



राष्ट्रीयसमुद्रप्रौद्योगिकीसंस्थान  
NATIONAL INSTITUTE OF OCEAN  
TECHNOLOGY

संविदाआमंत्रणसूचना(नि.आ.सू.)  
**NOTICE INVITING TENDER (NIT)**



फ़ार्मख्या: NIOT/S&P/NIT  
Form No. e-procurement schedule

निविदासंख्या/Tender No.	<b>NIOT/S&amp;P/TNL/1017/2023-24</b>
कोजारी/ Tender Title	<b>Hiring of Passenger Cars for Nellore</b>
निविदाप्रणाली/Tender Mode	<b>Open Tender Two Bid - Rate Contract</b>
निविदाजारीहोनेकीतिथि Tender Issue date	13/11/2023
Pre Bid meeting date & Venue	<b>24/11/2023 at 11.00 AM , NIOT Chennai</b>
निविदाबंदहोनेकीतिथिवसमय Tender Closing Date and Time	<b>On 07/12/2023 at 3.00 PM</b>
निविदाखुलनेकीतिथिवसमय Tender Opening Date and Time	<b>On 07/12/2023 at 3.30 PM</b>
Submission of EMD	₹ <b>45,500/-</b> in the form of Demand Draft (DD) drawn in favour of ' <b>NIOT-OTHER RECEIPTS ACCOUNT</b> ' or Bank Guarantee as per the available format. <a href="https://www.niot.res.in/tenders_index.php">https://www.niot.res.in/tenders_index.php</a> a) Scanned copy towards EMD to be uploaded in the NIC portal. b) Original EMD should be submitted through courier/speed post or in person dropped at the tender box. The original EMD should reach NIOT well before the Closing date and time of the tender.
निविदाप्रलेखउपलब्धतास्थानTender Documents available pl-e	Tender documents can be freely downloaded from <a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a> and our website <a href="https://www.niot.res.in/tenders_index.php">https://www.niot.res.in/tenders_index.php</a> till closing date and time of the Tender.
ई-निविदाकेलियेसहायतामैनुअल/ Help manual for e-tender	Bidders may download the help documents and Bidders manual kit from <a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a> For any technical queries related to operation of the Central Procurement Portal please mail to <a href="mailto:support-eproc@nic.in">support-eproc@nic.in</a> Helpdesk numbers are: Mobile Numbers- 91 8826246593 <b>Tel:</b> The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005. For any issues / clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.
अपनेप्रश्नईमेलआईडीपरभेजें Send your queries to the email IDs	निविदाकेअंतिमचरणतक/ Upto Tender finalization <a href="mailto:support-eproc@nic.in">support-eproc@nic.in</a> / <a href="mailto:cphp-nic@nic.in">cphp-nic@nic.in</a> / <a href="mailto:vaidehi.niot@gov.in">vaidehi.niot@gov.in</a> / <a href="mailto:gopalakrishnaa.niot@gov.in">gopalakrishnaa.niot@gov.in</a> / <a href="mailto:gubaran.niot@gov.in">gubaran.niot@gov.in</a>

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रा.स.प्रौ.सं. वेबसाइट/NIOT Website : [https://www.niot.res.in/tenders\\_index.php](https://www.niot.res.in/tenders_index.php)

## **Bid Preparation and Tender Submission Procedure**

**Bidders may download the help documents and Bidders manual kit and FAQ from [www.eprocure.gov.in/app](http://www.eprocure.gov.in/app) .  
Toll free Helpdesk phone number 180030702232**

