

# TENDER FORM

File No.2-65/CH/2018/NCRI Dt: 14.08.2018

**Mahatma Gandhi National Council of Rural Education**

**(Formerly National Council of Rural Institutes)**

**5-10-174, SHAKAR BHAVAN, GROUND FLOOR, FATEH MAIDAN ROAD,  
HYDERABAD – 500 004**



TENDER DOCUMENT  
FOR HIRING OF VEHICLE ON RENTAL BASIS

LAST DATE OF RECEIPT OF FILLED IN TENDER  
**At 17.00 Hrs on 23.08.2018**

OPENING OF TENDER  
**At 16.00 Hrs on 24.08.2018**

COST : Rs.500/-

## **CONTENTS OF TENDER DOCUMENTS**

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File No. 2-65/CH/2018/NCRI Date: 14.08.2018

**National Council of Rural Institutes**  
**Department of Higher Education,**  
**Ministry of Human Resource and Development, GoI**  
**5-10-174, Shakar Bhavan, Ground Floor, Fateh Maidan Road**  
**Hyderabad – 500 004**

Date: 14<sup>th</sup> August 2018

**TENDER NOTICE**

1. Sealed tenders are invited from reputed and experienced Travel Agencies/ Firms for hiring of Vehicles (Cars, Mini Bus & Bus) for National Council of Rural Institutes, Hyderabad.
2. The tender document can be had from O/o National Council of Rural Institutes, 5-10-174, Shakar Bhavan, Ground Floor, Fateh Maidan Road, Hyderabad – 500 004 on payment of Rs.500/- (Rupees Five hundred only) in the form of Demand Draft / Bankers cheque only (Non-refundable) (cash will not be accepted) drawn in favour of “National Council of Rural Institutes” payable at Hyderabad. The last date of receipt of the filled in Tender document is **23.08.2018, 17.00 Hrs.**
3. The tender document may also be downloaded from the NCRI website [www.ncri.in](http://www.ncri.in). The Travel Agencies / Firms who download the Tender document from the website of NCRI shall submit the Tender form along with the application fee of Rs.500/- in the form of Demand Draft / Bankers cheque only (Non-refundable) (cash will not be accepted) drawn in favour of “National Council of Rural Institutes” payable at Hyderabad **failing which the tender will not be accepted.**
4. The interested Travel Agencies / Firms can submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand only) and other requisite documents by **17.00 Hrs on or before 23.08.2018.** The tenders shall not be entertained after this deadline under any circumstances whatsoever.
5. The Bid/Tender shall be opened on the scheduled date and time in the presence of the representatives of the Travel Agencies / Firms. Hence the representatives of the Travel Agencies / Firms shall be present on the spot at the scheduled time & date.

6. The various crucial dates related to Tender for Hiring of vehicles to NCRI, Hyderabad are cited as under:
  - a. Date and time for submission of Tender : **17.00 Hrs on or before 23.08.2018.**
  - b. Date and time of opening bids: **16.00 hrs on 24.08.2018.**
7. NCRI reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Member-Secretary, NCRI in this regard shall be final and binding on all. In the event of taking decision on the rates quoted by the tenderers, selection of suitable Travel Agency / Firm, in the event of quoting of same rate only by more than one Travel Agency / Firm, the decision of the NCRI is final and binding on all.
8. All entries in the Tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial Bid Form.

**MEMBER SECRETARY**

## **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS**

1. NCRI, Hyderabad requires Vehicles (cars of all types, Mini Bus and Bus) on monthly rental and daily basis as and when required.
2. The selected Agency / Firm shall willingly and unconditionally agree to supply the vehicles as per the requirements of the NCRI.
3. The Agencies / Firms shall quote the rate for each type of vehicle separately for monthly rental and daily basis including GST in the Financial Bid.
4. The Travel Agency / Firm should have minimum five years experience of providing/supplying of vehicles to any Government / Quasi Government departments or Private Institution.
5. Financial Bid : The Financial Bid as per the schedule attached with this tender shall be furnished, quoting the rate.
6. The contract shall be for a period of **One Year**, and the period of the contract may be further extended at the discretion of the National Council of Rural Institutes and on mutual consent. The Council however, reserves right to terminate this initial contract at any time after giving one week notice if the services rendered by the service provider companies / agency are not found satisfactory.
7. Tenders have been invited under one bid system ie., Financial Bid. The interested Agencies / Firms are advised to submit the sealed envelopes super scribing “Financial Bid for Hiring of Vehicles” to NCRI, Hyderabad.
8. The Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand only) refundable (without interest), should be necessarily accompanied with the Financial Bid of the Agency / Firm in the form of Demand Draft / Bankers Cheque **drawn in favour of National Council of Rural Institutes, Hyderabad** payable at Hyderabad failing which the tender shall be summarily rejected.
9. The Agencies / Firms shall submit a copy of the following documents along with the sealed Tender :-

- i. Registration Certificate of the Firm / Agency
  - ii. PAN Card
  - iii. Registration Certificate / Number of GST
10. The Tender document should be filled and signed in all pages with date before submission of the tender to the NCRI, failing which the tender will be liable to be rejected.
11. The National Council of Rural Institutes reserves the right to reject the tenders or to accept the tenders, without assigning any reason for doing so.

MEMBER SECRETARY

## FINANCIAL BID APPLICATION

For supply of Vehicles to National Council of Rural Institutes.

