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क्षेत्रीय आयुर्वेदीय मातृ एवं शिशु स्वास्थ्य अनुसंधान संस्थान
REGIONAL AYURVEDA RESEARCH INSTITUTE



For MOTHER & CHILD HEALTH

(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्, नई दिल्ली द्वारा संचालित
 आयुष मंत्रालय, भारत सरकार)

(Under Central Council for Research in Ayurvedic Science,
 Ministry of AYUSH, Govt. of India)

घरकुल परिसर के पास, एन.आय.टी. कॉम्प्लेक्स, नन्दनवन, नागपूर-४४० ००६

Near Gharkul Parisar, N.I.T. Complex, Nandanvan, NAGPUR - 440009 (MS)

F.No. 2-7/2015-16/AMHRI-NGP/Hiring Vehicle/Admn/ 1054

Dated: 28 AUG 2020

NOTICE INVITING TENDER

Sub: INVITATION OF QUOTATIONS FOR HIRING OF VEHICLES

Sealed quotations are invited from registered firms for hiring of Corolla Altis, Honda City, Swift Dzire, Innova Crysta, Innova, Vista, Indigo, Scarpio, Bolero, Hyundai i-10, Tavera, Wagon-R, Bus (50 seater), Traveller (16 and 12 seater), Tempo Chota Hathi (AC /non AC) with carrier, for undertaking tours to local areas (within 80 kms - 8 hours and 100 kms - 10 hours) and outstation tours for RARIMCH, Nagpur. Details in this regard can be obtained from CCRAS Website- www.ccras.nic.in.

The interested firms are requested to follow the terms and conditions strictly while submitting the tender.


 Assistant Director In-charge

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Near Gharkul Parisar, N.I.T. Complex, Nandanvan, NAGPUR - 440009 (MS)

F. No. 2-7/2015-16/AMHRI-NGP/Hiring Vehicle/Admn/ 1054

Dated: 28 AUG 2020

NOTICE INVITING TENDER

Sub: Annual contract for hiring of Taxis on Daily Basis.

Sealed quotations are invited from registered firms for hiring of Corolla Altis, Honda City, Swift Dzire, Innova Crysta, Innova, Vista, Indigo, Scarpio, Bolero, Hyundai i-10, Tavera, Wagon-R, Bus (50 seater), Traveller (16 and 12 seater), Tempo Chota Hathi (AC /non AC) with carrier, for undertaking tours to local areas (within 80 kms - 8 hours and 100 kms - 10 hours) and outstation tours for RARIMCH, Nagpur District.

General information of the Tender

a	Tender Reference No.	F.No. 2-7/2015-16/AMHRI-NGP/Hiring Vehicle/Admn/
b	Last date and time of receipt of Tenders	before 02.00 PM on 21/09/2020
c	Time and date of opening of the Tender	on 03.30 PM on 22/09/2020
d	Place of opening of the Tender	RARIMCH, Nagpur
e	EMD	Rs. 5000/- (by Pay order/DD)
f	Tender document fee	Rs. 500/- (by Pay order/DD)

The interested firms/agencies may submit/send bids/quotations accompanied by EMD of Rs. 5,000/- + Tender document fee of Rs.500/-and other documents by speed post/ by hand to the Assistant Director In-charge, RARIMCH, Nagpur at the afore-mentioned address. The Tender documents can be obtained from the Institute or downloaded from the website (www.ccras.nic.in)

The bids/quotations must be submitted by 02.00 P.M on 21/09/2020 and it will be opened at 3.30 P.M on 22/09/2020 on the same day for which each firm may send their representative. 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 bids.

