



Tender for Empanelment for Taxi Hiring Services
for
NABARD Rajasthan RO Jaipur

निविदा जारी करने की तिथि	Date of Commencement of issue of tender	13.01.2022 at 14:00 PM
बयाना राशि	Earnest Money Deposit	Rs. 16,000/- (Rupees Sixteen Thousand Only)
प्री टेंडर मीटिंग	Pre tender Meeting	11:00 AM on 19.01.2022
प्री टेंडर मीटिंग का पता	Address of Pre tender meeting	3rd Floor, NABARD, 3, Nehru Place, Tonk Road, Jaipur-302015
निविदा की प्राप्ति के लिए अंतिम तिथि और समय	Last date and time for receipt of Bids	03.02.2022 at 14:00 PM
निविदा खोलने की तिथि और समय	Date and time of opening of tender bids.	Tech Bid: 03.02.2022 at 14:30 PM Price Bid: To be notified later
निविदा प्रक्रिया के लिए संपर्क व्यक्ति	Contact Persons for e-tendering	श्री राजेश गोठवाल, 9930115101, नाबार्ड

SCHEDULES

Part I - Technical Bid

S. No.	Particulars
1	Covering letter for submission of Offer
2	Basic Information of the Contractor (Annexure – I)
3	Letter of Undertaking (Annexure – II)
4	Form of Agreement (Annexure – III), only for successful bidders
5	Other documents required (as part of annexure – I), duly certified <ul style="list-style-type: none">• Trade Licence• Registration under Shows & Establishment Act (for Jaipur Office)• Previous experience WOs/ Experience certificates• Copy of PAN, GST & TAN (if required)• Bank Ac Details / Cancelled cheque• 3 years Audited Balance Sheet & P/L Account Statement• List / Details of Owned cars with certified documents

Part II – Price Bid

Bill of Quantities (Taxi Hiring Services)

NOTICE INVITING TENDER

Tender for Empanelment of Vendors for Taxi Hiring Services for NABARD Rajasthan RO Jaipur – 01 April 2022 to 31 March 2024

National Bank for Agriculture and Rural Development, is a body corporate established under the NABARD Act, 1981 (hereinafter referred to as "NABARD") 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, Rajasthan Regional Office, Jaipur intends to invite sealed Tenders for **Empanelment for Taxi Hiring Services, to be submitted before 14:00 Hrs on 03.02.2022.**

Bidders are requested to submit their offer in sealed envelopes for the aforesaid work as per detailed specifications and schedule of quantities specified in the tender document.

Tender document can be downloaded from NABARD's website <http://www.nabard.org>.

Two Parts Offer:

The offer will have to be submitted in two parts; Part - I Technical Offer (TO) & Part - II Price Offer (CO) in separate envelopes.

“Technical Offer for Empanelment of Vendors for Taxi Hiring Services for NABARD Rajasthan RO Jaipur.”

Technical offer must be submitted at the time of submission of quotation, giving full particulars, addressed to “The Chief General Manager, National Bank for Agriculture and Rural Development, Rajasthan Regional Office, 03, Nehru Place, Jaipur-302015.

Each page of the tender document must be signed with proper seal of Vendor/ Bidder and submitted along with other documents.

Part-1 Technical Offer should contain the following:-

- Tender documents signed by the vendor on each page.
- Covering letter for submission of offer as per annexure 1.
- Letter of indemnity and undertaking as per annexure 2 of the tender.
- Organizational / Financial Profile as per proforma given in annexure 5 of the Tender.
- Technical specifications compliance **item-wise** as per the proforma indicated in annexure 6 of the Tender.
- An Undertaking by the Authorized Signatory of the Vendor/Bidder, on the letter head of the Vendor/Bidder stating that the Vendor/Bidder has not been blacklisted by any Central/State Government Organization or PSU for any corrupt and fraudulent practice.

- All the documents should be on the **authentic & official letter heads** with signature and seal of competent authority of the Bidding agency. Printouts from the email attachments or scanned copies are **not accepted** and the tender will be **rejected**.
- It should be specifically noted that the contents of Technical offer **must not reveal** commercials. Technical and Price bids needs to be provided separately.
- All the services are to be supplied at our Regional Office, Jaipur and at any other location within the State of Rajasthan as specified by NABARD.
- In case any clarification required by NABARD, the same will be communicated to bidder via e-mail and bidder needs to respond with clarification sought for within 3 working days otherwise the bid will be rejected by NABARD.

