

**NATIONAL INSTITUTE OF DESIGN
HARYANA**

Tender Document

Contract for Hiring of Vehicle

**NATIONAL INSTITUTE OF DESIGN
HARYANA
(GOVT. POLYTECHNIC BUILDING, UMRI)
KURUKSHETRA, HARYANA-136131
PHONE-278101, 278100, 278103**

SUB: Notice Inviting Tender for hiring of Vehicles/ Taxis.

INTRODUCTION:

National Institute of Design, Haryana invites sealed tender/bid from established and experienced firms/ individuals/ companies, for awarding contract for providing round the clock vehicles/ Taxis for NID-H. The Tender should be submitted by 1300 hours on 28th January 2020 marked to The Director, National Institute of Design –Haryana, (Kurukshetra) at its above mentioned address.

ABOUT NID-H

National Institute of Design, Haryana has been established by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India (engaged in imparting regular academic course in Design (GDPD)).

Notice inviting Tender Contract for Hiring of Vehicles (Taxis)

Sealed Tenders are invited under Two Bid system

Technical Bid (Part I: Un-priced) and Financial Bid (Part II: Priced) from Taxi operator's / Travel agencies, with minimum annual turnover of Rs.10 lakhs each during the last three years for providing AC and Non-AC vehicles on requirement basis for a period of one year (to be extended every year upto maximum of 03 years, on mutually agreeable terms as well as contract review basis at the end of contract). The tenderer should have the experience of providing vehicles to any Government department; Government approved body, Educational Institution(s), MNC etc.

Interested agencies can obtain the detailed tender document containing the terms and conditions from the official website of the Institute i.e. www.nidh.ac.in and can obtain the same against a written request on their own letter head from the office of administration, National Institute of Design , Haryana , Umri, Kurukshetra on all working days (Monday to Friday) between 1000 hours to 1700 hours and the last date of obtaining the tender document from Institute is 27th January 2020. The cost of tender documents is Rs. 2000/- (Non- refundable) which is to be paid in the form of demand draft favoring National Institute of Design, Kurukshetra payable at Kurukshetra. Any bid submitted without DD of cost of tender document is not acceptable. The time schedule of tendering is specified below:

- Issue of tender document: 07th January 2020; 10:00 AM
- Fee of tender document: Rs. 2000/-
- Last date for submission of tender document: 28th January 2020; 01:00 PM
- Date & Time of opening of tender 28th January 2020; 03:00 PM.
- Offer by e-mail or Fax will be summarily rejected.

The Director, National Institute of Design, Haryana reserves the right to accept / reject any or all the tenders without assigning any reason.

Section – 2

Instructions to Tenderers & General Terms & Conditions of Contract

1.0 Terms & Conditions

National Institute of Design, Haryana is a premier Government funded Educational Institution under the aegis of the Ministry of Commerce & Industry, Government of India.

- 1.1 Under normal circumstances the contract shall be valid for a period of one year from the date of issue of work order. The Institute may cancel the contract during the contract period without assigning any reason. However, the period of contract can be extended for a further period of two years on yearly basis at the discretion of The Director NID- Haryana. The contract so extended by the institute, will be on the same or revised rate and terms & conditions. After expiry of the extended period of the contract will be automatically come to an end and no separate notice will be given.
- 1.2 The tenderer should have the experience of providing vehicles to any Government department, Government approved body, Educational Institution(s), MNCs etc. for minimum two years.
- 1.3 The agency should have minimum annual turnover of Rs. 10 lacs each in the last three financial years. A copy of turnover (CA certified) certificate should be attached with the offer.
- 1.4 For regular requirement one day in advance and in emergency 02 Hrs. by telephonic/ Verbal intimation shall be considered as notice.
- 1.5 There is no guarantee of hiring of any specific number of vehicles. The agency shall have to provide as many vehicle as may be required by the Institute.
- 1.6 The bidder should own or have on registered lease prior to date of floating of our tender for minimum of 03 vehicles of model not older than January 2015. The proof of ownership or registered lease holding should be produced along with the qualifying bid documents.
- 1.7 The lowest bidder shall make available the vehicle at the place, to be decided by the Institute for inspection. If the Institute is satisfied with the condition of the vehicles, only then, purchase order shall be awarded to the lowest bidder. If the lowest bidder is not able to provide vehicle (s) in good condition resulting in non-issue of purchase order, the earnest money of such bidder shall be forfeited.
- 1.8 The bidder shall submit the proof of ownership in case of own vehicle or in case of leased/ hold vehicles a power of attorney/ affidavit, authorizing the bidder to use the vehicle for hiring, on stamp paper from notary.
- 1.9 The vehicle should be duly insured and should carry necessary documents.
- 1.10 Duty meter will be start from reporting point to the relieving point and not from garage to garage basis. The meter reading should tally the actual distance of run at any instant and authorized officer have full power to check up the meter for its correctness and to take action accordingly.

