



National Institute of Plant Health Management

Department of Agriculture & Cooperation

Ministry of Agriculture

Government of India



Telephone: 9140-24015374

E-mail: niphm@nic .in

Tele-Fax: 9140-24015346

Rajendra Nagar,
Hyderabad – 500 030
<http://niphm.gov.in>

F. No. NIPHM/7/PHE/Vehicle/2014-15/20

Dated : 03/12/2014

To
(As per list *)

**(The tender document is also being uploaded on the NIPHM website <http://niphm.gov.in> and the other prospective bidders can make use of the document down loaded from the website)*

Sub:- Sealed Tender for hiring of vehicles on Annual Rate Contract basis - reg.

* * *

Sir/Madam,

National Institute of Plant Health Management (NIPHM) is an Autonomous organization under Department of Agriculture & Co-operation, Ministry of Agriculture, Government of India and organizes training programmes for functionaries of Central, State/UTs/Public /Private /Non Governmental Organizations etc. and as such is in need of making to and fro transport arrangements for journey of its trainees /participants /faculty/visitors etc. The NIPHM therefore invites '**Sealed Bids**' from **Government approved/registered firms/travel agencies for hiring of vehicles on Annual Rate Contract basis**. Details terms and conditions and price schedule may be downloaded from the NIPHM website <http://niphm.gov.in>

The schedule of receipt and opening of tenders is as under:-

Last date and time for receipt of bids :: 15:00 hrs on
22/12/2014.

Date & Time for opening of bids :: 16:00 hrs on
22/12/2014.

.....

REGISTRAR i/c



National Institute of Plant Health Management

Department of Agriculture & Cooperation

Ministry of Agriculture

Government of India



Telephone: 9140-24015374

E-mail: niphm@nic.in

Tele-Fax: 9140-24015346

Rajendra Nagar,
Hyderabad – 500 030
<http://niphm.gov.in>

TENDER DOCUMENT

FOR

HIRING OF VEHICLES

ON

ANNUAL RATE CONTRACT BASIS

Note:

1. The bidders are requested to sign on all the pages.
2. This tender document can be downloaded from website – <http://niphm.gov.in>
3. The tender document is to be put in a cover which should also be sealed & superscribed
“TENDER FOR HIRING OF VEHICLES ON ANNUAL RATE CONTRACT BASIS”

TABLE OF CONTENTS

Sl. No.	Description	Page No
1	Preamble of Tender	2
2	Check List	3
3	Salient Features of the Tender	4
4	General Instructions	5
5	Eligibility Criteria	7
6	Scope of work, Terms of Supply and Price Bid Validity	7
7	Submission of Tender	8
8	Opening of Tenders	10
9	Tender Evaluation Criteria	10
10	Acceptance of Tender	11
11	Rejection of Tender	11
12	Payment of Security Deposit	11
13	Terms of Payment	11
14	Execution of Agreement	12
15	Extension of contract	12
16	Penalty clause	12
17	Details of Bidder's Profile/Part 'A	13
18	Technical specification– Annexure II	14
19	Details of Price Bid/Part 'B' – Annexure – III	15
20 & 21	Format for Authorisation letter – Annexure –IV Format of Under taking – Annexure - V	16-17

1. PREAMBLE OF TENDER

National Institute of Plant Health Management, an autonomous Institute under Ministry of Agriculture, Govt. of India is mandated to promote environmentally sustainable Plant Health Management Practices in diverse and changing agro-climatic conditions and provide policy support to Central and State Government on Plant Health Management, Sanitary and Phyto-sanitary issues and emerging bio-security challenges.

In this connection, NIPHM invites 'Sealed Bids' under '**two cover system**' from the Service provider/Agency for providing commercial vehicles (Non-A/c and A/c Vehicles for Indica, Qualis, Innova, Indigo, Swaraj Mazda and 50 seater Buses) on hiring basis.