Part-2 Commercial offer (Price Bid)

Commercial offer should contain the following: -

Prices in Indian Rupees only with detailed break-up of prices in figures as well as in words. In case of discrepancy, NABARD's decision will be considered as final.

The Schedule of Quantities as per the specifications and the most competitive prices offered in respect of the items therein.

- The Commercial Offer should be in conformity with the terms indicated in para Price Composition.
- The Commercial Offer should not contradict the Technical offer in any manner.

1.2 Opening of 'Tenders'

Technical Offer will be opened **on 03.02.2022 at 14:30 PM** at this Office in the presence of a Committee of Officers of National Bank for Agriculture and Rural Development, Rajasthan Regional Office, Jaipur and in the presence of authorized representatives of the individual bidding firms who choose to be present at the time of opening. The bidders willing to be present at the time of opening of Technical offer need to be present on their own. No separate communication will be made by the bank.

Address for Communication: -

The Chief General Manager

National Bank for Agriculture and Rural Development, Rajasthan Regional Office,

Rajasthan Regional Office, 03, Nehru Place, Jaipur-302015

Email: jaipur@nabard.org; dit.jaipur@nabard.org

Website: **www.nabard.org**

A pre-bid meeting will be held at 1100 hr. on 19.01.2022 at above address.

- All prospective bidders are requested to read the Tender document thoroughly before attending the pre-bid meeting and are also advised to ascertain themselves regarding the requirements under this tender enquire.

Sd/-

(Manoj Kumar)

Assistant General Manager

Scope of Tender

- The Bank invites tenders from eligible tenderers to participate in the process of empanelment of Car Hiring Agencies. The **empanelment is for a period of two years, i.e., April 01, 2022 to March 31, 2024**, which may be extended for another year, subject to annual review by the Bank based on the performance of the vendor/s.

Eligibility Criteria:

- The company/applicant should own at least twenty (20) cars in their fleet (suggested quantities in each category given below).
- The Company /applicant may submit proof of ownership- copy of valid RC book along with current valid insurance –

Types of Vehicles (indicative list)

Category	Entry/Base Level	Mid- Level	Top Level
Car/Taxi models	Maruti Suzuki Dzire, Hyundai Xcent/Aura, Toyota Etios, Honda Amaze, Tata Tigor etc.	Maruti Suzuki Ciaz, Honda City, Hyundai Verna, VW Vento, Skoda Rapid, Hyundai Creta, Kia Seltos, Toyota Innova Crysta, Mahindra Scorpio, Tata Harrier/ Safari,,Mahindra XUV 700,,MG Hector	Toyota Fortuner, Skoda Octavia/ Superb, Toyota Camry, Kia Carnival, MG Gloster, Mahindra Alturas G4
No. of cars/taxi in fleet (required)	08	10	02

- The agency shall have its registered office in Jaipur, Rajasthan for effective co-ordination in booking of vehicles and timely availability of vehicles even at short notice.
- The applicants having minimum 03(three) years' experience of "Car Rentals/Taxi Services" with reputed Govt. /PSUs/Banks/other Govt. Agencies (work certificate in this regard shall have to be submitted) and it is desirable that the agency is providing/has provided cars on contractual hire to at least three government/ semi-government organization or public sector bank/ PSUs during previous one year.
- The agency must have all applicable tax registrations (GST, PAN etc.) supported by documentary evidence.

- **PREPARATION OF TENDERS**

- **Cost of Tendering**

- The tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

- **Documents comprising the Tender**

- The Tender shall comprise the following:

- Notice Inviting Tender
- Technical Bid Details
- Financial Bid Details

- **Document establishing the qualification of the Tenderer**

To establish the qualifications to perform the Contract in accordance with Para above, the tenderer shall provide the information in the format prescribed in annexures.

- **Period of validity of Tenders**

The Tender validity period shall be 120 days from the last date of submission of tender.

- **SUBMISSION AND OPENING OF TENDERS**

- **Submission, Sealing and Marking of Tenders**

- The entire set of tender paper issued to the tenderer should be submitted with signature and company seal/stamp on every page. Signature & stamp will indicate the acceptance of the tender papers by the tenderer.

