



CSIR- NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific and Industrial Research)
Uppal Road, Hyderabad-500 007, Telangana, India
Tel: 27012355, 27012357, 27012369



No. NGRI/23/TMS/GL

Dt. 14.03.2016

Tender Form

Annual Rate Contract for Supply of Transport Category (Yellow Plate) Vehicles as and when required for Office use/Field duty for R&D purposes on Annual Rate Contract Basis.

EMD	Rs. 27,500/-
Tender Cost	Rs. 500/-
Last date and time for submission of bid	11-04-2016 by 12:00 Noon
Venue of the submission of bid	Tender box in General Section, Room No.38, Extension Building, CSIR-National Geophysical Research Institute (CSIR-NGRI), Uppal Road, Hyderabad-500 007.
Time of opening of the bids	11-04-2016 at 2:30PM
Venue of opening of the bids	Lecture Hall-I, 1st Floor, CSIR- NGRI, Uppal Road, Hyderabad-500 007.

SI.No.	Contents	Page Nos.
1	Tender Form	1
2	Terms and Conditions	2-7
3	Technical Bid	8-9
4	Price/ Financial Bid	10-11

SIGNATURE OF THE TENDERER



No. NGRI/23/TMS/GL

Dt. 14.03.2016

Terms and Conditions

Name of Work: Annual Rate Contract for Supply of Transport Category (Yellow Plate) Vehicles 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 Returns details etc.,
3. Part – B (FINANCIAL BID): Relates to Financial Bid i.e. rate of vehicle hire charges excluding Service Tax.
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 mentioning 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 Director, CSIR-NGRI. The price/financial bids of only those Tenderers who qualify in the technical bid will be opened on stipulated date and time to be communicated later. The tender of the non qualified agency as per the technical evaluation will not be opened for financial evaluation and will be returned back.
6. The following are the requirement for supply of vehicles on Annual Rate Contract:-

S. No.	Type of Vehicle	Year of Manufacture / Model
1.	Tata Indica Non-A/C	2010 and later
2.	Tata Indica A/C	2010 and later
3.	Tata Indigo/Etios /M&M Logan A/C /Maruthi swift dezire	2010 and later
4.	Toyota Innova A/C	2010 and later
5.	Honda City / Toyota Corolla A/c	2010 and later
6.	Tavera / Sumo Non-A/c	2010 and later
7.	Tavera / Sumo A/C	2010 and later
8.	Bolero/Tata Pick up (closed body) Single Cabin Non-A/c	2010 and later
9.	Tempo Traveller 12 seater Non-A/c	2010 and later
10.	Tempo Traveller 12 seater A/c	2010 and later
11.	Swaraz Mazda 22 seater Non-A/c	2010 and later
12.	Swaraz Mazda 22 seater A/c	2010 and later
13.	Volvo Bus 35 seater A/c	2010 and later
14.	Bus 40 seater Non-A/c	2010 and later

15.	5 Ton truck	2010 and later
16.	8-10 Ton truck	2010 and later

7. The Tender document is available at NGRI Website www.ngri.org.in under “Tenders” and can be downloaded from website and submitted. The Tenderer has to invariably attach a bank draft/banker’s cheque of Rs. 500/- in favour of the Director, NGRI, payable at Hyderabad, towards cost of Tender with the technical bid of the tender at the time of submission.
8. Tenders by Fax/E-mail will not be accepted.
9. Late and delayed tenders will not be opened and summarily rejected. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the agencies who resorts to canvassing will be liable for rejection.
10. Transporters meeting the mandatory requirements shall submit both technical as well as price bids simultaneously in separate sealed envelopes prescribed for Technical & Price bid and put both of them in one Big Cover duly sealed and superscribed as **“TENDER FOR SUPPLY OF TRANSPORT CATEGORY (YELLOW PLATE) VEHICLES AS AND WHEN REQUIRED FOR OFFICE USE/FIELD DUTY FOR R&D PURPOSES ON ANNUAL RATE CONTRACT BASIS”** addressed to Director NGRI and should reach us on or before **11.04.2016 at 12.00 Noon**. A demand draft for earnest money deposit (EMD) is required to be submitted along with technical bid. Another draft/Banker’s cheque for Rs 500/- should also be invariably enclosed with the Technical Bid towards Tender cost. The price bids of only those Tenderers who qualify in the technical bid will be opened on stipulated date and time to be communicated later.
11. **The last date for submission of tender is 12:00 Noon on 11.04.2016 and tenders will be opened on the same day at 2:30 PM.**
12. **The agency has to pay Rs. 27,500/- (Rupees Twenty Seven Thousand Five Hundred only) as EMD in the form of DD drawn on any Nationalized Bank drawn in favour of the Director, NGRI payable at Hyderabad having validity for a period of 90 days from the date of opening of tender. In the absence of EMD/Tender fee the tender shall be summarily rejected. The earnest money deposit shall be refunded to all the unsuccessful Tenderers, without any interest after finalization of the contract. EMD shall be refunded to the successful Tenderer on receipt of Security Deposit. No interest is payable on the EMD to either the successful Tenderer or the unsuccessful Tenderer. Exemption from payment of EMD is applicable as per the existing law if accompanied by the relevant orders/instructions issued by the appropriate authorities.**
13. The successful tenderer will have to enter into an agreement with NGRI for a period of one year, failing which he will forfeit the EMD. The EMD will also stand forfeited if the successful bidder fails to execute the contract or withdraws or refuses to accept the tender on notified rates or violates any other terms & conditions of the tender.
14. The successful tenderer shall have to deposit a security deposit in the form of FDR payable to the Director, CSIR-NGRI or a Bank Guarantee for an amount of Rs. 68,000/- (Rupees Sixty Eight Thousand only) valid for a period of 18 months from the date of start of the contract. The Security Deposit is refundable after due