2. CHECK LIST

BIDDER TO FILL IN THE CHECK LIST GIVEN BELOW

(State YES/NO for each item)

Sl. No.	Details	YES/NO
1.	Whether the Technical Bid (envelope A) and Price Bid (envelop B) are submitted in separate covers and both the covers enclosed in a common envelop.	
2.	Whether Technical Bid (Envelope A) contains:	
	a) Pre-Qualification details as laid down in the Tender under Eligibility Criteria.	
	b) Technical Bid in the original Tender document and other supportive documents including leaflets/pamphlets.	
	c) Filled up and signed bidder profile – Part A viz., Annexure I	
	d) Technical specification statement –Annexure - II	
	1. Letter of Authorization for signing the Tender document viz., Annexure IV & Under taking as per Annexure V	
	2. Audited Annual reports	
3	Whether Envelope-B contains: Filled up and signed Price Bid documents, Annexure III.	

NOTE: Please ensure all the relevant boxes are marked **YES/NO** against each column.

IMPORTANT NOTE: Bidders must ensure that all the required documents indicated in the Tender documents are submitted without fail. Tenders received without supporting documents for the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.

3. SALIENT FEATURES OF THE TENDER

Tender for Hiring of Vehicles on Annual Rate Contrast Basis		
1	Tender inviting Authority , Designation and Address	The Registrar, National Institute of Plant Health Management, Rajendranagar HYDERABAD – 500 030. Telangana. Phone No. 24015346/043/374 Telefax No. 24015346 Email : niphm@nic.in ; registrarniphm@nic.in Website : http://niphm.gov.in
2	a)Name of the Work	Hiring of Vehicles on Annual Rate Contrast Basis
	b)Tender reference	F.No. NIPHM/7/PHE/Vehicle/2014-15/20
	c)Place of contract	NIPHM, Rajendranagar, Hyderabad – 500 030. Telangana.
	d) Contract Period/validity period of Bids	Bid prices shall remain valid for the period of 90 days after the last date for bid submission. However, the purchaser reserves the right to seek consent for an extension of the period of validity. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive. And the Purchaser reserves the right to increase/decrease the quantity of goods, originally specified in the Schedule of Requirements.
3	Availability of Tender documents	Tender documents can be downloaded from http://niphm.gov.in at free of cost.
4	Earnest Money Deposit (EMD)	Bidders are exempted from Earnest Money Deposit.
5	Due Date, Time and Place of Submission of Tender	Up to 15.00 hrs on 22.12.2014 at the address mentioned in (1)
6	Date, Time and Place of Opening of Bidder's Profile-A	On 22.12.2014 at 16.00 hrs at the address mentioned in (1)
7	Other important criteria specified by the Tender Inviting Authority: 1. Eligibility Criteria: a) The firm should have at least 3 years similar work experience as on the last date of the submission of the tender. b) The Annual Gross turnover of the manufacturer should be Rs.5.00 lakhs at least for one year during last three years. Turnover not applicable to registered service provider with NIPHM/DGS&D/CRIDA-ICAR Units c) The firm should be registered under Income Tax Act. d) The firm should be registered under Service Tax.	

4. GENERAL INSTRUCTIONS :

- 4.1** The Tenderers are requested to examine the instructions, terms & conditions and specifications given in the Tender. Failure to furnish requisite information in all respects may result in rejection of the bid. **Tenders received after due date and time shall be rejected.**

4.2 Clarifications in the Tender

- a) A prospective Tenderer requiring any clarification regarding the Tender may address the Tender Inviting Authority by letter or by Fax upto 48 hrs prior to the last date. NIPHM will respond in writing to any request for clarification in the Tender.
- b) The responses to the clarifications will also be notified on NIPHM's website <http://niphm.gov.in>

4.3 Amendments to the Tender

- a) NIPHM may amend the Tender Conditions up to 5 days prior to the time fixed for receipt of the Tender.
- b) Amendment to the tender, in response to clarifications sought by prospective Tenderers, is solely at the discretion of NIPHM. Such amendments will be notified on NIPHM's website.
- c) NIPHM, at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time will be notified on NIPHM's website.
- d) All the Tenderers are advised to periodically browse NIPHM website <http://niphm.gov.in> for any amendments or corrigenda issued in connection with this Tender. NIPHM will not be responsible for any misinterpretation of the provisions of this tender document on account of the Tenderers' failure to update the bid documents based on changes announced through the website.

