



National Biodiversity Authority
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**NOTICE INVITING OPEN TENDER FOR HIRING OF VEHICLES FOR OFFICE USE ON
CONTINGENCY/TRIP BASIS AT NEW DELHI**

National Biodiversity Authority (NBA) intends to hire **VEHICLES AT NEW DELHI ON RATE CONTRACT FOR HIRING OF TAXIS ON CONTINGENCY/TRIP BASIS FOR USE BY NBA LIAISON OFFICE, NEW DELHI**. Sealed bids are invited from reputed Travel Agencies / Taxi Operators / Vehicle service providers operating at New Delhi subjected to the Terms & Conditions as mentioned in the tender document. The last date for receipt of tender's documents shall be **11th August, 2015**.

Tender Notification No.	: NBA/Travels/Genl/15-16/
Name of the Work	: Hiring of vehicles on rate contract basis for Office use at New Delhi on Contingency / trip basis
Service Location	: Liaison Office, National Biodiversity Authority, Room. No.119, NSC Beej Bhawan, IARI, Pusa Campus, New Delhi - 110012.
Estimated Cost of work	: Rs.12,00,000/- per annum
Earnest Money Deposit Amount	: Rs. 25,000/-
Period of Contract	: 1 year
Last date of submission	: 11th August, 2015 .
Address for submission of Bids	: The Secretary, National Biodiversity Authority, 5 th Floor, TICEL Bio Park, CSIR Road, Taramani, Chennai -113.

Interested bidders should ensure that their organization fulfil all the terms and conditions mentioned in the tender before sending their proposals.

The technical bids will be opened on **12th August 2015** in the presence of the bidders or their authorized agents who may choose to be present. The opening of financial bids will be done at a later date. If the office happens to be closed on the last date of receipt of the tender as specified, the tenders will be received and opened on the next working day at the same time and venue.

Sd/-

Administrative Officer
National Biodiversity Authority, Chennai.

TERMS OF REFERENCE - I

GENERAL CONDITIONS OF THE TENDER AND SCOPE OF WORK

Introduction

The National Biodiversity Authority (NBA), Chennai, a statutory and autonomous body established under the Biological Diversity Act, 2002, intends to hire vehicles on rate contract basis for contingency requirements/trip basis for Liaison Office, NBA, at New Delhi, No.119, NSC Beej Bhawan, IARI, Pusa Campus, New Delhi -110012 for catering to the official travel requirements of NBA Liaison Office, on daily basis.

Sealed bids are invited from experienced Travel Agencies / Taxi Operators / Vehicle service providers possessing at least minimum 3 cars with valid registration and having capacity to mobilize more than 25 - 30 cars at a time.

1. SCOPE OF WORK

- 1.1 The Authority intends to utilize cars on daily basis as per requirement. Since the number of cars required may vary based on demand, the bidder shall be prepared to supply on demand, additional vehicles of various types upto 25 - 30 Nos. at short notice.
- 1.2 The successful bidder will be awarded the CONTRACT FOR HIRING OF VEHICLE SERVICE ON DAILY BASIS for an initial period of 1 year. Based on the requirement and performance of the service provider, the contract may be extended.
- 1.3 The bidders shall have to provide vehicles duly registered in Government of NCT of Delhi and complying with emission norms of Bharat Stage III / IV (Euro III / IV) of the following categories. The approximate usage percentage is provided below against each category of vehicle. The following list is only illustrative based on past usage.

Table 1

Sl. No	Type of Vehicles	Usage in % (Approx)
A	Non-Air Conditioned	
1	Tata Indigo / Mahindra Verito/Maruti Swift Dzire	5
2	Tata Indica	5
B	Air Conditioned	
1	Tata Indigo / Mahindra Verito/Maruti Swift Dzire	40
2	Tata Indica	20
3	Toyota Innova	10
4	Chevrolet Aveo / Honda City / Ford Fiesta / Maruti - SX4/ Hyundai Verna / Mahindra Verito	5
5	Toyota Corolla	5
6	Tavera – Chevrolet / Xylo – Mahindra	5
7	Tempo Traveller	5

2. INSTRUCTIONS TO BIDDERS

The tender for hiring of cars shall be in a dual bid system ie. Technical and Financial bid.

