



**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. 02.09.2016

### 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.**

<b>EMD</b>	<b>Rs. 27,500/-</b>
<b>Tender Cost</b>	<b>Rs. 500/-</b>
<b>Sale of Tender Documents</b>	<b>03.09.2016 to 22.09.2016</b>
<b>Last date and time for submission of bid</b>	<b>23.09.2016 by 12:00 Noon</b>
<b>Venue of the submission of bid</b>	<b>Tender box in General Section, Room No.38, Extension Building, CSIR-National Geophysical Research Institute (CSIR-NGRI), Uppal Road, Hyderabad-500 007.</b>
<b>Time of opening of the bids</b>	<b>23.09.2016 at 2:30PM</b>
<b>Venue of opening of the bids</b>	<b>Lecture Hall-I, 1<sup>st</sup> Floor, CSIR- NGRI, Uppal Road, Hyderabad-500 007.</b>

Sl.No.	Contents	Page Nos.
1	Tender Form	1
2	Terms and Conditions	2-12
3	Technical Bid	13-14
4	Price/ Financial Bid	15-16
5	Agreement	17-22
6	Affidavit	23

Signature of the owner/proprietor of the Agency



**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. 02.09.2016

**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 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.	Tempo Traveller 12 seater Non-A/c	2010 and later
9.	Tempo Traveller 12 seater A/c	2010 and later
10.	Swaraz Mazda 22 seater A/c	2010 and later
11.	Volvo Bus 35 seater A/c	2010 and later

Signature of the owner/proprietor of the Agency

S. No.	Type of Vehicle	Year of Manufacture / Model
12.	3 Ton truck	2010 and later
13.	5 Ton truck	2010 and later
14.	8-10 Ton truck	2010 and later
15.	25-30 Ton open truck	2010 and later

7. The Tender document is available at NGRI Website [www.ngri.org.in](http://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 **23.09.2016 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 23.09.2016 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.**

Signature of the owner/proprietor of the Agency

13. The successful tenderer will have to enter into an agreement on a non judicial stamp paper of Rs.100/- with CSIR-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. Tenderers may please quote their unconditional rates strictly in the attached proforma. Cutting/overwriting, if any, should be counter signed.
18. 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.
19. The owner/firm should be in a position to supply AP/Telangana vehicles on short notice as and when required.
20. 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.
21. 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.
22. The driver on duty should have a cell phone for the purpose of quick communication in case of urgency.
23. 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.

Signature of the owner/proprietor of the Agency

24. The Director, CSIR-NGRI shall not be responsible for any loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the bidder. The agency should have proper insurance for its drivers and vehicles.
25. The bidder should have the PAN/TAN/Service Tax Account Number and should attach a photocopy of the same.
26. **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.**
27. **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.**
28. Parking fee, permit Entrance, Toll Tax etc., will be paid by CSIR-NGRI along with the bill on production of proof.
29. 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.
30. 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.
31. The Contract may be extended further for a further period on mutually agreed terms and conditions.
32. 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.**
33. The vehicles of below 2010 model will not be entertained, **even though they are in good condition.**
34. **The Kilometres will be counted from the point of pickup to the drop (destination point) and running kilometres will be as per actual.**

Signature of the owner/proprietor of the Agency

35. **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.**
36. 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.
37. 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.
38. CSIR-NGRI will not be responsible in case of any damages to vehicle and claims of third party in any case and legal expenses.
39. 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.
40. 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.
41. The driver should be adequately trained on women safety, possess good habits and should be able to speak English, Hindi and Telugu.
42. The vehicle along with the Driver should be kept at the disposal of the Officer concerned as per the timings required by the Officer.
43. In R&D field work vehicle shall move across cross country, hill stations/mud roads.
44. Only driver batta shall be paid to driver, boarding & lodging to be taken care by the firm.
45. 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.
46. 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 of 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.
47. The number of vehicle requirement may increase or decrease and successful agency shall supply vehicles as per the actual requirement during the contract period.