- a) For any technical queries related to operation of the Central Procurement Portal please mail to [cphp-nic\[at\]nic.in](mailto:cphp-nic[at]nic.in) OR please call 24 x 7 Toll Free No. 1800 3070 2232 and Mobile Numbers 91 7878007972, 91 7878007973, 91 7574889871, 91 7574889874.**
- b) In addition to the above numbers, the new helpdesk numbers are: Mobile Numbers- 91 8826246593 Tel : The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002. Please mail to [support-eproc@nic.in](mailto:support-eproc@nic.in)**
- c) For any policy related matter / clarifications pl contact [cphp-doe\[at\]nic.in](mailto:cphp-doe[at]nic.in) - managed by Dept of Expenditure, Min of Finance.**
- d) For any issues / clarifications relating to the tender(s) published kindly cont-t the respective Tender Inviting Authority.**
- e) The prospective Bidders should register themselves in the CPPP Portal and submit the Bids electronically through the CPPP portal. **The paper based physical Tender submission is not permitted.****

**24 X 7 help desk details of e-Procurement Portal is mentioned below:**

**Help Desk No. 0120-4200462, 0120-4001002, 0120-4001005**

**Mobile: 91 8826246593**

**E-Mail: [support-eproc\[at\]nic\[dot\]in](mailto:support-eproc[at]nic[dot]in)**

**Web Site: [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)**

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# **Notice Inviting Tender Document**

## **INTRODUCTION**

National Institute of Ocean Technology (NIOT), an autonomous body under the Ministry of Earth Sciences is engaged in developing technology for utilizing ocean resources in an eco-friendly manner.

National institute of ocean Technology invites E-bids for the **Hiring of Passenger Cars for Nellore** at NIOT Pamanji, **Andhra Pradesh** as per the specification enclosed (SCC).The vehicles are required for movement of scientists/staff along with scientific equipments for field works.

### **1. Submission of bids:**

The tender is Open Tender Two Bid (OTTB) system. The bids to be submitted (electronically) as per the bidding type indicated in the front page of the NIT. The bidders are advised to obtain DSC (Digital signature Certificate) from the authorized agent of NIC (the list provided in the NIC portal) and to register with NIC, if the bidder does not possess DSC. DSC is mandatory to participate in NIC.

Bidders are advised to upload their quotation in two Parts, **Part-1** should contain Techno-Commercial Bid and duly signed blank price bid (without indicating the cost) and EMD. **Part-2** should contain only the price bid with the cost as per the BOQ format.

The **Part-1(technical bid)** and **Part-2 (the price bid)** should be uploaded separately indicating the tender No, Tender date, Tender due date and time. **The price/cost should not be revealed along with the technical bid. In case, the price/cost is revealed the bid is considered as invalid and summarily rejected.**

**2. This NIT** shall form part of the Order / Contract document.

**3. Terms and conditions indicated in the NIT** shall be superseded by the terms and conditions mentioned in the Special conditions of contract (SCC) wherever applicable.

## **II. INSTRUCTION TO BIDDERS:**

### **4. Security:**

Any information / material / document supplied along with this tender or after placement order should not be disclosed or copied without written permission from NIOT.

### **5. Default in Performance:**

If any Vendor is not successfully discharging their contractual obligations against the order / contract placed on them by NIOT within the agreed time limit, (OR) if there is any deficiency in performing such obligations, NIOT reserves the right to suspend such Vendor from their participation in future tenders of NIOT for a minimum period of one year. Even after revoking the suspension period the Vendor's performance still continues to be the same without any improvement, NIOT reserves its right to BAN such Vendor permanently from participation in all the tenders of NIOT.

**6. Service:** Shall not be carried out without an Official order.

### **7. Order acceptance:**

The successful bidder should submit order acceptance within 15 days from the date of order, failing which it shall be presumed that the vendor is not interested and his bid security / EMD shall be forfeited.

### **8. Change of Name after award:**

Request / intimations with regard to change of name of the contractor constitution of the contractor after the tender opening or award of contract shall not be allowed as a matter of right. The bidders / contractors are required to submit all relevant documents with regard to change of name or/and change of constitution and the circumstances leading to such change beforehand. It shall be the discretion of NIOT to proceed with the contract after such changes and in case, NIOT decides to proceed with the contract, it may require the bidder / contractor to execute further agreements with regard to execution / implementation of the contract.

