

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
ASSAM REGIONAL OFFICE, GUWAHATI-781006**

NAME OF TENDER **Hiring of Cars by National Bank for Agriculture and Rural Development, Assam Regional Office, Guwahati Dispur, Guwahati-6 : Contract period upto 28 February 2019**

NAME OF TENDERER _____

ADDRESS:

THE CHIEF GENERAL MANAGER
NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT (NABARD),
ASSAM REGIONAL OFFICE, G.S. ROAD,
DISPUR, GUWAHATI - 781006

SCHEDULE OF TENDER:

- i. Tender document will be available from 15 January 2017.
- ii. Submission of Tender by 14:00 hrs on 31 January 2017.
- iii. Pre-tender meeting on 20 January 2017 at 15.30 hrs.
- iv. Opening of tender (Part-I)/ Pre-Qualification bid: 15:30 hrs on 31 January 2017

Hiring of Cars by NBSC Contract period upto 28 February 2019

A. Terms and Conditions:

1. National Bank for Agriculture and Rural Development (NABARD), Assam RO, Guwahati, invites quotations for hiring of cars at Guwahati from car rental agencies having adequate capacity to cater to bank's requirement and satisfying the following criteria:-

The Agency

- i. Should have minimum of **05 owned / legally attached** cars of which 02 cars should preferably be Honda City/Skoda Rapid/Volkswagen Vento/Innova, etc. **Vendors with adequate vehicles having taxi permits will be given preference irrespective of rates quoted.**
 - ii. Should have provided similar service to public sector banks/public sector undertaking/state/central government departments during the preceding 3 years.
 - iii. Should have a minimum annual turnover of **Rs.10.0 lakh** (Rupees Ten Lakh).
2. Quotations may be submitted in 2 envelopes. Envelope I 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 10 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 Undertaking/State/Central Government Departments entered into during preceding 3 years.
 - c. IT Returns for the preceding 3 years.
 - d. The General Terms and Conditions are mentioned in Annexure 1.

3. Sealed offers should be submitted separately as follows:

- a) The Technical Bid (Part-I) and Financial Bid (Part-II) complete in all respects duly sealed and addressed to **The Chief General Manager, NABARD, Assam RO, G. S. Road, Dispur, Guwahati- 781006**, and super scribed "**Tender for Hiring of Car**".
- b) In two separate sealed Envelopes indicating clearly "**Part-I : Technical Bid**" and "**Part-II : Price Bid**".
- c) You can enclose Envelopes I & II in a 3rd big envelope.

4. Envelope I (Part-I) shall contain:

- a). The Technical Bid (Part-I) of tender, every page of which should be filled up wherever required and duly signed and stamped for acceptance to the tender conditions.

- b). Relevant documents supporting the Criteria for Technical Document Sheets.
- c). Earnest Money Deposit (EMD) of Rs.10,000.00 (Rupees Ten Thousand) only by way of DD from Nationalized Bank / Scheduled Bank or copy of the acknowledgement crediting our Current Account.
- d). Cost of the tender document Rs.500.00 (Rupees Five Hundred) only by way of demand draft from Nationalized Bank/ Scheduled Bank payable at Guwahati in favour of 'NABARD'.
- e). Tender without EMD and Tender fees shall be rejected.
- f). **Part-I, Technical Bid** will be opened on the same day as that of submission of tender at **15:30 hours** on 31 January 2017 in the presence of bidders' representatives, should they choose to be present.

5. Envelope II shall contain:

- a. The financial bid shall be filled in all respect and submit in the prescribed format without any deviations.
- b. The financial bid should not contain any conditions whatsoever and any conditional bids shall be rejected.
- c. The price bid will be opened on some future date and time which will be communicated only to qualified bidders.

6. After opening of Part II (Envelope-II), L1 (lowest) rates for each category of vehicles will be noted and a rate chart will be finalized. All the vehicles will have to be supplied at these **determined rates only**.

