will not carry any interest. The successful bidder has to deposit an amount @5% of the yearly tender amount as RMD, in such case the EMD amount already deposited will be adjusted. RMD will be released after the defect liability period, which is one year from the date of completion of services.

7. NABARD reserves the right to divide and distribute the work to more than one Contractor at its sole discretion.

8. **Intending bidders have to arrange for execution of pre-bid pre-contract Integrity Pact (as per relevant stamp act of the state) failing which the tender will be rejected. All prospective bidders / vendors have to enter into an Integrity Pact with the Bank otherwise, they will not be eligible to participate in the tendering process. The pre-contract Integrity Pact should be submitted in original to “The General Manager / Officer-in-Charge, NABARD, Tripura Regional Office, Shilpa Nigam Bhawan, Khejurbagan, Agartala, Pin-799006 on or before 10 March 2025 till 2.00 pm.**

9. Tenders containing the tenderer's own conditions are liable to be rejected.

Instructions for filling the Price bid

1. Quoted rates should be workable and reasonable and should include:
 - a. Payment to all the contract workers engaged by contractor as per minimum wages as notified by Labour Commissioner, GoI from time to time. **The minimum wages must cover Central Government wage as indicated by Central Labor Commission. GST & TDS will be calculated as per guidelines.**
 - b. ESI & EPF benefits (Employer's contribution towards ESI & PF). EPF/ ESI has to be paid to workers considering the base full amount of applicable minimum wages prescribed by the Labour Commissioner from time to time.
 - c. Incidental expenses and all overheads and profits
2. The contractor is advised to visit the premises before quoting the rates and get all clarifications.

4. The following procedure shall be followed in the event of multiple L1 bidders after opening of Price Bids:

- a) Quality and Cost Based Selection criteria shall be incorporated for evaluation wherein **multiple L1 bids** are received. The work then will be awarded to the bidder having the highest marks in QCBS among the L1 bidders **(format of scoring model is given in part 11)**.
 - b) Evaluation of marks based on the scoring model will be triggered only when multiple bidders are found to be L1. Accordingly, L1 will be decided based on the highest marks obtained in scoring model based on technical parameter / matrix out of total 50 marks.
 - c) In case multiple L1 bidders get same marks in QCBS also, then the Purchase Committee of NABARD shall, at their discretion, visit the work sites of the bidders and award marks to the work being carried out at site adopting an objective criterion. The work then shall be awarded to the bidder with the highest marks.
 - d) In case of multiple L1 bidders getting equal marks even after field visits, the final selection shall be done **based on draw of lots, as may be decided jointly by the NABARD and select bidders**, or by pulling the highest number from a box containing 30 numbers.
5. Rates shall have to be quoted in both words and figures.

General Terms and Conditions

1. The successful bidder shall, within 3 days of the issue of the letter of intent, give his acceptance and sign agreement
2. Bank will have no liability whatsoever concerning the persons deployed by the tenderer for the purpose. The successful tenderer shall keep the bank indemnified against all losses of damages or liability arising out of or imposed in the course of employment of persons(s) by him.
3. The successful tenderer shall make regular and full payment of wages, salaries, EPF and any other payment due to his employee(s) and furnish necessary proof.
4. If applicable, the successful tenderer shall obtain the necessary labor license from the Licensing Authority under the Contract labor (R&A) Act and Contract Rules framed there under and produce the same to the authorized representative of bank whenever asked to do so.
5. The successful tenderer shall comply with all acts, laws under the Contract Labor (R&A) Act 1970 and EPF & EIS act, payments of wages act, minimum wages act or any other statutory rules regulations with their related amendments, by-laws applicable or which might become applicable with regard to the performance of work included herein or touching this contract from time to time and take such necessary steps as may be deemed necessary in this regard. The successful tenderer shall keep the bank indemnified against all penalties, claims and liabilities of every kind for any violation of such acts, Laws or Regulations etc. by him / her, his / her agents or his / her staff.
6. If at any time during the period of the contract, it is observed by the bank or by its authorized representatives that the services rendered by the tenderer's personnel are not to the satisfaction of the bank or any terms of the contract are violated, the bank reserves the right to terminate the contract by giving one month notice.
7. It shall be entirely the responsibility of the successful tenderer to ensure that no unlawful act is done by his person(s) while on duty.
8. In case of loss of the Bank's property due to the negligence or carelessness of the person(s) deployed by the successful tenderer, he will be responsible and shall make good the same.
9. The successful tenderer shall be solely responsible for settling / resolving any dispute/ claim of his / her personnel during the contract. No liability shall accrue to the bank under the circumstances during / after expiry of the contract.
10. The contractor shall indemnify the bank against any payments to be made under and for observance of the above-mentioned various laws and rules. In the event of there being any increase of workmen's compensation under any law or any additional payment or new liability under the labour laws being imposed on the contractor at any time, the additional expenditure incurred by the contractor shall be borne by the contractor and no claim will be considered and no claim will be entertained by bank on any account.
11. The contractor shall not subcontract the whole or any part of this contract to another person/ vendor. In case any tenderer withdraws his/her tender during the validity period or is subsequently found to have sublet the same, the EMD amount received from such tenderers shall be forfeited.