## **III. BIDDING CONDITION:**

### **9. In case of the unscheduled holiday in Chennai**

Being declared on the prescribed closing/opening day of the tender, the next working day will be treated as the scheduled prescribed day of closing/opening of the tender.

### **10. Bid Validity:**

Bids shall remain valid and open for acceptance for a **minimum period of 120 days** or for the period indicated in the SCC of this NIT whichever is more from the date of opening of Un-priced Techno-commercial Bids. A Bid valid for shorter period may be considered as unacceptable and liable for rejection.

### **11. Bid validity extension:**

In exceptional circumstances, prior to expiry of the original Bid validity period, NIOT may request the Bidder for a specified extension in the period of validity. The request and the responses thereto shall be made in writing. A Bidder agreeing to the request will not be required nor permitted to modify his bid, and will be required to extend the validity of his Bid Security correspondingly. When bid validity is extended EMD BG also deemed to have been extended automatically.

### **12. EMD / Bid security:**

The EMD Bid security is mandatory as indicated in the cover page and should be submitted along with the technical bid for the value indicated in the front page of this tender document. Bids without EMD will be summarily rejected.

The EMD / Bid Security shall be in the form of a Bank demand draft drawn in favour of '**NIOT-OTHER RECEIPTS ACCOUNT**' in INR or in equivalent foreign currency or a guarantee from a public sector bank or foreign bank acceptable to NIOT. The format of the guarantee shall be in accordance with the sample form of Bid Security available at NIOT website

- a) By Demand Draft/Banker's Cheque drawn in favour of '**NIOT-OTHER RECEIPTS ACCOUNT**', payable at Chennai (or)
- b) Bank Guarantee as per prescribed format issued by an Indian nationalized bank and valid for 60 days beyond the validity of the bid.

### **13. Conditions for EMD / Bid Security:**

EMD shall be returned / discharged to unsuccessful bidders within 15 days after the expiration of the period of bid validity or placement of order whichever is later.

EMD may be forfeited:

- a. If a bidder withdraws, modifies for provided unsolicited offer voluntarily revising the price in whatsoever aspect, its bid during the period of bid validity specified by the bidder on the bid form; or
- b. In case of a successful bidder, fails to furnish order acceptance within 15 days of the order and / or fails to furnish Performance Security.

EMD for a successful contractor shall be adjusted against performance security payable if submitted in DD / refunded if performance security is paid in full / performance security is submitted.

### **14. The compliance sheet**

With reference to the specifications should be furnished against each parameter while submitting the quotation, which is absolutely necessary. THE TENDERER SHALL SUBMIT TECHNICAL & COMMERCIAL COMPLIANCE SHEETS ALONG WITH THEIR OFFER. TENDERS WITHOUT COMPLIANCE SHEETS WILL NOT BE EVALUATED. The Price bid should be unconditional.

**15. Bid or modification to bids received after closing date and time** shall not be considered. Such modified bid together with original bid will be summarily rejected. Modification to the bid after opening the bid will not be considered unless specifically requested for by NIOT.

**16. Commercial compliance** As per the NIT shall be furnished along with the offer.

## **IV. TERMS AND CONDITIONS GOVERNING THE CONTRACT**

### **17. Guaranteed time of delivery/service – specific performance of contract:**

The time of vehicle reporting in time is the essence of the contract. In the event of unreasonable delay, NIOT shall apply penalty as per terms and conditions of contract.

### **18. Service contract Insurance:**

Contractor shall take out and keep in force adequate insurance to cover all risks. (a) In respect of their personnel deputed to work under the Contract. (b) In respect of their own as well as hired/own vehicles (to the extent of their insurance interest) used during the entire period of their engagement in connection with the Contract to the insurable value of Vehicle, manpower and other things. NIOT shall have no liability whatsoever in this regard. Such insurance policies of the Contractor shall embody the following clauses

“The Insurers hereby waive their rights of subrogation against National Institute of Ocean Technology, or any of their employees or their subsidiaries, affiliates or assigns.”

Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

**19. Risk service :** If the contractor fails to performance in terms of contract the required services or at any time repudiates the contract before expiry of such period, NIOT is entitled to cancel the contract and avail service from any other party at the risk and cost of the defaulting contractor.

### **20. Service contracts/Order:**

**Hiring contracts:** a) Payment will be made monthly / at the end of complete hire or as per terms stated in the General T&C of this NIT.

### **21. Payment:**

**NO ADVANCE PAYMENT WILL BE MADE.** As per standard terms, bills should be submitted bi-monthly (twice in a month) after performing the duty. Payment will be made within 15 days from the date of receipt of the bill duly certified for its utility by the NIOT official based on official booking given by NIOT Transport cell. **Agency should not undertake any direct booking from any official other than the authorized officials of NIOT.**

### **22. Force Majeure**

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, it's of NIOT either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Contractor shall promptly notify NIOT in writing of such conditions and the cause thereof. Unless otherwise directed by NIOT in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **23. Price:**

The price shall include but not limited to

- a) Services covered in this contract.
- b) Taxes and duties

The Bidder shall indicate on the appropriate price schedule form, the unit prices and total bid prices of the services he proposes to serve/supply under the contract strictly as per price bid format of tender.

### **24. Fuel price escalation/de- escalation:**

The price should be valid for minimum 2 years from the date of this rate contract. If the price of fuel varies from base cost used for estimate (price of petrol/diesel prevailing on the date of tender closing date) No escalation is admissible on any account whatsoever during the first three months of the contract. However after three months of contract increase or decrease in hire charges due to variation in Fuel rates will be worked out and paid only when the variation to base rate is above 10%.

Such increase or decrease in the hire charges due to these variations shall be worked out from the base rate on the following formula:

#### **Increase or decrease in Petrol or Diesel (fuel)=**

$$\frac{\text{Actual KMs run by the vehicle} * (\text{Revised rate of fuel price per litre} - \text{Base rate per litre})}{\text{Mileage of the vehicle KMPL}}$$

(Note: - The Base Rate of Diesel/petrol is the prevailing rate on the date of tender closing. The Average KMPL is to be assumed as 14 Kms in case of Non-AC cars (Maruti Dzire- or equivalent) and 12 Kms in case of AC cars (Maruti Dzire or equivalent). If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the bill).

The review for change in hire charges due to change in fuel rates shall be affected at the end of quarter, irrespective of start of contract i.e. on 31st March, 30th June, 30 Sept, and 31st December. The change in hire charges, if any, shall be applicable from the 1st day of next quarter.

The service provider shall submit supplementary bill for reimbursement towards increase in Fuel price on monthly basis without accumulation. This supplementary bill is to be supported with proof of fuel price prevailing on 1st of the month.

## **25. Taxes and duties:**

### **I. Payable only for the Indian bidder:**

**GST Registration:** You may submit a copy of GST Registration certificate along with your quotation.

### **II. Deductibles:**

Deduction of Indian Income Tax Deduction at Source for the Indian bidders:

TDS will be deducted as applicable. Valid Permanent account Number (PAN) is mandatory.

**26. Performance Security:** The Contractor should submitted 5% of the contract value as Performance Security within 2 weeks from the date of issue of LOI. The performance security shall be in one of the following forms:

1. By Demand Draft/Banker's Cheque drawn in favour of '**NIOT-OTHER RECEIPTS ACCOUNT**', payable at Chennai (or)
2. Bank Guarantee as per prescribed format issued by a nationalized bank and valid for 60 days beyond the scheduled delivery / completion period as per purchase order / contract.

Performance security shall be forfeited in the event of breach of contract by the contractor in terms of the contract. If Performance Security is not paid within the specified time, NIOT reserves its right to cancel the order and forfeit the EMD submitted.

## **27. Arbitration / Disputes**

In the event of any dispute, difference, interpretation or application relating to this agreement arises, the same shall be settled amicably by the parties. In case the dispute or differences could not be settled amicably, the same shall be referred for adjudication through Arbitration by an Arbitrator to be appointed by the Director, NIOT.