- 2.1 The estimated cost of the tender is **Rs.12, 00, 000/- (Rupees Twelve Lakhs only)** per annum.
- 2.2 Bidders are required to quote their best rates for all types of vehicle for all slabs including rates for every additional kilometre, additional hour and driver batta etc., as provided in the enclosed Financial Bid Format (Annexure-III).
- 2.3 The charges quoted in the tender shall be inclusive of all overhead charges like fuel, lubricants, maintenance expenses of the vehicle, Taxes, Comprehensive Insurance, driver batta but shall not include Service Tax and toll fees.
- 2.4 All the rates should be quoted in figure and also in words in Financial Bid (Annexure – III). Any overwriting / Correction should be attested by the Bidder. In case, the rate quoted in figures differ from those quoted in words, the rates quoted in words will be taken for evaluation.
- 2.5 The name, full address and phone numbers of the Tour & Taxi Operators/Travel Agencies should be furnished at appropriate places in the tender documents.

The starting and closing kilometre of every trip should commence from or end at The Liaison Office of National Biodiversity Authority, New Delhi / other location(s) as specified by National Biodiversity Authority, New Delhi from time to time.

- 2.6 EARNEST MONEY DEPOSIT (EMD): An amount of Rs.25,000/- (Rupees Twenty Five Thousand only) by Demand Draft/Pay Order/ Banker's Cheque of any nationalized bank in favour of "National Biodiversity Authority" and payable at "Chennai" should be enclosed along with Technical Bid. **Any bid not accompanied by Earnest Money Deposit will be summarily rejected.**
- 2.7 No interest will be payable by the NBA on the Earnest Money Deposit. The EMD will be refunded to the unsuccessful bidders after awarding the service contract to the successful bidder.
- 2.8 The Technical Bid and Financial Bid shall be sealed in two separate covers.
- (a) Cover-1 superscribing with -"Technical Bid – Envelope A" placing Annexures I, II, IV, V and all requisite supporting documents inside.

The tender document should be duly signed on every page including annexures by the bidder or such person on his behalf as is legally authorized to sign and embossed with the official seal at the time of submission and enclosed along with Technical Bid.

- (b) Cover-2 superscribing with - "Financial Bid – Envelope B" placing Annexure-III inside.

Both the covers containing the Technical Bid and Financial Bid should be placed in a larger envelope (Cover-3) superscribing as "Limited Tender for Hiring of Vehicles for office use on contingency / trip basis for NBA liaison office, New Delhi", to the following address

**“The Secretary, National Biodiversity Authority,
5th Floor, TICEL Bio Park, CSIR Road,
Taramani, Chennai -600 113.”**

- (c) Tenders received after the stipulated time period or those not in accordance with the specified format will be summarily rejected.

3. DOCUMENTS TO BE SUBMITTED

The Bidder should submit the following documents along with the technical bid in Annexure-I

- 3.1. Demand Draft/Pay Order/Banker's Cheque for EMD amount.
- 3.2. Experience certificates or work orders for supplying vehicles (4 wheeler) to Government organizations for a period of at least 2 years.
- 3.3 Copy of relevant registration documents certifying the bidder's entity as a proprietorship/ partnership/ company at New Delhi
- 3.4 The documents pertaining to the number of vehicles owned, the copies of RC and Insurance policy (current year) of the vehicles. The manufacturing year of the vehicles to be supplied shall be year 2011-14.
- 3.5 PAN/TAN number.
- 3.6 Service tax registration number of the firm.
- 3.7 Copies of Balance Sheet certified by chartered accountant and Income tax returns filed for the years 2012-13, 2013-14 and 2014-15.