4.4 The tender should be addressed to

The Registrar,
National Institute of Plant Health Management,
Rajendranagar, **HYDERABAD – 500 030. Telangana.**
Phone No. 24015346/043/374 Tele Fax No. 24015346
Email : niphm@nic.in ; registrarniphm@nic.in ;
Website : <http://niphm.gov.in>

- 4.5** Any offer made in response to this tender when accepted by NIPHM will constitute a contract between the parties.

- 4.6** Rates must be quoted “**Gate-to-Gate**” of the Institute.

4.7 Price Variation Clause:

For every 2% revision in fuel rates, the variation per km. admissible should be:

Petrol	-	A/c Vehicle	-	Rs. 0.19/km
		Non A/c Vehicle	-	Rs. 0.14/km
Diesel	-	A/c Vehicle	-	Rs. 0.13/km
		Non A/c Vehicle	-	Rs. 0.10/km

Upward revision would lead to increase in rate while down ward revision could result in decrease in rate correspondingly as stated above.

The price of Diesel and Petrol as on the last date for submission of tenders will be considered for application of price variation clause:

- 4.8** The bidder should be registered with the appropriate authorizes such as Dept. of Tourism/State RTA etc. as the authorized Taxi/Tour Operator / Transporter.
- 4.9** The bidder should have their office located in Hyderabad with sufficient manpower and driver with valid driving licenses and adequate experience to drive the vehicles.
- 4.10** The Contract shall be interpreted under Indian laws and all disputes will be resolved **within Hyderabad Jurisdiction**. In case of any dispute, the decision of NIPHM, Hyderabad shall be final and binding.
- 4.11** The agency shall not transfer or assign sub-contract to any other party.
- 4.12** **Corrections**, if any, must be **attested**. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.
- 4.13** The Price should be quoted only in Indian Rupees.
- 4.14** **Corrupt or Fraudulent Practices:** Bidders should observe the highest standard of ethics during the procurement and execution of such contracts.

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution, and

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

NIPHM will reject a proposal for award if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

5. ELIGIBILITY CRITERIA:-

The Bidders should meet the following Eligibility Criteria for quoting the tender and the proof for the Eligibility should be provided in the Technical Bid.

Sl. No	Minimum Eligibility Criteria	Proof to be submitted for fulfilling the Eligibility	Page No. (s)
1	The bidder should own sufficient vehicles, registered as commercial vehicles with yellow plate numbers/taxi numbers	Registration Certificate of the firm or service provider. Documents showing proof of ownership in case of own vehicles or in case of lease/rent vehicle an affidavit authorizing the bidder to use the vehicle for hiring.	
2	The bidder should be in similar business for the last 3 years and be providing services to atleast two state Govt. / Central Govt. / other Agencies.	The proof of agreement/contract should be enclosed	
3	The firm should have gross annual turnover of at least Rs. 5.00 lakhs for one year during last three years. Turnover not applicable to registered suppliers with NIPHM/DGS&D/CRIDA-ICAR Units	Copies of Annual Accounts duly signed and attested by a Chartered accountant may be enclosed.	
4	The firm should be income tax assessee at least for a period of 3 years.	Self-attested copies of the acknowledgments of Income tax returns or PAN Card of the firm should be enclosed.	
5	The firm should be registered under Service Tax.	Self-attested copy of the Service tax certificate may be enclosed	
6	Performance Security Deposit	<i>The tenderer should enclose demand draft drawn on any scheduled bank for an amount of Rs. 5,000/- or Irrevocable Bank guarantee drawn in favour of "National Institute of Plant Health Management" irrespective of the number of services rendered.</i>	
7	Declaration that firm shall be able to supply vehicles.		