12. During the tenure of the contract, the contractor has to coordinate the work with other agencies working inside or outside. Also, in case of emergency or major problems, the contractor has to provide complete support and assistance to any other agency.

13. The Party shall pay the ESI & EPF contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract. The contract value quoted by the Party is inclusive of Employer's share of ESI & EPF contributions and no separate charges shall be payable by the bank on this account. Monthly payment will be made on production of proof of payment towards ESI & EPF (counterfoils) & other documents such as registration number, photo identity card etc. As per the requirements of the Contract Labour (Regulation & Abolition) Act 1970, the payment of wages to the employees to be made electronically.

14. The staff deployed should be available 3 days prior to commencement of the contract to ensure smooth handing over / taking over from the existing contractor/service provider.

15. The rate quoted for the said contract shall include the cost of manpower, cost of supervisor, etc. as mentioned in the scope of work.

16. Contractor has to comply with all relevant statutory regulations and labour laws.

17. Payment:

* The Party should ensure payments to the workers as per latest minimum wages act and other statutory regulations on or **before 7th of every month** irrespective of fact that previous monthly bill is paid/reimbursed or not by the NABARD.

* The payment for deployment of manpower for the said purpose will be made on monthly basis and on submission of the bills for the same. The bill shall be certified by the Caretaker/Asst. Caretaker / Protocol and Security Officer.

* The Contractor may ensure **payment of minimum wages** as stipulated by **Ministry of Labour, Govt. of India** and all other statutory payments thereof. The proof for such payments/certificates shall be produced by the Contractor along with the monthly bills.

* Bill shall be submitted by the Contractor in the first week of every month for the work carried out during the previous month.

* The bill should be accompanied with documents/ certificates indicating payment details (i) PF, ESI etc. duly signed by the contractor (ii) copy of e-passbooks of workers (iii) Attendance sheet. **Payment to workers to be made through bank only and necessary documents like copy of e-passbooks are to be submitted by the contractors. The attendance sheet of workers shall be enclosed with the bill. Bills without these documents will not be accepted for payment and the contract may be liable to be terminated and EMD/RMD will be forfeited.**

18. The Party shall employ the required number of workers and keep the attendance record properly so that same can be inspected by the competent authority.

19. The Party should provide uniforms of approved color and quality to the employees deployed for the job at NABARD and also safety shoes, at your own cost.

20. The Party shall observe all the necessary safety precautions for the safety of the labour and the employees of NABARD. The Party would be responsible for the safety of persons employed by the Party as also the safety of employees of NABARD.

21. The Party shall take all precautions to avoid accidents and causes of accident. The Party must be careful regarding safety during working of the Party worker in the premises/colony.

22. NABARD shall not bear any responsibility in case of any accident to the Party worker due to no fault of NABARD's working but merely due to negligence of the Party worker or lack of safety provided to them by you.

23. Period and renewal of contract

a) The Contract will be for a period of **2 years with effect from 01 April 2025 to 31 March 2027** subject to annual review and renewal on the basis of satisfactory performance each year.

b) The contract period may be extended further depending upon requirement and shall be at the discretion of the Bank.

c) However, **the Bank reserves the right to terminate the services of the agency by giving one month's notice if the services are found to be unsatisfactory.**

25. The contractor shall deploy his manpower three days in advance from the date of start of the contract to acquaint himself / his staff with the complete work at no extra cost to bank and take charge of complete system and inventory.

26. The contractor shall deploy his manpower for three days after the date of expiry of the contract to enable the incoming contractor and his staff to acquaint with the complete work and schematics at no extra cost to bank. Also, the contractor will hand over the items covered in scope of work in working order and the details of inventory of bank's incoming contractor as advised by the bank.