Assistant Director In-charge
RARIMCH

I. General Instructions:

1. The taxi should be in excellent running condition mechanically as well as upholstery wise i.e. Outer body/ upholstery should be decent looking should not be more than 5 years old and also should have permit to operate in the State.
2. The taxi to be provided by the successful bidder should be tax paid in all respects and registered under GST.
3. The Drivers to be deputed by the successful bidder must be non smoker and non alcoholic as well as in proper neat and 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.
4. The Drivers to be deputed by the successful bidder must have holding a valid driving license and at least 3 years experience.
5. The contract shall be awarded initially for a period of one year from the date of commencement and can be extended/ renewed further on the same rate and terms and conditions on mutual consent, if the services of the firm are found to be satisfactory.
6. The contracted firm should be in a position to provide taxis on short notices as and when needed.
7. The drivers to be deployed should be well mannered and fully conversant with local routes.
8. The contracted firm should be in a position to provide standby taxi in case of any breakdown.
9. 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 breakdown to destination are to be borne by the firm only, which would be deducted from the bill of the contracted firm.
10. The owner/ representative of the firm must be available, either on landline telephone or mobile phone.
11. The driver 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.
12. The cost of fuel and maintenance of car, mobile phone charges and salary of the driver will be borne by the bidder.


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13. The firm should be able to provide taxi on Saturday, Sunday, Holidays also whenever need arises.
14. The Institute will deduct TDS u/s 194 of the IT Act 1961 to the following documents are to be enclosed duly verified with the quotation.
 - a) Copy of GST/ service tax registration certificate.
 - b) The proof of Income tax paid for the last three years.
 - c) Copy of PAN /TIN, either in name of the firm or the proprietor.
15. The transporter must enclose the list of Central Govt. Ministries/ Departments/ other Govt. Offices/ Undertakings/ MNCs to whom the firm is rendering the services for providing taxis with documentary proof and their full details like address, name of contact person, if any.
16. Agency of vehicle may use in Govt. Holiday/ Sunday in a month for Repair/ Maintenance of vehicle with the consent of Project Head for which running charge will not be paid.
17. Any Compensation on account of accident or damage to the vehicle or death of third party/Taxi driver or injury or loss, if any shall not be paid by RARIMCH, Nagpur and shall be borne by the Travels/ Agency of vehicle.
18. An undertaking must be submitted to the effect that the firm has not been black-listed by any of the Govt. / Private Offices.
19. 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.
20. Copy of last 3 years GST/ service taxes paid by the firm must be enclosed with the Technical bids as proof.
21. Earnest Money Deposit of Rs. 5,000/- (Rupees five thousand only) + Tender document fee Rs. 500/- (Rupees five hundred only) to be deposited in the form of bank draft / Pay order in favour of Assistant Director In-charge, RARIMCH, Nagpur payable at Nagpur. Quotations received without EMD /Tender document fee shall summarily be rejected and would not be entertained under any circumstances.
22. The EMD of un-successful bidder shall be refunded without any interest. The EMD of the successful bidder shall be adjusted towards Performance Security.
23. The driver deputed with the vehicle shall keep and maintain the logbook of the vehicle which should be completed on daily basis and signed by the officer using the vehicle. The speedometer of the vehicle should remain in working condition. If there is a fault to the speedometer, it shall be got repaired immediately and kilometer during breakdown period covered shall be got verified by the officer using the vehicle.
24. The bidder must quote for item wise offer for each items of work in the prescribed Performa 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.


