

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

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

AT

NATIONAL BANK FOR AGRACULTURE 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 07th April 2025 till 02.00 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)

ANNEXURE-I

DECLARATION

I/We understand and agree the competent authority of National Bank for Agriculture and Rural Development has the right to 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 empanel vendor/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

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)

ANNEXURE-II

Qualification Criteria:

Technical scrutiny evaluation of bidder will based on following criteria.

Following details to be submitted with the Technical Bid in Envelope No. 1:-

Sl. No.	Particulars	Details to be filled by the bidder
1	Name of the agency/ organization	
2	a. Type of the Organization (whether Proprietorship/ Partnership/ Pvt. Ltd./ Ltd. Company) b. Date of Establishment Details of Registration (Firm, Company etc.), Registering Authority, Date, Number etc. (not applicable in case of sole proprietorship) Please enclose relevant documents in support of the same	
3	Shops & Establishment Certificate. Please submit a copy	
4	Name of the proprietor / partner / directors of organization with designation	
	Authorized Person of the tenderer to make commitment to the Bank. (Name, contact details including telephone/ e- mail) Communication regarding the tender would be done on Telephone/ e-mail given in this column.	
5	Office address through which the work will be handled	
6	Whether the organization is registered under Shop and Establishment Act and having necessary certificate to run Tours and Travels	
7	Income Tax returns for the previous 03 financial years ending March 2024 i.e. (2021-22, 2022-23 & 2023-24). Please submit a copy.	

8	Work Experience - Details of work experience supported by work orders, documents, and certificates. The details along with documentary evidence of previous experience, if any, of providing car/ taxi hiring services to RBI/ SBI/ Public Sector Banks/ Central Govt./ Public Sector Undertaking/ Central Government Departments/ Fortune 500 Private Sector Industries during the preceding 3 years. (Please refer para 1 (d) in "Scope of Work" for details.	
9	Number of vehicles owned with details such as type/ make/ model of the vehicle. Condition / age of vehicle with their registration tax permit No. etc. (attach documentary evidence).	
10	Email ID & Contact Details of organization SPOC (Single Point of Contact)	

FINANCIAL INFORMATION

11	The bank Account (IFSC Code and Account Number) where payments would be received by the organization. A cancelled cheque should be attached along with this.	
12	GST Registration Certificate. Please submit a copy of certificate/ registration	
13	PAN Card. Please submit a copy of PAN Card.	
14	Firm's Incorporation documents. Please submit a copy	

ANNEXURE-III**General Terms and Condition/Scope of Work: Hiring of Cars**

1. The agency/contractor will provide cars as per the rates approved by the committee set up by Maharashtra Regional Office, NABARD, Pune. These rates will be valid upto 31 March 2026.
2. The agency/contractor shall ensure that the cars provided should not be more than 04 (FOUR) Years old (2021 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 clean 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.) hand towels/boxes of paper napkins, sanitizer bottle and branded umbrella (for rainy season)**.
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 agency/contractor's 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 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, agency/contractor will immediately contact the user through SMS indicating that their booking is confirmed with agency. Also, one phone call/email/SMS/WhatsApp will be made regarding confirming the vehicle and driver details etc. on the day of travel, at least 12 hours prior to the scheduled time with copy to the concerned authorized official travelling in the car.
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 agency/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 car/taxi based on performance only.
18. 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 THREE(03) 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 2026 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 reports at the correct time, correct place and 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 in case of any loss or damage caused by the driver/s deployed by the agency/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 07th April 2025 and will be opened on 07th April 2025 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.
29. Settlement of dispute: All disputes and differences of any kind in this regard shall be referred to the Chief General Manager/Officer-in-Charge, NABARD [Maharashtra Regional Office,Pune](#) for settlement who shall state his decision in writing, which will be binding on both the parties.
30. Force Majeure : If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

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)

Details of Bank Account

1.	Name of the Vendor/Firm	
2.	Name of the Account Holder	
3.	Address of the Vendor/Firm	
4.	Name of the Bank, Branch and Address	
5.	Bank Code and Branch Code	
6.	IFS Code of the Bank Branch	
7.	Type of Account (Saving/Current/Cash Credit)	
8.	Account Number	

Note: Please also enclose a CANCELLED CHEQUE in respect of the above account number.

Signature of the Tenderer with seal & date

Rates for Car Hiring

Rates (in INR)

Sr No.	Type of vehicle	4 hrs-40Km	8 hrs-80 km	Extra km	Extra hr	Rate per km for outstation duty	Pune Airport pick-n-drop	Pune Railway Station pick-n-drop	Mumbai Airport pickup-n-drop	Any other charges
1.	Sedan Car (Etios/Dezire/Xcent)									
2.	XL6/Ertiga/Kia Carens									
3.	Honda City/Corola Altis/Skoda Rapid									
4.	Innova Crysta									
5.	MG Hector/Innova Hycross/Maruti Invicto									
6.	Fortuner									
7.	Mercedes/BMW									

NOTE:-

- a. After 4 Hrs and 40 KM package, next package ie 8 Hrs and 80 Km will be applicable.
- b. Mumbai Airport Pick-up or drop: KMs considered is 180 KM & 5 Hrs, extras will be charged as applicable. Toll charges for to and fro journey as extra at actual.
- c. Driver outstation trip charges Rs. _____/- Per day.
- d. Driver night halt charges Rs. _____/- per night.
- e. Minimum of 300 KM shall be considered for outstation duty (Duration of one day shall be considered as 24 Hours and NOT till Midnight)
- f. Rates will be valid till 31 Mar 2026, however rates will be revised due to hike in fuel charges only after approval of CGM/OIC, MRO, Pune.