27. Resolving Disputes

For all disputes relating to this contract, the Arbitration Conciliation Act, 1996 will be applicable.

28. Rates and Prices

The rates will be firm and all-inclusive (taxes, duties, etc.) inclusive of service tax for the entire period of the contract. No additional charges on account of transportation of men and material, lunch, tea and conveyance etc. will be given. **In the case of any change of statutory charges, the vendor shall bring it to the notice of NABARD immediately.**

29. The bank will be deducting the mandatory deductions i.e. taxes etc. from the payments due to the contractor.

30. Attendance of workers as indicated in the scope shall be maintained on the premises and the same shall be verified before settlement of bills. In case of absence, the proportionate value of contract pertaining to the days of absence shall be deducted from the monthly payment.

Penalty Clause

a. In case of absence of person deployed for the purpose of this contract, if no suitable replacement is provided then deduction will be made from the payments to the successful tenderer

b. Non-attendance or non-rectification of the faults coming under the scope of work and terms and conditions of the contract will entitle the bank to get the job done from any other vendor at the risk and cost of the successful tenderer. The decision of the officer of the bank in this regard will be final and binding on the contractor.

c. In case of noncompliance of contract obligations and also in case of any damages, breakage and loss or theft to the building fittings, assets and equipment attributable to staff or labour deployed by the contractor, the contractor will be responsible for repairing / replacing the same at his cost failing which the actual cost incurred towards repair/ replacement with suitable penalty shall be imposed on the contractor by the bank.

d. In the event of any accident/ damage etc. caused due to negligence of staff deployed will be debited to the inefficiency of the contractor and he has to make good the loss.

e. The workmen deployed under the contract should have valid Identity Card issued by the Agency and should be in proper uniform having Agency/Firm/ Company's Name & Logo, embossed/embroidered on it.

f. In the event of a contractor's staff not attending to a specific item of work required under the contract, pro-rata amount will be deducted from the contractor's bills.

Arbitration

In the event of any difference or dispute in connection with the agreement over the right of obligations of the parties, the decision of General Manager / Officer-in-Charge, NABARD, Tripura Regional Office, Shilpa Nigam Bhawan, Agartala-799006 shall be final and binding upon the parties. The place of arbitration shall be Agartala. The Indian laws shall be applicable to the arbitration.

Declaration by the Tenderers / Contractors

I have read and understood all the instructions/ conditions given above and I have taken into account the above instructions/ conditions while quoting the rates.

Date :

Signature:

Place :

Name & Address:

Seal of the Contractor:

Scope of work for Car Driver

- a. NABARD is interested in engaging 1 (One) Driver on contract. It may increase/decrease as per the requirement of the bank.
- b. The service of driver is required for **9 hours daily, five days a week. However, if need be, the driver can be called for duty at any hour and can be used beyond the daily limit of 9 hours and on weekly offs/ Holidays/ Sundays**, for which “Per Hour Rate” as Overtime Charges will be reimbursed to the bidder. The driver has to report at the place of duty at any location within Tripura, intimated to him as per need by the Bank's authorized officer. The location of reporting for duty may vary on day-to-day basis as per requirement of the Bank. The Bidder shall provide all services including supervision, assistance, guidance etc., and shall perform all operations & assignments and render all services as may be necessary and incidental to fulfil its obligation under this contract.
- c. The Bidder have to provide alternative driver, whenever the regular driver deputed by them is not reporting for duty and /or is on leave treating it as a mandatory requirement so as to ensure continuity of services of driver. In case of failure to provide alternate driver, the Bidder should be ready to bear the penalty imposed as per the terms and conditions of the Bid Document. Please note the penalty for not providing alternate driver in the absence of regular driver by the Bidder is to be borne by the Bidder. The Bidder will not be allowed to pass on the penalty amount to the driver deputed by them. The non-compliance of the above requirement or any requirement given in this Bid Document and any deviation in compliance of the requirement mentioned in the Bid Document will be treated as a default in providing satisfactory services. In such an event, the Company/buyer reserves the right to cancel the Work Order given to Bidder and the Security Deposit deposited with the Company/buyer by such Bidder will be forfeited.
- d. Pay the total amount of wages including weekly offs, Overtime and other charges mentioned in this document to the drivers deputed to the Bank through E-transaction credit to the drivers' Bank account only treating it as a mandatory requirement. Bidder's monthly bill will be paid only after submission of payment statement. Payment of wages to the drivers in cash will not be acceptable.
- e. The duty hour of driver will start from the actual time of reporting for duty intimated to him by authorized official of NABARD and will end from the actual time of relieving from duty.
- f. The Bidder is required to make payment of Minimum Wages, Statutory Payments like EPF etc., if payable, and other payments as per the Bid Document to the Driver by the 7th day of following and then claim reimbursement of such expenses along with “Service Charges” from NABARD by submitting monthly bills along with proof of Payment of Minimum Wages and other Statutory Charges of preceding month.
- g. Please note that payment will be made to the Bidder, only if the bills are accompanied by documentary proof of all these payments to driver and other statutory authorities treating it as a mandatory requirement.
- h. The Driver will be considered under the Skilled Category. The wages for Driver