- The Tender may be submitted in a sealed envelope (Envelope – 1), super scribed “**Tender for Empanelment for Taxi Hiring Services for NABARD Rajasthan RO Jaipur**” which shall contain Technical bid in (Envelope – 2) and Financial Bid (in Envelope – 3) in separate sealed envelopes.

- If desired/ prescribed information is not submitted, the Bank will assume no responsibility for rejection of Tender.

- Complete tenders (with required documents) must be submitted not later than the date and time indicated in this document.

- The Bank may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document and issuing the corrigendum.

- No Tender after the deadline shall be entertained.

EXAMINATION OF TENDERS

Confidentiality

- Information relating to the evaluation of Tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on Contract award is communicated to all tenderers.

TENDER EVALUATION AND COMPARISON

Evaluation of Tenders

- The tenderers who will comply with the qualification criteria stipulated in part I (Technical bid) will qualify for the financial bid.
- No terms and conditions should be indicated for the Financial Bid otherwise the same will be treated as invalid.

Qualification of the Tenderer

- The Bank shall determine its satisfaction whether the selected tenderer meets the qualifying criteria in accordance conditions of this tender.
- Any conditional bids shall be rejected out rightly.

Bank's Right to accept any Tender and to reject any or all Tenders

- The Bank reserves the right to accept or reject any tender, and to annul the Tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to tenderers or assigning any reason thereof.
- The Tender is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their bids/ offers.
- The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of NABARD is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.
- The purpose of this tender is to provide the bidders with information to assist the formulation of their bids/ proposals. This tender does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender and, wherever necessary, may obtain independent advice.
- Bank makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

AWARD OF CONTRACT

Notification of Award

- The lowest rate quoted under each category of vehicles by tenderers who qualify in Technical Evaluation shall be applicable for other tenderers (who qualify in Technical Evaluation).
- Only such tenderers among above shall be considered for empanelment who agree, in writing, to work at the lowest rates, L1 in each category, mentioned above for each category of vehicle..
- The Taxi Hiring Rate Table prepared by the Bank, on the basis of lowest rates for each category of vehicle as quoted by successful tenderer/s, shall be shared with them for acceptance in writing.
- Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

PART – 1 - TECHNICAL BID

CONDITIONS OF CONTRACT

A General Conditions of Contract (GCC)		
1	1.1	The tenderer shall obtain the Tender Document from the source stated by the Bank in the Invitation for Tenders; otherwise the Bank is not responsible for the completeness of the Tender Document.
2	2.1	Conditional tender shall not be entertained.
	2.2	In the event of any difference between figures & words of quoted rates, the rate in words shall be considered for evaluating the tender.
3	3.1	The tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document. The tenderer is required to sign on all pages of the tender document and supporting documents.
	3.2	Failure to furnish all / any information or documentation required by the Tender Document may result in the rejection of the Tender.
4	4.1	The rate quoted should exclude all taxes. However, all applicable taxes should be mentioned separately.
	4.2	The Car Hiring Agency/ Company shall be responsible for payment of tax/ charges levied by Central/ State Government or any other competent authority on the services being provided by the Car Hiring Agency/ Company.
5	5.1	Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification from the process. Such Tenderer/s shall be blacklisted for next three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective effect.
	5.2	All the tenders should be complete in all respects with all attachments/ enclosures/ annexure. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be out rightly and summarily rejected by the Bank.
	5.3	Tenders received by fax or email or any manner other than specified shall not be accepted and shall be summarily rejected. No correspondence will be entertained on this matter.
	5.4	Tenders received after the due date and time shall be summarily rejected.

