



**National Institute of Pharmaceutical Education & Research, Balanagar,  
Hyderabad – 500 037**

**No. NIPERH/3/8/2019**

**Dated: 06<sup>th</sup> February, 2019**

**Notice Inviting Tenders for HIRING OF TOYOTA INNOVA CRYSTA VEHICLE**

Sealed Tenders (Double Bid – both Technical Bid and Financial Bid separately) are invited by The Director, National Institute of Education & Research (NIPER), Hyderabad for hiring of Toyota Innova Crysta Vehicle.

The tender document can be obtained in person from the Administration office, from 06.02.2019 to 22.02.2019 on all working days between 10 am to 5 pm on submission of DD of **Rs.500/-** [Rupees Five Hundred only] non refundable, in favour of **NIPERH Resources** or can be downloaded from our website [www.niperhyd.ac.in/www.niperhyd.edu.in](http://www.niperhyd.ac.in/www.niperhyd.edu.in). If the tender form is downloaded from the website, bank draft of **Rs.500/-** in favour of **NIPERH Resources** payable at Hyderabad may invariably be attached with the tender at the time of submission.

**The Last date for submission of Sealed Tenders is 22.02.2019 till 02:30 PM** the Technical Bid will be opened at 3:00 PM. on the same day in the Office of Registrar, NIPER HYDERABAD.

Director



**National Institute of Pharmaceutical Education & Research, Balanagar,  
Hyderabad – 500 037**

Dated: 06<sup>th</sup> February, 2019

**Notice Inviting Tender**

**Subject: Hiring of Toyota Innova Crysta Vehicle for official use of NIPER Hyderabad.**

Sealed Tenders (Double Bid i.e both Technical bid and Price bid separately) are invited from Transporters/Tours and Travels Agents located in Hyderabad/ Secunderabad having commercial vehicles manufactured after **2017 and onwards**, for hiring on monthly basis, for official use of NIPER Hyderabad for the period as under on the following terms and conditions:

**2. SCOPE OF CONTRACT:**

The Tender is for awarding the contract for hiring of Toyota Innova Crysta Vehicle on monthly basis by NIPER Hyderabad for official use initially for a period on 1 year likely to be extended by one more year subject to satisfactory performance of the contract.

SI No	Parameter	Description
1	Type of Vehicle	INNOVA CRYSTA
2	No. of Vehicles to be Deployed	1 (One)
3	Type of Registration	Commercial
4	Road Permit	Commercial
5	Air Conditioning Requirement	AC
6	Make & Model of Vehicle	Innova Crysta
7	Acceptable Year of Manufacture	2017 and onwards
8	Condition of the Vehicle	<p><b>Case – I: Deployment of a Used Vehicle</b></p> <p>(i) The vehicle should be in excellent condition with good seats, glasses, tyres &amp; Stepney etc.</p> <p>(ii) In case of deployment of a used vehicle, NIPER Hyderabad has the right to inspect the vehicle in details before any further processing and if the quality is not good the tender would be rejected without assigning any reason.</p> <p>(iii) NIPER Hyderabad is the sole authority to decide on the quality of the vehicle.</p> <p><b>Case – II: Deployment of a New Vehicle</b></p> <p>(i) The bidder may deploy a new vehicle within 30 days of award of the contract and offer the same.</p> <p>(ii) Till the time the new vehicle has not been deployed, the contractor may temporarily deploy a used vehicle of good quality for a maximum period of 30 days.</p> <p>(iii) Such temporary vehicle has to be deployed within two weeks of placement of work order along with documentary proof of ownership/ registration of the vehicle/registration.</p> <p>(iv) However, the monthly payment of the temporary vehicle</p>