will be revised as per the notifications of Minimum Wages issued by Chief Labour Commissioner, Ministry of Labour and Employment, Govt. of India. **Minimum wages as indicated during bid creation are as per present applicable Minimum Wages.**

- i. The Bidder should be ready to and will arrange Police Verification of each driver deputed and submit a Police Verification Report obtained from the Police Authorities in respect of each driver before deputing to our company treating it as a Mandatory requirement as it involves handing-over of a “Government of India” Four-wheeler to the driver deputed for performance of the duty of a driver.
- j. NABARD shall have the right to deduct money/amount due to the Bidder/Tenderer, any sum required or estimated to be required, for making good the loss suffered by a worker/driver deputed, by reason of non-fulfilment of the conditions of the contract of the benefit of the workers/drivers, nonpayment of wages or of deduction made from their wages which are not justified by their terms of the contract or non-observance of the Regulations.
- k. **The Bidder shall provide two sets of Uniform (per year) to the Driver and with the ID cards properly displayed. The personnel shall have uniform attire and wear it daily without fail. Cost of providing the uniform shall form the part of the contract service charges. The uniform will necessarily include white shirt, navy blue pant with standard design shoes and socks. Any discrepancies found, a penalty of Rs.100/- per day will be levied and adjusted from the service charges of monthly bill submitted by the vendor without any notice.**
- l. In case of accident of the vehicle, degree of negligence/ responsibility on the part of the driver will be imposed on the contractor, to the extent of repair cost of the vehicle.
- m. If the driver uses, causes, or allows the vehicle to be used in any manner not authorized or provisions mentioned herein, the contractor and the driver shall be jointly & severally responsible for any injury, harm, offence or crime committed by any person, including driver.
- n. NABARD shall not be responsible financially or otherwise as far as injury to the driver in the course of performing the functions/ duties are concerned. The driver should desirably have the knowledge of motor mechanism, he should be able to repair minor defects in vehicle.
- o. The Bidder/ Tenderer is required to take Workman Compensation (W.C.) Insurance Policy having 5 lakh sum insured for driver deputed to cover any payment under W.C. Act or any other Act and ensure that it will remain in force during the currency of the contract. Copy of the Insurance Policy for driver is required to be submitted to the Bank within 15 days of the work order. **The premium for taking W.C. policy shall be reimbursed to the bidder/tendered by the bank.**
- p. The Driver provided by the Bidder can be deputed for outstation duty also, whenever required but in exceptional circumstances only.
- q. The Driver should have a valid Driving Licence (LMV) for driving four-wheeler.

The Driver should have experience in driving a four-wheeler at hill stations and difficult terrains. The driver should be physically fit. The Driver should always carry original valid Driving Licence with him while on duty and follow all the traffic rules strictly. In case any penalty is imposed by Police and Other Authorities for not carrying original valid Driving Licence the penalty imposed will be borne by the Bidder.