The Indian Arbitration shall be concluded in accordance with the provisions of Arbitration & Conciliation act, 1996 or any statutory modifications or reenactment thereof and the rules made their under and for the time being in force shall apply to the arbitration proceedings. Venue of such arbitration shall be at Chennai in India. The language of arbitration proceedings shall be English. The Arbitrator shall make a reasoned award (the "award"), which shall be final and binding on the parties. The cost of the arbitration shall be shared equally by the parties to the contract. However, expenses incurred by each party in connection with the preparation, presentation etc., shall be borne by each party.

## **Documents Establishing Bidder's Eligibility and qualifications:**

**28. Eligibility:** The bidder shall furnish, as a part of his bid, documents establishing the bidders' eligibility to bid and his qualification to perform the contract if his bid is accepted. The bidder must possess GST registration to claim the statutory levies.

**29. Order acknowledgement:** The order acknowledgement should be from the party on whom **order is placed / Principals only within 7 days from the date of order. NIOT prefers dealing with all Contractors directly and avoid inter mediatory.**



## V. Special conditions of contract (SCC)

### 1. Pre qualification (PQ) Criteria:

S. No.	Descriptions	Remarks (Yes/No)
1	Transport agency should have minimum two vehicles with necessary documents such as registration, insurance and registration of vehicle for public / transport.	
2	24x7 services. The transport agency / travels shed should position vehicle within 30 minutes.	

#### 1.1 The Bidder should own minimum 2 cars:

S. No.	Vehicles	Qty
1	<b>Etios/Dzire/Xcent/Amaze or equivalent</b>	<b>1 no.</b>
2	<b>Xylo / Mahindra marazzo/Toyota Innova*/Renault lodgy or equivalent</b>	<b>1no.</b>

**\*MOU may be accepted for 1 vehicle stated in this table**

Registered in their name or in the name of the proprietor of the travels before the date of publication of Tender. In case of partnership firm, bidder have to submit registered partnership deed as evidence

- 1.2 The model of the vehicles should be of the year 2017or later and in any case not more than 6 years old.
- 1.3 **Toyota Innova\*** - model of the vehicles should be of the year 2013 or later and in any case not more than 10 years old.
- 1.4 The vehicles should have valid permit (State / All India) to ply as Taxi / Van. (Copy to be enclosed for both the vehicles).
- 1.5 The vehicles should have valid Registration Certificate & valid Comprehensive Insurance Coverage (Copy to be enclosed for both the vehicles).
- 1.6 Shall also be submitted along with PAN No., GST Registration. No.

### 2. Operating conditions:

- 2.1 Payments will be made for the actual kms used from shed to shed. However, if the vehicle is required to report at NIOT Pamanji or while the trip is closed at NIOT Pamanji, the distance from shed to NIOT and vice versa will be restricted to maximum **25Kms and 60minutes (One way)**. The Travels should have sufficient manpower with good communication skills / neatness and provide vehicles as and when ordered as per the time required and type of vehicle required round the clock preferably within 01 hour from the time of booking. The vehicles should also possess all valid documents during services. The requirement of vehicles will be at any time on 24 hours basis. Feedback should be taken from the user on back side of the bill/trip sheet for arriving concrete conclusions for review. Any agency not providing the requisitioned vehicle within time shall be treated as their