4. EVALUATION METHODOLOGY

All the tenders received will be scrutinized and only qualified technical bids will be considered for opening of Financial Bid. Those who have not qualified in the Technical Bid will be rejected.

- 4.1 The technical bids will be evaluated based on the bidder's technical capabilities and experience in the field, awarding marks as illustrated in Annexure -IV
- 4.2 The evaluation criteria to decide the relative position of bidders shall be based on the weightage arrived as given w.r.t. usage % shown in "Table 1 under Scope of Work".
- 4.3 Tender is liable to be ignored if complete information is not provided as required.
- 4.4 Notwithstanding anything stated above, NBA reserves the right to assess bidder's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of NBA and decision of NBA in this regard shall be final.

5. TECHNICAL CRITERIA

The following criteria should be fulfilled for qualifying in Technical bid:

- 5.1 The bidder should be a reputed firm / travel agency, preferably having experience in providing travel services for Central Govt. Ministries/ Departments/ Public Sector Undertakings/Autonomous bodies/ Statutory bodies of Government of India / State Government Departments etc.
- 5.2 The Bidder must be a registered Tour & Taxi Operator / Travel Agency.
- 5.3 The Bidder should have regular establishment / office at New Delhi. The office shall have telephone and E-mail facilities for accepting booking of vehicles.
- 5.4 The Bidder should be having minimum three vehicles registered under Taxi permit in their name / firm's name.
- 5.5 The average annual financial turnover of the Bidder shall be Rs.10 lakhs (Rupees Ten Lakhs) during the last Three years ending 31st March 2015 i.e. (2012-13, 2013-14, 2014-15).
- 5.6 The bidder should not have been blacklisted or debarred by any Government Organization/PSU etc. The bidder should furnish a declaration to this effect on its letter head duly signed by authorized person of the firm/agency.

6. OPENING OF FINANCIAL BID

The financial bids of only those bidders, who are found qualified on evaluation of the technical bids, shall be opened at a later date after intimation to technically qualified bidders. In case the date for opening of tender is declared to be a Holiday by the Central/State Govt. or Local administration, then it will be opened on the next working day.

7. ACCEPTANCE OF TENDER

NBA reserves the right to reject any or all tenders or to modify, expand, restrict, scrap, refloat or cancel the tender process at any stage in part or in full without assigning any reasons whatsoever and in such case no Tour & Taxi Operators / Travel Agencies shall have any claim arising out of such action by NBA.

Acceptance of tender will be communicated to the bidder to execute the contract.

8. TERMS & CONDITIONS OF THE CONTRACT

The following are the terms and conditions that will be applicable to the contract between NBA and the successful bidder (hereinafter will be referred to as “contractor”).

8.1 The rates quoted by the bidder shall remain firm till finalization of the tender.

8.2 At the initial stage, the contract for Hiring Cars will be awarded for a period of 1 year from the date of commencement of contract which may be extended, if required by NBA.

8.3 Unless terminated prematurely/extended, this Contract shall expire at the end of such time period after the effective date as specified.

9. INDEMNITY

9.1 The contractor shall indemnify and hold NBA harmless and its officers and employees from and against all and any claims, demands, losses, damages, penalties, expenses and proceedings connected with the implementation of this Contract or arising from any breach or non-compliance whatsoever by THE CONTRACTOR or any of the persons deployed by it pursuant hereto or in relation to any such matter as aforesaid or otherwise arising from any act or omission on their part, whether wilful or not, and whether within or outside the premises.

9.2 The drivers of the vehicles provided by the contractor at no time will perform any such act that would lower the dignity of the NBA. The National Biodiversity Authority, New Delhi shall have the right to return that person/car to the Contractor, who shall provide a suitable replacement.

9.3 The contractor shall comply with all provisions of statutory requirements in relation to the persons engaged including payment of minimum wages as laid down by or under any law in force and as amended from time to time.