- r. The behaviour of the driver should be polite, cordial, obedient and not convicted in any Civil or Criminal Court/Law Agencies. In case of any misbehaviour, in addition to taking legal action, the Bidder will be penalized for the same and the decision of the competent authority of the Bank in this regard shall be final and binding on the Bidder. **A penalty of Rs,1,000/- will be imposed for each such incident.**
- s. The driver, in addition to safe driving of the car, would receive the occupants in a very respectful manner and would help him/her with their baggage and would obey the instructions of the occupants.
- t. The Driver is required to maintain/up-date logbook of office carpool on daily basis for use of the Vehicle provided by NABARD based on duties given to him and produce the same to NABARD officials whenever demanded/required for record and other purposes.
- u. The driver will carry-out daily cleaning of the car provided to him for driving and maintain the same in a good presentable condition. The cleaning material will be provided by NABARD.
- v. **The driver must be provided a working smart mobile phone and contact number to be provided to NABARD.** In an event that for any reasons the driver changes his contact number during the tenure of the contract then service provider will immediately notify to NABARD of the above changes.
- w. Movement of vehicle should be made only on specific instructions from the concerned officers.
- x. **Should have the capacity to detect the defects,** if any, in the vehicle and report the matter to the authority concerned.
- y. The Drivers should be amenable to discipline, submissive, bear a decent nature, obedient, punctual, dutiful and ready to perform duties whenever he is so advised.
- z. VIII standard or equivalent and be able to understand/speak in Bengali, Hindi or English and must possess good health and physique.
- aa. The driver should be well conversant with roads and routes of Agartala and nearby districts. The operation and functions of the driver shall be governed as per the Motor Vehicle Act
- ab. **The Drivers employed by the contractor shall be above 18 years and below 50 years age.**
- ac. The monthly minimum wage rate, which should not be less than the minimum wages as per Minimum Wage Act should be quoted. The rate should be quoted

both in words and figures. The rate quoted shall be valid at least for a period of 2(two) years from the date of commencement of contract.

- ad. An agreement incorporating the terms & conditions which form part & parcel of this bid document shall be signed by the Contractor on a non-judicial Stamp Paper not less than the **value of Rs.100/-** before commencement of contract.
- ae. In the event of the Drivers placed on duty is absent and replaced, permission of the Office should be taken and names of the new Drivers should be made available. This is only to facilitate the contractor to fix the liability and/or accountability in case of any misconduct or theft of parts, fuel from the vehicle.
- af. Fuel of the vehicle will be filled / refilled by NABARD. Car repairing / servicing will be done NABARD as and when required. However, **if the damage to the car is due to negligence of the driver, the repair expenditure will be borne by the contractor/agency.**
- ag. **The duty hours from Monday to Friday will be from 9.00 AM to 6.00 PM,**
- ai. A driver shall be required to run to any station within the territorial jurisdiction of Tripura State.
- aj. Parking and Toll charges, if any, may be claimed by producing the Parking / Toll slips.
- w. The driver shall always be reachable.

**ADDITIONAL TERMS & CONDITIONS - HIRING
DRIVER (LMV) FOR OFFICE CAR ON CONTRACT BASIS**

ESTIMATED BID VALUE- ₹ 2.78 Lakhs

1. Eligibility Criteria for Bidder

- a. The office of the bidder should be based in Agartala. **Attach self-attested photocopy of proof.**
- b. The Bidder's experience in the field of providing Drivers on Contract Basis, if any. Attach self-attested photocopy of documents as indicated in following paragraphs.
- c. The Bidder should be possessing/holding a valid License issued by Central/State Government/concerned Department of Government of Tripura for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act. In case any other permission or Certificate is required for providing Contract, the Bidder will be required to submit the same within one month of award of the work. The successful Bidder would be required to deploy Manpower / Contract Labour as per norms prescribed under the said Act. **Attach photocopy of Licence.**
- d. The Bidder should be registered with EPF/ESI/ GST. As a mandatory requirement, the paid challans with an undertaking that ESI, EPF & GST compliance has been made for all coverable staff is to be enclosed.
- e. The annual turnover of bidder must be duly certified by the appropriate Chartered Accountant.
- f. NABARD RO will disqualify from the tender process, all bidders who do not sign the Integrity Pact or violate its provisions.
- g. Bid Offer Validity – 90 days.
- h. Type of Bid- One packet (Technical & Financial Bids)
- i. The contract will be awarded to the lowest bidder/s (L1) as per terms and conditions mentioned in this document till 31 March 2027 and extendable for a further period of one year for a maximum of two occasions on the same terms and conditions entirely at the Bank's discretion, subject to the satisfactory performance of the bidder.
- j. **“Service Charges” quoted by Bidder in their Financial Bid should not be less than 9%.**
- m. The rate of “Service Charges” quoted by the Bidder/Tenderer in their Financial Bid shall remain fixed during the contract period except for the change in minimum wages as per the notification of Government. Any other statutory obligations apart from PF, if applicable, may also be claimed by the agency provided they submit the evidentiary documents for the same.
- n. National Bank for Agriculture & Rural Development (NABARD), however, reserves the right to terminate the contract at any time without assigning any reason thereof by serving one month's notice.

o. The Bidder/Tenderer quoting the “Service Charges” below the prescribed limit shall be treated as “Unresponsive” and will not be considered.

p. **Earnest Money Deposit: EMD of requisite amount of Rs. 5,560/- (Rupees Five Thousand Five Hundred Sixty Only)** shall be directly credited in the following account latest by closing date & time of the bidding.

