



NOTICE INVITING QUOTATIONS
FOR HIRING OF MOTOR VEHICLES FOR NII

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

Dated 12th July 2017

The National Institute of Immunology (NII) is an Autonomous Institute of Department of Biotechnology, Ministry of Science & technology; Govt. of India requires A/C vehicles on monthly hiring basis from bonafide and reputed Agencies/Owners for the use of officials of the Institute. Please send your quotation in a sealed cover in the Performa enclosed.

The quotation should reach to the undersigned on or before 01.08.2017 at 03.00 PM on the under mentioned address and same would be opened on same day at 03.30 PM.

Director
National Institute of Immunology
Aruna Asaf Ali Marg
New Delhi- 110067

The quotation received late/incomplete/not in the enclosed format shall be summarily rejected. The Institute reserves the right to accept or reject any or all the quotation(s) and to relax any of the conditions stipulated without assigning any reason.

(Administrative Officer)

Enclosed:

- Performa for submitting Quotation
- Terms & Conditions
- Check List

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

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PROFORMA FOR QUOTATION FOR HIRING MOTOR VEHICLE

Sealed Quotations are invited from reputed Travel Agencies and Vehicle providing Contractors located in NCR (Delhi) in the following format:

[A]- Brand New (Air-Conditioned) Vehicle (without Driver and without Fuel)

Rates must be inclusive of Goods & service tax)

S.No.	Description of Vehicle	<u>Monthly Rate inclusive of service Tax</u> (Monthly average run will be up to 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) KM run
1	Maruti Suzuki CIAZ (Petrol driven)	

[B]- Brand New (Air-Conditioned) Vehicle (with Driver and with Fuel)

*_Rates must be inclusive of Goods & Service Tax

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 limit in a month	Rate per hour detention charges in case vehicle is used beyond 12 Hrs./Day
1.	Maruti Swift Dezire (New Shape) VXI model duly fitted with CNG from Authorized Dealer duly endorsed on Registration.				

2.	Maruti Swift Dezire (New Shape) LDI Fitted with CNG duly endorsed on Registration				
3.	Maruti Swift Dezire (New Shape) VDI fitted with CNG duly endorsed on registration				

- Certified that the Terms & Conditions given in Annexure-I, are fully acceptable to me/us and a signed copy of the same is enclosed herewith.
- All the required documents as per the Terms & Conditions are also enclosed.
- Tenders are required to submit EMD of Rs. 20,000/- through DD/Pay order in the name of "Director, NII", payable at New Delhi.
- Before submission bidder must ensure that all the documents are enclosed as per the Check List provided.

Signature & Seal

Date

CHECK LIST

- The Quotation should be submitted on the prescribed Performa provided duly signed and stamped.
- EMD of Rs. 20,000/- (Twenty thousand only) through DD/Pay order in the name of “Director, NII” payable at New Delhi.
- Terms & Conditions duly signed and accepted.
- An undertaking on a stamp paper of value Rs. 100/- that his/their firm has not been blacklisted by any department/office, etc. during the last three years.
- Current client list of PSU/Govt. Agency etc. is to be enclosed along with valid proof.
- Copy of the GST registration and PAN card
- The sealed quotations containing all the required documents with quoted rates in the prescribed Performa must be kept in the envelop mentioning on the top of the envelope “QUOTATION FOR HIRING MOTOR VEHICLE”

Annexure-I

Terms & Conditions for the successful bidder:

- The sealed quotations containing all the required documents with quoted rates in the prescribed Performa must kept in the envelop mentioning on the top of the envelope “QUOTATION FOR HIRING MOTOR VEHICLE”.
- Approximately Three to Four (Brand New) numbers of A/c vehicles are required on monthly hiring basis.
- The vehicles should be not older than 2015 model. The bidders should produce necessary registration certificate for this purpose.
- Tenderers are required to submit an **Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees twenty thousand only) in favour of ‘Director, NII payable at New Delhi.**
- **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.
- White coloured vehicles will be acceptable.
- Current client list of PSU/Govt. Agency etc. is to be enclosed along with valid proof.
- Excellent Cleaning and Maintenance, including proper cooling of the AC system of the vehicle will be the responsibility of the Vehicles providing Agency.
- 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.
- After the duty in the evening the Vehicle will be parked at NII Campus, New Delhi. Further, during the contract the vehicle deployed at NII shall not be used/deployed for any other purpose/business elsewhere.
- Payment will be made by the NII on monthly basis against bill raised by the bidder at the end of each month and no advance payment will be made in any case.
- 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(s).
- The driver’s salary and fuel are to be borne by the bidder under option in respect of [B] Category.

- The successful bidder has to enter into an agreement with NII.
- The successful bidder has to furnish a Bank Guarantee for Rs. 10,000/- for each vehicle hired on monthly rate basis, which would be refundable on the expiry of the contract.
- The quotation should be submitted on the prescribed Performa provided duly signed and stamped.
- 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.
- 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, in the Technical bid.
- Driver must be familiar with all the roads and routes of Delhi/New Delhi and NCR.
- The Drivers must be dressed appropriately, proficient in local language, well-mannered with proven integrity, healthy, good habits and should always carry a working mobile phone with him. The driver shall not be changed except under compelling circumstances and with the prior consent of the Institute.
- The Agency shall not assign, pledge or sub-contract its service under any circumstances and without written permission of NII.
- The Vehicle and the Driver should report on duty on the given time and place.
- Repairing cost of the vehicle of any kind whatsoever shall be borne by the bidder.
- 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.
- 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].

- 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 along with the monthly claim/bill.
- Bidder will have to make prompt arrangement for alternative vehicle in case the engaged vehicle goes out of order or sent for servicing.
- The vehicle will initially be hired for a period of 01 year. The contract can be extended beyond one year on the mutual agreement of both the parties.
- In the event of unsatisfactory service or any disagreement. NII will bring the matter to the notice of Agency in writing and in spite of three such consequent notices 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.
- Bidders should quote details of quotation in prescribed form as above and to accept these Terms & Conditions.
- The bidder will be required to submit the attested copies of Registration certificate of the vehicles(s) on award of contract.
- In-case of theft or any accident the NII will not be held responsible whatsoever.
- NII reserve the right to accept or reject any quotation(s) without assigning any reasons thereof.
- Bids incomplete in any respect shall be rejected.
- 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. However in case of any revision in the Govt. levies like GST etc., it will be considered by NII.
- Bidders have to give an undertaking that his/their firm has not been blacklisted by any department/office, etc. during the last three years in a stamp paper of value Rs. 100/-.

Date:

(Signature & Seal)