9.4 All liability regarding Government dues as well as any human loss / injury during the course of work will be personal responsibility of the Contractor. The National Biodiversity Authority, New Delhi shall not be liable, in any case and an undertaking to this effect should be furnished by the contractor. NBA shall not be responsible, either directly or indirectly to pay any compensation for bodily injury to the contract labourer/worker in case of any accident/mishap takes place.

10. OPERATIONS OF THE CONTRACT:

10.1 The vehicle(s) are required as per necessity from the date of issue of the work order.

10.2 The duty hours and kilometres will be calculated from the reporting time to releasing time of the vehicle on the hired day at the points of picking up and dropping. The payment of rental for cars will be made on monthly basis.

10.3 The Log Book or Trip Sheet is to be maintained properly by the contractor.

10.4 NBA will operate the contract and its decision and instructions will be binding on the contractor.

10.5 While on duty the driver should keep with him the proper and up-to-date records of the vehicle and his valid driving license.

10.6 The contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accident or any other unforeseen happening. In case the vehicle is withdrawn for maintenance /repair/ breakdown, a substitute vehicle should be provided forthwith.

10.7 The Officers of NBA for whom the vehicle is requisitioned, is empowered to return the vehicle if the driver does not report with the vehicle at the requisitioned time or if the officer feels that the vehicle is not worth travelling and no payment will be made for the said vehicle. If the services of the contractor at any stage are found unsatisfactory, the NBA will be free to cancel the tender without assigning any reason/notice and his Security Deposit/Performance Guarantee will be forfeited.

10.8 The day will be reckoned from mid-night to mid-night.

10.9 In case of emergency i.e. breakdown en-route, contractor shall have to arrange for alternate vehicle for transporting persons and materials. The contractor shall provide alternative vehicle of the same or higher Make / model failing which vehicle shall be hired from any other source / sources at the risk and cost of the contractor.

10.10 The contractor shall assign the job of driving of hired vehicles only to qualified, experienced, licensed drivers and also assume full responsibility for the safety and security of the riders. The essential spares are to be stored in the vehicle for trouble free driving. NBA shall have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under relevant section of IPC and any loss caused to NBA will have to be suitably compensated by the contractor.

10.11 NBA will reimburse toll tax, parking charge and interstate wherever incurred on submission of original receipt. The driver to be provided with petty cash by the contractor for the purpose.

10.12 Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to NBA as and when demanded.

10.13 The vehicles deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per NBA's requirement with proper pollution check and valid pollution certificate.

10.14 The vehicle shall always be provided with good upholstery, clean seat covers, comfortable seat cushions and other basic fittings / accessories like radio cassette player etc. for maximum comfort of the officials.

10.15 Drivers of vehicles must be provided and maintain mobile phones. No extra charges would be paid by NBA for the same.

10.16 The contractor shall keep all the vehicles to be deployed to NBA during the currency of the contract comprehensively insured. NBA shall in no way be liable for compensation, damages, penalties, fine etc, under any circumstances. The Insurance Policies shall have to be renewed from time to time till termination of the contract period.

10.17 Journey within New Delhi/NCR limits will be treated as local journey.

10.18 NBA reserves the right to hire vehicles from any outside travel agency in case of necessity other than the successful bidder.

11. DUTIES AND RESPONSIBILITIES OF CONTRACTOR

A. General:

11.1 In performing the Contract, the contractor shall at all times act as an independent service provider. The contract does not in any way create a relationship of principal and agent between NBA and the Contractor. It is clearly understood and accepted by both parties that this Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances.

11.2 The contractor shall be responsible for compliance of relevant labour laws or any other act to the extent they are applicable to his establishment/workmen.

11.3 The service should be provided on 24x7 basis throughout the year whenever requisitioned.

B. Provision of Drivers:

11.4 The contractor shall provide, at his own cost, trained Drivers having valid license and other employees with necessary tools, instruments, equipment etc., for the safe, effective and efficient discharge of the work contemplated in the contract. The drivers should be able to attend to any minor mechanical problems that may arise while driving the vehicle.