Name of Account	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
BANK NAME	Axis Bank
BRANCH NAME	Agartala Branch, Agartala
IFSC code	UTIB0000276
Account Number	276010200002776

After the deposit of EMD amount through online payment, bidder must intimate the transaction details on agartala@nabard.org as per the following format: -

Name of Depositor	
Mode of transfer – Online (NEFT / RTGS)	
UTR No.	
Transaction date	
Amount deposited	
** Attach Bank Statement showing amount debited from account, on or before last date of submission of bid.	

q. The EMD must be submitted before the last date of submission of tender. In case of NEFT & RTGS payment Counterfoil/ receipt/ transaction detail.

Signature & Seal of Bidder

BASIC INFORMATION OF TENDERER

Technical bid will be evaluated on these parameters

Sr. No.	Certificates/Documents		YES /NO
1	Type of Firm and Registration details: The intending bidder should be a registered firm in India under company/society registration act as applicable, capable of carrying out the subject work as stated above. They should also be registered with Central/Sate Govt., Semi Govt./PSUs / Local Govt. body etc. (copy of registration)		
2	Registration (Please submit copy of requisite documents)	GST	
		ESI	
		EPF	
3	Labour license from Labour Dept., GOI/ State Govt.: The organization has to submit a valid labour license with the state or central labour department. Submit copy		
4	PAN card with ITCC certificate		
5	The bidder should possess Registered Power of Attorney		
6	Experience in the similar field, if any.	Years :	
		Organisation:	
7	Earnest Money through NEFT: please submit requisite documents		
8	If MSME mentioned please submit requisite documents		
9	Bank a/c details		
10	Copy of cancelled cheque		
11	PAN Details	Enclosed Copy	
12	The firm should have Office in Agartala		
13	An undertaking by the proprietor/financial director of the company/firm/agency indicating that no criminal case/legal proceeding or industrial dispute is pending or contemplated against the company/firm/agency		
14	A copy of company profile		
15	Pre-Contract Integrity Pact as per format on a Rs 200/- Non judicial Stamp Paper signed by the Agency/ Contractor		
16	Yearly turnover of the company for last 3 years or 2 years		

Note: 1. All the documents should be attached with bid documents as per sequence mentioned in the above check list.

2. The bidder should submit self-attested photocopy of the requisite documents in this regard

3. No technical evaluation will be done in the absence of any of the listed documents as above.

Place:

Date:

Signature of Bidder with Seal

INTEGRITY PACT

Between

**National Bank for Agriculture and Rural Development (NABARD)
hereinafter referred to as "The Principal"
(To be submitted on non-judicial stamp paper of ₹ 200)**

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)

(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) Sub – contracting is not permitted. The Bidder/ Contractor shall take the responsibility of the adoption of Integrity Pact.

(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 of an employee or a representative or an associate of a Bidder/ Contractor 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 Jagdeep Kumar Ghai, PTA & FS (Retd),
Flat 1032, AWing, Vanashree Society,
Sector 58 A & B, Palm Beach Road,
Nerul, Navi Mumbai, Pin: 400 706.

(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 Tripura Regional Office of the Principal, i.e. Agartala.

(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)

Name _____

Place _____

Date _____

Witness 1:

Name _____

Address _____

Witness 2:

Name _____

Address _____

(For & on behalf of the Bidder/ Contractor)
(Office seal)

Name _____

Place _____

Date _____

Witness 1:

Name _____

Address _____

Witness 2:

Name _____

Address _____

FORMAT OF AGREEMENT TO BE SIGNED

Agreement

This agreement made at Agartala this _____ day of _____ 2022 (in words) between the National Bank for Agriculture and Rural Development a body corporate incorporated under the National Bank for Agriculture and Rural Development Act, 1981 having its Regional Office at Shilpa Nigam Bhawan, Khejurbagan, VIP Road, Agartala – 799006, herein after referred to as "NABARD" (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assignees) of the ONE PART and (this will undergo change when the party is partnership firm or Company) Shri..... son of aged presently residing at _____ and carrying on similar work under the name and style of M/s _____ and having their place of business at _____ hereinafter referred to as 'the party' (which expression shall unless repugnant to the context or meaning be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

WHEREAS the NABARD is desirous of outsourcing the works of providing Car Driver Service at NABARD Office Premises at Shilpa Nigam Bhawan, Khejurbagan, VIP Road, Agartala – 799006 (herein after referred to as the said premises).