	5.5	Conditional tenders shall be straightway rejected and no additional clause will be entertained.
	5.5	No tender may be modified subsequent to the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified by the tenderer in the tender.
	5.6	Alternative Proposals / Time for Completion shall not be permitted.
6	6.1	Earnest Money Deposit (EMD) The intending tenderer shall pay EMD as mentioned in the Notice Inviting tender and elsewhere.
B Specific Conditions of Contract (SCC)		
1	1.1	The selected Tenderer/s shall provide the vehicles (with AC) such as Sedan Cars/SUVs etc. as and when requisitioned by the Bank/ by an official authorized by the Bank.
		Cars may be hired from any empanelled car hire agencies as and when we require.
	1.2	The service provider shall provide sufficient variant of vehicles having taxi permit as per the requirement of the Bank viz. Sedan, SUVetc.
	1.3	All vehicles provided to the Bank shall have valid permit and all other statutory compliances in place.
	1.4	All vehicles shall be in good and proper condition with neat and clean upholstery.
2	2.1	The driver shall have a valid driving licence, which should be produced by him as and when demanded by traffic personnel or Bank Official. Renewal of driving licence from time to time shall be the sole responsibility of the Service Provider.
	2.2	The Agency will ensure and comply with all the regulations of the Regional Transport Office and other safety and security regulations that are in vogue and you will be responsible for any deviation/non adherence to the rules/regulations in place.
	2.3	The driver should report to pick up point at least 15 minutes before specified time and remain with the car during duty hours. He must ensure to fill the duty slip details – garage out time & Kilometre entry, release time & Kilometre, Parking charges etc. and have it signed by the guest
	2.4	The drivers deployed shall have reasonable experience with good driving record, shall be well-mannered and should be able to converse in English, Hindi as well as local languages. He should be able to attend to the minor repairs of vehicles en-route, in case of need. The driver should provide mobile number to the guest on demand.

	2.5	The drivers must report for duty in clean uniform and at the specified time. They shall maintain a proper record of mileage on a daily basis and get the same authenticated by the user (officer/staff). They shall maintain duty slips with complete details of distance travelled/ time of relieving, etc. duly authenticated by the officer's signature. Besides they shall be neatly dressed and be polite, courteous and service oriented, at all times.
	2.6	In case, vehicle booked with agency comes late, NABARD may return Vehicle without any compensation. In case of any break down of the vehicle en- route, the vendor shall inform NABARD immediately and provide replacement vehicle.
		The drivers/ employees engaged by the Service Provider shall abide by the instructions provided by the security officers/ guards of the Bank and vehicles/ persons shall have to undergo security checks, as and when required.
		The driver shall always be available at the place where the car is parked and strictly follow all traffic rules. The driver shall carry a placard containing particulars of the arriving Guest / Officer at the Airport/ any other stations. The Service Provider shall ensure that there is no room for complaints from the Guest(s).
		The drivers shall carry out the orders given by the authorized officers of the Bank and shall also observe the rules and regulations regarding safety and security.
		All the valid papers viz. comprehensive insurance, registration, road tax, pollution under control certificate, permits, valid license, etc. related to each vehicle shall be readily available in each of the vehicles/ with drivers.
		In case of outstation tours, drivers should carry sufficient cash/fuel card etc., and on no account, the officials using the cars be made to pay for any amount towards fuel charges/toll charges. Also the fuel tank should be filled up before reporting for duty. The vehicle should not be stopped during visits at petrol pumps to fill up for reasonable distance.
3	3.1	The Service Provider shall provide taxi on written or verbal instructions over phone/ email within the time specified therein. The Service Providers shall also be required to provide taxi on short notice from the Bank (within an hour in case of emergency). In case the transport provider fails to provide taxi on our request either verbal over phone or written, the Bank shall be free to remove the transport provider from the panel of transport providers.
	3.2	Confirmation of Booking – For the bookings which are intimated by Bank 1 day in advance has to be confirmed an evening (06:00 PM) before the day of departure and the vendor has to provide the vehicle details (No. etc.) & Driver details (Name and Contact details) at the time of confirmation.