- 1.11 The documents submitted by the tenderers should be serially numbered along with an index.
- 1.12 All vehicle should carry first aid box, torch, stepney, Fire Extinguisher & tool box etc.
- 1.13 In case of any break down of vehicles on duty, it shall be the responsibility of the agency to provide a replacement immediately. If no replacement is provided on time, alternate arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.
- 1.14 Vehicles shall have to be made available on all days including Sundays and Holidays, if required. The firm / agency shall maintain the vehicles in good running condition at its own cost and shall also keep a valid pollution control certificates with the vehicles at all the times.
- 1.15 The vehicles provided to the Institute should meet all the requirements of the RTO.
- 1.16 The drivers should be educated, able to read & write Hindi and English in practical (Degree not mandatory) and possesses a valid driving license.
- 1.17 The driver should be well conversant with roads and routes of Kurukshetra, Chandigarh and Delhi, his operations and functions shall be governed as per Motor Vehicle Act and Rules.
- 1.18 The driver should follow the discipline at National Institute of Design, Haryana during the duty period. The driver should maintain proper dress code viz. shirt, pant & shoes. The Institute will not compromise towards punctuality, cleanliness, obedience, promptness, poor driving, negligent behavior etc. If the driver, at any time during the official duty, fails to perform duties as directed by the Institute, the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the authority of the Institute.
- 1.19 It will be the responsibility of the agency to provide drivers whose police verification has been done.
- 1.20 The Institute will not be responsible for any loss, damage or accident of vehicles. The Institute will not be responsible for the injury to the driver or to any other third party. Any liability arising from damage or legal expenses on this account shall be borne by the transport agency.
- 1.21 Every page of the tender should be signed by the authorized signatory signifying acceptance of all the terms and conditions.
- 1.22 Competitive rates for following vehicles in both AC and Non- AC segment are invited. The different categories of vehicles required will be: AC / Non- AC:
 - (i) Indigo / Swift Dezire / Engine Displacement from 1200 – 1500 cc
 - (ii) Innova / Xylo / Engine Displacement from 2000 – 2500 cc
- 1.23 It will be mandatory for all the bidders to quote for **all** the categories. In case any firm does not quote for any one of the categories then it will be considered **a technical unsuitable bid**.
- 1.24 The order for providing taxis on hire basis may be given to the agency which has quoted the lowest rates while meeting all the terms and conditions laid by the Institute.