AND WHEREAS the party has offered to undertake the work as per the scope of work and details indicated in the special instructions.

AND WHEREAS the NABARD in consideration of the conditions and covenants to be observed by the party has agreed to permit the party to carry out the Housekeeping work hereinafter set out.

NOW, THIS AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES:-

NABARD hereby awards the contract of providing Car Driver Service in the said premises from **2025 to**, subject to annual review and renewal on satisfactory performance each year. The contract period may be extended further depending upon the discretion of the Bank.

As compensation for the work, the party shall be reimbursed an amount of Rs. _____/- (Rs. _____ only) per month, Basic Rate.....

2. The compensation shall be payable to the party by NABARD within 02 weeks from the date of receipt of the bill for the month for which services have been rendered to the satisfaction of the Bank.

3. (a) The party shall comply with the municipal and other laws, obtain license, permission as required under the contract labour laws and cover all the employees under his charge with all statutory requirements like minimum wages, PF, ESIC etc. The party shall indemnify and keep indemnified the Bank against any lapse on the

party's part in complying with these conditions or any other statutory requirements in connection with the work.

(b) The party shall keep at a conspicuous place in the said premises a complaint/suggestion register in which complaints and suggestions, if any, could be recorded by the concerned and the complaint/suggestion register shall be open to inspection by the General Manager/Officer-in-Charge or any other officers of the Bank so deputed by him. The party shall put up the complaint register once in a week on Monday mornings and if Monday were to be a public holiday or by any other reasons the National Bank remain closed on any Monday the same shall be submitted on the next working day immediately following that day. The General Manager/Officer-in-Charge will take such action in respect of each complaint or suggestions as the case may be and the party shall be obliged to take remedial / rectification measures as instructed by the General Manager/Officer-in-Charge.

(c) The party shall ensure that no loss or damage is caused by an act or default on his part or his employees and agents to the Bank's furniture, fixture and fittings and other articles.

(d) This agreement shall stand automatically terminated in the event of insolvency, death or mental disorder of the party.

(e) If the General Manager/Officer-in-Charge so considers that the situation so warrants then he shall be entitled to terminate this agreement without giving any prior notice and also without assigning any reason in writing and the party shall not be entitled to any compensation in the event of such termination. **However, on a normal course the agreement can be terminated by the party by giving three months' notice and by the Bank by giving one month's notice.**

(f) On the expiry or earlier termination of this agreement the party shall remove himself and his employees/servants and agents from the premises and all articles belonging to him, or to his employees or agent.

(g) If any dispute arises on any matter concerning this agreement, then the decision of NABARD shall be final and binding in respect of such dispute.

(h) The reference to the General Manager/Officer-in-Charge in this agreement and the schedules hereto annexed shall mean the General Manager/Officer-in-Charge holding, charge of General Administration Department for the Tripura Regional Office at Shilpa Nigam Bhawan, Khejurbagan, VIP Road, Agartala-799006 and shall include, in respect of any powers exercisable by him or NABARD under this agreement any officers of the Bank designated by him in that behalf from time to time.

(i) The tender documents giving terms and conditions of the contract, NIT, corrigendum, basic information, financial bid etc. of the tender documents shall form part of this agreement.

(j) This agreement shall be executed in duplicate. The Bank shall retain the original and party the duplicate. Stamp duty on original and duplicate shall be borne by the party.

IN WITNESS WHEREOF the NABARD has set its hands to these presents and a duplicate hereof through its authorised official and the party has set his hands to these presents and the duplicate on the day/month and year first hereinabove written. Signed and delivered by the within named NABARD.

..... by the hand of its authorised official

_____ (Name and Designation)

in the presence of

(i) _____

(ii) _____

Signed and Delivered by Shri

In the presence of

(i) _____

(ii) _____

Signature of the authorized signatory of the contractor / Tenderer

INDEMNITY BOND

(On Rs. 100/- Stamp Paper)

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, Bandra-Kurla Complex, Bandra (E) Mumbai-400051 and Regional Office at Shilpa Nigam Bhawan, Khejurbagan, VIP Road, Agartala – 799006 and M/s.....having their office at on this day of..... 2022.

WHEREAS NABARD have appointed M/s.....as the Contractor for their proposed work relating to “**Annual Contract for providing the services of ‘Car Driver’ for NABARD Office, Agartala**”.

