



NATIONAL INSTITUTE OF IMMUNOLOGY (NII)
(An Autonomous Institute of Dept. of Biotechnology, Govt of India)
Aruna Asaf Ali Marg, New Delhi-110067

Tender Notice No. NII/Hire-Vehicle/Tender/2017

22.09.2017

LIMITED TENDER FOR HIRING OF MOTOR VEHICLES FOR NII

The National Institute of Immunology (NII) an autonomous Institute of Department of Biotechnology, Ministry of Science & Technology, Govt. of India, requires A/C vehicles for official use on monthly hiring basis from bonafide, financially sound and reputed Agencies/Owners.

Sealed Tenders are invited in two bid system (**Part-I Technical bid & Part-II Price bid**) from bonafide, financially sound reputed Agencies/Owners located in Delhi and NCR. Complete tender document will be received **by 16th October, 2017 upto 15:00 Hrs** and it will be opened on the **same day at 15:30 Hrs**. Director, NII reserves the right to accept/ reject any or all the tenders without assigning any reason thereof.

Any change/corrigendum/extension of opening date in respect of this tender should be issued through this Institute website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Administrative Officer



CHECK LIST

- The Tender should be submitted on the prescribed Proforma provided duly signed and stamped (**In two bid system first part -Technical bid & second part- Price Bid**)
- EMD of Rs. 40,000/- (Forty thousand only) through DD/Pay order in the name of "DIRECTOR, NII" payable at New Delhi.
- Terms & Conditions duly signed and accepted.
- Each page of the tender document should be signed and stamped.
- An undertaking on a stamp paper value of Rs.100/- duly notarized that his/her/their firm has not been blacklisted by any Department/Office/Institute etc. during the last three years.
- Current client list of PSU/Govt. Agency etc. is to be enclosed along with valid proof. Copies of the contract award letters for the last two years should be enclosed with the tender document
- Copy of the Goods and Service Tax (GST) registration certificate and PAN card.
- Proof of filling of Income Tax return for the last Three years (alongwith copy of balance sheet) has to be enclosed.
- All the vehicles must have valid permit to run in the Territory of NCR.
- The bids shall consist of Two parts. Technical bid and Commercial/Price bid. Both the bids are to be placed in TWO separate sealed envelopes (clearly mentioning Technical Bid and Commercial/ price bid) which in turn are to be placed in one sealed cover.



Basic Information' to be provided by the Bidder along with copies of supporting proof / documents

S. No.	<u>Required Basic Information'</u>	<u>Basic Information' Provided by the Bidder with copies of proof</u>
1.	Name of the firm / bidder	
2.	Address	
3.	Phone no and Mobile no.	
4.	Year of establishment of firm	
5.	Type of firm/ organisation (sole prop./ partnership /Ltd. / Pvt. Ltd. Co.)	
6.	Furnish Details of latest income tax clearance certificate as per SL. No. 7	
7.	<ul style="list-style-type: none"> ▪ PAN Number : ▪ GST Reg. no. (details thereof) ▪ ITR for 2014-15, 2015-16 & 2016-17 <u>(Note:Attested copies to be provided against above)</u>	
8.	Total number of years of experience for providing 'Motor Vehicle services and proof thereof with certificates etc.:	
9.	Name of the office/ institution/ organization in the NCR region, where bidder is providing Motor Vehicle services of the equivalent scale as on 31-03-2017 and as on date etc. <u>(Copies of the contract award letter along with the name of contact persons with designation, addresses and telephone numbers should be enclosed.)</u>	
10	EMD Details (i.e. DD/PO No. & date and Amour and DD/Po drawn on (Bank Name etc.)	
<p>(Signature of the Tenderer/ Bidder) Date and Stamp</p>		

