

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

RATE CONTRACT FOR HIRING OF CARS/VEHICALS BY NABARD, MAHARASHTRA REGIONAL OFFICE,
PUNE.

AT

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
54, WELLESLEY ROAD, SHIVAJINAGAR, PUNE-411005

NAME OF QUOTATIONER : _____

ADDRESS : _____

TO,

THE CHIEF GENERAL MANAGER,

NATIONAL BANK FOR AGRICULTURE AND RURAL

DEVELOPMENT, MAHARASHTRA REGIONAL OFFICE,

PUNE-411005

SCHEDULE OF SUBMISSION OF QUOTATION:

Last date for submission of Quotation 23 May 2023 till 2.00 pm.

I have read and accept all terms and conditions and other criteria aspects mentioned on the page, unconditionally.

Signature and Stamp

(Authorized signatory/Proprietor/Director of agency)

DECLARATION

I/We understand and agree the competent authority of National Bank for Agriculture and Rural Development has the right as he may decide, not to issue tender/rate contract form in any particular case and also to suspend, remove or blacklist my/our name from National Bank for agriculture and Rural Development's list of Contractors in the event of my/our submitting non-bonafide bids or other delinquency in regard to which the decision of competent authority of National Bank for Agriculture and Rural Development shall be final and conclusive.

PLACE:

DATE:

SIGNATURE & SEAL OF VENDOR

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Signature and Stamp

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General Terms and Condition/Scope of Work: Hiring of Cars

1. The agency will provide cars as per the rates approved by the committee set up by Maharashtra Regional Office. These rates will be valid upto 31 March 2024.
2. The Contractor shall ensure that the cars provided should not be more than 04 (FOUR) Years old (2019 onwards registration) and should be at least Euro/Bharat Stage compliant as required by GoI and Govt. of Maharashtra. The Contractor should convey without fail the car details i.e. care make and colour, car registration No., driver's name and his mobile number to officials of Car Desk, user of the car and authorized Officials of the bank via SMS/WhatsApp and by E-mail 06 hrs. prior to the journey date and time if vehicle requirement is on the same day and 12 hrs. prior if journey is next day.
3. The cars provided by the agency will be properly sanitized, and in neat and tidy condition and to have **decent colour Seat Covers upholstery**. The cars will be provided with **two mineral water bottles of 500ml (of reputed brands like Bisleri, Aquafina or Kinley, etc.) 01 Newspaper (English/Hindi), hand towels/boxes of paper napkins, sanitizer bottle and branded umbrella**.
4. The cars will have all necessary documents like copies of RC book, insurance, pollution control certificate, necessary permit etc. The agency should comply to KYC norms as prescribed by NABARD.
5. **The drivers should be well dressed in white uniform and in possession of valid driving license and mobile telephone**. The drivers should be well conversant with roads/routes around Pune, Mumbai and suburbs and able to converse in Hindi/English.
6. Booking of cars will be done by authorized officials of NABARD by email/SMS/Verbal/WhatsApp.
7. **The duty-slip will be signed out by the officials using cars and closing KMs and time must be indicated. Bills will not be settled unless the signed duty slip are attached with it. Trip KMs in trip sheet will be written by the user and not by the driver. There should be no overwriting on the bill, if any then bill will be rejected.**
8. All the incidental charges like parking charges, toll charges, etc. will be borne by the agency and included in the relevant bills, However, the per kilometer rate quoted by you may be reviewed proportionately adjusted in line with increase/decrease in petrol/diesel prices on receipt from either side.

9. In case of outstation tours, drivers should carry sufficient cash/fuel 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 fuel pumps to fill up petrol/diesel/CNG.
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/ snacks, etc. without obtaining permission of the concerned officials.
12. On receiving the booking through via email/SMS/Verbal/WhatsApp, you will immediately contact the user through SMS indicating that their booking is with you. Also, one phone call/email/SMS/WhatsApp has to be made confirming the vehicle and driver details etc. will be made on the day of travel at least 12 hours prior to the scheduled time with copy to the concerned authorized official for booking.
13. The bills will be raised on **fortnightly** basis and would be settled normally within a reasonable period. Adequate care must be taken that bills from the period for which the bills have already been cleared are not raised again. Such bills will be rejected unless valid reason is provided. All payments will be made through e-payment mode only after due statutory deduction.
14. **A Penalty of Rs. 100/- per trip per vehicle will be deducted for non-adherence to point 3, 4 and 10 above.**
15. For deficiency in services and serious inconvenience caused to NABARD and its officials or to those for whom NABARD directs to provide services, penalty not exceeding 10% of the estimated bill for the relevant instance will be imposed. However, NABARD will impose the penalty after giving due notice. In case of dispute, the decision of the Chief General Manager, NABARD, will be final and binding. It will be the sole responsibility of the Contractor to provide taxis/vehicles as and when requisitioned by NABARD during night/early morning without prejudice. Any delay will attract penalty as deemed fit by NABARD.
16. The Contractor will also have to make alternate arrangements in case of breakdown of his car/taxi (s/es). In case of failure, the Contractor will be responsible to compensate all expenses incurred by NABARD in this regard and the same will be deducted from bill of the Contractor. Decision of NABARD in this regard will be final and binding on the operator.