11.5 The contractor shall provide, at his own cost, all drivers with necessary identity cards/license, uniforms, which they shall display on their person to distinguish them from unauthorized persons.

11.6 The drivers should be neatly dressed in uniform and behave well with pleasing manners and should not be addicted to any kind of intoxicants. The courtesy and good behaviour on the part of the driver is important.

11.7 It is highly desirable if drivers have fair knowledge English and Hindi and have the ability to communicate with the user of vehicle effectively. Also drivers should be familiar with all important places and routes in New Delhi and outstations as well.

11.8 The contractor shall ensure that driver engaged by him is conversant with all the traffic rules and regulations and shall follow the same and comply with the statutory law in force with regards to Motor vehicle. Any penalty imposed for traffic violation etc by the traffic police Transport Dept. Officer/agency will be charged to the firm's account and NBA will not reimburse the same under any circumstances.

C. Provision of Vehicles:

11.9 The vehicles supplied should not be owned by NBA employees and their dependants.

- 11.10 The contractor should be in a position to supply vehicles within 30 minutes of booking in urgent/emergency cases and should agree for such supply on demand within the specified time.

12. SUBCONTRACTING NOT ALLOWED

The successful bidder shall not subcontract, transfer or assign the task to any other agency without the previous written approval of NBA. In case the contractor contravenes this condition, NBA shall be entitled to terminate the contract and place the contract elsewhere at the cost and risk of the contractor and all expenses borne on this account shall be recovered from the contractor. In such case the Security Deposit/Performance Guarantee of the contractor, will be forfeited.

13. SERVICE TAX

It is the responsibility of the contractor to remit the Service Tax paid by NBA to the Government.

14. PERFORMANCE GUARANTEE

- 14.1 The successful bidders will have to submit performance security to ensure due performance and timely provision of vehicles for office use to an amount of Rs.70,000/- (Rupees Seventy thousand only) in the form of an Account Payee Demand Draft /Bank Guarantee from a commercial bank.
- 14.2 The Performance Guarantee / Security Deposit shall be valid for a period of 60 days beyond the currency of the contract.
- 14.3 Earnest Money will be refunded to the successful bidder on receipt of Performance Guarantee.

15. PAYMENT

- 15.1 The contractor will be paid monthly on the contracted rates.
- 15.2 The rates given by the contractor in the Schedule of Rates at Annexure-III will be binding on both the parties and no change in the rates will be permissible during currency of the contract.
- 15.3 The contractor shall submit the bill, claiming charges for the services provided in a month before 10th of the succeeding month, which includes service charges and applicable tax. The payment will be made through crossed account payee cheque / bank transfer. The bills should be supported by copies of the signed log book/trip sheet. "Payment of amount claimed will be arranged after necessary checks of the correctness of claim, deducting all charges due including income-tax, at the prescribed rate."
- 15.4 NBA will have the right to recover any over payment which might have been made to the contractor by NBA through inadvertence, error, etc. or any cause whatsoever from their bills and from the security deposit or any other amounts due to him. In the event of any such recoveries/adjustments being made from the security deposit, the contractor shall at once make good deficiency in the amount of the security deposit within 15 days of payment to this effect, failing which NBA will be at liberty to deduct the said amount from the future bills.

16. ILLEGAL GRATIFICATION

Any bribe, commission, gift or advantage given/promised or offered by or on behalf of the contractor or his partner, agent or servant or any one of his or on their behalf to any employees(s) of NBA or to any person on his or on their behalf in relation to the obtaining or the executing of this or any other contract with NBA shall entitle NBA to rescind all contracts with him in addition to any criminal liability the contractor may incur. The Contractor shall not lend to or borrow from or have or enter into any monetary dealings or transactions either directly or indirectly with any employee(s) of NBA and, if he shall do so, NBA shall be entitled forthwith to rescind all his contracts with NBA. Any question or dispute as to the commissions of any offense or compensation payable to NBA under this clause shall be settled by NBA in such a manner as it considers fit and decision in this regard shall be final and conclusive.

