



**NATIONAL BIODIVERSITY AUTHORITY  
GOVERNMENT OF INDIA**

**Chennai - 600 113.**

NBA/3/169/13/GENL/2019-20

Dated: 4 November 2019

**NOTICE INVITING TENDER**

(Closing date: **22-11-2019**)

**Subject: Notice inviting Tender for hiring of Light Motor Vehicles (LMV) on contingent basis /daily basis for temporary, long distance and outstation duties and on monthly basis at Chennai. - reg.**

National Biodiversity Authority (NBA) intends to hire Light Motor Vehicles such as Hatch back, Sedan , Premium Sedan and MUV type vehicles etc., for local trips and long distance outstation official duties on contingent basis & Daily/Monthly basis for official duties ( No. of vehicles may vary from 1 to 20 on contingent basis and 1 or 2 vehicles on monthly basis). The year of manufacturing of the vehicles should be of 2017 or later and in excellent condition for supplying on monthly basis as well as on contingent basis as and when required by the National Biodiversity Authority. The contract shall be for a period of one year initially. The contract may be renewed for a further period of two years, on year to year basis, as mutually agreed upon, subject to satisfactory performance.

Authorized tour/taxi operators having not less than 8 Light Motor vehicles of 2017 year make or later model owned/under lease agreement and having minimum experience of two years in providing LMVs to State/Central Government Departments/ PSUs and **having their garage within 5 K.M. radius from TICEL Park, CSIR Road, Taramani** may submit their quotation latest by **22-11-2019 before 15.00 hrs.** addressed to The Administrative Officer, National Biodiversity Authority at the above address either by post or in person. **No dead mileage for both pick up and drop will be allowed.** The annual cost of the tender is Rs. 12,00,000/- (Rupees Twelve Lakh only) approximately.

## OTHER CONDITIONS OF THE TENDER

- 1 The bid shall consist of two parts -- Technical bid and Financial bid and has to submitted as follows:
  - I. Both the bids are to be placed in two separate sealed envelopes (clearly super scribing 'Technical Bid' and 'Financial Bid' in Bold Capital letters on the individual cover) which in turn are to be placed in a sealed cover.
  - II. The bids of all the parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith.
  - III. All the information sought under the head 'Conditions' and 'other information to be supplied' is to be given in Technical Bid.
  - IV. The prices quoted for the same will have to be mentioned only in the Financial Bid in the prescribed proforma ( Annexure-II& III ) Both the proforma should be filled and submitted.
  - V. The Evaluation of the Technical & Financial Bid shall be made as per the formula stipulated in Clause 7 & 8 hereunder.
- 2 The Financial Bids of only those parties shall be opened whose Technical Bids are found to be eligible while the disqualified bidders Financial Bid shall not be opened.
- 3 An Earnest Money Deposit (EMD) amounting to Rs. 30,000/- (Rupees Thirty Thousand only) in the form of Demand Draft/ Pay Order drawn in favour of National Biodiversity Authority, payable at Chennai has to be enclosed with the Technical Bid failing which the Technical Bid shall be rejected.
- 4 The envelope containing the quotation must be super-scribed "Quotation for hiring of vehicles on contingent basis /daily basis and on monthly basis (in bold capital letters) should be either sent by post or in person on or before the closing date. **ie. 22-11-2019, 15.00 hrs.**
- 5 The Technical bids will be opened on the same day at **17.00** hrs in the presence of one representative of each of the bidders who wishes to be present. The Financial bids shall be opened after evaluation of technical bid and the date of opening shall be intimated to the successful bidders.

6 The rate for hiring of Light Motor vehicles for local trips should be quoted for all the duration and distance and also for daily /monthly hiring with rate for extra hours and extra additional kilometers and for long distance/outstation rates as per Price Bid proforma attached for each type of vehicle. The rate quoted should be inclusive of driver wages & bata, all repair and maintenance charges of vehicles, insurance, Petrol Oil & Lubricant and also any other incidental expenses. Parking/toll charges, if any, may be claimed by producing valid parking/toll slips along with bills. The tenderer should submit the proof of having necessary permits of the required vehicles.