- inability to provide within the short notice and if done 3 times may result in cancellation of the contract without any notice.
- 2.2 The method of arriving competitive bid will be total cost for two years applying the hire rate of vehicle at each category and trips estimated each year as per the bid format.
  - 2.3 **Safety:** Operator should have GPS tracking option to track the location of vehicle anytime and anywhere. Real time update if required (minimum two vehicles). It is very important that the identity and credentials of the driver are verified before employing him on duty.
  - 2.4 Drivers should possess mobile phone and valid license and in good uniform while on duty. All vehicles should be in a good and clean condition. Disinfected and Sanitized before departing from the shed (Door handles and arm rest etc). Air protect barriers: A plastic separator for passenger and driver shall be provided during the pandemic period.
  - 2.5 If any agency providing old vehicle prior to the one quoted as part of the tender may attract penalty @ Rs.500 per day.
  - 2.6 If drivers found to be drunken and drive, not reporting time, not in uniform, not holding mobile phone, not responding to the call, not holding name board at airport / railway station other place required and if there is no valid document in the vehicle, if AC not working will attract penalty @ Rs.1000.
  - 2.7 Any agency not providing the requisitioned vehicle within time will attract penalty @ Rs.500
  - 2.8 Any agency not providing the vehicle and driver details to arrange port pass / entry pass in one day advance will attract penalty @ Rs.500.
  - 2.9 Any agency not providing the vehicle and driver details to the passenger and officer in charge in 5hrs advance will attract penalty @ Rs.500.
  - 2.10 Vehicles requested for other states should have valid All India Permit/ to obtain at the time of requirements.
  - 2.11 The contract should be valid for a period of **ONE YEAR** from the date of contract and may be extended for **one more year** based on the satisfactory performance and certified by authorized NIOT officials.
  - 2.12 In case any penalty is imposed by the Police/Road transport authorities while running for NIOT purpose due to negligence of driver or any other reason pertaining to cab operator, NIOT will not be responsible for such incidences.
  - 2.13 In the case of breakdowns/accidents or repairs to the hired vehicle, the contractor will have to arrange another vehicle immediately at his own expenses. A penalty of Rs.500/- per day will be levied if the contractor fails to arrange an alternate vehicle or actual cost of replacement whichever is higher.
  - 2.14 **Price Validity:** The rate quoted for the above should be valid for two years include the cost of fuel, lubricant and maintenance of the vehicle, wages and boarding expenses of the driver etc. Additional expenditure like parking fee, toll fee and interstate permit fee will be reimbursed by NIOT only if it is certified by the staff utilizing the vehicle and on production of the proof.
  - 2.15 A) In case the contractor fails to provide vehicle at the required time to the controlling officer on more than THREE occasions, (or)  
B) Misbehavior of the driver of the vehicle/contractor is noticed, the NIOT will be at liberty to terminate the contract and to forfeit the security deposit of the contractor without giving any notice.

- 2.16 All the vehicles engaged for NIOT should bear board titled '**NIOT – On duty**'.
- 2.17 The vehicles will also be utilized to carry reasonable materials / equipments for field work in addition to the staff travelling as and when required.

### **3. GENERAL TERMS AND CONDITIONS**

- 3.1 The quotations should be valid for minimum **120 DAYS** from the due date. Commercial compliance sheet shall be furnished.
- 3.2 Failure of the successful bidder to accept the order shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security and call for new bids.
- 3.3 All general terms and conditions as published in our web site shall form part of this tender.
- 3.4 The Institute reserves the right to summarily accept/reject any quotation without any notice and reasons therefore which may deem fit for acceptance/rejection.

**Commercial Terms Compliance sheet: Part-A**

<b>S.No.</b>	<b>Particulars</b>	<b>Yes/No</b>	<b>offer Page Ref</b>
1.	Whether every page of the tender document is signed for acceptance of tender and enclosed along with the offer?		
2.	Whether Taxes and duties are shown separately in the quote. (Registration certificates issued by commercial tax authorities/ service tax authorities should be attached strictly)		
3.	Whether <b>EMD for ₹ 45,500/-</b> is enclosed along with the bid ?		
4.	Whether accepted to submit acceptance <b>within 7 days</b> from the date of work order		
5.	Whether submission of Performance Security is acceptable?		
6.	Whether Quote is <b>valid for 120 days</b> from the due date of tender or time specified in the tender document whichever is later?		
7.	Whether payment terms of the tender is complied with?		
8.	Whether price is submitted for <b>rate contract for 2 years</b> and accepted clause No. (25) fuel price escalation/de-escalation in paisa.		
9.	In case of Dual Bid whether un-priced commercial bid (Part-B) is enclosed in part – A (Technical Bid)?		
10.	If willing to accept for <b>only 25 kms and 60 minutes</b> one way shed to NIOT Pamanji vice versa may submit their quotation		
11.	Trip Sheet Format (given details need to be included) as per annexure-III		
12.	Whether item-wise price is quoted as per price bid and quoted price is realistic?		
13.	Whether a copy of your GST Registration certificates and PAN details are attached (Mandatory qualifying condition)		