17. PENALTIES

- 17.1 In case of break down, vehicles have to be replaced by other vehicle in good condition immediately or within one hour late. In case of non-availability of suitable vehicle a penalty upto Rs.300/- per instance shall be imposed in addition to the extra cost incurred in engaging vehicles from other sources.
- 17.2 In case of non-provision of vehicles against requisitioned a penalty of Rs. 1000/- per instance shall be imposed in addition to the extra cost incurred by this Office incurred in engaging vehicles from other sources.
- 17.3 NBA also reserves the right to impose penalties for unsatisfactory services which may include:
 - a. Poor quality of car/ service such as delayed arrival/departure at the designated stop/place
 - b. Misbehaviour by drivers of the contractor with the users
 - c. Working in violation of instructions given by NBA.

The final decision of the extent of penalty leviable on the contractor will rest with the NBA.

18. TERMINATION OF CONTRACT BY NBA

National Biodiversity Authority, New Delhi may terminate this Contract, by not less than thirty (30) days written notice of termination to the contractor, to be given after the occurrence of any of the events specified below. NBA will have the absolute option of terminating the contract forthwith and the contractor shall have no right for damage or compensation on this account.

- 18.1 If the contractor commits breach of contract or the services rendered by him are found to be unsatisfactory or do not remedy / rectify a failure in the performance of their obligations under the Contract or,
- 18.2 If, as the result of FORCE MAJEURE, the contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) days;
- 18.3 For the purposes of this Contract, "Force majeure" means any unforeseen event directly interfering with the services during the currency of the contract such as war, insurrection, restraint imposed by the government, act of legislature or other authority, explosion, accident, strike, riot, lockout, act of public enemy, act of God, sabotage which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations

under the Contract impossible or so impractical as to be considered impossible under the circumstances. The obligations of National Biodiversity Authority, New Delhi and the travel Agency shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reasons beyond their control. The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contracts of as such inability arises from an event of Force Majeure, provided that the Party affected by such an event.

- a) Has taken all reasonable precautions and due care in order to carry out the terms and conditions of this Contract, and
- b) Has informed the other Party as soon as possible about the occurrence of such an event and such impossibility subsists for not less than 60 days.
- c) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- d) The contractor is entitled to the payments for the portion of the work already completed before the happening of any event constituting force Majeure culminating in termination of contract. Decision of NBA in this regard will be final and binding upon the contractor / firm.

19. ARBITRATION

- 19.1 In the event of any dispute arising amongst the parties to the agreement, the parties agree to use their best efforts to attempt to resolve all disputes in prompt, equitable and good faith.
- 19.2 In case of any dispute/difference arising out of interpretation of any of the provisions of this contract, an arbitrator shall be appointed by the Competent Authority of the NBA.
- 19.3 Subject as aforesaid, the provision of the Arbitration Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
- 19.4 The arbitration shall be conducted in the English language and the venue of the arbitration shall be in New Delhi.
- 19.5 The award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.

20. JURISDICTION

The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Chennai only in connection with any actions or proceedings arising out or in relation to this TENDER.

21. NOTICES

Save as otherwise provided, all notices to be issued and action to be taken for and on behalf of NBA shall be issued or taken on its behalf by the Competent Authority of NBA. The Contractor shall furnish to NBA the names, designation and addresses of his authorized representatives, and all complaints, notices, communication and references shall be deemed to have been duly served to the Contractor if delivered to them or his authorised representative or left at or pasted at the address so given. It shall be deemed to have been so given in the case of posting on the day on which they would

have reached such address in the ordinary cover of post or on the day on which they were delivered or left.