		shall be released after deployment of the new vehicle.
9	Description of the work to be carried out by the vehicle.	(i) The vehicle will be used for official movements, mainly for exclusive use of Director office, NIPER Hyderabad. (ii) The vehicle cannot be engaged /deployed by the bidder for any other work and any area during the contract period.
10	Ownership of the Vehicle	(i) The vehicle offered should be the Tenderer own vehicle. (ii) The Tenderer cannot quote a hired or leased vehicle against this tender.
11	Contact Details of the Vehicle Owner	(i) Tenderers with valid address and telephone number(s) where they can be contacted for all 24 hours shall only be considered. Tenderers without valid address and telephone numbers shall be rejected.
12	Payment of Taxes etc of the Commercial vehicle	(i) Payment of Taxes of the Commercial vehicle is the responsibility of Tenderer and it will be borne by the bidder. (ii) The payment of road tax for the State of Telangana shall have to be made for the entire duration of the contract.
13	Financial Standing	1. The bidder must be an income-tax assessee and must have filed the income-tax return during the financial year 2017-18 ending on 31 <sup>st</sup> March, 2018 for an annual income of at least Rs 5 lakhs and above.
14	Driving License & Experience of the Driver	The driver of the vehicle should have suitable, valid license, which is at least two years o
15	Alternate Driver	Bidder /Contractor shall provide suitable alternate driver in case of illness /absenteeism, leave etc. of the existing driver with the prior permission of the in-charge

### 3. PERIOD OF CONTRACT:

The contract is awarded for a period of one year from the date of issue of contract and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages etc. shall be entertained and it will be the responsibility of the contractor to bear such additional expenses. However, if there is any downward revision of the rates due to revision of Government levies etc. or any other reasons, the same shall be passed on to NIPER Hyderabad through appropriate reduction of the contracted rates.

### 4. QUALIFYING REQUIREMENTS:

**4.1** The Agency should be a well established Tourist/Transport Agency/Firm having sufficient number of latest models of vehicles for hiring. Proof to this effect is to be enclosed along with the Technical Bid. In addition, self attested list of vehicles owned by the Agency must also be attached.

**4.2** Self attested copy of PAN/TAN may be enclosed with the Technical bid.

#### 4.3 TURNOVER:

Only those firms whose turnover during 2017-2018 financial years were Rs. 5 lacs and above may participate in the Tender. Proof to this effect may also be attached.

#### 4.4 LOCATION OF FIRM:

The firm submitting the Tender should be located within Hyderabad/ Secunderabad cities and should be situated preferably within ten kilometers of distance from the NIPER Hyderabad premises. The vehicle, as requested by NIPER Hyderabad, should reach the stipulated destination located within city, within a maximum time of approx. 30 minutes, irrespective of the location of the Transport agency who has been awarded the contract.

**4.5** The firm should have experience of providing vehicles to Govt. Deptts/PSUs etc.

**4.6 AGE OF VEHICLES:**

The vehicle provided should be manufactured after **2017 and onwards**; commercial vehicle with yellow plate and should be well furnished and maintained. In case condition of vehicle is not found to be satisfactory, they shall be returned for immediate replacement.

**4.7 DRIVER:**

The firm would ensure that the driver employed have basic English and Hindi reading and writing knowledge with valid driving license in their name and carry the necessary registration papers, security check verified and should be properly behaved, properly uniformed and well conversant with the traffic rules/regulations and city roads/routes. It will be the responsibility of the driver to get the duty slips and log book entries indicating start kilometer, end kilometer, distance covered and time from NIPER Hyderabad to places visited etc. for each occasion of journey, signed by the officer/staff travelling on a day to day basis.

**4.8 INSURANCE PAPERS:**

It will be the responsibility of the transporter to carry the proper valid insurance at all times in respect of the vehicles and also providing insurance cover to passengers. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. He shall also agree to indemnify NIPER Hyderabad against all losses and claims arising out of any negligence or misconduct on the part of the operator or agent. Necessary proof to this effect should be enclosed along with the Tender. All Tenders without such documents will be rejected.

**4.9 ACCIDENT HANDLING:**

The firm should ensure that a First-Aid kit is available in every vehicle. If during the course of engagement of the vehicles to the services of NIPER, any accidents etc. occurs either to the vehicle or to the third party, NIPER will not be responsible and any liability arising out of such accident will be the responsibility of the firm only.