6. SCOPE OF THE WORK:-

- Bidder has to provide vehicles along with Driver as per requirement on day to day/ weekly/monthly basis. The rates should be quoted in the schedule for all types of Non-A/c and A/c Vehicles for Indica, Qualis, Innova, Indigo, Swaraj Mazda, and 50 seater Buses etc.
- An indent will be placed with the firm on need basis and firm has to provide the required vehicle immediately to the office or the place asked for. The driver of the vehicle should be neatly dressed to be provided by the agency and he shall have a mobile phone for contact from time to time and the number to be given to the Transport Officer NIPHM, immediately on reporting and the claim should have a log sheet and duty slip.
- Identity of the Personnel:** The names and designations along with signatures of the personnel deployed by the Agency for this contract should be made available to the Institute for security check and they should have proper identity card issued by the concerned firm whenever they enter the premises of the institute.
- Whenever the vehicle is hired for duty if A/c is not functional the bill amount claimed for that day for the said vehicle will be restricted for Non A/c charges.

- e) The agency has to allow a marginal increase and half an hour time while claiming the next slab rates.
- f) NIPHM is a training institute having transport requirements throughout the year for receiving and seeing off the trainees and keeping in view the exigencies of work vehicles are to be arranged even at short notice of half an hour.
- g) The vehicle must be in Road worthy condition, shall not be more than 5 years old from the date of initial registration and must have valid registration certificate, Insurance Certificate Fitness certificate valid.
- h) All the cars should be covered under comprehensive insurance. If the hired vehicles gets involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act 1968 and IPC, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the Law. The sole responsibility for any legal or financial implication would vest with the contractor.
- i) Contract Carriage permit proof, up to date tax payment, etc. are mandatory for plying of vehicles.

6.1 Price Bid Validity:

- a) **Bids shall remain valid for a period of one year after the last date for bid submission.** However, the purchaser reserves the right to seek consent for an extension of the period of validity.
- b) The rates of the item(s) quoted by the supplier shall remain VALID AND FIXED during the period and this office is not responsible for any escalation in prices. If the supplier fails to provide the vehicle as per the Rate Contract, the same shall be obtained from the market and the excess amount shall be recovered from the performance security of the firm. If the Performance guarantee amount is exhausted, then the firm will be black listed for any data generation in future to the NIPHM.

6.2 RATES AND PRICES

- a. Bidders should quote the rates in the format given Price Bid -Annexure – III Incomplete bids will be summarily rejected. All corrections and alterations in the entries of tender papers shall be signed in full by the Bidder or authorized representative with date. No erasing or over writings are permissible. Price quoted shall be firm and final.
- b. The percentage of Service Tax, surcharge, if applicable and other levies legally leviable and intended to be claimed should be clearly indicated in the tender. Where this is not done, no claim on these accounts would be admissible later.

7. SUBMISSION OF TENDER:-

Submission of Tender: Two-cover system will be followed:

7.1 General Instructions:

- a) The Tender proposes two stage tender systems viz. **(1) Technical Bid** and **(2) Price Bid**.
- b) The bids should be submitted in two envelopes viz.
Envelope-A: Bidder Profile / PART – A (Annexure I& Annexure II)
Envelope-B: Price Bid/Price Bids / PART – B (Annexure III)
- c) Both the covers must be sealed separately and super scribed with Tender number, due date and Name of the Envelope on the respective covers. These two covers should be enclosed in a separate cover and addressed to the Tender Inviting Authority i.e., Registrar, NIPHM, Rajendranagar, Hyderabad – 500 030.

7.2 Details to be furnished in the Envelope-A Technical Bid:

- a) Profile of the Company – stating whether the firm is a partnership/registered firm under the Companies Act along with its necessary enclosures
- b) Technical specification statement – Annexure II.
- c) Undertaking and Authorization letter (as per Annexures IV and V) from the Competent Authority of the Company to sign this Tender document. Documents received without such authorization will not be considered for further processing. This is not applicable if the proprietor signs himself as competent authority.
- d) The Bidders should furnish the location, with addresses and license details of the firm.
- e) The Bidders shall furnish as part of the bid, documents establishing the bidders eligibility to bid and its qualifications to perform the Contract if their tender is accepted.