17. Empanelment will not be a guarantee for getting orders for supply of vehicles from the bank. Even after empanelment banks reserves the right to order for supply of car/taxi based on performance only.
23. The Contractor shall provide vehicle/taxi on written or verbal instructions of authorized official of NABARD over phone or any other media within the time specified therein. The Contractor shall also be required to provide vehicle/taxi at short notice to NABARD (say within a hour in case of emergency). **In case the Contractor fails to provide taxi on NABARD's request, either verbal over phone or written, NABARD shall be free to remove the Contractor from the panel of transport providers.**
19. The Contractor (agency) shall arrange to obtain police verification certificate regarding the antecedents of the persons engaged by them at their own cost.
20. The successful tenderer shall give his Letter of acceptance on the duplicate copy of the Offer Letter. **Normally, the tender will be valid for two years, renewed every year, after due performance appraisal of the Contractor. The contract may be further renewed after expiry of its term, for further period on terms and conditions as decided by NABARD.**
21. The rates offered by the tenderers and accepted by NABARD will remain valid for a period upto 31 Mar 2024 as per the contract. These may be reviewed as mentioned at "para 8 of General terms and conditions" of this documents, or 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, Maharashtra Regional Office, 54 Wellesly Road, Shivajinagar, Pune-411005.**
22. The Contractor will ensure that the vehicles reach at the correct time, correct place and all the drivers and other staff are polite and prompt in their behavior/dealing.
23. The Contractor will ensure and comply will all the regulations of the RTO and other safety and security regarding that are in vogue and will be responsible for any deviation/non-adherence to the rules/regulations in place.

24. In case Contractor is not able to provide the category of car for which booking has been made by the Bank, he has to provide higher category of vehicle. However, payment will be made for the category of vehicle booked by the NABARD.
25. Indemnification: The Contractor shall indemnify NABARD doe any loss or damage caused by the driver/s deployed by the Contractor that occurs to persons or building or third party during the period of contract. In absence of the above, NABARD reserves the right to recover the cost of loss or damage suffered by NABARD from the pending bill of the Contractor.
26. NABARD reserves the right to terminate the contract with a notice period of one month, while the agency can terminate the contract with a notice period of three month.
27. Envelop should be submitted super-scribed with the name of the work. They will be received upto 02.00 pm on 23th May 2023 and will be opened on 23th May 2023 at 04.00 pm in the presence of committee.
28. All pages of this documents should be duly signed and stamped by the authorized signatory of vendor and should be submitted in original. Document not submitting in original will be rejected.

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Signature and Stamp

(Authorized signatory/Proprietor/Director of agency)

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ANNEXURE-3

Rates for Car Hiring

Rate (in INR)

Sr. No	Type of vehicle	4 hrs-40 km	8 hrs-80 km	Extra km	Extra hr	Rate per km for outstation duty	Pune-airport pickup/drop	Pune Railway Station pickup-n-drop	Mumbai-airport pickup-n-drop	Any other charges
1	Sedan Car (Etios/Dezire)									
2	XL6/MPV									
3	Honda City/Corola Altis/Skoda									
4	Innova Crysta/XUV									
5	Fortuner/Hycross									
6	Mercedes/BMW									

Accepted terms and conditions as per Annexure-1

- . Out station Charges is subject to minimum run of 300 Kms per day.
- . Miscellaneous charges such as toll tax, parking, Driver charges will be paid extra.
- . The distance from garage to NABARD, Shivajinagar office is_____ KM and upto NABARD(9A,Boat club Quarters,Narangi Baug Lane,Pune is_____KM and Nabard Salisbury Park Staff quarters,Gultekadi,Pune is _____KM .
- . Rates/Prices are exclusive of all statutory taxes. Taxes are applicable.
- . It is mandatory to fill the rates in each category.

Signature:

Address :

Date :

Place :

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