**7 Evaluation of Bids:**

a) NBA will examine the bids to determine whether

- i. The bids are complete with all requirement as per tender notice
- ii. Required EMD has been enclosed.
- iii. All the documents are duly signed / attested
- iv. Supporting documents for No. of vehicles owned /leased (with copy of RC Book) copies of work order or work contract executed with Government organizations for experience in the similar field, copies of GST registration, PAN / TAN documents and certified financial statement for at least two preceding financial years.

b) Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the tender requirements and terms and conditions shall be examined. Responsiveness of the bid shall be determined based on the Number of vehicles owned by the firm, past experience of the firm in a similar context in Central, State Government organizations & PSUs. and financial capability and **proximity of the garage to NBA**. Each bidder shall be assigned scores based on the sum of marks obtained for each parameter multiplied by the weightage assigned to that parameter. Minimum qualifying score is 50 (fifty) out of total of 100 marks. The Commercial bids of the Qualified bidders on technical evaluation will be taken up for evaluation to shortlist L1, L2 & L3.

### Awarding of Technical Score.

S.No.	Descriptions	Maximum Marks
1	<b>No. of Vehicles owned/leased: (Proof of ownership/ lease to be provided)</b> a) Less than 8 vehicles = 0 marks b) For 8 vehicles = 20 marks c) For each additional Vehicle. = 2 marks each	40 Marks
2	<b>Past experience of the firm in a similar context in Central, State Government organizations, PSUs</b> a) Less than 2 years = 0 marks b) For 2 years = 20 marks c) For each additional completed year = 4 marks	40 marks
3	<b>Annual Turnover(Gross receipts in P&amp;L account or in IT returns)</b> a) Less than 10 lakhs - 0 marks b) For 10 lakhs - 10 marks c) For each additional One lakh Rupees - 1 mark	20 Marks

#### 8 Selection Criteria:

- I. The financial bids of only those bidders who achieve 50 and above marks in the Technical Score (TS) shall be opened.
- II. For the purpose of evaluation of financial bid the following criteria will be applied:
  - a. Rates quoted for ordinary Sedan type vehicle and Multi Utility Vehicles like Innova etc. will be considered.
  - b. Rates quoted for 12 hours for the above types of vehicle will be the base rate.
  - c. Average rate for the above two type of vehicles for 12 hours will be calculated.
- III Since there are two types of monthly usage, rate is to be quoted as per the Price bid proforma , an average rate for 1500 KM. per month and 2500 K.M. per month will be calculated.
- IV Weightage of 60% for the contingency trip vehicles (daily trip) and 40% for the monthly rental vehicle will be calculated for arriving a single price bid.

V On arriving the average rate as shown above, the lowest bid is calculated as follows:

A = Rate quoted for 12 hrs. for Sedan type vehicle

B = Rate quoted for 12 hrs. for Multi Utility vehicle

C = Average =  $A+B/2$  (per day)

D = Rate for Monthly rental for 1500 Kms,

E = Rate for Monthly rental for 2500 Kms.

F = Average =  $D+E/2/30$  days (per day)

G = Contingency Trip average rate-  $C \times 60\%$

H = Monthly Trip average rate -  $F \times 40\%$

Final price bid =  $G+H = F$

VI. The formula for Financial Score (FS) of the proposal will be as follows:

$FS = 100 \times (FL/F)$  where

“FS” is the financial score of the applicant

“FL” is the lowest financial proposal among all and

“F” is the Financial proposal of the particular applicant

The weightage shall be 70% for the Technical Score (TS) and 30% for the Financial Score (FS) of the respective applicant. The Composite Score shall be calculated using the following formula.

COMPOSITE SCORE:  $(CS) = TS \times 0.70 + FS \times 0.30 = L1$

9. NBA reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.
10. The bid shall be valid upto 90 days from the date of closing of bids.