**4.10 ADHERENCE TO ALL STATUTORY REQUIREMENTS:**

The firm shall comply with all statutory enactments/provisions in relating to services offered by them.

**5. GENERAL TERMS & CONDITIONS:**

**5.1 CALCULATION OF TIME AND DISTANCE AND KILOMETERS:**

The vehicles will be used by NIPER located at Balanagar, Hyderabad for 12 hours/day and total 1800 Kms in a month and could be used on any day beyond 1800Kms, if required.

The Kilometer for the purpose of "vehicles run" and "hours of duty" shall be reckoned from Garage to Garage with a dead mileage of not more than 4 Kms either way from the point of reporting for duty to the point of vehicles released with 30 minutes time either way. No mileage will be allowed to drivers for lunch/breakfast or for drawal of petrol/diesel.

The vehicle shall normally be utilized during the period from 08:00 hours to 20:00 Hours (Monday to Saturday) since the Institute remains closed on Sundays. In case of Emergency the vehicles can be called for any time and any day for which no extra charges will be paid and the payment will be made as per approved rates.

Kilometres used less than the maximum kilometres will be adjusted in the next months reading and will be paid accordingly.

- 5.2 PENALTY:** A penalty of Rs.500/- per day per vehicle may be levied if any vehicle fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of terms & conditions, the contract can be cancelled without any notice.
- 5.3** The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the bill and then payment to be made to the firm.
- 5.4** Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by the Institute for which the original receipts should be submitted.
- 5.5** The vehicle deputed should carry all relevant papers duly updated.
- 5.6** All incidental expenditure towards repair will be borne by the vehicle owner.  
The firms should have the capacity of repairing their vehicle in a short time and during repair time, the firm would place a substitute vehicle and driver immediately.
- 5.7** The vehicle provided to NIPER Hyderabad should fulfill the norms prescribed by the Government of Telangana, Department of Transport for Hired Vehicles.
- 5.8** It shall be the sole prerogative of the Competent Authority of NIPER Hyderabad to choose any-one rate slab or a combination of rate slabs.
- 5.9** No Compromise will be made by NIPER Hyderabad towards punctuality, cleanliness, obedience, promptness, behaviour etc. If the Agency, at any point of time during official duty, fails to perform duties, as directed by the NIPER Hyderabad, the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
- 5.10** No advance payment is payable by the Institute or the officers travelling in such vehicles. The billing will be done on a monthly basis and it should be submitted by the firm by the first week of the following month. Taxes/charges due to Government if any will be recovered from the monthly bill. The payment will be made only for those log books and duty slips which have been signed by the officer/staff using the vehicle.
- 5.11** GST: The rates quoted should be excluding GST. The GST will be paid additionally only after receiving the photocopy of the GST registration certificate. No GST will be paid if the operator fails to provide proof of valid GST registration.
- 5.12** In case of dispute of any kind and in any respect whatsoever, the decision of Director, NIPER Hyderabad shall be final and binding.
- 5.13** The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.
- 5.14** NIPER Hyderabad, shall be liable to pay the hiring charges only. All other liability, being the owner of vehicle shall be borne by the contractor.
- 5.15** The disputes, if any, arising out of this contract will be subject to the jurisdiction of the courts in Hyderabad only.
- 5.16** NIPER Hyderabad reserves the right to reject all or any of the offers or accept more than one offer.
- 5.17** The Competent Authority reserves the right to cancel/reject any tender/all tenders at any time without assigning any reason whatsoever.

