



CSIR - NATIONAL GEOPHYSICAL RESEARCH INSTITUTE

(Council of Scientific & Industrial Research)

Uppal Road, Hyderabad - 500 007

Tel: 040 23434660/27012357 Fax: 040 27171564



No. NGRI-23/TMS/2014-GL

Dated: 19-03-2014

TENDER FORM

Terms and Conditions

Name of Work: Annual Rate Contract for Supply of Private Vehicles (As mentioned in the Statement in Sl. No. 6 of the Tender Form) as and when required for office use/field duty for R&D purposes on Annual Rate Contract Basis

1. Tender Form contains two parts – Part-A & Part-B. All the agencies shall submit the prescribed tender form designed by CSIR-NGRI, Hyderabad.
2. PART-A (TECHNICAL BID): Contains Technical details i.e. Firm Registration, Previous Experience, IT Return details etc.
3. PART – B (FINANCIAL BID): Relates to Financial Bid i.e. rate of vehicle hire charges including all other statutory payments such as Service Tax, VAT etc.
4. NOTE: Each agency should submit the tender in two cover system. Part A (Technical Bid) & Part B (Financial Bid) shall be enclosed in separate sealed covers by clearly superscribing the same on each cover. The two covers along with the tender form shall be submitted in a common sealed cover duly mentioned the name and address of the tenderer on the cover.
5. At the time of opening, Technical Bids will be opened first and evaluated by a committee constituted by CSIR-Director. Financial Bids of qualified agencies, who have qualified as per the criteria stipulated at 12, only will be opened. The tender of the non qualified agency as per the technical evaluation will not be opened for financial evaluation.
6. The following are the requirement for supply of vehicles on Annual Rate Contract

Sl. No.	Type of Vehicle	Year of Manufacture/Model
1	Tata Indica Non-A/C	2009 and later
2	Tata Indica A/C	2009 and later
3	Tata Indigo / Etios / M&M Logan A/C	2009 and later
4	Toyota Innova A/C	2009 and later
5	Honda City / Toyota Corolla A/c	2009 and later
6	Tavera / Sumo Non-A/c	2009 and later
7	Tavera / Sumo A/C	2009 and later
8	Tempo Traveller 12 seater Non-A/c	2009 and later
9	Tempo Traveller 12 seater A/c	2009 and later
10	Swaraz Mazda 22 seater Non-A/c	2009 and later

11	Swaraz Mazda 22 seater A/c	2009 and later
12	Volvo Bus 35 seater A/c	2009 and later
13	Bus 40 seater Non-A/c	2009 and later
14	5 Ton truck	2009 and later
15	8-10 Ton truck	2009 and later

7. Tender form will be made available to prospective bidder from 20-3-2014 to 4-4-2014 in CSIR-NGRI Website www.ngri.org.in (Kept under the item "Tenders and Advertisements")
8. Tender form obtained from CSIR-NGRI website www.ngri.org.in shall only be used for submission of tender.
9. The last date for submission of tender is 3.00 PM on 4-4-2014 and tenders will be opened on the same day at 4.00 PM.
10. The agency has to pay Rs. 10,000/- (Rupees ten thousand only) as EMD in the form of DD drawn on any Nationalized Bank drawn in favour of the Director, NGRI payable at Hyderabad.
11. The tender of the agency, who have not submitted the EMD mentioned at para10, will primarily be rejected and will not be considered for evaluation.

12. QUALIFICATION CRITERIA:

- a. The agency **should have its registered office within the twin cities of Hyderabad and Secunderabad (Proof shall be enclosed – office registration certificate and the rental/lease agreement/house tax certificate)**
- b. **The agency should have been continuously in the field of supply of vehicles to any Govt. Depts./organization or Public Sector Undertakings for a minimum period of Five years ending with the financial year 2013-2014 [proof shall be enclosed – Experience certificate(s) from the respective Department(s)]**
- c. **The agency shall submit the copy of IT returns for the last 3 years ending with 2012-2013.**
13. The vehicles should be in perfect running condition and the agency should supply the vehicles of 2009 and later models and should be in **good upholstery, seat covers, interior etc.**
14. The vehicles of below 2009 model will not be entertained, **even though they are in good condition.**
15. **The Kilometers will be counted from the point of pickup to the drop (destination point) and running kilometres will be as per actual.**
16. **All expenditure on POL, maintenance of the vehicle, Road tax, driver salary, batta, any other privileges to the drivers as per Govt. Norms etc., should be borne by the travel agency and no additional payment on any of the accounts will be made to the travel agency. The agency shall quote the rates in the prescribed column in the FINANCIAL BID.**