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-contractors/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 subcontractors/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 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

QCBS Scoring Model

Scoring model for deciding the L1 in case of tie (multiple L1 bidders)

Sl. No.	Description	Score
1.	Legal Structure	20
	Private Ltd./Public Limited	02
	Partnership	15
	Proprietorship	10
2.	Work experience in the relevant field of work	10
	>3 years	10
	Less than 3 years but more than 10 years	5
	Less than 2 years but more than 5 years	2
3.	Average Turnover during the last 03 years ending 31.03.2021	10
	More than Rs. 3.00Lakh	10
	Less than Rs. 3.00 lakh but more than Rs. 2.0 lakh	5
	less than Rs. 2.00 lakh but more than Rs. 1.00 lakh	2
4.	No. of works in Public /Private institutions handled in India in the last 05 years (as on date of bid submission)	5
	More than 6	5
	Less than 6 but more than 4	3
	Less than 4 but more than 2	1
6.	Quantum of Area of the building /work performed for the last 5 years	5
	More than 100%	5
	Less than 100% but more than 60%	3
	Less than 60% but more than 40%	1
	Total marks	50

Evaluation of marks based on the scoring model will be triggered only when multiple bidders are found to be L1. Accordingly, L1 will be decided based on the highest marks obtained in scoring model based on technical parameter / matrix out of total 50 marks.

**Declaration – Financial Standing
(On the letterhead of Bidder)**

This is to certify that our agency/ company/ firm has not been blacklisted by any of the offices of NABARD/ PSU / GOVT Undertaking/ Private Organizations of repute.

We further declare that our agency/ firm is not under liquidation, court receivership or any other similar proceedings.

Signature of the Authorized Representative
Bidder Stamp / Seal

Part – II

Price Bid

FINANCIAL BID

DRIVER (LMV) FOR OFFICE CAR TO NABARD, TRIPURA REGIONAL OFFICE, AGARTALA.

Name of Tenderer :
Address of Tenderer :
Telephone No. :
Mobile No. :
E-mail :

Bid Estimate Calculation

Type	Zone	Rate (A) ^	No. of Days (B)	Gross Salary per month (C)=(A)*(B)	Statutory Dues (EPF 13%) per month (D)	Statutory Dues (ESIC 3.25%) Per month (E)	Overall Cost per resource per month (F)	Service charge # (G)= (F)* X%	GST@ 18% (H)	Overall Cost per Resource per month incl. GST (I) = F+G+H	No. of Person (J)	Overall cost per month (K) = I*J **	Cost Per Year (L)=J*12
Driver^ (LMV)	C	₹ 739.00	22	₹ 16,258.00	₹ 2,114.00	₹ 528.00	₹ 18,900.00				1		
	#The Service Charge quoted (X) shall not be less than the 9% (including all charges) **Subject to CLC Minimum Wages ^ - Refer Pg 3 of CLC Minimum Wages. (File No. 1/27(3)/ 2024 LS-II, Govt. of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), New Delhi dated 25.09.2024)												

Note :

- Overtime charges @ ₹ 95/- per hour will be reimbursed to the agency if the driver works beyond 9 hours of duty per day.
- Dinner Allowance (DA) & Travelling Allowance (TA): DA @ ₹ 100/- each per night is payable if driver stays beyond 11:00 PM. If the driver has to report before 06:00 AM then travelling allowance @ ₹ 100/- is also payable.
- For outstation stay, lump sum charges shall be paid @ ₹ 300/- per night.

4. Minimum wages amount and overtime amount will be revised as and when notification for revision in minimum wages is issued by concerned statutory authority.
5. Any other statutory obligations, if applicable, in addition to the above-mentioned items may also be claimed by the agency provided, they submit the evidentiary documents for the same.
6. The Service Charges quoted by the Bidder shall remain unchanged for the entire period of contract irrespective of the change in Minimum Wages.
7. Quoting of Service charge below the prescribed limit of 9% in the financial bids shall not be accepted,
8. The Bidder, while quoting the service charge shall carefully consider the charges/amount incurred towards statutory taxes, provision for two sets of uniforms every year to the personnel etc., and then quote the service charge.
9. In case, any holiday on the day of quotation opening, they will be opened on the next working day at the same time.

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/ Firm shall be blacklisted and shall not have any dealing with NABARD in future.

Date :

Place :

Signature of Owner/ Managing Partner/ Director

Full Name :

Owner /Company / Firm's Seal: