

NABARD, Regional Office, Kolkata.

**NAME OF
TENDER**

**Contract for Hiring of Cars for NABARD Regional
Office, West Bengal for a period upto to 31 March
2024**

NAME OF TENDERER_____

ADDRESS:

THE CHIEF GENERAL MANAGER,
NABARD BHAWAN, PLOT NO.2,
DP BLOCK, STREET NO.11,
SECTOR – V, SALT LAKE,
KOLKATA - 700091.

SCHEDULE OF TENDER:

- i. Tender document will be available from 22 April 2022
- ii. Pre-bid meeting on 04 May 2022 at 1100 hrs.
- iii. Last date of submission of tender by 1400 hrs on 17 May 2022
- iv. Opening of tender (Part-I)/Pre-Qualification bid: 1500 hrs on 17 May 2022

Contract for Hiring of Cars for NABARD Regional Office, West Bengal for a period upto 31 March 2024

Terms and Conditions

1. National Bank for Agriculture and Rural Development (NABARD), Regional Office, West Bengal Kolkata invites quotations for hiring of cars at Kolkata from car rental agencies having adequate capacity to cater to Bank's requirement and satisfying the following criteria:-
 - i. Should have minimum of 20 **self-owned / legally attached** cars of which 05 cars should be Honda City/Innova Crysta /Etios /Amaze etc. Here the term "legally attached" means that car is legally owned by someone else other than the bidder, but there is a notarized agreement on non-judicial stamp paper between the actual owner of the car and the bidder wherein, the actual owner has agreed / promised to keep his car at complete disposal of the bidder for mutually agreed compensation / consideration / rent between them.
 - ii. Should have provided similar service to Public Sector Banks/Public Sector Undertakings/State/Central Government Departments during the preceding 3 years (2021-22, 2020-21 and 2019-20).
 - iii. Should have an average annual turnover for last three years (2020-21, 2019-20 and 2018-19) of **Rs.20.00 (Twenty Lakhs)**.
2. Quotations may be submitted in 2 envelopes. Envelope no. 1 should contain Technical bid, having the basic data for pre-qualification as above and General Terms & Conditions, accompanied by copies of the following documents:
 - a. Copies of the RC books regarding proof of ownership of minimum 20 cars owned by proprietor or legally attached to firm/agency/company.
 - b. Copies of the current contract/ agreement/ work order from Public Sector Banks/Public Sector Undertakings/ State/ Central Government Departments entered into during preceding 3 years (2021-22, 2020-21 and 2019-20).
 - c. IT Returns for the preceding 5 years (2020-21, 2019-20, 2018-19, 2017-18 and 2016-17). The company / bidder should be profit making in at least 3 of the preceding 5 years.
 - d. The General Terms and Conditions are mentioned in Annexure1 duly signed and stamped by bidder.
3. **Envelope-1** containing Technical / PQ bid should be sealed and super scribed as "*Technical bid for hiring of car*".

Envelope-2 should contain 03 sealed financial bids (Financial Bid A, B and C) in the prescribed format and super scribed as "*Financial bid for hiring of car*".
4. Both the envelopes i.e. **Envelope-1 and Envelope-2 will be sealed in a single cover**, super scribed "*Techno-Financial Bids for hiring of car*" and must be addressed to:

THE CHIEF GENERAL MANAGER,
NABARD BHAWAN, PLOT NO.2,

DP BLOCK, STREET NO.11,
SECTOR – V, SALT LAKE,
KOLKATA - 700091.

5. The Technical (Envelope1), will be opened at 1500 hrs on 17 May 2022 in the presence of the representatives of the parties, who desire to remain present. At the first instance, Envelope 1 will be opened and parties complying with the eligibility criteria will be short-listed. Thereafter, Envelope-2 in respect of the short-listed parties will only be opened on a suitable date which shall be intimated to the eligible short listed bidders.

6. **NABARD RO, West Bengal, Kolkata will select the L1 vendor. However, if L1 vendor refuses to accept the offer, their EMD will be forfeited.**

Further, NABARD reserves the right to offer the L-1 rates to the other bidders who agree to supply cars at L-1 rates. The bidders other than L-1, shall not be bound to accept rates of L-1. However, once they accept to work at L-1 rates they shall be required to enter into agreement with the bank. Thereafter, if they do not abide with the terms and conditions their EMD shall be liable to be forfeited. With this a panel of approved bidders / vendors agreeable for L-1 rates shall be formed. In such case, after empanelment, the empaneled vendors will be supplying / providing vehicles at L-1 rates as per requirement of the bank.

Regional Office also reserves the right to accept or reject part or full tender at its sole discretion without assigning any reasons thereof.

7. Financial Bid of only those bidders who qualify in the Technical (Envelope1) will be opened. Those bidders who qualify and also conform to Para 6 above will be empaneled by NABARD RO West Bengal, Kolkata to supply vehicles.

8. Tendering firm/bidder may have own registered office or sub office at Kolkata.

9. Tendering firm should have an account in a Scheduled Commercial Bank.

10. It may be noted that Earnest money Deposit (EMD) of Rs.30,000/- shall be taken in the form of electronic payment in

Account Name: National Bank for Agriculture & Rural Development

Bank name: NABARD

Branch: Head Office, Mumbai

Account no. NABMISCO8

IFSC: NBRD0000002.

The EMD shall not carry any interest and that the EMD of the successful bidder would be converted into Security Deposit and shall not carry any interest. It would be refunded at the time of completion of the contract period to the successful bidder. To the other bidders EMD shall be refunded on award of work to the successful bidder. However, the bidders registered as MSE (Micro

& Small Enterprises) as defined in MSE Procurement Policy issued by GoI or bidders who are registered with Central Procurement Organisations shall be exempted from depositing EMD. The bids shall be valid upto 90 days from the date of opening of the bids.

Last time and date for submission of the quotations–1400 hrs on 17 May 2022.

INSTRUCTIONS TO THE PQ BIDDER

1. All papers annexed along with the '**PQ/Financial Bid**' document should be **Serially numbered on the top right hand corner** of every page.
2. All pages of the PQ/Financial bid document should be duly signed and stamped by the authorized signatory of the applicant agency. The PQ/Financial bid document should be **submitted in original**. PQ/Financial bid document not submitted in original will be rejected.
3. The applicant should submit all requisite documents in support of information furnished in the **PQ/Financial Bid** document.
4. NABARD RO, West Bengal does not bind itself to accept the lowest or any TENDER and reserves the right of accepting the whole or any part of the TENDER and the Bidder shall be bound to perform the same at the rates determined.
5. A copy of tender details can be obtained from our websites www.nabard.org.

ANNEXURE– 1

General Terms and Conditions- Hiring of Cars

1. These rates will be valid upto till 31 March 2024.
2. The rates quoted by the contractor / bidder shall be linked with the diesel prices in Kolkata. Once the L-1 rates are decided after opening of the tender the same shall be linked to the base rate of diesel in Kolkata on 01 June. Thereafter, these rates shall remain fixed for a period of 6 months. These rates shall be increased or decreased by the percentage increase or decrease in rates of diesel after 6 months, i.e., on date 01 December. So after every 6 months revision shall be effective. The vehicles supplied during the period of 6 months shall be billed for the rate prevalent during those 6 months.
3. The cars provided by the bidder will be maintained neat and tidy and will have proper upholstery. The cars will be provided with **mineral water bottles** (of reputed brands like Bisleri, Aquafina, or Kinley), **newspaper** (English) and **hand towels/boxes of paper napkins**. **No additional payment shall be made to the bidder for these items. The cost of the same should be included in the rates quoted by the bidder in financial bid.**

4. The cars will have all necessary documents like copies of RC book, Insurance, Pollution Control Certificate, necessary permit, etc.
5. The drivers will be well turned out (properly dressed) and in possession of valid driving license and mobile telephone.
6. Booking of cars will be done by authorized officials of NABARD.
7. The duty-slip will be signed by the officials using cars and opening and closing kms reading & time must be indicated and the bills will not be settled unless the signed duty slip (by user or passenger) are attached with it.
8. All the incidental charges like parking charges, toll charges, etc., will be borne by you and included in the relevant bills. These charges shall be paid extra by NABARD against proper receipts.
9. In case of outstation tours, drivers should carry sufficient cash/ fuel card etc., and on no account the officials/passengers using the cars be made to pay for any amount towards fuel charges/toll charges etc. Also the fuel tank should be filled up before reporting for duty. On no account should the vehicle be stopped during visits at petrol pumps to fill up.
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 pick the officials/passengers from the airport/railway station.
11. Drivers will always be available with the cars and would not proceed for lunch etc., without obtaining permission of the concerned officials / passengers.
12. On receiving the booking the successful bidder will immediately contact the user through SMS indicating that their booking is confirmed. Also, one SMS and phone call confirming the vehicle and driver details etc. will be made on the day of travel at least 04 hours prior to the scheduled time. Any other better method will be welcome for consideration.
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-payment mode only after due statutory deductions towards TDS etc.
14. A penalty of Rs 100/- per trip per vehicle will be deducted for non-adherence to point 2, 3 and 9 above.
15. For deficiency in services and serious inconvenience caused to the Bank and its officials or to those for whom Bank directs to provide services, penalty not exceeding 10% of the estimated bill for the relevant instance will be imposed. However, the Bank will impose the penalty. In case of dispute, the decision of Chief General Manager, NABARD will be final and binding on the bidder. It will be the sole responsibility of the bidder to provide taxis /vehicles as and when requisitioned by the Bank during night/early morning without prejudice. Any delay will attract penalty as deemed fit by the Bank not exceeding 10% of the estimated bill.
16. The contractor will also have to make alternate arrangements in case of breakdown of his vehicle(s). In case of failure, the contractor will be

responsible to compensate all expenses incurred by the bank in this regard and the same will be deducted from the bill of the contractor. Decision of the Bank in this regard will be final and binding on the bidder. Such compensation may be in addition to any penalty imposed under Para 14 above. Penalty and compensation, if any, will be deducted from the pending bills of the contractor.