1. Name of Tendering Agency / Firm :
2. Date of establishment of the Agency / Firm :
3. Detailed office address of the Agency :  
with office telephone number, fax no.  
mobile number and name of the contact  
person and his mobile no.
4. Details of EMD :
  - a. D.D./Banker Cheque No & Date : \_\_\_\_\_
  - b. Issuing Bank : \_\_\_\_\_
  - c. Amount : \_\_\_\_\_
5. Rate for supply of Vehicles (incl.GST) : \_\_\_\_\_  
As per the proforma given below

Sl. No	Type of Vehicle	Monthly package rate	Daily basis rate	Rate for Extra Hour	Rate for Extra Kilometer	Rate per km for outstation	Driver Bhatta

Signature of the Authorized Person

Date:

Name:

Place:

Seal:

## **TERMS AND CONDITIONS**

### **GENERAL**

1. The contract shall be for **ONE** year and extendable based on the satisfactory performance of the contractor, unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of services, breach of contract, reduction or cessation of the services requirements etc.
2. The contract shall automatically expire on the completion of **ONE** year from the date of award of contract, unless extended further by the mutual consent of contracting agency and this office.
3. The contract may be extended, on the same terms and conditions or with some addition / deletion / modification, for a further specific period mutually agreed upon by the successful Agency / Firm and National Council of Rural Institutes.
4. The acceptance or otherwise of the offer made by NCRI shall be communicated by the tenderers in writing.
5. The successful Agency / Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Council.
6. The NCRI at present is in requirement of 1 Sedan Car on monthly rental basis and vehicles on daily hourly rental basis as when required by the Council. The requirement of the Council may increase or decrease during the period of initial contract period also and the tenderer would need to supply the vehicles as per the requirements of the Council, if required on the same terms & conditions as required by this Council from time to time.
7. The successful Agency / Firm will be bound by the details furnished by him/her to this Council, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be breach of terms of contract, making him / her liable for legal action besides termination of contract and liable for forfeiture of Earnest Money Deposit (EMD).
8. The National Council of Rural Institutes reserves the right to terminate the contract during initial period also after giving a week's notice to the service providing agency. The successful service providing agency will not be entitled for any compensation whatsoever in respect of such termination.



9. The hire charge will include salary & allowances of driver, repairs and maintenance of vehicle, Insurance, petrol/diesel, oil and all other incidental expenses including taxes, penalty, fine, etc.
10. The service provider shall engage one dedicated driver having valid driving licence and sufficient experience, exposure and familiarity with the city roads. Dedicated vehicle and driver shall not to be changed without prior approval of the hiring authority. Change of driver will be allowed only in exceptional circumstances.
11. The driver must be adequately literate and well behaved. He must follow traffic rules and regulations. The driver will observe all the etiquette and protocol while on duty. He will be neatly dressed, preferably in white uniform and carry a mobile phone in working condition, for which no separate payment shall be made by the Council.
12. The service provider and the driver shall be bound to carry out the instructions of the officer to whom the vehicle is allotted and assigned.
13. The service provider must ensure that the vehicle always have sufficient fuel to cover the entire trip and shall arrange alternative vehicle immediately in case of breakdown of the vehicle. In case of the inability to provide alternative vehicle, an amount of Rs.500/- per day will be deducted from the monthly bill.
14. The service provider also ensures daily cleaning and maintenance of the said hired vehicle.
15. The service provider is liable for payment of all claims/expenses in case of any accident. He will also indemnify the office of the concerned officer against any loss/damage of property or life attributable to negligence on the part of the Driver or poor maintenance of the vehicle.
16. Payment shall be made by the office after the end of every month on presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
17. A daily record indicating time and mileage for the vehicle should be maintained in a log book in the prescribed form and entries therein must be certified by the officer using the vehicle.
18. The contract should not be sublet without the written permission of the Member-Secretary, National Council of Rural Institutes.
19. The vehicle hired on monthly basis shall be for 2,500 kms & 300 hours per month @ 100 kms and 12 hours per day. Excess kilometers and hours, if any, beyond the prescribed limit would be paid as per the rates agreed upon by the Council

20. Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Act, as amended from time to time and a certificate (Form 16A) to this effect shall be provided by NCRI to the selected Agency / Firm.
21. The Finamcail bid should be accompanied with Earnest Money Deposit (EMD), refundable of Rs.50,000/-(Rupees Fifty thousand only) in the form of Demand Draft or pay order drawn in favour of National Council of Rural Institutes, payable at Hyderabad failing which the tender shall be rejected out rightly.
22. The EMD in respect of the Agencies / Firms which do not qualify the Financial Bid shall be returned to them without any interest. However, the EMD in respect of the successful Agency / Firm shall be refunded after completion of the contract in all aspects.
23. The successful tenderer shall execute an agreement on non-judicial stamp paper to the value of Rs.100/- with the National Council of Rural Institutes, 5-10-174, Shakar Bhavan, Ground Floor, Fateh Maidan Road, Hyderabad within three days of the receipt of intimation of acceptance of the tender. The specimen Form of agreement bond will be supplied by this Institution.
24. The National Council of Rural Institutes reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

**MEMBER SECRETARY**

## **ANNEXURE-I**

### **DECLARATION**

1. I/We enclose herewith Demand Draft for Rs. \_\_\_\_\_ towards Earnest Money Deposit.
2. I/We bind myself/ourselves to the conditions prescribed in the Tender Form.
3. I/We the Tenderers agree to have the Earnest Money forfeited to National Council of Rural Institutes in case of my/our failure in full or part to undertake the contract upon the acceptance of this Tender.

Signature of the Authorised person:

Designation:

Name of the firm and address with seal: