



राष्ट्रीय भारतीय आयुर्विज्ञान संपदा संस्थान

केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मन्त्रालय, भारत सरकार
सर्वे सं. ३१४, रेवेन्यु बोर्ड कॉलोनी, गड्डिअन्नारम्, हैदराबाद-५०० ०३६, भारत

National Institute of Indian Medical Heritage

Central Council for Research in Ayurvedic Sciences, Ministry of AYUSH, Govt. of India
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F. No. NIIMH/Admn/16/

17th February 2017

NOTICE INVITING TENDER

Sub: Annual contract for hiring of Vehicles on Daily Basis – reg.

This Institute intends to invite bids for hiring of Vehicle i.e. Indica, Indigo, Ikon, Logan, Swift desire, Verito, Innova, M&M Scorpio, Force Traveler 12+D, Swaraj Mazda 12+D and Tata Winger 12+D, etc., with and without AC, to meet the day to day requirements. The cars will be hired on daily basis (kilometers/hour/day basis) depending upon exigencies and requirements.

The interested firms/agencies may submit bids/quotations as per two bid system, Technical Bid accompanied by EMD of Rs. 5000/- and other documents and Financial Bid (Annexure-II) in separate sealed envelopes by speed post to the Director, NIIMH at the afore mentioned address. Alternatively, the quotations may also be put in the Tender Box placed on the first floor in the office room. The bids/quotations must be submitted by 11.00 A.M. on 06-03-2017 and Technical bid will be opened at 3.00 P.M. on the same day.

The bidders must fill up Annexure-I regarding list of documents submitted and should quote unconditional rates as per Annexure-II only.

The bidders must read all the instructions and terms and conditions of this document carefully before submitting the bid.

1. General Instructions:

- The taxis should not be more than 2 years old.
- The taxis to be provided by the successful bidder should be tax paid in all respects.
- The Drivers to be deputed by the successful bidder must be in proper and neat/clean uniform, which would be provided by the contractor only and the Institute shall not bear any expenditure on providing the uniform to the drivers.
- The Drivers to be deputed by the successful bidder must have at least 3 years experience and holding a valid driving license.
- The contract shall be awarded for a period of one year from the date of commencement and can be extended/renewed further on mutual consent, if the services of the firm are found to be satisfactory.
- The contracted firm should be in a position to provide taxis on short notices as and when needed.
- The taxis should be in excellent condition mechanically as well as upholstery wise i.e. outer body/upholstery should be decent looking and should have permit to operate in Telangana States.

- h) The drivers to be deployed should be well mannered and fully conversant with the routes of Hyderabad and Telangana State, etc, within a radius of 400 Kms.
- i) The contracted firm should be in a position to provide standby taxi in case of any breakdown.
- j) In case of breakdown of the vehicle provided by the contractor, all expenses shall be borne by the contracted firm only for arranging substitute vehicle at the point of breakdown. If the firm fails to provide taxi at the break down point, charges from the point of break down to destination are to be borne by the firm only, which would be deducted from the bill of the contracted firm.
- k) The owner/representative of the firm must be available, either on landline telephone or mobile phone.
- l) The drivers to be deputed by the contracted firm should be equipped with active mobile phone facility. In case of any inconvenience to the officer traveling in the taxi due to non-availability of driver on mobile phone, the officer shall have the liberty to hire another transport. The amount incurred on hiring of transport in such situation will be recovered from the contracted firm in any way.
- m) The cost of fuel and maintenance of car, mobile phone charges and salary of the driver will be borne by the bidder.
- n) The firm should be able to provide taxis on Saturday, Sunday, Holidays also whenever need arises.
- o) The rates quoted by the bidder shall be valid for a period of one year and extendable upto three years due to mutual consent and satisfactory services of the firm.
- p) Once the contract is awarded, the rates offered by the contracted firm shall be valid for a period of one year from the date of commencement of contract and no change in rates shall be accepted during this period and extendable upto three years due to mutual consent of the firm.
- q) Compensation and connected expenses, whatsoever, in case of any causality shall be the liability of the firm and fully borne/paid by the firm only.
- r) The Institute will deduct TDS u/s 194 of the IT Act, 1961.

2. The following documents are to be enclosed duly verified with the quotation

- i) Copy of Service tax registration certificate.
- ii) The proof of Income Tax paid for the last three years.
- iii) Copy of PAN, either in name of the firm or the proprietor.
- iv) Number of Taxis both air-conditioned and Non-A/C, firm is having in its name along with copies of their registration certificates.
- v) The contracted firm must be having atleast 5 taxis in its name. The documentary evidence viz., verified photocopies of Registration Certificate and Fitness Certificates of Taxis owned by the firm must be submitted.
- vi) The transporter must enclose the list of Central Govt. Ministries / Departments / other Govt. Offices/ Undertakings / MNCs and private firms if any to whom the firm is rendering the services for providing taxis with documentary proof and their full details like address, name of contact person.
- vii) A undertaking must be submitted to the effect that the firm has not been blacklisted by any of the Govt. Offices.
- viii) The firm must be having at-least 5 years experience in the field and a copy of the registration of the firm for running the business, issued by appropriate authority may be enclosed.
- ix) Copy of last 3 year's service tax paid by the firm must be enclosed with the Technical bids as proof.