17. Negotiations if necessary.
18. CSIR-NGRI will not be responsible in case of any damages to vehicle and claims of third party in any case.
19. The Duty slip book must be maintained regularly and got initialled by the Officer travelling in the vehicle on each and every trip and such slip must be enclosed with the bill for effecting the payment.
20. The Driver of the vehicle should maintain a Log Book in case of R&D Field visits / continuous usage of the vehicle for any other official works , giving particulars of the pick up time, opening Kilometer at the place of pick up and dropping time and closing reading at the place of last drop & Destination duly signed by the officer concerned.
21. The vehicle along with the Driver should be kept at the disposal of the Officer concerned as per the timings required by the Officer.
22. The Driver should not be changed during the duration of the duty without prior permission from the concerned Officer who has booked the vehicle.
23. All the payments related to life tax, insurance and other taxes or levies must be up to date.
24. Boarder Tax, National / State Permits should arranged by the Transport operator and bills may be submitted, if any, along with the Main Bill for payment.
25. The number of vehicle requirement may increase or decrease and successful agency shall supply vehicles as per the actual requirement during the contract period.
26. The agency should provide substitute vehicle/driver whenever there is a breakdown of the vehicle or absence/non-satisfactory performance of the driver.
27. The successful Bidder should engage only those Drivers who are holding valid driving license. The drivers should be well mannered and dressed properly as per RTA rules and are well aware of all the RTA rules and formalities.
28. No request for revision / increasing of rates quoted will be considered, if the price of fuel is increased below 5%. However, if the price of fuel is increased above 5%, only increase in rate per Kms quoted will be considered on prorata basis.
29. The successful Bidder shall pay a security deposit in the form of DD payable to the Director, CSIR-NGRI or a Bank Guarantee for an amount of Rs. 25000/- (Rupees twenty five thousand only) for entering into the agreement.
30. Payment Schedule:
 - a. Payment will be made on submission of the Bill for the services done within a fortnight after completion of the procedures as per rules after Tax deduction at source (TDS) if any.

- b. No advance payment will be made
31. It is the sole responsibility of the successful bidder (Transport operator) for compliance of the terms and conditions herein and in case of defective or delayed or unsatisfactory services, a penalty of 5% or above the bill payment shall be levied from the invoices/bills payable.
 32. The Qualified Bidder offering the lowest hire charges will be selected for the work. In case more than one agency quotes the same lowest services charges, the agency will be selected after considering other parameters such as the history of services as per documents, fleet of vehicles on hand, other charges etc.
 33. The decision of the Director, CSIR-NGRI is final in allotting the tender and no correspondence is entertained on allotment of work.
 34. The Director, CSIR-NGRI reserves the right to cancel the tenders at any time without assigning any reason.
 35. The Director, CSIR-NGRI has sole discretion to exercise every right to dispense, alter or amend any of the above conditions and also has the right to terminate the contract at any point of time without giving any notice to the transport operator.
 36. Unsigned and incomplete quotations are liable to be rejected.

Administrative Officer



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No. NGRI-23/TMS/2014-GL

Dated: 19-03-2014

PART – A (TECHNICAL BID)

Name of Work: Annual Rate Contract for Supply of Private Vehicles (As mentioned in the Statement in Sl. No. 6 of the Tender Form) as and when required for office use/field duty for R&D purposes on Annual Rate Contract Basis

1. Details of Travel Office:

a) Registration Number of Travel Agency:

b) Address of the Office:

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c) Office Contact Nos.:

2. Details of Previous Experience in :

Year	Govt. Depts. / Organization or Public Sector undertakings for which	
	Name & Address	Contact No.
2008-2009		
2009-2010		
2010-2011		
2011-2012		

2012-2013		
2013-2014		

3. Details of Vehicles owned:

Sl. No.	Vehicle Type	Registration No.	Year of Manufacture/Model

4. Details of IT Returns:

Assessment Year	Submitted/Not submitted
2010-2011	
2011-2012	
2012-2013	

Note: PROOFS SHALL BE ENCLOSED ALONG WITH THE TECHNICAL BID FOR ALL THE ABOVE 4 ITEMS

I/we declare that the information hereby furnished is true to the best of my/our knowledge and I/we abide by all the terms and conditions mentioned in the Tender Form.

Signature of the Agency with Seal

Date:



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PART – B (FINANCIAL BID)

Name of Work: Annual Rate Contract for Supply of Private Vehicles (As mentioned in the Statement in Sl. No. 6 of the Tender Form) as and when required for office use/field duty for R&D purposes on Annual Rate Contract Basis

Name of the Travel agent :

Service Tax no :

Telephone no. :

S.No	Type of Vehicle	Airport pickup/drop package	8hrs/ 80kms	4hrs/ 40kms	Extra kms/km	Extra hrs Per hr	Out sta Per km	Driver Batta city	Driver batta O/S	Out station min. kms	Waiting charge if not run for min. average
1.	Tata Indica Non-A/c										
2.	Tata Indica A/c										
3.	Tata Indigo/Etios/ M&M Logan A/c										
4.	Toyota Innova A/c										

5.	Honda City/ Toyota Corolla A/c										
6.	Tavera/Sumo Non-A/c										
7.	Tavera/Sumo A/c										
8.	Tempo Traveller 12 seated Non-A/c										
9.	Tempo Traveller 12 seated A/c										
10.	S.Mazda 22 seated Non-A/c										
11.	S.Mazda 22 seated A/c										
12.	Volvo Bus 35 seated A/c										
13.	Bus 40 seated Non-A/c										
14.	5 Ton truck										
15.	8-10 Ton truck										

I/we declare that the information hereby furnished is true to the best of my/our knowledge and I/we abide by all the terms and conditions mentioned in the Tender Form.

Date:

Signature of the travel agent with seal