**TECHNICAL Compliance sheet-Part-B**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Yes / No</b>	<b>Offer page ref.</b>
1	<b>Type of ownership:</b> 1.Proprietor. 2.Partnership. 3.Registered firm. 4.Unregistered firm. 5.Body corporate.		
2	Date of Registration of the Company with Registration No.		
3	The transport agency / travels operates 24x7 hours service.		
4	Whether the tourist operators/travels have minimum 02 cars as indicated in the cl. no. 1.3 ( pre qualification criteria)registered in their name or in the name of the proprietor of the travels before the date of publication of tender. In case of partnership firm, bidder have to submit registered partnership deed as evidence. No. of Cars owned in the name of the Travel / Proprietor with Make, Model & Type viz., given in the Annexure-II		
4	Whether the model of the vehicles is of the year 2017 or later and in any case not more than 6 years old. <b>Toyota Innova*</b> - model of the vehicles should be of the year 2013 or later and in any case not more than 10 years old.		
5	Whether the vehicles have valid permit (State/All India) to ply as Taxi/Van and copy attached.		
6	Whether the vehicles have valid Registration Certificate & Comprehensive Insurance Coverage and copy enclosed.		

\*\*If required, separate sheets may be used to provide the details completely wherever necessary.

Date:

Signature of the Proprietor  
with Company Seal

## Price Bid Format:

Sl. No.	Item Description	Qty	Units	Normal Sedan Cars A/C (ETIOS, Dzire, XCENT, AMAZE or equivalent) PRICE FOR 1ST YEAR	Normal Sedan Cars A/C (ETIOS, Dzire, XCENT, AMAZE or equivalent) PRICE FOR 2ND YEAR	SUV Cars A/C (Xylo, Mahindra Marazzo, Innova, Renault Lodgy or equivalent) PRICE FOR 1ST YEAR	SUV Cars A/C (Xylo, Mahindra Marazzo, Innova, Renault Lodgy or equivalent) PRICE FOR 2ND YEAR
1	2	3	4	5	6	7	8
	<b>Hiring of AC Cars (passenger with scientific equipments)</b>						
<b>A</b>	<b>For LOCAL TRIPS</b>						
1	For local trip 5 Hours and 50 Kms	1	Nos				
2	Rate for extra per Km, For local trip beyond 50 Kms	1	Nos				
3	Rate for extra per Hour, For local trip beyond 5 Hours	1	Nos				
4	For local trip 10 Hours and 100 Kms	1	Nos				
5	Rate for extra per Km, For local trip beyond 100 Kms	1	Nos				
6	Rate for extra per Hour, For local trip beyond 10 Hours	1	Nos				
7	For local trip 15 Hours and 150 Kms	1	Nos				
8	Rate for extra per Km, For local trip beyond 150 Kms	1	Nos				
9	Rate for extra per Hour, For local trip beyond 15 Hours	1	Nos				
<b>B</b>	<b>For OUT STATION TRIPS</b>						
10	For outstation trips per day 250 Kms	1	Nos				
11	Rate for out station extra per Km, beyond 250 Kms	1	Nos				
12	Rate for out station, Driver Bata per day	1	Nos				
13	Rate for out station night halt per day	1	Nos				
<b>C</b>	<b>Monthly Basis local and within Andhra Pradesh Minimum 25days. Hire charges for 300 Hours and 2500 Km (including Driver Bata/Salary/Diesel/Petrol)</b>						
14	Monthly Basis local and within Andhra Pradesh minimum 25days. Hire charges for 300 Hours and 2500 Km (including Drive Bata/Salary/Diesel/Petrol)	1	Nos				
15	Rate for extra per Km, Beyond 2500 Km	1	Nos				
16	Rate for extra per Hour, Beyond 300 Hours	1	Nos				
17	Driver bata for Extra hours (over and above 12hrs duty per day) in Rs. Per Hour	1	Nos				