Prequalification criteria and General Terms & Conditions

1. Current client list of PSU/Govt. Agency/Institute etc. is to be enclosed along with valid proof. Bidders are requested not to enclose the old client list.
2. **Approximately Three to Four (Brand New) numbers** of A/c vehicles are required on monthly hiring basis.
3. The vehicles should not older than 2016 model. The bidders should produce necessary registration certificate for this purpose.
4. **EARNEST MONEY DEPOSIT (EMD)**
 - (a) Tenderers shall have to deposit EMD of Rs.40,000/- (Rupees Forty Thousand Only) in the form of crossed Demand Draft/ Pay Order in favour of, Director, NII” payable at New Delhi, issued by Scheduled/Nationalized Bank alongwith their tender documents.
 - (b) Tenders received without EMD will not be entertained/considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque/cash will not be accepted/considered and rejected. No interest would be paid on the EMD. The EMD is required to be sent/ deposited, before date of closing of the bid. The number and date of the Demand draft/ Pay Order should be indicated in the Technical Bid document submitted.
 - (c) EMD will be refunded to the unsuccessful tenderers within 45 days from the date of issue of work order to the successful tenderer and no interest would be paid thereon.
 - (d) If it is found that any false information is furnished by the bidder in the Tender documents or any attempt is made to scuttle this tendering process by any manner, then the EMD of that tendered may be forfeited.
 - (e) The selected Agency will have to show the vehicles to be deployed, before the award of the contract, failing which the EMD would be liable to be forfeited.
5. **Period of validity of bids:** Bids shall remain valid for 90 days after the date of financial bid opening prescribed by NII. A bid valid for a shorter period will be rejected by NII as non-responsive.
6. White colored vehicles will be required.
7. Proof of filling of Income Tax return for the last Three years (alongwith copy of balance sheet) has to be enclosed.
8. Number of vehicles owned alongwith proof of ownership has to be provided.
9. All the vehicles must have valid permit to run in the Territory of NCR.
10. Excellent Cleaning and Maintenance, including proper cooling of the AC system of the vehicles will be the responsibility of the Vehicle providing Agency.
11. During the contract if there is any additional requirement of the vehicle, the Agency will have to provide the additional vehicle at the quoted rates.
12. After the duty in the evening the Vehicles will be parked at NII Campus, New Delhi. Further, during the contract the vehicles deployed at NII shall not be used/employed for any other purpose/business elsewhere.



13. The firm should be registered for GST and possess the PAN card (copies are required to be enclosed with the bid). The TDS as per rules will be deducted from the monthly bill as per provision of the existing IT Act.
14. The driver's salary and other perks such as OTA and fuel are to be borne by the bidder under option in respect of [B] Category.
15. The Tender should be submitted on the prescribed Proforma duly signed and stamped.
16. **Penalty** : In case the agency is not providing satisfactory services, like non- functioning of AC, failure to provide alternate vehicle within a reasonable time, changing of drivers without prior intimation to NII and non-compliance of any other terms and conditions, a penalty of Rs.500/- per day would be charged from their bills.
17. It will be the responsibility of the bidder to provide driver with a valid driving license & with clear antecedent duly verified by the local police authorities and provide the copies of all such documents, under option [B] Category.
18. The Agency shall not assign, pledge, or sub-contract its service under any circumstances and without written permission of NII.
19. Repairing cost of the vehicle of any kind whatsoever shall be borne by the bidder.
20. It will be the responsibility of the bidder to obtain the (PUC) Pollution under Control Certificate and Fitness Certificate from time to time and Insurance of the vehicle.
21. The owner/Agency will have to replace the Driver or/and vehicle, if the NII is not satisfied with the services of the Driver or vehicle as the case may be under option [B].
22. Bidder would be required to maintain the details of starting & closing meter (Log Sheet) of each day, along with starting & closing time of each day and obtain the signatures of the authorized person/user for each day after duty is over. This record is required to be enclosed in original alongwith the monthly claim/bill.
23. Bidder will have to make prompt arrangement for alternative vehicle in case the engaged vehicle goes out of order or sent for servicing.
24. The vehicle will initially be hired for a period of one year. The contract can be extended beyond one year on the mutual agreement of both the parties, on completion of satisfactory service contract.
25. In the event of unsatisfactory service or any disagreement, NII will bring the matter to the notice of Agency in writing and in case in spite of three such consequent notices if the situation does not improve, the contract can be terminated by NII after giving one month's notice in writing. The Agency may also discontinue the contract by giving a notice of at least two [2] months advance notice in writing..
26. The bidder will be required to submit the attested copies of Registration Certificate of the vehicles(s) at the time of Award of Contract.
27. In case of theft or any accident NII will not be held responsible whatsoever.
28. NII reserve the right to accept or reject any tender (s) without assigning any reasons thereof.