		For the booking which are intimated by Bank on the day of departure had to be confirmed (along with car details and Driver details) at least 4 hours before departure.
4	4.1	The Service Provider shall ensure that the cars provided are well maintained, without dents/ scratches and are not more than 5 years old.
	4.2	The Service Provider shall ensure that the vehicles provided are registered and comply with the Motor Vehicle Act as amended from time to time.
	4.3	The Service Provider shall arrange to obtain Police Verification Certificate regarding the antecedents of the persons/drivers engaged by them.
	4.4	The service provider shall have ability to arrange emergency transport/ touring facility providers, in case of breakdown of a vehicle provided to the Bank. Alternate vehicles shall also be arranged immediately, in case of break-down.
	4.5	In very rare case if the booked car cannot be made available on any day due to non-availability of driver/car, the agency should make alternate arrangements promptly. The agency should intimate the changes to the concerned personnel of the Bank. Hiring of car by the agency from any other agencies due to non-availability of the car leads to dual control and hence should be avoided.
	4.6	Feedback Form (which shall be provided by the Bank), shall be made available in the Cars/ vehicles provided by the agency.
	4.7	The agency or its agents / employees / drivers committing any breach of terms and conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the Bank, shall render itself liable for summary termination of the agreement forthwith by giving one month's notice. Vendor intending to discontinue the service may do so by giving 3 months' notice.
	4.8	During the notice period for termination of the contract, the tenderer shall keep on discharging his contractual obligations till the expiry of notice period.
C	Terms of Payment	
1	1.1	The bills will be raised within 3 days after Journey is completed. Adequate care must be taken so that bills for the period for which the bills have already been cleared are not raised again.
	1.2	All payments will be made through e-payments after due statutory deductions.
	1.3	Any objection regarding the payment received by the tenderer may be brought to the notice of the Bank within 07 days of the date of the payment. In case no such objection is received within the stipulated period, it will be deemed that there is no objection regarding the payment.

1.4	<p>The vehicles shall be provided with the following every day during booking of cars:</p> <ul style="list-style-type: none"> · two 500 ml water bottles of reputed brand, · umbrella for rainy season · Fire extinguisher <p>No extra charges will be paid for the above amenities and the cost should be included in the charges quoted by the agency. In case of complaint about the non-availability of required things, a penalty up to 25% of bill amount will be deducted from the relevant bill.</p>
1.5	<p>Toll and parking charges shall be paid on production of original receipt.</p>
1.6	<p>The rate per kilometer quoted by you and accepted by the Bank will remain valid for the full contract period. These may be reviewed at the time of renewal of the contract in view of major changes that may occur in labour laws or Govt. decision affecting fuel pricing etc. This will be done only with the prior permission of the Chief General Manager, NABARD, Jaipur on receipt of request from either side.</p>
1.7	<p>Traveling details such as opening kilometers, closing kilometers, hours, name of the user should be entered in the duty slip and get the same certified by the user of the vehicle / suitable person identified for it, the bills will not be settled unless the signed duty slips are attached with it. Meter showing Kilometer should be in good condition. Night charges will be payable between 10:00 pm to 05:00 am.</p>
1.8	<p>The maximum distance that will be claimed in respect of garage and point of pickup and back to garage would be restricted to 10 kms.</p>
1.9	<p>All the incidental charges like parking charges, toll charges, etc., will be borne by the Agency and included in the relevant bills. For outstation duty journey of minimum 250 kilometers per day will be paid.</p> <p>Bank will not be liable for any type of damage caused to the vehicle like material / theft. The contractor shall indemnify the Bank for any loss or damage caused by the driver/s deployed by the contractor that occurs to persons or building or third party during the period of contract. In absence of the above, the Bank reserves the right to recover the cost of loss or damage suffered by the Bank from the pending bill of the contractor.</p> <p>Drivers will always be available with the cars and would not proceed for lunch etc., without obtaining permission of the concerned officials. Garage to Office will be paid extra @ 10 kilometers per booking over and above the meter readings.</p>

		Adherence to Statutory Requirements
		Compliance of regulations viz., Payment of Central Government Minimum Wages Act, Bonus Act, Employers' Liability Act, Contract Labour (Regulation & Abolition) Act, the Workmen Compensation Act, Industrial Disputes Act, Maternity Benefits Act, Employee State Insurance Act, Provident Funds and Miscellaneous Provisions Act and labour license of State and Central government applicable from time to time, shall be whole sole responsibility of the Agency. In this regard, the Agency shall indemnify Bank against all claims and will maintain necessary books, logs, registers, verification, returns, receipts, computerized database, etc., mandatory as per the law and as per the Government rules and make the same available for inspection/verification to the concerned Government Officer/Labour Enforcement Officer/Regional Provident Fund Commissioner, as and when required. A copy of all such compliances, statements and payments made to the statutory authorities, etc., including registration number shall be provided to the Bank authority for verification and record as and when so demanded.
		The empanelled vendor/s shall not disclose directly or indirectly any information, material and details of the Bank's infrastructure/ systems/ equipment's/ Security Area etc., which may come to the possession or knowledge of the empanelled vendor/s during the course of discharging its contractual obligations to any third party and shall at all times hold the same in strictest confidence. The empanelled vendor/s shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The empanelled vendor/s shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the empanelled vendor/s and the vendor/s shall be liable for damages.
		Prevention of Sexual Harassment
		The empanelled vendor/s shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaints of sexual harassment is received in the Bank against the empanelled vendor/s, the complaint will be referred to the appropriate committee constituted under the said act.
		The tenderer shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the tenderer, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the tenderer is proved. The tenderer shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
		Dispute Resolution
		The Service Provider shall indemnify the Bank for any loss or damage that occurs to third party (persons or building, etc.) and/ or to the officials/ guests of Bank, property of the Bank on account of hiring of car/cars hired during the period of Agreement. The Bank reserves the right to recover the amount of loss and/or damage from the bill of the Service Provider.

ANNEXURE - I - BASIC INFORMATION OF THE CONTRACTOR

Sl. No.	Information Required	Information submitted by the Applicant (Attach Separate Sheet if Required)
1.	Name of the Organisation	
2.	Type of Organisation, whether Proprietorship, Partnership, Company, Society, etc.	
3.	Name of the Proprietor/ Partners/Directors	
4.	Authorised Person of the tenderer to make commitment to the Bank. (Name, Contact details including telephone/fax/e- mail) Communication with regard to the tender would be done on Telephone/FAX/e-mail Given in this column.	
5.	Registration (firm, company etc.) Registration Authority: Registration Date : Registration Number :	
6.	Experience (in years)	
7.	Name and Address of the Bankers and Bank Account Details (A cancelled cheque should be attached along with this)	Banker's Name : Branch Address : Contact No : Type of Account : Account No. : IFSC No :
8.	Annual Turnover	Balance Sheet or CA certificate may be attached
	2018-19	Rs.
	2019-20	Rs.
	2020-21	Rs.
9.	Registered office address and telephone number	
10.	Office address through which the work will be handled	
11.	Address of Garage	

12.	Whether working with any of the Government/semi-government undertaking(s) as approved supplier and if so furnish details.	
13.	PAN no.	
14.	GSTIN	
15.	Whether the organization is registered under Shops & Establishment Act and has necessary certificate to run Tours & Travels? Please enclose the registration certificate	
16.	List of cars owned in the name of the applicant with Registration Number/s, Permit Number/s, Date of purchase, Insurance Policy. Copies of the documents should be attached. The information should be provided in Annexure V category-wise (categories as indicated in Price Bid) and in descending order of date of purchase, with documentary evidence.	

Copies of documents to be submitted:

- Trade licence
- Registration under Shops and Establishment Act.
- Work-orders/Experience certificates from clients (Government /Semi-government /public sector undertakings, Banks etc.) also indicating the period of car hire service provided by the contractor.
- PAN Card.
- GST Registration Certificate
- Cancelled Cheque
- Audited Balance Sheet & P & L A/C statement for financial year 2018-19, 2019-20 & 2020-21.
- List of owned cars (category wise) with details viz. Model, Registration Number, Date of Purchase etc. along with copies of RC books and current comprehensive insurance policy.
- Certificate of satisfactory services from current clients of the firm for which the car hiring is being provided by the firm

Note: The Bank reserves the right to call for proof/verify the furnished information.

**ANNEXURE - II - LETTER OF UNDERTAKING
(ON THE LETTER HEAD OF THE APPLICANT)**

To

The Chief General Manager,
Rajasthan Regional Office
3, Nehru Place
Tonk Road, Lal Kothi
Jaipur, 302015

Name of the firm/Agency_____

Name of the tender_____ Due date: _____ Sir,

- I/We hereby agree to abide by all terms and conditions laid down in tender document.
- This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions/instructions/scope of work contained therein and undertake myself/ourselves abide by the said terms and conditions.
- I/We understand that the Bank reserves the right to accept or reject any or all the tender/s either in full or in part without assessing any reason thereof.
- I/We understand that after empanelment, I/We would be under obligation to supply cars to Bank at the lowest quote given in the price-bid by the co-bidders, under each category.
- No other firm/company having one of our partners/directors has applied for empanelment.
- I/We understand that:
 - Prices will be inclusive (except applicable taxes)
 - Cost of mineral water bottles, face tissue papers, first aid box and newspapers in the vehicles will not be paid extra.
 - Parking/Toll charges shall be reimbursed to the vendor on production of valid receipts.
- I/ We hereby declare that I/We have not been blacklisted by any organisation nor debarred from participating in any tender.