- 1.25 The tenderer / firm should have PAN number & GST Registration No. and should attach a copy of the same.
- 1.26 The tenderer / firm should have the Income Tax returns for the last three (03) years and should attach a copy of the same.
- 1.27 Intending bidder must have a telephone number where the requisition of vehicle can be conveyed round the clock (24 hrs.) for 365 days. The driver of the vehicle must be provided with mobile telephone so that he may be contacted at any point of time.
- 1.28 The vehicle must have permit to travel in neighboring States/ UT'S i.e. Punjab, Delhi, Rajasthan, UP and Chandigarh in addition to Haryana. Permit fee/ all kind of entry tax will be borne by the contractor.
- 1.29 Payment of any government Tax/ Duty in respect of the hired vehicle will be the liability of the contractor.
- 1.30 Any changes in the vehicle/ driver should be informed at least one day before the day of such changes.
- 1.31 No mileage will be allowed for lunch/breakfast or for filling of petrol/ diesel etc.
- 1.32 Any act on the part of tenderer to influence anybody in the Institute is liable for rejection of the tender.
- 1.33 The agency selected shall have to execute an agreement on a non-judicial stamp paper with the Institute.
- 1.34 Tenders / bids not confirming to the requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
- 1.35 In case rate quoted by the bidders are same in more than one case then the preference will be given to the existing agency, subject to the condition that tender has been received from them. In case the existing agency has not submitted its quotation then the allotment shall be done by the draw of lots of same lowest rate bidders by the committee.
- 1.36 Any relaxation in the terms and conditions will be at the sole discretion of The Director, National Institute of Design, Haryana.

2.0 Payments

- 2.1 Payments will be made by way of RTGS/NEFT/IMPS using PFMS against the submission of monthly bills (in triplicate) with Log Book duly signed by the designated user (s). Bill shall be prepared as per clause 3 below. The monthly bill shall be paid only after tax deduction at source (TDS) as applicable from time to time.

3.0 Rate of hire charges:

- 3.1 Rates quoted should be inclusive all taxes except Goods Service Tax (GST). Goods Service Tax (GST) will be paid extra as per Govt. rates applicable from time to time. Proof of deposit of Good Service Tax (GST) to appropriate authority should be submitted quarterly to NID-H for the vehicles under their respective control.
- 3.2 Duty hours will be calculated on the basis of the difference between reporting time and releasing time on each day as noted on the duty slip by the user.

- 3.3 The bill should be prepared on the basis of Kilometers covered.
- 3.4 Number of working days in a week may be increased by the Department anytime and the supplier will have no extra claim for this.

4.0 Special Conditions of Contracts:

- 4.1 In case the Government of India subsequently declares the date fixed the opening of the bid is holiday, the bid shall be opened on next working day. The contractor/bidder will have full liability under sections of Motor Vehicles Act 1968 and IPC causing death or permanent disability developed by the vehicle supplied by the contractor. The hiring authority shall have no responsibility and will not entertain any claim in this regard in any circumstances. The contractor/bidder shall indemnify the purchaser from such incidences.
- 4.2 The engagement and employment of drivers and payment of wages to them as per existing provision of various Labour laws and regulations is the sole responsibility of the contractor and shall indemnify the purchaser. Any breach of such laws on regulation shall be deemed to be breach of this contract.
- 4.3 The contractor shall supply the vehicles properly cleaned from outside and totally dust free inside. Seats of the vehicle should have cover of white towels should be clean. Also, driver should be properly dressed & well behaved. Taxis to be provided by the contractor should be in perfectly sound working condition and suitable for use by senior officers of the Institute. Engine of the supplied vehicle should be noise-free.
- 4.4 Driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver/vehicle is required, prior intimation should be given to the user concerned.
- 4.5 The contractor should send the vehicle for periodical servicing at the cost of the contractor. Institute will not pay any mileage run for such servicing. The cost of lubricant, repairs, maintenance, Taxes, Insurance etc.
- 4.6 In case of change of vehicle by the contractor during the period of the contract, the proof of ownership in case own vehicle or in case of leased/hold vehicles a copy of power of attorney/ affidavit should be submitted within 7 (seven) days of such change for such changed vehicles.

5.0 Earnest Money Deposit (EMD)

The technical bid should be accompanied by EMD of Rs. 20,000/- (Twenty Thousand only) by way of Demand Draft / Banker's Cheque from a nationalized bank, drawn in favour of National Institute of Design, Kurukshetra payable at Kurukshetra along with offer. The draft number should be clearly mentioned in the tender document. The tender which are not accompanied by the requisite EMD shall be out rightly rejected.