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25. During contract period, if need arises for revision of rates due to hike in Petrol/ Diesel prices by at least 20%, the contracted firm shall take up the matter with the Institute and the matter would be resolved on mutual negotiations. The decision of the Assistant Director In-Charge, RARIMCH, Nagpur will be final in this regard.
26. The duty point and terminating point in most cases will be Institute and mileage and time will be calculated accordingly.
27. All documents/ taxes of vehicle (Road Tax, Passing Fee, Pollution, RC, Insurance and Fitness etc.) and other duties of Maharashtra state shall be borne by the Agency. However, Toll tax, Parking Charges during official tour shall be borne by RARIMCH, Nagpur and same shall be reimbursed to Agency along with monthly bill subject to production of proof.
28. The bidder must indicate name of the firm and address along with telephone number on the envelope containing both Technical and Financial bids, without fail.
29. If the firm fails to provide the taxi in time after confirmation or deny providing the taxi, the firm would be liable to pay equal to one day charges on each occasion and the same would be deducted from the bills submitted by the firm.
30. All types of repair and preventive maintenance of vehicle shall be borne by Agency. Diesel, Lubricants etc. required for running of vehicle shall be arranged by the Agency on his cost. Agency will keep sufficient quantity of Diesel/Petrol (at least 20 liters tank balance all the time) in stock.
31. Parking, Watch and Ward of vehicle shall be the responsibility of the Driver/Agency. No claim of any kind in this regard, will be entertained/ accepted by RARIMCH, Nagpur.
32. Security Money:
 - a) The successful bidder shall have to deposit Performance Guarantee of Rs. 10,000/- (Rupees two thousand only) which must be deposited in form of multi- city cheque/ Bank Draft in the name of Assistant Director In-charge, RARIMCH, Nagpur. Payable at Nagpur within 10 days of intimation of the same. The security money will be refunded to the contracted firm after satisfactory completion of contract without any interest.
 - b) EMD/Security money may be forfeited at any time in the following circumstances and the decision of the Assistant Director In-charge, RARIMCH, Nagpur in this regard shall be final and binding on the firm:-
 - a) If the firm violates any of the terms and conditions of this Bid Notice.
 - b) If the services provided by the firm found to be unsatisfactory.
 - c) If the firm declines to continue providing services.
33. 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.


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34. All the disputes which may arise at any time relating to the contract shall be settled in Nagpur District, Jurisdiction only.
35. The bidders are required to give declaration as per **Annexure-I**. Bidders may please quote their unconditional rates strictly in the enclosed **Annexure-II**.
36. The Institute reserves the right to accept or reject any bid in full or in part or rejects any or all bids without assigning any reason thereof. The decision of the Assistant Director In-charge, RARIMCH, Nagpur in this regard shall be final and binding on the firm.


Assistant Director In-charge
RARIMCH, Nagpur

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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.	Earnest Money deposit (Rs.5000/-)		
3.	Tender document fee (Rs. 500/-)		
4.	Detailed profile of the firm.		
5.	List of clients (copies of award of contract) Proof of experience		
6.	Registration/ GST/ Service Tax registration details of the firm		
7.	PAN No.		
8.	Undertaking of not blacklisted by Govt. Department		
9.	Details of vehicles owned with registration no.		
10.	Whether accepted all the Terms & conditions of the Tender Document		
11.	Date of establishment of firm.		

**SIGNATURE AND SEAL OF THE
AUTHORIZED SIGNATORY**

ANNEXURE-II

S. No.	Description	Rate of Non-AC car with model												
		Corolla Altis	Honda City	Swift Dzire	Innova Crysta	Innova	Vista	Indigo	Hyundai i-10	Tavera	Wagon-R	50 seater Bus	Tempo traveler 16 & 12 Seater	Tempo Chota Hatli
1	Up to 80 Kms & 8 hours													
2	Extra charges per Km after 80 Kms & 8 hours													
3	Outstation tours													
	a) per km charges													
	b) DA of Driver per day													
	c) Night stay charges per day													

S. No.	Description	Rate of AC car with model												
		Corolla Altis	Honda City	Swift Dzire	Innova Crysta	Innova	Vista	Indigo	Hyundai i-10	Tavera	Wagon-R	50 seater Bus	Tempo traveler 16 & 12 Seater	Tempo Chota Hatli
1	Up to 80 Kms & 8 hours													
2	Extra charges per Km after 80 Kms & 8 hours													
3	Outstation tours													
	a) per km charges													
	b) DA of Driver per day													
	c) Night stay charges per day													

SIGNATURE AND SEAL OF THE
AUTHORIZED SIGNATORY

To,

The Asst. Director I/c
Regional Ayurveda Research Institute for Mother & Child Health (RARIMCH),
Nandanvan, Nagpur-440009

Sir,

I / we.....who are registered, established and reputed firm dealing with hiring of vehicles hereby offer our quotation against the tender ref. No. and accept the terms & conditions of the tender and enclose a copy of the tender documents duly signed by the authorized signatory.

Yours faithfully,

(Name) for and on behalf of M/s.

(Name of firm)

Note: - This letter of authority should be on the letter head of the concern and should be signed by an authorized signatory