- x) Earnest Money Deposit of Rs.5,000/-(Rupees five thousand only) to be deposited in the form of bank draft drawn in favour of Director, National Institute of Indian Medical Heritage payable at Hyderabad. Quotations received without EMD shall summarily be rejected and would not be entertained under any circumstances.
- xi) The EMD of un-successful bidder shall be refunded after finalization of NIT. The EMD of the successful bidder shall be refunded after receipt of Performance Security.
- xii) The Institute may undertake inspection of Taxi stands/Office of the Transporter to find out the suitability.
- xiii) The bidder must quote for itemwise offer for each items of work in the prescribed proforma enclosed as Annexure-II. Rates once quoted shall be final and binding on the firm until the expiry of the contract. Taxes, levies and any other charges should be indicated separately.
- xiv) If need arises for revision of rates due to hike in Petrol/Diesel prices by atleast 15% the contracted firm shall take up the matter with the Institute and the matter would be resolved on mutual negotiations. The decision of the Institute will be final in this regard.
- xv) The duty point and terminating point in most cases will be NIIMH, Revenue Board Colony, Gaddiannaram, Hyderabad and mileage and time will be calculated accordingly. In cases where the duty point and / or terminating point is not the afore-mentioned address, it shall be the registered address of the firm.
- xvi) The parking / toll charges / interstate charges will be borne by the Institute, which would be paid to the contracted firm on production of receipts alongwith the relevant period bill.
- xvii) Both the separate sealed covers containing the 'Technical Bid' and Financial Bid' should be kept in another bigger sealed cover superscribed as 'Quotation for Annual Contract for hiring of Vehicles. The bidder must indicate name of the firm and address alongwith telephone number on the bigger envelope containing both Technical and Financial bids, without fail.
- xviii) Penalty Clause:
- i) If the firm fails to provide the taxi in time after confirmation of booking or deny providing the vehicles, the firm would be liable to pay Rs.500/- on each occasion and the same would be deducted form the bills submitted by the firm.
- ii) In case of disobedience and misbehavior attitude on the part of driver, reported by the officer/user of the Institute, the penalty of Rs.200/- will be imposed on the firm on each occasion.
- xix) Security Money:
- i) The successful bidder shall have to deposit Performance Guarantee of Rs.20,000/- which must be deposited in form of Bank Draft in the name of Director, National Institute of Indian Medical Heritage, payable at Hyderabad within 10 days of intimation of the same. The security money will be refunded to the contracted firm after satisfactory completion of contract.
- ii) EMD/Security money may be forfeited at any time in the following circumstances and the decision of the Director, NIIMH in this regard shall be final and binding on the firm:-
- a) If the firm violates any of the terms and conditions of the Bid Notice.
- b) If the services provided by the firm found to be unsatisfactory.
- c) If the firm declines to continue providing services.


- xx) Bidders may please quote their unconditional rates strictly in the enclosed **Annexure-II**. The authorized signatory of the contracted firm should enclose a copy of NIT along with the signature of the firm's Authorized signatory on each page in confirmation of the acceptance of the conditions mentioned in NIT, otherwise the bid shall be liable to be rejected. Overwriting and omissions/cuttings must be avoided. The authorized signatory should countersign omission /cutting/ overwriting otherwise the bid shall be liable to be rejected.
- xxi) All the disputes which may arise at any time relating to the contract shall be settled in Hyderabad only.
- xxii) The bidders are required to give declaration as per **Annexure-I**.
- xxiii) The NIIMH reserves the right to accept or reject any bid in full or in part or reject any or all bids without assigning any reason thereof. The decision of NIIMH in this regard shall be final and binding on the firm.


DIRECTOR

Annexure-I

S.No.	Particulars of requirements	Whether enclosed or not	Remarks, if any
1.	Turnover of the firm for the last three Financial Years (Attach Copies of Income Tax Returns along with copies of Final Accounts for the last three Financial Years).		
2.	EMD		
3.	Detailed profile of the firm		
4.	List of Clients (copies of award of contract) Proof of 3 years of experience		
5.	Registration of Firm and Service Tax Registration		
6.	PAN No.		
7.	Undertaking of not blacklisted by Govt. Depts.		
8.	Details of five Vehicle owned with Registration Nos.		
9.	Whether accepted all the Terms and Conditions of the Tender Document.		

**SIGNATURE AND SEAL OF THE
AUTHORIZED SIGNATORY**



“QUOTATION FOR HIRING OF VEHICLE ON DAILY BASIS”

S. No	Description	Rate of Non – AC Cars				Rate of AC Cars			
		Indica	Indigo/ Ikon/ logan/ Swift Dezire	Innova / M&M Scorpio	(12+D) Force Traveller / Swaraj Mazda / Tata Winger	Indica	Indigo/ Ikon/ logan/ Swift Dezire	Innova / M&M Scorpio	(12+D) Force Traveller / Swaraj Mazda / Tata Winger
1.	Upto 80 kms. & 8 hrs.								
	a) Extra per km. after 80 kms								
	b) Extra per hour after 8 hrs								
2.	Upto 40 kms & 4 hrs (Half day)								
3.	Night Halt Charges								
4.	Driver Charges (Outstation)								
5.	Night Charges beyond 11.00 PM at Hyderabad /Outstation								

Signature of Bidder