The documentary evidence of the Bidders qualifications shall be established to the satisfaction of NIPHM. However, the decision of Director General, NIPHM will be final in this regard.

7.3 Signing of Bids

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- i) *A “Sole proprietor” of the concern or constituted attorney of such sole proprietor;*
 - ii) *A partner of the firm, if it is a partnership firm in which case he must have authority to execute on behalf of the firm.*
 - iii) *Director or a Principal Officer duly authorized by the Board of Directors of the Company, if it is a Company.*
- a) The bids shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. **Bidders are requested to sign each and every page of the tender document including Annexure(s) attached thereto.**
 - b) Any alterations, erasures shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. Tender documents should be free from over writing.

7.4 Details to be furnished in the Price Bid – Envelop “B”

Prices must be quoted only in the Price Bid Form (Please see the “**PART-B- PRICE BID**” – ANNEXURE III

7.5 Mode of Submission:

- a) Both the Envelopes viz. Envelope-A and Envelope-B must be put in a single cover, sealed and must be super scribed “Tender for Hiring of Vehicles on Annual Rate Contract basis” at NIPHM under annual rate contract. ”. It shall be addressed to “The Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad – 500 030”.
- b) The Tender may be dropped in the Tender box kept at NIPHM office.
- c) Alternatively, the Tenders must reach NIPHM on or before the due date and time by registered post/courier. NIPHM will not be liable or responsible for Postal/Courier delay, if any.
- d) The Tenders received after Due Date and Time or Unsealed or incomplete shape or Tenders submitted by Facsimiles (FAX) or by Electronic mail will be summarily **rejected**.

- e) A Tender once submitted shall not be permitted to be altered or amended.

7.6 Service of Notice:

Any notice hereunder may be served on the Successful Bidder by Registered Post at his last known address. Proof of issue of any such notice should be conclusive of the Successful Bidder having been duly informed.

8. OPENING OF TENDERS

- a) Tenders will be opened at the prescribed date and time in the presence of Bidders or their representatives who choose to be present. The representatives of Bidders must bring the authorization letter from the bidding companies for attending the Tender opening. Not more than two representatives for each Bidder would be allowed to take part during the bid opening process.
- b) **Envelope-A** containing Technical Bid for “**Hiring of Vehicles on Annual Rate Contract basis**” would be opened first. Eligibility Criteria such as pre-qualification conditions will be checked and the supporting documents would be cross checked wherever required.
- c) Only the Technical Bid will be opened on the due date.
- d) The date, time and venue of opening the Price Bid will be intimated separately. The price bids will be opened at the appointed time in the presence of bidders who choose to be present.
- e) Tenders non compliant with any of the tender terms will **not** be considered for the next stage i.e. for opening of the Price Bid.

9. TENDER EVALUATION CRITERIA:

The evaluation of Tenders will be done by NIPHM as detailed below:

9.1 Technical Bid evaluation:

Bidders will be eligible for further processing only if they fulfill the following criteria

- a) Compliance with the eligibility Criteria.
- b) Compliance with Technical and capacity requirements.

The bidders may provide a statement comparing the NIPHM specification and with that of the specifications offered by the firm and remarks as per the enclosed annexure-II.

NIPHM will prepare a list of Bidders whose bids are substantially responsive with the technical and capacity requirements as given in Tender form. The Tenders which do not match eligibility criteria or which do not conform substantially to the Technical Specifications shall be rejected. The Eligible bidders alone will be considered for further evaluation.

9.2 PRICE BID EVALUATION:

Opening of Envelope-B Price Bid:

Bidders who are qualified in Technical Bid only will be called for Price Bid opening. The technically qualified bidders alone will be informed about the date and time of opening of the Price Bid and their Price Bids alone will be opened on the due date and time in the presence of the Bidders or their authorized representatives who choose to be present. The contract will be entrusted to the Bidder, whose bid has been determined as L1. L1 will be arrived after considering basic price, taxes and other charges, if any. In case the L1 agency who has been awarded the tender fails to execute the contract, NIPHM will have the right to choose

L2 and shall recover the excess cost from L1 as penalty for backing out after award of contract. NIPHM further reserves the right to take legal action to get such firms black listed.

10. ACCEPTANCE OF TENDER

- a) The final acceptance of the Tender is entirely vested with NIPHM which reserves the right to accept or reject any or all of the Tenders in full or in part.
- b) After acceptance of the Tender by NIPHM, the Bidders shall have no right to withdraw his Tender and **Prices payable to the Supplier as stated in the Contract shall be firm and not subject to any adjustment during performance of the Contract.**
- c) The Tender accepting authority may also reject all the Tenders for reasons such as changes in the scope of work, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.
- d) After acceptance of the Tender, NIPHM would issue Letter of Acceptance (LOA)/award the work order only to the Successful Bidder. NIPHM also reserve the right to issue work Orders to more than one Bidder under rate contract. The letter of acceptance will include the details along with terms and conditions of the tender.

11. REJECTION OF TENDER:

NIPHM also reserves the right to reject/cancel the tender without assigning any reason thereof.

12. PAYMENT OF SECURITY DEPOSIT (SD):

- a. The Successful firm(s) shall require to deposit **Rs. 5,000/-** of the order value as Security deposit/Performance Security either by means of demand draft or irrevocable Bank Guarantee obtained from any nationalized/commercial banks in favour of National Institute of Plant Health Management (NIPHM), Hyderabad which should remain valid for 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligation. The security deposit will be released/discharged after 60 days of completion all contractual obligations of the supplier including warranty obligation.

13. TERMS OF PAYMENT:

- i. Payment will be released within 15 days from the date of submission of bill and issue of final certificate by the officer to that effect.
- ii. No advance payment will be made. However, payment will be made on monthly basis within a fortnight of receipt of bills in the following month, after due certification by the concerned authorities.
- iii. An advance stamped receipt along with pre-receipted bill in triplicate, indicating all the details of work in a standard bill format containing VAT & Service Tax, APGST Regn. Numbers etc. addressed to the Registrar, NIPHM, Rajendranagar, Hyderabad – 500 030 may please be submitted on completion of each month to NIPHM for arranging early payment.
- iv. Parking fees, toll Tax, other state permits for journey outside or within the state of Andhra Pradesh will be reimbursed extra along with the bill pertaining to month subject to production of the original documents in proof of such payment. Service Tax percentage should be quoted and the proof of payment to the concerned authorities should be submitted along with the bills for the following month.

- v. Reimbursement of parking fees will be considered for payment if paid at Air Ports or Railway Stations, Bus stations etc. on production of valid receipts.
- vi. Income Tax, Service Tax and other statutory levies applicable to such contracts / services will be deducted at source, as per the rate applicable at the time of payment.

14. EXECUTION OF AGREEMENT:

- a) The successful Bidder is required to execute enter into an Agreement on non-judicial stamp paper of Rs.100/- for fulfillment of the contract. Along with the Agreement the required Security Deposit shall be remitted.
- b) The successful Bidders shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or Body Corporate for the execution of the contract or any part thereof.

15. EXTENSION OF CONTRACT:

The contract period will initially be for a period of **one year** extendable for further period of **six months/1 year** on satisfactory performance and mutual consent on same terms and conditions.

16. PENALTY CLAUSE:

If the firm fails to provide the vehicle within the stipulated time as instructed by NIPHM or fails to comply with any of the terms of condition of award of contract, penalty of 2% of monthly bill shall be imposed/levied as damages.