Signature of the owner/proprietor of the Agency

48. 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.
49. **Payment Schedule:**
- a. Payment will be made on submission of the Bill for the services done within 30 days after completion of the procedures as per rules after Tax deduction at source (TDS) if any.
  - b. No advance payment will be made
50. The decision of the Director, CSIR-NGRI is final in allotting the tender and no correspondence is entertained on allotment of work.
51. The Director, CSIR-NGRI reserves the right to cancel the tenders at any time without assigning any reason.
52. 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.
53. Unsigned and incomplete quotations are liable to be rejected.
54. The institute will maintain a panel of two suppliers based on rates quoted by the L1 and L2 bidders for the type of vehicles at their disposal, and they are agreeing to supply the vehicles at the lowest rate quoted by either of the bidders. The final work order will be issued to both the L1 and L2 bidders at the lowest rate quoted by the L1 & L2 bidders and orders will be placed on rotation basis as per requirement.
55. The bidder shall not be permitted to tender for works in CSIR-NGRI, Hyderabad if a relative is posted in the grade of Controller of Administration/Administrative Officer / Section Officer or Junior Engineer. It is a must for the bidder to intimate CSIR-NGRI the name of his/her relative(s) if someone holds the post, other than the above category, in CSIR-NGRI or its project office.
- Note:** *A person shall be deemed to be relative of another if, and only if, (a) they are members of the Hindu undivided family, or (b) they are husband and wife, or (c) the one is related to the other in the following manner: father, mother (including step mother), son (including step son), Son's Wife, Daughter (including step daughter), Father's father, Son's Son, Son's Wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's Son, Daughter's Son's wife, Daughter's daughter, husband of Daughter's daughter, Brother (including step brother), Brother's Wife, Sister (including step sister), Sisters husband.*
56. All notices, communications, reference and complaints made by the Travel Agency or the contractor concerned shall be in writing and no notice, communication, reference or complaint not in writing shall be accepted.

Signature of the owner/proprietor of the Agency

57. The bidder shall quote rates both in figures and words. On check if there are differences between the rates quoted by the bidder in words and figures, the rate quoted in words will be considered as correct.
58. The bidder should quote the rates after assessing the work requirement.
59. Except writing rates and amount, the bidder should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Bidders who are desirous to offer rebate, should mention it separately in the covering letter submitted along with the tender.
60. The tender submitted by the bidder shall remain valid for acceptance for a period of three months from the date of last date of submission of tender. The bidder shall not be entitled during the said period of three months to revoke or cancel his tender or amend/revise its offer.
61. All the pages of the original tender document including the documents submitted therein must be duly signed and stamped by the travel agency, failing which the offer may be liable to rejection.
62. The requirement of day-to-day Vehicles will be purely need based. Therefore, the requirement may be increased or decreased as per day to day requirement. The Director, CSIR-NGRI will be under no obligation to hire any specific number of vehicles during any day/week/month or the period of contract. The Director, CSIR-NGRI or his authorized officer reserves the right to allot any duty to any empanelled agency.
63. The contract can be terminated by the Director, CSIR-NGRI by giving one month notice to the agency.
64. The pre-receipted bill shall be submitted by the Contractor in duplicate, duly supported by the duty slip properly signed by the user and requisite documents [receipt(s) for payment of toll taxes, parking fees] on monthly basis. Payment to the contractor will be made by cheque/RTGS after deduction of TDS (as per Rule).
65. The order for providing vehicles on DAY-TO-DAY USAGE BASIS and out station purpose may be given to the agency which has quoted the lowest rates while meeting all the terms and conditions. For non-availability of the demanded vehicle from the contractor, the Institute may hire vehicle from any other source and the Contractor will remain responsible to pay the difference amount (actual expenditure minus worked-out amount based on the agreed terms and conditions – with reference to the distance covered by the vehicle of the other source.)
66. In case the quality of service by the contracted agency or agencies is found unsatisfactory, the Director, CSIR-NGRI may terminate the contract/agreement after giving one month's notice. In case of termination the L-3 agency may be invited to the panel and services may be availed at the previous settled rate of charges. However, whether the L3 agency will be called or not, the decision rests with the Director of this Institute. The L-3 party cannot claim empanelment in absence of L-1 or L-2 as his right.