fulfilment of contractual obligation or on termination of the contract after deducting any penalty/any liability of any kind imposed by CSIR-NGRI on account of unsatisfactory services.

15. 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).
16. 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 2014-15 [proof shall be enclosed – experience certificate(s) from the respective Department(s)].
17. The agency shall submit the copy of IT returns for the last 5 years ending with 2014-15.
18. Tenderers may please quote their unconditional rates strictly in the attached proforma. Cutting/overwriting, if any, should be counter signed.
19. There will be no dead mileage. The kilometerage for the purpose of “vehicles run” and “hours of duty” shall be reckoned from the point of reporting for duty to the point of vehicle release. No mileage will be allowed to drivers for lunch/breakfast or for drawal of Petrol/diesel etc.
20. The owner/firm should be in a position to supply AP/Telangana vehicles on short notice as and when required.
21. The owner/firm should be available round-the clock on his own direct telephone (office as well as residence) so as to respond to the call for vehicles in emergency cases. The Mobile number of the concerned manager of the Agency may also be given for the purpose of booking etc. The firm should be able to provide vehicles on holidays/Sundays also.
22. CSIR- NGRI would be free to use the hired vehicle in any manner for carrying officials, materials etc., as per requirements and the firm will not have any objections to it.
23. The driver on duty should have a cell phone for the purpose of quick communication in case of urgency.
24. All vehicles to be hired should have proper copies of relevant documents like registration certificate, proof of taxes paid, valid pollution control certificate, valid insurance, so that guests/officials are not put to any inconvenience.
25. **Income Tax will be charged as per the Government rates. The Income Tax Pan Number should be mentioned in the quotation and a copy attached with the quotation.**
26. **Service Tax Registration is mandatory and its number should invariably be mentioned on the bill and prevailing rate of service Tax should be indicated in the quotation.**
27. Parking fee, permit Entrance, Toll Tax etc., will be paid by CSIR-NGRI along with the bill on production of proof.

28. The disputes emanating from the contract shall be adjudicated through the sole arbitration of the Director, CSIR-NGRI or his nominee. Further the contract will be interpreted under Indian Law. At first the same shall be resolved amicably by mutual consultation. If such resolution is not reached within a period of 30 days from the date of making a written complaint by either part to the other party, either party shall refer such dispute to the Sole Arbitrator and the award of the sole arbitrator shall be final and binding on both the parties. The arbitration proceedings shall take place under the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment in the act thereof. Cost of the arbitration proceedings shall be borne by both the parties in equal share.
29. The compensation, connected expenses and legal disputes between the firm and the staff deployed and any unforeseen casualty shall be borne/paid settled by the firm and the department in no way shall be party to the dispute and will have no liability on this account.
30. The Contract may be extended further for a further period on mutually agreed terms and conditions.
31. The vehicles should be in perfect running condition and the agency should supply the vehicles of 2010 and later models and should be in **good upholstery, seat covers, interior etc.**
32. The vehicles of below 2010 model will not be entertained, **even though they are in good condition.**
33. **The Kilometres will be counted from the point of pickup to the drop (destination point) and running kilometres will be as per actual.**
34. **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 by CSIR-NGRI. The agency shall quote the rates in the prescribed column in the FINANCIAL BID.**
35. National permit/Inter State Permit should be provided by the Travel Agency as and when required for the chosen vehicle. Border Tax, National / State Permits should be arranged by the Transport operator and bills may be submitted, if any, along with the main bill for payment.
36. All the vehicles provided by the travel agency should have valid transport category RC (Yellow Number Plate), vehicle permit, route permit etc. Drivers should also possess valid transport licence with Badge Number.
37. CSIR-NGRI will not be responsible in case of any damages to vehicle and claims of third party in any case and legal expenses.
38. The Duty slips 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.