7. Only the bidders who qualify in the Technical / PQ (Envelope-I) will be offered to supply vehicles at the rates as determined at Para 6 above. Those qualified bidders who accept the offer will be empanelled by NABARD, Assam RO, Guwahati-781006 to supply vehicles at the determined rates.

8. Tendering firm / bidder preferably may have own office and or sub office at Guwahati, Assam, India.

9. Tendering firm should have an account in a scheduled commercial bank. All payments will be made on through e-payment system.

10. Last date for submission of the quotations – 31 January 2017 by 1400 hrs.

B. INSTRUCTIONS TO THE PQ BIDDER

- 1. All PQ bid 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. 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. Tenders should be submitted super-scribed with the name of the work, date and time of opening on the envelope. They will be received upto 14:00 hours on 31 January 2017 and will be opened on the same day at 15.30 hours in the presence of the bidders who choose to be present.
5. NABARD, Assam RO, Guwahati 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.
6. PQ bid and the Financial bid should be enclosed in separate sealed envelopes, super-scribing **PQ bid and Financial bid** respectively thereon.
7. A copy of tender details can be obtained from our websites www.nabard.org.
8. Financial bid shall be opened only in respect of those tenderers who have complied with the requirements as laid down in PQ criteria.

ANN E X U R E – 1

General Terms and Condition - Hiring of Cars

1. You will provide cars as per the rates determined as per the process explained earlier. These rates will be valid from 01 March 2017 to 28 February 2019.
2. The cars provided by you 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, etc.), **newspaper** (English) and **hand towels / boxes of paper napkins**.
3. The cars will have all necessary documents like copies of RC book, insurance, Pollution Control Certificate, necessary permit, etc.
4. The drivers will be well turned out and in possession of valid driving license and mobile telephone.
5. Booking of cars will be done by authorized officials.
6. *The duty-slip (format will be provided by NABARD, Assam RO, Guwahati) will be signed out by the officials using cars and closing kms & time must be indicated and the bills will not be settled unless the signed duty slip are attached with it.*
7. All the incidental charges like parking charges, toll charges, etc., will be borne by you and included in the relevant bills. However, the per kilometer rate quoted by you may be reviewed every year on 01st of March and proportionately adjusted in line with increase/decrease in petrol/diesel prices on receipt of request from either side.
8. 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. On no account should the vehicle be stopped during visits at petrol pumps to fill up.
9. 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.
10. Drivers will always be available with the cars and would not proceed for lunch etc., without obtaining permission of the concerned officials.
11. On receiving the booking you will immediately contact the user through SMS indicating that their booking is with you. Also, one SMS and phone call confirming the vehicle and driver details etc. will be made on the day of travel at least 08 hours prior to the scheduled time.
12. 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 deductions.
13. A Penalty of ₹.100/- per trip per vehicle will be deducted for non-adherence to point 2 or 3 above.
 14. Non adherence to point 9 or 16 will invite a penalty of 10% of bill amount.
 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 after giving due notice. In case of dispute, the NBSC Principal's verdict will be final and binding. It will be the sole responsibility of the contractor 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.
 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 operator. Such compensation may be in addition to any penalty imposed under Para 15 above. Penalty and compensation, if any, will be deducted from the pending bill of the contractor.
 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 vehicles based on performance only.
 18. The contractor shall provide vehicle /taxi on written or verbal instructions over phone within the time specified therein. The contractor shall also be required to provide vehicle/ taxi at short notice from the Bank (say within an hour in case of emergency). **In case the contractor fails to provide taxi on bank request, either verbal over phone or written, the bank shall be free to remove the contractor from the panel of transport providers.**
 19. The contractor 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 execute an agreement with the Bank on Non-Judicial stamp paper within 14 days 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 three 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 the Bank.*** 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 a period of one year as per the contract. 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, Assam RO, Guwahati-781006.
22. The contractor shall ensure that the cars provided should not be more than 03 (three) years old and should be 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 and to the user of the car through telephone and through SMS.
23. 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.
24. The contractor will ensure and comply with all the regulations of the RTO and other safety and security regulations that are in vogue and 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 bill of the contractor.