Signature of the owner/proprietor of the Agency



67. The driver deputed on duty should not be involved in more than two punches in the driving license for negligent driving.
68. In case of any breach of the terms and conditions of the contract, the Drawing and Disbursing Officer, CSIR-NGRI may write to the issuing bank of the Bank Guarantee for revocation/liquidation of the same, in addition to any other action which may be taken by the Competent Authority.
69. The agency shall ensure that odometer of vehicles supplied are properly sealed so that no tampering is done with a view to inflate distance travelled.
70. The Authorized Officer may conduct surprise checks of odometer of the vehicles provided by the agency from any authorized workshop and cost thereof will be borne by the Travel Agency.
71. The agency should abide by Rules laid down by any statutory authority relevant to the deployment of vehicles for Vehicle service.
72. The agency shall indemnify CSIR-NGRI against any liability due to non-compliance of statutory obligations by the agency or any drivers for any reason whatsoever.
73. All vehicles shall carry first-aid-box, Stepney, toolbox etc.,
74. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In that situation the user can hire vehicle from any source in the outside rate to reach the destination and the Contractor is responsible to pay this amount to the Institute.
75. Toll Tax and Parking charges, Service Tax shall be reimbursed by CSIR-NGRI against production of documentary evidence.
76. The driver should be well conversant with roads and routes of Hyderabad & Secunderabad and all National & State High ways of India. The operation and functions of the Driver shall be governed as per Motor Vehicles Act and Rules.
77. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission of the user.
78. The driver should carry enough cash to pay for toll tax, parking charges, fuel and other incidental expenditure.
79. Vehicle shall be made available on all the days of the week during contract period.
80. The tender form is not transferable.
81. The successful bidder/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

Signature of the owner/proprietor of the Agency

82. Any person who is in Govt. Service or an employee of CSIR-NGRI shall not be made partner to the contract by the bidder/agency, directly or indirectly or in any manner, whatsoever.
83. The agency shall provide names and addresses, Cell Phone No. of the drivers along with their driving license number before commencement of operating the vehicle.
84. The agency shall provide statutory benefits to the drivers.
85. The contract period of one year includes the initial trial period of three months. If the performance of the agency is not found satisfactory during the initial period of three months, then the contract will be terminated at any time.
86. Extension of contract beyond trial period depends upon satisfactory completion of the trial period.
87. **LPG Cylinders** should not be used for running the vehicles in any case.
88. Payment of Bills: The billing will be done on completion of duty. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle. It will be responsibility of the vehicle driver to get the duty slips signed by the officer/staff on a day to day basis. No payment will be made for unsigned duty slips. Duty Slip should be complete in all respect (i.e. Time and Odometer Reading at the time of commencement of journey from CSIR-NGRI (Office/Colony) or reporting point, Time and Odometer Reading at the time of cessation of journey at CSIR-NGRI (Institute / Colony) or destination, total run of vehicle and places visited for work **en route** (if any).
89. Government permit for out of the state duty may be reimbursed by CSIR-NGRI on submission of proof of such payment.
90. No request of the Service Provider towards enhancement of the approved rates or charges of vehicle will be entertained by CSIR-NGRI during the currency of the contract period unless market rate of 1 liter petrol/diesel increased by more than 20% to that of the rate of 1 liter petrol/diesel on the date of the agreement. In that case initially agreed rates may be revised up wards by an increase of 10% only. While fixing the rates, the revised rate will be rounded off to the nearest multiple of 25 paise only. In all instances rates of vehicle, charges may be revised for every increase of petrol/diesel rates by 20% to that of the rate of 1 liter petrol/diesel at the time of fixing the preceding vehicle rates/charges.
91. The vehicles to be provided to CSIR-NGRI should fulfil the norms prescribed by the Transport Department of Government of Telangana or other statutory authorities for hired vehicles.
92. CSIR-NGRI is neither responsible nor liable to pay any compensation of injury / death caused to Transporter's operating staff in the event of any accident.

