



National Institute of Plant Health Management

Department of Agriculture & Cooperation

Ministry of Agriculture

Government of India



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Rajendra Nagar,

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<http://niphm.gov.in>

F. No. NIPHM/7/PHE/Vehicle/2013-14/32

Dated : 17/10/2013

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 :: 14:00 hrs on
31/10/2013.

Date & Time for opening of bids :: 15:00 hrs on
31/10/2013.

Library & Publication Officer
for REGISTRAR i/c

Sealed Tenders are invited for hiring of vehicles on Annual Rate Contract basis subject to the following terms and conditions:

I. GENERAL INSTRUCTIONS TO BIDDERS:

- i. Sealed Tenders are invited from Government approved/registered firms/travel agencies for hiring of vehicles on Annual Rate Contract basis.
- ii. Tenderer is exempted from payment of Earnest Money Deposit.
- iii. 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.
- iv. Bids should be valid for a minimum period of SIXTY DAYS from the date of opening of tender. The bids should be sent in a sealed cover with superscription **“Quotation for hiring vehicle on Annual Rate Contract basis with tender no. and due date”** on the envelope and should reach on or before the specified date and time by the Registrar NIPHM, Rajendranagar, Hyderabad-500 030.
- v. The NIPHM takes no responsibility for delay, loss or non-receipt of quotations/documents sent by post/courier and reserves the right to accept or reject any part/full of the quotation without assigning any reason whatsoever.
- vi. Tenders received after due date and time shall be rejected.
- vii. The VAT/Sales/General taxes where legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done it will be treated that the price is inclusive of VAT & other taxes. VAT/CST registration No. and date of its validity should be indicated. The firm must quote their PAN No., (IT returns) VAT registration no. etc. in the quotation (attested copies to be enclosed).
- viii. The rates should be mentioned clearly both in figures and words for each item in the bid document. If there is any variation in figures and words, rates quoted in words will be taken in to consideration. The overwriting, cutting, erasing, if any, should clearly be indicated and duly attested.
- ix. Rates must be quoted “Gate-to-Gate” of the Institute.

x. 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:

- xi. 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 along with the Bid to the effect.
- xii. The Vehicles are to be commercially registered with the concerned RTA.
- xiii. The bidder should be registered with the appropriate authorizes such as Dept. of Tourism/State RTA etc. as the authorized Taxi/Tour Operator / Transporter.
- xiv. 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.

II. ELIGIBILITY CRITERIA CONDITIONS

- i. The bidder should have their office located in Hyderabad with sufficient manpower and drivers with valid driving licenses and adequate experience to drive the vehicles.
- ii. The bidder should own sufficient vehicles, registered as commercial vehicles with Yellow Plate numbers/Taxi numbers and the copy of Registration Certificate to be enclosed along with the quotation.

III. CONDITIONS OF CONTRACT

- i. Any offer made in response to this tender when accepted by NIPHM will constitute a contract between the parties.
- ii. The successful bidder has to enter into an agreement on non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) which has to be signed before implementing the contract.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.

- vii. 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.
- viii. 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.
- ix. 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.
- x. 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.
- xi. The agency has to allow a marginal increase and half an hour time while claiming the next slab rates.
- xii. NIPHM is a training institute having transport requirements through out 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.
- xiii. 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.
- xiv. 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.
- xv. Contract Carriage permit proof, up to date tax payment, etc. are mandatory for plying of vehicles.
- xvi. The firm should not assign or sublet the work or any part of it to any other person or party or Agency as the tender is not transferable.
- xvii. **Arbitration:** If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitration tribunal containing Sole Arbitrator to be appointed by the NIPHM office. The arbitration proceedings shall take place at Hyderabad or at such other place as decided by the NIPHM. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.
- xviii. **Notwithstanding anything contained herein above, the contract shall be terminated by the NIPHM for violation by the Agency of any of the terms, conditions and covenants**

and out above in which case the Agency shall not be entitled to any compensation on any count whatsoever.

IV. PRICE SCHEDULE

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 :