Administrative Officer  
NBA

**FORMAT OF TECHNICAL BID****Annexure-I**

(For providing vehicles to NBA on monthly basis and on daily hiring basis for temporary, long distance and outstation duties)

1	<b>Name, Address of the Cab operator and Telephone Number</b>				
2	<b>Garage Address</b>				
3	Permanent Account Number (PAN)				
4	GST Number				
5	<b>Proprietor / Directors and their PAN</b>				
6	Number of vehicles owned & operated with documentary proof with year of make. (Copies of R/C to be enclosed)	Make/ Purchase Years	<b>No. of vehicles owned</b>		
			Hatch Back (Small)	Sedan (Medium)	MUV (Big)
		2017			
		2018			
2019					
7	Number of vehicles taken on lease with year of make (copy of lease agreement to be enclosed)	Make/ Purchase Years	<b>No. of vehicles on lease</b>		
			Hatch Back (Small)	Sedan (Medium)	MUV (Big)
		2017			
		2018			
2019					
8	Minimum Two <b>Years' experience</b> of providing commercial vehicles to State / Central Govt. Organizations/PSUs (With Name of the organization with documentary proof) a) Experience with Government Organisation  b) Experience with Private Organisation	Name of the organization.	Number of years		
			From	To	
9	<b>Annual Turnover (Receipts as per P &amp; L account or in IT returns.)</b>	2016-17	Rs.		
		2017-18	Rs.		
		2018-19	Rs.		

Note: 1. Duly signed documentary proof related to the above information should be submitted with tender document. 2. All pages of technical bid should be serially numbered

Signature:

Official Seal:

PROFORMA OF PRICE BID

Annexure -II

( For providing vehicles to NBA on Contingent / daily hiring basis for temporary, long distance and outstation duties )

Name, Address & Telephone No. of bidder:

S. No.	Type of vehicles to be hired (2017 or later model)	Rate of hiring charges Per day (12 hours / 100 Kms.) ( in rupees)			For every extra Km beyond 40/80/100 Kms. (in rupees)	For every extra hour after 4/8/12 hrs (in rupees)	For long distance & outstation duties (250 Kms. per day) ( in rupees)	Driver Batta per day for outstation duties beyond Chennai if any (in rupees)	Other charges if any (in rupees)
		4 hrs 40 KM	8 hrs 80KM	12 hrs 100 KM					
1	Hatch back type (Small)								
2	Sedan Type (Medium)								
3	Premium Sedan								
4	MUV Type (Big)								

Note: 1. Rates should be quoted in both figures and words. 2. GST as applicable.

Signature of the bidder with date  
and Office seal:

**Note: For the purpose of determination of the lowest bidder (L 1), Formula notified for Technical Scoring and Financial Scoring shall be considered:**

PROFORMA OF PRICE BID

Annexure -III

( For providing vehicles to NBA on monthly hiring basis )

Name, Address & Telephone No. of bidder:

S. No.	Type of vehicles to be hired (2017 or later model)	<u>Rate for hiring charges</u> Monthly usage: Minimum 1500 Kms. Monthly irrespective of 28/29/30/31 days in a month ( in Rs.) Daily working hours: 8.30 AM to 7 P.M  ( in rupees.)	<u>Rate for hiring charges</u> Monthly usage: Minimum 2500 Kms. Monthly irrespective of 28/29/30/31 days in a month Daily working hours: 8.30 AM to 7 P.M  ( in rupees.)	Charges for Extra KM Rate per K.M.  ( in rupees)	Charges for extra hours beyond daily working hours and usage on Sunday and Closed holidays of NBA Rate per hour (less than ½ hour will be ignored and above ½ hour will be round off to next higher) ( in rupees)	Driver batta per day for outstation (Beyond Chennai Trip)  ( in rupees)	Other charges if any  (in rupees)
1	Hatch back type (Small)						
2	Sedan Type (Medium)						
3	Premium Sedan						
4	MUV Type (Big)						

Note: 1. Rates should be quoted in both figures and words. 2. GST as applicable.