The EMD submitted by all the firms who do not qualify for the contract or are not the lowest will be returned back as per rules.

5.1 The earnest money deposit will be forfeited:

- If the tenderer withdraws his tender during the period of tender validity.
- If in the case of successful tenderer, he fails to:
 - (i) Sign the contract or to furnish performance security in accordance with general terms and conditions of contract.
 - (ii) Comply with all terms and conditions of the agreement.
 - (iii) Comply with the rules and regulations set forth by the Government.

6.0 Performance Security Deposit

- 6.1 The successful tenderer will have to deposit the performance security money of Rs. 60,000/- in form of the Demand Draft / Banker's Cheque, drawn in favour of National Institute of Design, Kurukshetra payable at Kurukshetra within 10 days of the work award letter. No interest on this security deposit will be paid by the Institute. Earnest Money of Rs. 20,000/- will be adjusted against security deposit of successful bidder and shall remain the Institute till the expiry of the contract.
- 6.2 In case of any breach of the terms and conditions of the contract, Institute has right to forfeit the security deposit of the agency, in addition to any other action which may be taken by the competent authority.
- 6.3 The financial bids should be in the format given in Annexure – III. The rates quoted in the financial bid should be both in words and figures. Any corrections / use of correcting fluids should be duly authenticated by the tenderer. The amount of bids quoted should include all statutory payments excluding G.S.T., if any.

7.0 Penalty Clause

- 7.1 If the contractor fails to provide the vehicle at the requisitioned time or within a reasonable time of half-an-hour of the requisitioned time, the contractor is liable to pay the penalty Rs. 500/- per duty/day.
- 7.2 If the vehicle / driver fails to report for duty on more than three occasions in a month for reasons whatsoever, the contract shall be terminated forthwith and the security deposited will be forfeited.
- 7.3 National Institute of Design, Haryana will not compromise towards punctuality, cleanliness, obedience, promptness, poor driving, negligent behavior etc. If the driver, at any time during the official duty, fails to perform duties as directed by the Institute,

the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the competent authority.

7.4 Both the Technical and Financial Bids should be put in separate envelopes super-scribed as “Technical Bid” and “Financial Bid” respectively. Both these envelopes be put in a one bigger envelop super scribed as “Quotation for contract for hiring of vehicles / cars” and sealed and addressed to The Registrar, National Institute of Design Haryana (Kurukshetra).

7.5 The firm should necessarily fill all the columns in Annexures. Partly filled tender will not be accepted and liable to be rejected.

8.0 Non - relationship with employees

The Institute will debar the parties from tendering having relative working in Institute/. A non- relationship certificate is required to be submitted. In case of dispute of any kind and in any respect whatsoever, the decision of the committee members shall be final and binding.

9.0 Jurisdiction of Court

The courts at Kurukshetra (Haryana) shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

10.0 Termination of Contract

10.1 Notwithstanding any other provisions made in the contract, National Institute of Design, Haryana reserves the absolute right to terminate the contract forthwith. It is bound that continuation of contract is not in Public interest. The contractor will not be eligible for any compensation or claim in the event of such cancellation. If at any later date, if it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the contractor shall be cancelled and security deposited with Institute will be forfeited.

10.1 Engagement of agency shall stand cancelled in case the agency violates any of the terms and conditions.

10.2 Any relaxation in the terms and conditions will be at the sole discretion of The Director, National Institute of Design, Haryana.