Signature of the owner/proprietor of the Agency

93. In case of injury or loss of life of the staff/guests /visitors /students/trainees/members of any Committee of CSIR or CSIR-NGRI, while travelling in travel agency's vehicles, the transporter or contractor shall make arrangements to pay suitable compensation in accordance with law in force to each and every one of the affected person or their legal heirs depending upon the merits of each individual case. Insurance claim settlement shall be time bound and transporter is solely responsible for this. In case of any third party claim against CSIR-NGRI for any act of the employees of the transporter, the transporter shall act as guarantor and indemnify CSIR-NGRI to the extent of all claims and expenses.
94. The essence of the contract will be on qualitative/satisfactory services. Any complaint on account of unsatisfactory services of vehicles or drivers will be liable for such penalty as may be considered reasonable and necessary by the Director, CSIR-NGRI.
95. The vehicle should be kept neat and clean, both inside and outside. Cleanliness of vehicles must be properly maintained. In no case, the driver should be allowed to smoke while driving the vehicles or be in an inebriate condition or to bring blankets/shawls etc., which may create bad environment inside the vehicle. All essential gadgets such as Speedometer etc., will have to be maintained in excellent condition for the day to day running of the vehicles. No other person except the driver shall be permitted in the vehicle while transporting the staff. The employee of the contractor should be in company's uniform and display his name prominently on the shirt pocket.
96. The contractor should be able to provide vehicles at the short notice of half an hour or so in the case of vehicle services.
97. Experience certificate issued by travel agencies shall not considered as an experience certificate.
98. TDS Deduction: Taxes as applicable will be deducted at source at the prescribed rates as decided by the Govt. from time to time.
99. The Director, CSIR-NGRI reserves the right to keep more than one agency in the Panel/Annual Contract for Vehicle Services.
100. The booking may be changed, revised, cancelled before or during the commencement of journey vehicle services.
101. The service provider shall provide the requisitioned vehicle only. In case higher type of vehicle is provided, the payment will be made at the rate of requisitioned vehicle only.

Signature of the owner/proprietor of the Agency

102. Outstation duty will be treated as duty or hiring of vehicle for the whole day.

Example Calculation:

Assume 'X' quoted

- Vehicle Hiring charges for a particular vehicle per day including driver batta= Rs.1400/-
- Minimum charges for out station per each kilometre = Rs. 4/-
- Assume the vehicle run for 250kms in one day on field  
Then calculation for payment is as under
- $\text{Rs.1400} + (\text{Rs.4} \times 250\text{Kms}) = \text{Rs.1400} + \text{Rs.1000} = \text{Rs 2400/-}$

Signature of the owner/proprietor of the Agency



**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. 02.09.2016

**PART – A (TECHNICAL BID)**

**Please mention the page nos.**

1	Name of the firm/Company please also specify the status of the company i.e. whether Proprietor/ Firm/Company.	
2	Complete Business Address of the firm with Telephone No., Fax No., Mobile No., and email ID	
3	Location of the Garage/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 vehicle services within the city / AP /Telangana in the last five years.	
8	Attach proof of experience regarding handling of one contract of providing vehicles during last 5 years.	
9	Also attach customer satisfaction proof in respect of contract successfully completed.	
10	An Undertaking that the travel agency has not been blacklisted by any Government Department / Autonomous bodies, CSIR or any of its laboratories as on the last date of submission of the bid.	

Signature of the owner/proprietor of the Agency

11	PAN Number (copy to be enclosed)			
12	15 Digits Service Tax Code No. (with proof of registration)			
13	Copies of RCs of AP/Telangana Registered vehicles owned by the agencies			
14	Attested copy of certificate/licence/Registration of the Agency issued by the appropriate authority.			
15	<b>Details of vehicles owned (copies in support to be attached) Attach separate sheet or add rows if necessary.</b>			
	<b>S.No.</b>	<b>Vehicle type</b>	<b>Registration no.</b>	<b>Year of manufacture / model</b>
	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 15 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.

Date:

Signature of the owner/proprietor of the Agency



**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. 02.09.2016

**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. : .....

**Local Package**

S. No.	Type of Vehicle	Airport Pickup/drop package	8hrs/80 kms package	4hrs/40kms package	Extra kms/km beyond package	Extra hrs per hr beyond package	Driver Batta city
1.	Tata Indica 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 / Scorpio						
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.	Swaraz Mazda 22 seated A/c						
11.	Volvo Bus 35 seated A/c						

1. Duty Time/odometer will start from reporting point to the relieving point. Not be calculated on garage to garage basis of the agency.
2. Destination within the limit upto 70.00 km of Greater Hyderabad Municipal Corporation will be treated as local journey.
3. Bidder must quote all the above 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.