22. OTHER TERMS & CONDITIONS

- 22.1 No request for escalation in rates shall be entertained during the currency of the contract, for whatsoever reasons;
- 22.2 Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by National Biodiversity Authority, whose decision shall be final and conclusive.
- 22.3 National Biodiversity Authority, Liaison Office, New Delhi is regularly in need of logistical travel arrangements but does not guarantee specific volume of business to the travel agencies.
- 22.4 All the terms and conditions as stated in the TENDER documents, Annexures and Acceptance conveyed by NBA will constitute the contract between the contractor and NBA.
- 22.5 Once the tender is accepted and the contract concluded, the rates indicated in the contract shall be valid for one year from the date of commencement of contract. In case, the contract is extended, any variance in rates during the extended period of contract shall be decided by mutual consent. However, the decision of Secretary, NBA will be final in this regard.
- 22.6 Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on any point shall be sought from the NBA whose decision in the matter shall be final and binding.

ANNEXURE-I

TECHNICAL BID

**LIMITED TENDER FOR HIRING OF VEHICLES ON CONTINGENCY / TRIP BASIS FOR
NATIONAL BIODIVERSITY AUTHORITY, NEW DELHI**

Full Name and address of the applicant in addition to address and other relevant information needed for the complete Address:-

From:

To:

The Secretary,
NBA, 5thFloor, Ticel Bio Park, CSIR
Road, Taramani, Chennai - 113.

Sir,

1. I/we have read all the particulars regarding the general information and other terms and conditions of the contract for **HIRING OF VEHICLES FOR NATIONAL BIODIVERSITY AUTHORITY FOR USE ON CONTINGENCY BASIS / TRIP BASIS AT NEW DELHI** and agree to provide the services as detailed in schedule herein or to such portion here of as you may specify in the acceptance of the TENDER at the rates given in Annexure III to this TENDER and I/we agree to this offer open till One year from the date of entering into contract with NBA. I/we shall be bound by a communication acceptance despatched within the prescribed time.

2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. The following pages have been added to and form a part of this TENDER. The documents to accompany this TENDER are at page Nos.

4. Every pages of attached with this TENDER bears my signature and the official seal.

5. The rates quoted shall remain firm till finalization of the tender.

Signature & Seal of Applicant with date

Address:

Name & Signature of witness

Address:

ANNEXURE-II
TECHNICAL DETAILS (Technical Bid)

(To be submitted on the letter head of firm/agency under signatures of the authorised signatory)

1. Name of the Bidder :

2. Full Address of the bidder :
(With Telephone/ Mobile / email)

3. Nature of ownership & Registration No.:
(Sole proprietor/Partnership firm/Company)
(Copies of relevant document to be enclosed)

4. Details of Vehicle (use additional sheets, if required):

Sl No.	Vehicle Registration No.	Make of Vehicle	Year of Manufacture	Whether NCR permit available Yes/No	AC or Non-AC
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

5. Experience :

Sl No.	Client Name and address	Period of contract		Number of Vehicles Provided	Value of Work	Remarks, if any
		From	To			
1						
2						
3						
4						

6. Name and Full Address of Bankers :
7. ESI Registration Number :
8. EPF Registration Number :
9. Valid Contract Act Registration Number :
10. Service Tax Registration Number :
11. PAN/TAN Number :
12. Registration certificate for commercial use
13. Turnover of following 3 years (i.e. 2012-13, 2013-14, 2014-15) :
14. The documents pertaining to the number of vehicles owned, the copies of RC and Insurance policy of the vehicles intended to be put into operations at NBA.

(All the above information must be accompanied with the certified copies of the documents failing which the TENDER will be liable to be rejected).

I/We hereby submit that the information submitted hereby are correct & best of my/our knowledge & belief. My/Our agency has not been debarred by any Govt. department/PSUs for providing travel services during last 3 years. In case of any information/documents found to be false, fake or incorrect, NBA is free to take action against my/our agency as deemed fit by them. I/we, do also hereby declare that I/we are not engaged in any activity, which conflicts directly or indirectly with the proposed assignment. I/we further declare that during the currency of the contract, I/we will not engage in any such conflicting activity.

(Signature of the Authorised person with seal)
Name and seal of the bidder

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the technical proposals.