I/ We also understand that my/our bid is liable to be rejected if any of the information provided by me/ us is found to be incorrect/ false.

Signature

Name and Seal of the bidder

ANNEXURE - III
FORM OF AGREEMENT

(To be submitted on Rs. 100 Stamp Paper)

THIS AGREEMENT is made on the day _____ of _____ 2022 Between National Bank for Agriculture and Rural Development (NABARD) through the Chief General Manager, Jaipur (hereinafter called "NABARD, Jaipur" which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND (Name and address Of the contractor through Shri _____ authorized representative hereinafter ----- called "the contractor" which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Taxi Services to its Office situated at 03, Nehru Place, Tonk Road, Jaipur (Raj.) - 302015.

NOW THIS AGREEMENT WITNESSETH as follows:-

- In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
- The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - Letter of acceptance of award of contract;
 - Terms and Conditions;
 - Notice inviting Tender and the terms and conditions contained in the Tender;
 - Bill of Quantities;
 - Scope of work;
 - Addendums, if any; and
 - Any other documents forming part of the contract.
- In consideration of the payments to be made by the NABARD, Jaipur to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the NABARD, Jaipur to execute the **Tender for Empanelment for Taxi Hiring Services for NABARD Rajasthan RO Jaipur** w.e.f 01st April 2022 as per the provisions of this Agreement and the tender document.
- NABARD, Jaipur hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of Rs. _____

(Rupees in words _____)

- Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

- In case, any dispute or issue arises regarding the interpretation of any of the clauses of this agreement or of any of the documents prepared or to be prepared in this regard, the contents of the Tender Documents shall prevail over this agreement and /or any other document.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

(Signature of the Bidder)

Name and Address of the

Bidder. Telephone No.

Signature of Authorized Signatory

of NABARD, Jaipur

1. Signature of Witness

Name of Witness

Address of Witness

2. Signature of Witness

Name of Witness

Address of Witness

Part – II
Price Bid

The rates quoted comply with the following terms and conditions:

- The quoted service charges is inclusive of Insurance charges, uniform charges, and any other duties/levies whether existing or future, levied by the Central Government or any State or Local Authority, as applicable, for which no separate claim shall be made. The quoted service charges shall be exclusive of GST (Goods and Services Tax). As per law, taxes (TDS, GST-TDS etc.) as applicable may be deducted at source and a certificate for the same shall be issued.
- The lowest rates quoted under each category of vehicles by tenderers shall be applicable for all other tenderers.
- Toll taxes and parking charges would be paid on production of original receipt.
- Outstation to be treated as more than 250 kms running outside Jaipur.
- If the tenderer is able to provide any other make or model of taxi, the same may be included along with the charges under each category. In any case, if the service provider provides, whether on his own or on the asking of the Bank, any higher make or model of car, he will be paid according to the rates approved for vehicle requested by the Bank.
- The charges quoted above include cost of items mentioned in the “Specific Condition of Contract”, such as at least one national or local English/ Hindi newspaper, two 500 ml water bottles of reputed brand, tissue paper (face tissue paper in pouch), umbrella, fire extinguisher and first aid box in the vehicle.
- Night Charges will be applicable between 10.00 PM to 05.00 AM only

Signature :

Name and Seal of the bidder :

**NABARD, Rajasthan Regional Office
Price Bids for taxi services**

LOCAL TOURS

Category	Duty upto 4 Hrs. (upto 40 Kms)	Duty upto 8 Hrs. (upto 80 Kms)	Duty upto 12 Hrs. (upto 120 Kms)	Rates for extra KMs beyond 120 KMs & per hour charge
Entry/Base Level Taxi				
Mid Level Taxi				
Top Level Taxi				

OUTSTATION TOURS

	Rates per KM (minimum 250 KM)	Night Charges, per night
Entry/Base Level Taxi		
Mid Level Taxi		
Top Level Taxi		

Signature and Seal of
Bidder /Tenderer