Date:

Signature of the owner/proprietor of the Agency

### Out Station Package

S. No.	Type of Vehicle	One day out station vehicle hiring charges including driver batta	Minimum charges per out stations each kilometer
1.	Tata Indica 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 / Scorpio		
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.	3 Ton Truck		
11.	5 Ton truck		
12.	8-10 Ton truck		
13.	25-30 Ton open truck		

1. Duty Time/odometer will start from reporting point to the relieving point. Not be calculated on garage to garage basis of the agency.
2. Bidder must quote all the above 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.

Date:

Signature of the owner/proprietor of the Agency



## **AGREEMENT FOR HIRING OF VEHICLE AS AND WHEN REQUIRED**

This AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_ between the First Party, COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, Anusandha Bhavan, 2 Rafi Marg, New Delhi 110001 ( a Society registered under the Societies Registration Act) and for CSIR-NGRI having its office at Uppal Road, Tarnaka, Hyderabad (hereinafter referred to as CSIR-NGRI) of the ONE PART..

And

The Second Party, M/s. \_\_\_\_\_ at \_\_\_\_\_ ( hereinafter referred to as Contractor) of the OTHER PART.

WHEREAS CSIR-NGRI, a laboratory under CSIR is desirous of hiring the transport service on case to-case basis at the CSIR-NGRI, Hyderabad-7 and whereas the contractor has offered to provide the transport service on the terms and conditions herein after stated.

Sign of Proprietor of the Agency

Signature of AO

Signature of the owner/proprietor of the Agency

#### A. GENERAL CONDITIONS:

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR-NGRI shall accrue/arise implicitly or explicitly.
2. That in case of the drivers so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the CSIR-NGRI in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of CSIR-NGRI in case of any of the aforesaid acts on the part of the said person.
3. The Tender document including the abridged NIT, terms and conditions, specifications etc. shall form part of this agreement.

#### B. OBLIGATIONS OF THE CONTRACTOR:

1. The Contractor shall provide day-to-day vehicles (commercially licensed vehicles) of different make on the specific requisitions from the authorised Officer of CSIR-NGRI for transporting CSIR-NGRI officials/other persons for the business of CSIR-NGRI to the destination as specified in the requisition slip.
2. That the contractor shall submit details of the names, parentage, residential address, age, cell phone no.etc of the Drivers deployed by him, towards performing the duty of the CSIR-NGRI for the purpose of proper identification. He shall issue identity cards bearing their photographs / identification, etc and such employees shall display their identity cards at the time of duty.
3. That the contractor shall at his own cost take necessary insurance cover in respect of the aforesaid services rendered to CSIR-NGRI and shall comply with the statutory provisions and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the CSIR-NGRI indemnified from all acts of omission, fault, breaches and/or any claim, demand loss, injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfil any of the obligations hereunder or Acts, rules/regulations and/or bye-law or rules framed under, the CSIR-NGRI shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.

Signature of the owner/proprietor of the Agency

4. It will be the responsibility of the Contractor (the Second Party) to ensure that the route fixed for the vehicle which running do not violate any road or traffic rules or any other laws.
5. The vehicle should always take/avail the shortest route open for traffic between the originating station and destination.
6. The total hire charges inclusive of all taxes, for the services to be provided by the second party shall be at the rate offered and accepted.
7. The Contractor (The Second party) shall take out and keep alive valid insurance cover as per provision of the Motor Vehicles Act 1939. The Contractor (The Second party) shall also take and keep alive for all the vehicles riot risk insurance.
8. All the vehicles shall be of latest models.
9. Each vehicle shall be provided with a spare wheel with tires in good condition with other tools required to attend minor breakdown en route by the Contractor (The Second Party).
10. The Contractor (the Second Party) shall ensure that punctual and efficient service is provided at all times without speeding the vehicles en route. In case any vehicle not turning up at the specified place within fifteen minutes of the schedule time or in case of failure en route ad alternative arrangement not being made by the Contractor (the Second Party) within a reasonable time, the case rider(s) travelling by the car shall be at liberty to travel by Vehicle or any other transport from the point to the scheduled destination at the cost of the Contractor (the Second Party).
11. The Contractor (the Second Party) shall abide by all the directions and instructions issued to him from time to time by the CSIR-NGRI (the First Party) considering it expedient for efficient and punctual functioning of the service.
12. It is the responsibility of the Contractor (the Second Party) that all Drivers deputed on duty must have a Cell Phone with them.
13. In case of failure on the part of the second party to comply within a reasonable time the CSIR-NGRI (the First Party) shall have the power to impose fine to the maximum extent of RS. 10,000.00 (Rupees ten thousand only).