17. Bidders profile –PART –A:

1. THE FIRM a) Name b) Regd. Address c) Address for correspondence d) <u>Contact Person's</u> i) Name & Designation ii) Address iii) Tel. No. Landline & mobile iv) Email ID	
2. Type of Firm	Sole proprietor/Private Ltd/ Partnership/ co operative / Public Co. (Pl. tick and enclose copy of Memorandum/Articles of Association/ Certificates of Incorporation)
3. Please mention PAN/GIR NO. & date & year of Registration. (please enclose photocopy)	
4. Please mention the service tax registration details & year of Registration (please enclose photocopy)	
5. The annual gross turnover of the firm should be mentioned clearly. (Pl. encloses copies of ITR/Audited balance sheet and P&L account etc.)	
6. Income tax returns at least for a period of last three years.	
7. Relevant Experience (in Yrs) as on last date of submission of tender should be mentioned	

Note:-

- (1) *Detailed information (pertaining to offered datacopier&Multifuntional machine) in the form of printed brochures, catalogue, forms and formats and certificates may be annexed.*

Signature of authorised signatory

Name : _____

Designation _____

Office Seal :

18. Technical Specifications for HIRING OF VEHICLES UNDER ANNUAL RATE CONTRACT BASIS

Description	Compliance Yes/No.
The vehicles are to be commercially registered with the concerned RTA	
The vehicle must be in road worthy condition, shall not be more than 5 years old from the date initial registration.	
All the cars should be covered under comprehensive insurance	

NOTE: Rates must be quoted “ Gate-to-Gate” of the Institute

19. PRICE BID**Annexure-III**

SCHEDULE TARIFF RATES FOR INDICA, INDIGO, INNOVA, SWARAJ MAZDA, 50 SEATER BUS FOR A/C AND NON A/C

S. No.	Local Tour	INDICA		INDIGO		INNOVA		SWARAJ MAZDA 24 Seater		50 SEATER BUS		QUALIS	
	PER DAY BASIS	A/c.	Non A/c	A/c.	Non A/c	A/c.	Non A/c	A/c.	Non A/c	A/c.	Non A/c	A/c.	Non A/c
1.	24 hrs or 230 kms												
2.	12 hrs or 120 kms												
3.	8 hrs or 80 kms												
4.	4 hrs or 40 kms												
5.	2 hrs or 25 kms												
6.	Extra Km beyond slab												
7.	Extra Hrs beyond 8 hrs												
8.	Driver Bhatta before 7 am or after 9 pm												
9.	Monthly Basis Minimum 3000 Km												
10.	Extra Kms												
11.	Extra Hrs												
12.	Driver Bhatta												
	OUTSTATION												
13.	Rate per KM												
14.	Driver Bhatta												
	TERMS AND CONDITIONS												
15.	Service Tax percentage												
16.	Income Tax percentage												
17.	Parking fee												
18.	Time &Kms . Exceeding												
19.	Midnight Driver Charges												
20.	Please list out any other charges payable other than those mentioned above.												

We are hereby declare that the details provided above are true and undertake to abide by the terms and conditions contained in the bid document of NIPHM.

Signature of authorized official
(with seal and stamp)

Name :

Designation :

20. FORMAT FOR UNDERTAKING***UNDERTAKING***

- 1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed supplies of the NIPHM and shall abide by them.*
- 2. I/We also undertake that I/We have understood Technical Specifications for making the supplies” mentioned in Annexure II of the Tender dated _____ and shall make the supplies strictly as per these Technical Specifications for the supplies.*
- 3. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.*

Dated at

(Dated signature of Bidder with stamp of the firm)

21. FORMAT FOR AUTHORISATION LETTER

To

The Registrar,
National Institute of Plant Health Management,
Rajendranagar,
HYDERABAD – 500030.
Andhra Pradesh.

Sir,

We hereby authorize _____ to submit a Bid and subsequently participate and sign the contract submitted against the Ref.: _____. We hereby accept his decision taken, if any, in this regard.

(Signature for and on behalf of the Company)

Place:

Date :