Signature of the bidder with date and office seal:

**Note: For the purpose of determination of the lowest bidder (L 1), Formula notified for Technical Scoring and Financial Scoring shall be considered**



## TERMS AND CONDITIONS

**The interested parties must be capable of providing vehicles on the following terms & conditions:-**

- 1 The commercial vehicles to be provided to the NBA on contingent /daily/monthly hiring basis for temporary, long distance and outstation duties should be 2017 or later models. All the vehicles must have valid taxi permits to run in the Tamil Nadu State and All India permit is desirable. The tenderer should submit the proof of having necessary permits.
- 2 The garage /normal parking area of the vehicle shall be within 5 K.M. radius to NBA Office. (Address proof of the Garage to be submitted)
- 3 The contractor should be able to provide the earmarked vehicles as and when required including on Saturdays/Sundays or closed holidays.
- 4 **No dead mileage for both pick up and drop.**
- 5 In the case of any accident, all the claims arising out of it shall be met by the Contractor.
- 6 The vehicle will be kept neat and clean and in perfect running condition and provided with clean seat covers, curtains, perfume and tissue paper. All vehicles should have good upholstery. The Drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition for which no separate payment shall be made by the NBA.
- 7 If any vehicle goes out of order, the contractor shall provide a substitute commercial vehicle within one hour. In case the substitute commercial vehicle does not report on time/does not report at all, the NBA/user officer would have a right to hire a vehicle from the market & the additional cost incurred by the NBA/user officer will be borne by the contractor.
- 8 The drivers should have valid driving license. The vehicles should have been registered with the concerned authorities of Central/State Government. The Drivers of the vehicles should be matured, well behaved, disciplined and familiar with

Tamilnadu especially Chennai roads and must follow traffic and other regulations prescribed by the Government from time to time.

- 9 The contract between the NBA and the contractor can be terminated by the Contractor by giving prior notice of at least 45 days. The NBA reserves the right to terminate the contract at any time or stage during the period of contract, by giving seven days' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the NBA.
- 10 Penalty for breach of terms & conditions
  - a) No payment will be made for vehicles supplied by the Service Provider older than required make on the day of engagement of the vehicle for duty at NBA.
  - b) An amount @ Rs.100/- per driver per day shall be deducted from the bill if any driver(s) is/are found not wearing the approved uniform while on duty or not obeying traffic rules or is found undisciplined/ discourteous.
  - c) An amount of Rs. 1000/- per vehicle per occasion would be deducted from the bill for absence of drivers during duty hours.
11. The contractor and drivers shall be bound to carry out the instructions of the NBA as well of the Officers with whom the vehicles are assigned.
12. In the event of the award of the tender and prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificate & comprehensive Insurance Policies of the vehicles being offered for hire & particulars with photographs of the drivers' dedicated to each vehicle.
13. This contract will be effective initially for a duration of one year from the date of signing the contract unless terminated earlier as per clause No. 9 above. The contract may be extended for a further period of two years, on year to year basis, subject to mutual consent and satisfactory performance of the contractor.
14. An interest free refundable Performance security deposit of Rs. 60,000/ (Rupees Sixty thousand only) in the form of Bank Guarantee in favour of the National Biodiversity Authority shall be submitted by the contractor at the time of the award of the contract. The security deposit shall be discharged after satisfactory completion of the contract period. If the Service Provider fails or neglects any of his obligations under

the contract, it shall be lawful for NBA to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure. The NBA may also blacklist the service provider due to failure of service or major negligence in providing service or misbehavior of driver and violation or any condition laid down in terms and conditions.