## 6. BID DOCUMENTS:

- 6.1** Bids are to be submitted in the prescribed form by "Two Bid System" in duly sealed envelopes. Each envelope will clearly be super-scribed with the words "Technical Bid" (Annexure -I) or "Financial Bid" (Annexure – II) as the case may be. Both these sealed envelopes should be put in a separate envelope duly sealed superscribing "**Techno-Price Bid for hiring of Toyota Innova Crysta Vehicle for NIPER Hyderabad**".
- 6.2** Tenders downloaded from the website shall be submitted along with the cost of the Tender document of **Rs.500/-** in the form of DD in favour of **NIPERH Resources**. Tenders submitted without the DD for tender cost will be summarily rejected.
- 6.3** Sealed Tenders addressed to the **Director, NIPER Hyderabad** be dropped only in the Box kept at the Main gate, NIPER Hyderabad, on all working days between 10.00 a.m. to 4.00 p.m. from Mondays to Fridays. The Last Date of submitting the Tender (Double Bid) is **22.02.2019 (Friday) upto 02.30 PM** and the Technical Bids of the Tenders will be opened at **3:30 PM** on the same day in the Office of Registrar, NIPER Hyderabad Campus.

Authorized representatives of the Agencies may, if they so desire, be present at the time of opening of the Technical Bid on the above mentioned date and time.

Corresponding Financial bids of the short listed Technical Bids only be opened with intimation to the bidders and if desired by the Competent authority, vehicles should be shown for inspection for which NIPER will not be liable for payment.

## 7. EARNEST MONEY DEPOSIT (EMD)

- 7.1** The agencies shall have to deposit EMD of Rs.20,000/- (Rupees Twenty Thousand only) in the form of crossed Demand Draft/Pay Order in favour of NIPER Hyderabad issued by Scheduled/Nationalized Bank payable at Hyderabad along with their tenders. Tenders received without EMD will not be entertained/ considered at all and will be rejected summarily. Tenders received with EMD in the form of cheque/cash will not be accepted/ considered and rejected. No interest would be paid on the EMD.
- 7.2 Forfeiture:** The EMD will be forfeited if the vendor with draws or amends, impairs and derogates from the tender and fails to execute duties on time as per the directions of the authorised officer of NIPER in any respect within the period of validity of Tender.
- 7.3 Refund:** EMD will be refunded to the successful agencies within thirty days from the date of issue of Work order to the successful agency and no interest would be paid thereon.
- 7.4** Amount of **Rs.40,000/-** (Rupees forty thousand only) will have to be deposited as Security Deposit by the successful bidder.
- 7.5 REFUND OF SECURITY DEPOSIT:** The security deposit will be refunded to Agency after sixty days from the date of completion of the contract period no interest would be paid thereon.

**TECHNICAL BID**

<b>SNo</b>	<b>Documents required</b>	<b>Page no. at which document is placed</b>
1.	Make & Model of Vehicle	
2.	Earnest money of Rs.20000/- in the form of DD/Pay order in favour NIPER Hyderabad.	
3.	Name of the /Agency	
4.	Driver details with Valid Licence	
5.	List of vehicles available with the firm/ agency	
6.	Proof of experience of providing vehicles to Govt. Deptts./ PSUs / reputed companies etc.	
7.	Proof of Annual financial turn over during the last financial year (IT returns)	
8.	Proof of location of the firm	
9.	Mobile No. and email Id	
10.	Attested copies of Tan/PAN/GST	
11.	Name, Address and telephone numbers of the Proprietor.	
12.	Proof of valid Insurance of the vehicles for which rates quoted by the firm/ agency	

This is to certify the I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the bidder)  
Name & address  
(with seal)

Date:

**FINANCIAL BID/**

<b>S.No.</b>	<b>Details</b>	<b>Toyota Innova Crysta</b>
1	Monthly charges for 1800 km/12 hours a day per month	
2	Rates of extra hour beyond 12 hrs per day	
3	Rates of extra km beyond 1800 kms per month	

**Declaration:**

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender. We are not black-listed by any Central/State Government/Public/Sector undertaking in India.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in Notice Inviting Tenders issued by NIPER Hyderabad and undertake myself/ourselves abide by them.

Yours faithfully,

(Signature of the authorised person)

Date :

Place :

Name :

Designation :

Company name/Seal