17. **Empanelment will not be a guarantee for getting orders for supply of vehicles from the bank. Even after empanelment bank reserves the right to order for supply of vehicles based on performance of various empaneled bidders.**
18. The contractor shall provide vehicle on written or verbal instructions over phone within the time specified therein. The contractor shall also be required to provide vehicle at short notice from the Bank (say within an hour in case of emergency). **In case the contractor fails to provide taxi on bank's request, either verbal over phone or written, the bank shall be free to remove the contractor from the panel of vehicle providers.**
19. The contractor shall arrange to obtain police verification certificate regarding the antecedents of the persons/drivers engaged by them at their own cost.
20. The successful tenderer shall execute an agreement with the Bank on Non-Judicial stamp paper within one month from the date of letter of acceptance. However, the issue of letter of acceptance by the Bank shall be considered as binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract. ***Normally, the tender will be valid for two years, renewed every year subject to 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 mutually decided.*** The stamp duty for the above agreement shall be borne and paid by the contractor / tenderer.
21. The rates offered by the tenderers and accepted by the Bank will remain valid for the full contract period. These may be reviewed at the time of yearly 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 of RO West Bengal.
22. The contractor shall ensure that the cars provided should not be more than 03 (three) years old (date of manufacture should be 01.03.2019 or later) and should be at least Euro/Bharat stage IV compliant under pollution control. The contractor should convey without fail the car details i.e. car make & colour, car registration No., driver's name and his mobile number to officials of Car Desk at RO West Bengal and to the user of the car through telephone and through SMS.
23. The 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.
24. The bidder will ensure and comply with all the regulations of the RTO and other safety and security regulations that are in vogue and he will be responsible for any deviation/non adherence to the rules/regulations in place.
25. In case the 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 Bank.

26. Indemnification: 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 bills of the contractor.
27. Both parties shall have a right to terminate the contract. NABARD can terminate the contract with prior notice of one month and the bidder can terminate the contract with prior notice of three months.

ANNEXURE-2

(a)

TECHNICAL BID

1. Copies of the RC books regarding proof of ownership of minimum **20cars** owned by proprietor or legally attached to the firm.
2. Copies of the current contract/agreement/work order from Public Sector Banks/Public Sector Undertakings/State/Central Government Departments entered into during preceding 03 years.
3. IT Returns for the preceding 05 years.
4. Copy of General Terms and Conditions duly agreed upon and counter signed by the bidder.
5. Proof of having registered office / sub office at Kolkata.

Information to be furnished by the Vendor

1	Name and Registered address	
2	List of vehicles owned or legally attached with the agency	Details to be furnished in the prescribed proforma (Statement I)
3	Whether Registered (If yes, please enclose copies of relevant supporting documents)	
4	Experience (give number of years)	_____Years

5	Important taxi supply contracts during Last 03 years by the firm together with approximate cost of the individual contract. The full postal address of the clients for whom the works have been executed shall also be given.	Details to be furnished in the prescribed proforma (Statement II)
6	Important taxi supply contracts in which the firm is engaged at present and their estimated cost. The full address of the clients shall be indicated against each project.	Details to be furnished in the prescribed proforma (Statement III)
7	Organizational set up of the firm including names, qualifications and experience of partners/Associates and staff	Attach a separate sheet
8	Name and address of the Banker/s of the Firm	
9	Turnover of the firm during last 03 years(Year-wise)	2018-19: _____ lakh 2019-20: _____ lakh 2020-21: _____ lakh

Note: Please enclose copies of relevant supporting documents, wherever necessary.

Signature of the applicant with full address and Office Seal.

Bank Account particulars of the tenderer

1	Name of Firm	
2	Address of firm	
3	Name of Bank Branch and Address	

4	Bank Code & Branch Code	
5	IFS Code of Bank Branch	
6	Type of Account	(Saving/Current/Cash Credit)
7	Account Number	
8	PAN of firm	
9	GST Registration No.	

Statement-I

List of vehicles owned or legally attached with the agency

Sr. No.	Vehicle Make	Registration Number	Taxi Permit Number	Year of Manufacture	Remarks
1	2	3	5	6	7
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour. The date of manufacture should be 01.03.2019 or later.

Signature of the applicant

STATEMENT- II

List of Important taxi supply contracts executed by the agency during the last three years.

S r. N o.	Name of the taxi supply contracts	Natur e of work involved in contract	Name of the service receiver, also Indicate whether Govt./ Semi- Govt./ Govt. of India Undertaking or Pvt. Body with full Address	Taxi supply contract s cost in lakhs of Rupees	Any Other relevan t inform ation
1	2	3	4	5	6

Signature of the applicant

STATEMENT- III

List of Important taxi supply contracts ON HAND being executed by the agency.

Sr. No.	Name of the taxi supply contracts	Nature of work involved in contract	Name of the service receiver, also Indicate whether Govt./ Semi- Govt./ Govt. of India Undertaking or Pvt. Body with full Address	Taxi supply contracts cost in lakhs of Rupees	Any Other relevant information
1	2	3	4	5	6

Signature of the Applicant