15. Rates of hiring the vehicles will be fixed during the period of contract and no request for revision of rates will be entertained, under any circumstances.
16. Counting of distance will be from the starting point of the user and closing at the point wherever user completes his/her travel. The garage/normal parking place shall be located within 5 KMs from the NBA office located at Taramani. The address shown in the RC Book of the vehicle shall be treated as garage/normal parking place, unless other places specifically indicated with documentary proof.
17. Counting of duty hours between the time the driver reports for duty to the Officer ie. the time the driver arrives at the designated place to pick-up the officer and his duty ends at the time he drops the Officer at the designated place. The time travelled from the garage/normal parking place to the designated place of the Officer/Office and vice versa for pick-up and drop should not be taken into account as duty hours.
18. All Govt. Taxes/Levies/Duties for plying the vehicles in Tamilnadu region will be borne by the Service Provider.
19. Parking/Toll charges, if any, may be claimed by producing valid parking/toll slips along with bills.
20. The number of vehicles hired on daily basis for contingent/daily / monthly duties, and for long distance outstation duties will depend on actual requirement of the NBA and shall be communicated to the contractor in advance.
21. The bid shall remain valid for 90 days from the date of opening of bids. A bid valid for a shorter period shall be rejected by NBA as non-responsive. A bidder accepting the request of NBA for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.
22. The Earnest Money Deposit (bid security) may be forfeited
  - i. If bidder withdraws his bid during the period of bid validity

- ii. If the successful bidder fails to sign contract or to furnish performance security.
  - iii. The bid security of unsuccessful bidder will be discharged / returned as early as possible but not before finalization of contract with the successful bidder.
23. In terms of Rule 173 (iv) of GFR, 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/ or rejection of its bid.
24. Debarring Conditions: -
- i. No vehicle should be supplied having registration in the name of employee of NBA or their close relative.
  - ii. No sub-contracting of the Service allotted is permissible by NBA. The near relatives of all NBA employees either directly recruited or on deputation are prohibited from participation in this tender.
  - iii. The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
  - iv. The contractor shall not engage any person below 18 years of age.
25. NBA will not have obligation:
- i. Whatsoever for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. in this regard and the Service Provider shall indemnify NBA against any/all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
  - ii. For direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and for any loss caused to NBA have to be suitably compensated by the contractor.
  - iii. For theft, burglary, fire or any mischievous deeds by his staff.
  - iv. For solving any dispute that may arise between the contractor and his workers. The contractor shall be the employer for his workers.

## **ARBITRATION:**

In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Secretary, National Biodiversity Authority (NBA) or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of NBA or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as an NBA employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment there of or any rules made thereof.

The venue to Arbitration proceeding shall be Office of NBA at Chennai or such other place as the arbitrator may decide.

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The courts at Chennai only shall have the jurisdiction to decide any dispute that may arise in relation to the contract.

Administrative Officer



**ANNEXURE – IV**

**CHECK LIST FOR SUBMISSION OF TENDER DOCUMENT**

Please Check and answer appropriately for each of the items below to ensure furnishing of complete documents:

<b>Sl.No</b>	<b>DESCRIPTION</b>	<b>Whether Attached</b>
1.	Technical Bid– As in Annexure- I	<b>YES/NO*</b>
2.	Financial Bid - As in Annexure-II & III	<b>YES/NO*</b>
3.	EMD - As in clause 3	<b>YES/NO*</b>
4.	Proof of Registration of Vehicles- As per Clause 7	<b>YES/NO*</b>
5.	Proof for lease of vehicle - As per Clause-7	<b>YES/NO*</b>
6.	Income Tax Returns for last three years- As per clause in Annexure-I	<b>YES/NO*</b>
7.	Certificate from a practicing Chartered Accountant on the Annual Turnover - As per clause in Annexure-I	<b>YES/NO*</b>
8.	GST Registration Certificate	<b>YES/NO*</b>
9.	PAN Card	<b>YES/NO*</b>
10.	TIN Registration Certificate	<b>YES/NO*</b>

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**\* Strike out whichever is NOT applicable.**