ANNEXURE – III

Financial Bid

(To be submitted on letter head of firm/agency under signatures of the authorised agency)

To

National Biodiversity Authority
TICEL Bio Park 5th Floor
CSIR Road, Taramani
New Delhi – 600 113

I / we wish to submit our TENDER for **rate contract for hiring of vehicles on contingency/ trip basis at New Delhi** on the following rates and **shall be valid for a period of one year**):

Sl. No	Type of Vehicles	4 Hrs / 40 km	8 Hrs / 80 km	Extra Kilo meters & Extra Hours		Driver batta Beyond NCR
				Per hour	Per Km	
A Non-Air Conditioned						
1	Tata Indigo / Mahindra Verito/Maruti Swift Dzire					
2	Tata Indica					
3	Toyota Innova					
4	Chevrolet Aveo / Honda City / Ford Fiesta / Maruti - SX4/ Hyundai Verna / Mahindra Verito					
5	Toyota Corolla					
6	Tavera – Chevrolet / Xylo – Mahindra					
7	Tempo Traveller					
B Air Conditioned						
1	Tata Indigo / Mahindra Verito/Maruti Swift Dzire					
2	Tata Indica					
3	Toyota Innova					
4	Chevrolet Aveo / Honda City / Ford Fiesta / Maruti - SX4/ Hyundai Verna / Mahindra Verito					
5	Toyota Corolla					
6	Tavera – Chevrolet / Xylo – Mahindra					
7	Tempo Traveller					

Signature and Seal

ANNEXURE – IV

TECHNICAL BID - INCIDENTAL TRIP CALCULATION MODEL FOR WEIGHTAGE

Experience in Government Sector (Minimum Two years in Travels) with proof.				No. of Vehicles	Copy of work orders/award letters showing the experience of work in the last 10 years to be provided out of which one work order should be in the financial year ie. 2013-14, 2014-15		Turnover of last three years ie. 2012-13, 2013-14, 2014-15	TOTAL SCORE *
Central/ State Ministries	International agencies such as World Bank / UNDP etc.	PSU/Govt. undertaking	Autonomous/ statutory bodies	Yes/No	Yes/ No	Details		
Max. Marks : 20 marks ■ Each work order - 5 marks.				Max. Marks : 15 Marks ■ Minimum three vehicles – 5 marks ■ Between four to six vehicles – 10 marks ■ More than six vehicles – 15 marks	Max. Marks : 25 Marks ■ 10 years & above - 20 marks ■ Between 5 years & 10 years - 15marks ■ Between 3 to 5 years –10 Marks ■ Work order for the financial year 2012-13, 2013-14 - 5 Marks		Max. Marks : 40 Marks ■ 3 years average 30 lakhs & above - 40 marks ■ Above 20 lakhs – Less than 30 lakhs – 30 marks ■ Above 10 lakhs –Less than 20 lakhs - 20 marks ■ Less than 10 Lakhs – 10 marks	100

* Minimum Qualifying marks – 50 marks

ANNEXURE – V

CHECKLIST

Sl. No.	Item Description	To be submitted with	Declaration
1	Earnest Money Deposit	Technical Bid cover	Yes
2	Signed copy of Tender document (each page)	Technical Bid cover	Yes
3	Experience certificates (i) (ii) (iii) (iv) (v)	Technical Bid cover	Yes
4	Registration of the firm	Technical Bid cover	Yes
5	Vehicle documents viz. RC & Insurance (at least three)	Technical Bid cover	Yes
6	PAN / TAN document	Technical Bid cover	Yes
7	Service tax registration	Technical Bid cover	Yes
8	Balance sheet (2012-13, 2013-14, 2014-15)	Technical Bid cover	Yes
9	IT returns (2012-13, 2013-14, 2014-15)	Technical Bid cover	Yes
10	Financial Bid (sealed cover)	Financial Bid cover	Yes

Date:

Place :

(Signature).....

.....

(Name of the Authorised Official)

(Designation).....

(Company Seal)