Name: _____

Position: _____

Address _____

Contact no. _____

Section – 3

Technical Information and Undertaking

TECHNICAL BID (Part-I: Un-priced) Instructions related to Technical Bid

1. Name & Correspondence Address of the firm along with phone / mobile numbers.
2. The firm should be well established with a minimum turnover of Rs. 10.00 lacs per annum in the last 03 financial years and at least 02 years' experience in providing services to Government department; Government approved body, Educational Institution & MNC etc.
3. The firm should have own or have on registered lease minimum three (03) vehicles **(copy of ownership/ lease holding to be provided).**
4. The vehicles should have the valid Pollution Control Certificate **(proof to be attached)**
5. The firm / tenderer should provide the following information:
 - (i) **Last 03 years ITR (Income Tax Return)**
 - (ii) **Company registration certificate.**
 - (iii) **PAN Number (copy must be attached)**
 - (iv) **Goods & Service Tax (GSTIN) Registration (copy must be attached)**
 - (v) **Turnover Certificate from Chartered Accountant.**
6. Each sheet of the tender should be signed by the tenderer.
7. List of the important organizations with address and telephone numbers to whom taxi services have been provided during the last 02 years with period of contract, if any, to be enclosed (summary may be enclosed on separate sheets for each contract and period and amount of contract, remarks / observations / appreciations of the organization considered important by the tenderer in the form of completion certificate).
8. Draft No. _____ for Rs. 20,000/- favouring National Institute of Design, Kurukshetra payable at Kurukshetra. (in separate cover) as EMD.
9. Any other information the tenderer wishes to mention.

Date: _____

Place: _____

Signature: _____

Financial Bid Part – II (Price) (Instructions related to Financial Bid)

Financial / Price Bid should be in separate sealed cover in the format given in Annexure – III.

1. The rates quoted in the “Financial Bid” should be both in words and figures.
2. It will be mandatory for all the bidders to quote for all the categories. In case any firm does not quote for any of the categories then it will be considered a technically unsuitable bid. Rates should be quoted under all columns. Incomplete quotations will be out rightly rejected.
3. The tenderers should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
4. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
5. Alteration if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tenderer should duly sign the entire tender documents personally.
6. Failure to provide price bid in a separate sealed cover will result in invalidation of the offer.

Annexure I

CHECKLIST FOR TECHNICAL BID & FINANCIAL BID

Sr. No.	Documents to be attached	Yes	No	If Yes page no.
1.	EMD of Rs. 20,000/- in form of Demand Draft / Bankers' Cheque issued by any nationalized bank in favour of National Institute of Design, Kurukshetra .			
2.	One self-attested recent passport size photograph of the authorized person of the firm / agency with name, designation, address and telephone numbers. If the bidder is a partnership firm, name, designation, phone numbers of all the partners should be attached.			
3.	Tenderer's self-attested copy of the PAN card issued by the Income Tax department with copy of Income-tax returns of the last three financial years			
4.	Tenderer's self-attested copy of the Goods & Service Tax (GSTIN) Registration, issued by the Tax Authority.			
5.	Proof of experience of last 02 financial years along with satisfactory performance certificates from the concerned employers.			
6.	Main envelop with Part – I and Part – II as sealed and the following written on it: Name and Address of the Tenderer and Super-scribed with words “Quotation for contract for hiring of vehicles / Taxis”			
7.	Copy of ownership proof/leased or hold power of attorney of vehicles in the name of the firm / proprietor			
8.	Any other document, if attached			

Annexure II**TENDERING AGENCY'S PROFILE**

Sr. No.	Particulars	Remarks
1.	Name, Address of firm / agency and telephone numbers	
2.	Registration of the Firm / Agency, if any	
3.	Name, Address, Designation, phone numbers of the authorized person(s) of the agency to deal with	
4.	Please specify as to whether the tenderer is sole proprietor / partnership firm / company or any other establishment	
5.	Name, Address and telephone numbers of the Head / Partners etc. be specified	
6.	Copy of the PAN card issued by Income Tax Department and copy of previous three financial years ITR (Income Tax Return)	
7.	Authorization / Power of Attorney	
8.	Number of Vehicles owned by the Firm	

Declaration by the Bidder

This is to certify that I / We before signing this tender document have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

Signature with Seal

FINANCIAL BID

It is mandatory for all the bidders to quote for all the categories. In case some firms do not bid for any one of the categories then it will be considered a technically disqualified bid.