39. 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.
40. The driver should be adequately trained on women safety, possess good habits and should be able to speak English, Hindi and Telugu.
41. The vehicle along with the Driver should be kept at the disposal of the Officer concerned as per the timings required by the Officer.
42. In R&D field work vehicle shall move across cross country, hill stations/mud roads.
43. Only driver batta shall be paid to driver, boarding & lodging to be taken care by the firm.
44. The Driver should not be changed during the duration of the duty without prior permission from the concerned Officer who has booked the vehicle. The agency should provide substitute vehicle/driver whenever there is a breakdown of the vehicle or absence/non-satisfactory performance of the driver.
45. All the payments related to life tax, insurance and other taxes or levies must be up to date. The vehicles should be insured (Comprehensive Insurance) by the firm. In case or any accident or theft etc., all the claims arising out of it will be met by the agency and CSIR-NGRI shall not be liable in any matter whatsoever.
46. The number of vehicle requirement may increase or decrease and successful agency shall supply vehicles as per the actual requirement during the contract period.
47. 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 well aware of all the RTA rules and formalities.
48. 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.
49. **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
50. 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 shall be levied on the bill payment from the invoices/bills payable.

51. 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.
52. The decision of the Director, CSIR-NGRI is final in allotting the tender and no correspondence is entertained on allotment of work.
53. The Director, CSIR-NGRI reserves the right to cancel the tenders at any time without assigning any reason.
54. 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.
55. Unsigned and incomplete quotations are liable to be rejected.

Controller of Administration



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PART – A (TECHNICAL BID)

Please mention the page nos.

1	Name of the firm/Company	
2	Complete Business Address of the firm with Telephone No., Fax No., Mobile No., and email ID	
3	Location of the Garrage/s and with phone number and address	
4	Details of EMD of Rs.27,500/- enclosed in the form of Demand Draft in favour of the Director, NGRI, Hyderabad	
5	Mention the Annual turnover of the agency for the last year (attach proof in the form of CA's Certificates of last year's Balance Sheet/Profit and Loss A/c statement)	
6	Total fleet of vehicles with the agency, which can be provided for hiring purpose along with registration details.	
7	List of clients like the CSIR labs/Government Sector/ PSUs/Private sector/ corporate sector to whom the firm has provided taxi services within the city/AP/Telangana in the last five years (also attach copies of experience certificates/documents in support of satisfactory completion of the contract)	
8	Copy of Income Tax returns for the years 2010-11, 2011-12, 2012-13, 2013-14, 2014-15	
9	PAN Number (copy to be enclosed)	
10	15 Digits Service Tax Code No. (with proof of registration)	

11	Copies of RCs of AP/Telangana Registered vehicles owned by the agencies		
12	Copy of Registration No. / Licence No.of the firm		
13	Details of vehicles owned (copies in support to be attached) Attach separate sheet or add rows if necessary.		
	S.No.	Vehicle type	Registration no. Year of manufacture / model
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	11.		

NOTE: PROOFS SHALL BE ENCLOSED ALONG WITH THE TECHNICAL BID FOR ALL THE ABOVE 13 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 Transport Category (Yellow Plate) Vehicles 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/80 kms	4hrs/40kms	Extra kms/km	Extra hrs per hr	Out Stn. per km	Driver Batta city	Driver batta O/S	Out station min. average Kms	Minimum charge/day if not run for min. average kms
1.	Tata India Non-A/c										
2.	Tata Indica A/c										
3.	Tata Indigo / Etios/ M&M Logan Maruthi Swift Dezire 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.	Bolero/Tata Pick up (closed body)single cabin non A/c										
9.	Tempo Traveller 12 seated Non-A/c										
10.	Tempo Traveller 12 seated A/c										
11.	Swaraz Mazda 22 seated Non-A/c										
12.	Swaraz Mazda 22 seated A/c										
13.	Volvo Bus 35 seated A/c										
14.	Bus 40 seated Non- A/c										
15.	5 Ton truck										
16.	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