18	GST in %	1	Nos			
19	<b>Total Amount in Rs.</b>					
20	<b>Fuel Price Escalation/ de-escalation ref Cl. No 24. State current base rate of fuel. Petrol/diesel</b>					

- **Toll fees, parking fee and Inter-State Permit charges (if any) are extra.**
- **The minimum period of hire is 5 hours & 50 km, if the usage is beyond 5 hours slab and falls between any two slabs the cost of hire will be sum of amount quoted for lower slab and on prorate basis for extra hours & Km.**

**ANNEXURE-I**

**BID FORM**

Tender No.

Date.....

(Name and Address of the purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda No.s.... the receipt of which is hereby duly acknowledged, I/ We, undersigned, offer to provide taxi in conformity, conditions of contract and specifications as may be ascertained in accordance with the schedule of prices attached here with and made part of the Bid.

I/We undertake, if my/ our Bid is accepted, to perform as per contract.

If my/ our Bid is accepted, I/We will obtain the guarantees of a Scheduled Bank for a sum of 5% of the contracted sum for the due performance of the Contract.

I/ We agree to abide by this Bid for a period to 120 days from the date of opening of financial bid and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.

Until a formal work order of contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

I/ We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this..... day of .....2017

Signature of tenderer  
in capacity of

Duly authorized to sign the bid for and on behalf of .....

Witness..... Tele No(s):-

Signature..... Fax No(s):-

Address..... E-Mail Address:-



## Annexure –II

### Schedule of Requirement

The contractor shall furnish the following information for Hiring of Light Commercial Vehicles.

1. Name of the firm:
2. Company Profile:
3. Address for communication:
4. Registered office if any:
5. Location of Garage in Nellore/Vidyanagar - Andrapradesh
6. Telephone No. (Office, Residence, Garage).
7. Name of proprietor/partners/directors.
8. Date/ year of commencement of business.
9. Name of the Contact person with Mobile number for provision of service including on holidays.

(i) Details of Vehicles owned by the company (not older than Jan2017 model).

SL. No.	Registration.	Make and model	AC / Non-AC	Date of Purchase	Photocopy of RC / Insurance Enclosed (Yes or No)
1					
2					
3					
4					
5					
6					

It is certified that the above information/certificates are true and in case of any of these is found to be false we shall be liable for any action as decided by the NIOT.

Dated:

Signature of Tenderer

**ANNEXURE-III**  
**Trip Sheet Format (given details need to be included)**

<b>Cab operator details</b>			
<b>Confirmation Order No.</b>		<b>Bill no.</b>	
<b>Date</b>			
<b>Vehicle No.</b>		<b>Vehicle Type</b>	
<b>Start km from Shed</b>		<b>Time</b>	<b>Date</b>
<b>Closing km at Shed</b>		<b>Time</b>	<b>Date</b>
<b>Running km</b>		<b>Total time</b>	
<b>To be fill by passenger</b>			
<b>Pickup Place:</b>		<b>KM</b>	<b>Date / Time</b>
<b>Closing Place:</b>		<b>KM</b>	<b>Date / Time</b>
<b>Place covered</b>			
<b>Feedback from the passenger</b>			
<b>Passenger Name</b>		<b>Dept</b>	
<b>Particulars / Cash paid if any:</b>			
<b>Remarks on Vehicle Condition and Driver cooperation</b>			
Driver's Signature		Customer's Signature	

**\*GPS tracking will be provided if required.**