Signature of the owner/proprietor of the Agency

14. The agency shall provide an alternate vehicle.
15. The vehicle hire bills shall be submitted by the Contractor (the Second Party) to the CSIR-NGRI (the First Party) within 10 days of the subsequent month of journey.

#### OBLIGATION OF CSIR-NGRI

1. The hire bill shall be submitted by the second party to the first party at the end of every month and the bill shall be paid by the first party within ten working days from the date of submission of bills.
2. That the CSIR-NGRI shall reimburse the amount of service tax, if any, paid by the Contractor to the Appropriate Government Authorities on account of the services rendered by them. This reimbursement shall be admissible on production of proof of deposit of the same by the Contractor within 15 days after the submission of bills as in the just preceding paragraph.

#### D. INDIMNIFICATION:

1. That the Contractor shall keep the CSIR-NGRI indemnified against all claims whatsoever in respect of the Driver/Employees deployed by the Contractor. In case any of the Drivers/employees of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primarily responsibility of the Contractor to contest the same. In case CSIR-NGRI is made party and is supposed to contest the case, the CSIR-NGRI will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to CSIR-NGRI on demand. Further, the contractor shall ensure that no financial or any other liability comes on CSIR-NGRI in this respect of any nature whatsoever and shall keep CSIR-NGRI indemnified in this respect.
2. The Contractor shall further keep the CSIR-NGRI indemnified against any loss to the CSIR-NGRI property and assets. The CSIR-NGRI shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

#### E. PENALTIES/LIABILITIES:

1. That the Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.

Signature of the owner/proprietor of the Agency

2. That the Contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of offer authorized by the Director of the CSIR-NGRI in this behalf, a penalty leading to a deduction unto a maximum of 10% of the total amount of bill for a particular month will be imposed.

F. COMMENCEMENT AND TERMINATION:

1. That this AGREEMENT shall come into force w.e.f. ----- and shall remain in force for a period of one year. The Agreement may be terminated by the CSIR-NGRI (First Party) on giving the contractor (the Second Party) thirty days notice. The AGREEMENT may be renewed after one year with mutual consent.
2. That this agreement may be terminated on any of the following contingencies:-
  - a. On the expiry of the contract period as stated above.
  - b. By giving one month's notice by CSIR-NGRI on account of:
    - i. For committing breach by the Contractor of any of the terms and conditions of this agreement.
    - ii. On assigning the contract or any part thereof to any sub-contractor by the Contractor without written permission of the Director, CSIR-NGRI.
  - c. On being declared the Contractor insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be the duty of the Contractor to remove all the persons, materials, vehicles deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person or material creates any disruption/hindrance/problem of any nature for CSIR-NGRI.

ARBITRATION:

1. In the event to any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration to the Director General, CSIR or his nominee.
2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
3. The expression Director General, CSIR shall mean and include an acting/officiating Director General.
4. The arbitrator may give interim award(s) and/or directions, as may be required.
5. Subject to the aforesaid provisions, the Arbitration & Condition Act, 1996 and the Rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of  
Council and Scientific & Industrial Research  
Anusandhan Bhawan,  
Rafi Marg, New Delhi – 110001  
Administrative Officer  
National Geophysical Research Institute  
Uppal Road, Hyderabad-500 007,  
Telangana, India

For and on behalf of  
The Contractor \_\_\_\_\_

WITNESS

1.

2.

Signature of the owner/proprietor of the Agency

AFFIDAVIT

I/We (Name) \_\_\_\_\_

Contractor/ Partner/Sole Proprietor (Strike out word which is not Applicable) of the (Firm)

\_\_\_\_\_

do hereby solemnly affirm and declare that the individual firm/companies are neither blacklisted by the Union or State Government nor any Partner/Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/our firm.

DEPONENT:

Address: \_\_\_\_\_

\_\_\_\_\_

VERIFICATION:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been kept concealed there from.

DEPONENT:

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

Signature of the owner/proprietor of the Agency