Sr. No.	Type of Vehicle	Description	Pickup & Drop		Monthly (2000 Kms. min per vehicle)		
			Delhi (Airport)	Chandigarh (Airport)	Hire / Rental (fixed for 2000 Km.)	Rs. per Km beyond 2000 Km	Over Time
1.	Swift Dezire / Tata Indigo or equivalent or Engine Displacement from 1000 to 1500 cc	AC					
2.	Innova / Xylo or equivalent or Engine Displacement from 2000 to 2500 cc	AC					

ANNUAL RATE CONTRACT FOR HMV ON CALL BASIS

Sl.NO	Nomenclature (HMV)	Out station per kilometer rates excluding all taxes, parking & GST		Out station per kilometer rates including all taxes, parking & GST		Local area rates	
		AC	NON-AC	AC	NON-AC	AC	NON-AC
1	17 seater travelers						
2	26 seater Bus						
3	33 seater Bus						
4	52 seater Bus						
5	58 seater Bus						

1. Quote the out station rates for minimum ____ km & ____ hrs. duration for single duty.
2. Local area rates to be quoted for minimum ____ km & ____ hrs. duration.
3. Night charges, if applicable.

Annexure – IV

UNDERTAKING

1. I / We undertake that I / We have carefully gone through and abide by all the terms and conditions and understood the scope / conditions of the proposed work of providing vehicle as per the categories mentioned on hire basis to National Institute of Design, Haryana and shall abide by them.
2. I / We also undertake that I / We have understood “Parameters and Technical specifications for conducting the work” mentioned in section – 2 of the tender and shall conduct the work strictly as per these “Parameters and Technical specifications for conducting the work.
3. I / We further undertake that the information given in this tender are true and correct in all aspects.

Dated:

Dated Signature of Tenderer
With stamp of the Firm

Annexure – V**Affidavit (on Rs.10/- Non-judicial stamp paper)****PARTICIPATION OF NEAR RELATIVES OF EMPLOYEES IN THE TENDER /
EXECUTION OF WORKS IN UNITS**

I / We _____ S/o / D/o _____
resident of _____

hereby certify that none of my relative(s) is / are employed in National Institute of Design, Haryana as per details given in the tender document. In case at any stage, if it is found that the information provided by me is false / incorrect, National Institute of Design, Haryana shall have the absolute right to take any action deemed fit without any prior intimation to me.

Tenderer's Signature

Dated: _____

Official Seal

Annexure – VI

Mandate Form Contractors/Vendors/Suppliers
(For Making Payments through RTGS/NEFT)

1	Particulars of Contractors/Vendors/Suppliers :	
	(a) Name of Contractors/Vendors/Suppliers	
	(b) Address	
	(c) Mobile No.	
	(d) E-mail ID	
	(e) PAN No. (Please attached copy of PAN Card)	
	(f) G.S.T. No./ Service Tax No., if any	
2	Particulars of Bank Account :	
	(a) Name of the Bank	
	(b) Name of the Branch	
	(c) Branch Code	
	(d) Address	
	(e) City Name with Pin Code	
	(f) Telephone No.	
	(g) NEFT/IFSC/RTGS Code	
	(h) 9 Digit MICR code Appearing on the Cheque book	
	(i) Category of Account	
	(j) Contractors/Vendors/Suppliers Name as per Bank Account	
	(k) Type of Account	
	(l) Account No.	
	(m) Copy of Cancelled Cheque	

* **Changes, if any, in above is to be intimated within seven days.**

Encl.: 1) Copy of PAN Card
2) Copy of Cancelled Cheque

Date: _____

(Signature)

Place: _____

(Authorized Signatory Name &
Designation with Seal)