29. In case there is any price rise in fuel during the contract period, NII will not consider compensation or increase in lieu of fuel rise.
30. Bidder has to give an undertaking that his/their firm has not been blacklisted by any Department/Office/Institute etc. during the last three years on a stamp paper of Rs. 100/- duly notarized.
31. All maintenance/servicing of the vehicles should be done by the Agency at their own cost. The interior and exterior conditions of the vehicles should be well-maintained.
32. In case of break down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance of the vehicle.
33. The firms should have arrangements for repairing their vehicle at short time notice and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Authority.
34. The vehicles provided to the Institute must have valid permits. All the drivers provided for the vehicles must have a valid driving license from the RTO.
35. The Courts at New Delhi will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.
36. **Procedure for submission of bids:**
- (a) **Documents Comprising the Bid**-The bid is required to be submitted in **two parts**. One part is the '**Technical Bid**' and the second part is the '**Price Bid**'. Incomplete bids in any respect shall be rejected.
 - (b) Both the envelope should be enclosed in a separate sealed envelope mentioning the Tender Notice No., which is super-scribed, is "Technical & Price Bid for Hiring of Motor Vehicles" addressed to the Director, National Institute of Immunology, Aruna Asaf Ali Marg, near J.N.U. Campus, New Delhi-110067.
 - (c) The bids shall consist of Two parts. Technical bid and Commercial/Price bid. Both the bids are to be placed in TWO sealed envelopes (clearly mentioning Technical Bids and Commercial/ price bids) which in turn are to be placed in one sealed cover.
 - (d) The bids of all parties, whose commercial/price bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical bid, shall be rejected forthwith.
 - (e) The Tender may be sent by registered post/speed post/courier service/by hand so as to reach before/on the last date & time of receipt. NII will not be held responsible for any delay by the postal authorities.
 - (f) Tender received after the deadline of receipt indicated in Tender notice, shall not be taken in to consideration.
 - (g) All the certificates, testimonials desired in tender as per the eligibility criteria will be verified with the original documents at any stage.
 - (h) Bidders are requested to see the NII website www.nii.res.in regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.



37. **OPENING OF BIDS:**

- (a) Envelop (Cover) 1 i.e. Technical Bid will be opened on the scheduled date and time mentioned in the tender enquiry in the Institute's building in the presence of committee of officials and interested vendors or their authorized representatives (only 1 representative allowed).
- (b) The decision of Tender Committee/Technical evaluation Committee shall be final with regard to technical bids.
- (c) Envelop (Cover) 2 i.e. Financial Bid of only those firms/agencies which satisfy technical requirements will be opened on a date which will be intimated to the qualified bidders after the scrutiny of technical bids. The bidders, whose Technical Bids are not found as per the tender criteria and their financial bid will not be opened and EMD will be returned to them after finalization of award of contract.

38. **Drivers proficiency :**

- a) Drivers should have good knowledge of all the roads and routes of Delhi/New Delhi and NCR and must be familiar with NII staff/ students etc.
- b) Drivers should have at least 5 years driving experience.
- c) Drivers will not be changed without the knowledge of NII concerned officials.
- d) The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
- e) The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Original copies of Registration, Insurance of Vehicle & Driving License of Driver must be kept in the vehicle.
- f) The drivers must observe all etiquette and protocol while performing the duty should have soft behavior, healthy, good habits. He must be neatly dressed, should wear proper uniform during the duty hours to be decided by the Institute at the time of engagement for which no extra payment will be provided and must carry a mobile phone in working condition, for which, no separate payment shall be made by the Institute. In case found any abnormalities during the duty time will be terminated with immediate effect.
- g) The agency will take care of Insurance of the vehicles as well as of the Drivers.
- h) Driver selected by the agency will be assessed by the Institute before his engagement is finalized.

39. **Award of Contract:**

- a) The successful bidder has to enter into an Agreement with NII. The contract will be given for a period of one year.
- b) The successful bidder will have to deposit a performance security of Rs.1,00,000/- (Rupees one lakh) the EMD of the successful bidder will be returned on receipt of performance Security Deposit of Rs.1,00,000/- (Rupees one lakh) in the form of Bank Guarantee in favour of 'Director, National Institute of Immunology, New Delhi valid for 60 days beyond the date of completion of all contractual obligations.
- c) In case the contract signed with service provider (successful bidder) is extended beyond one year, on mutual consent, the service provider will have to submit fresh performance



Security deposit for the extended period; and the previous performance Security Deposit will be returned after receipt of the subsequent performance Security Deposit.

- d) The performance security deposit will be refunded to the contractor after completion of the contract period and no interest would be paid thereon.
- e) In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Institute and the firm shall be blacklisted in addition to termination of the contract in question.

40 Payments criteria:

- i) The contractor while raising the bill should clearly mention that the rate charged/quoted is for petrol or diesel.
- ii) Payment will be made by the NII on monthly basis against the bill raised (rates quoted is exclusive of taxes) by the bidder at the end of each month and no advance payment will be made in any case. GST will be payable as applicable.
- iii) The payment will be transferred to the beneficiary through RTGS within 15-30 days from the date of received of bill.
- iv) It is the responsibility of the agency to pay the wages to the Drivers as per the Minimum Wages Act as notified by the Ministry of Labour from time to time. The drivers must be paid not less than the minimum wage. The contract may be cancelled if any complaints received from the drivers in this issue. The agency shall provide all the facilities to the driver engaged under this contract during the lease period. The Institute shall not have any liability towards payment of salary, perks/over time allowances or other benefits to the Driver employed by the agency.

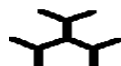
Unfair means which may lead to cancellation of bid/black listing:

- 41. If it is found that the bidders have indulged in any unfair means like creating a cartel or conniving in a manner so as to avoid fair competitive bidding or vitiate the bidding process by any other means, the bidding process is liable to be cancelled and the bidders shall be blacklisted by the Institute leading them to be debarred from participating in all future tenders.
- 42. Before submission bidder must ensure that all the documents are enclosed as per the checklist provided.
- 43. **Last date & time of bid submission:** the last date & time of bid submission of tender by post/by hand/by putting it in the tender box is 3.00 P.M. on 16.10.2017.
- 44. **Last date & timing for Opening bid/Tender:** Bid/Tender shall be opened on the same date at 3.30 P.M. If the said date is declared to be a holiday at a later date the tender will be opened on the next working day at 3.30 P.M.

(Signature & Seal)

Date:





NATIONAL INSTITUTE OF IMMUNOLOGY (NII)
(An Autonomous Institute of Dept. of Biotechnology, Govt of India)
Aruna Asaf Ali Marg, New Delhi-110067

Tender Notice No. NII/Hire-Vehicle/Tender/2017

22.09.2017

[A]- Brand New (Air-Conditioned) Vehicle (without Driver and without Fuel)*** Rates must be exclusive of GST (rates of GST applicable will be shown separately)**

S.No	Description of Vehicle	Monthly Rate Exclusive of GST (Monthly average run will be upto 2000 KM) for providing Brand New vehicle <u>without driver and without fuel</u> (However, the insurance, maintenance/ damages, if any, and other charges for its legal operations will be borne by the vendor/service Provider).
1	Maruti Suzuki CIAZ (Petrol driven) 2016	

[B]- Brand New (Air-Conditioned) Vehicle (with Driver and with Fuel)*** Rates must be exclusive of GST (rates of GST applicable will be shown separately)**

S. No.	Description of Vehicles	*Monthly Rate for 2000KM per month for 12 hours a day	*Monthly Rate for 2500KM per month for 12 hours a day	Rate for Extra KM used over & above the limit in a month	Rate per hour detention charges in case vehicle is used beyond 12 Hrs./Day
1.	Maruti Swift Dezire (New Shape) VDI model diesel driven 2016				
2.	Maruti Swift Dezire (New Shape) LDI model diesel driven 2016				
3.	Maruti Swift Dezire (New Shape) ZDI model 2016 diesel driven				

(Signature of the Tenderer/ Bidder
Date and Stamp

