



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

No.NIPERH/3/8

Dt.27/08/2018

Notice Inviting Quotation for HIRING OF VEHICLES

Sealed Quotations (Double Bid – both Technical Bid and Financial Bid separately) are invited by Director, National Institute of Education & Research (NIPER), Hyderabad for hiring of Vehicles.

The terms and conditions can be downloaded from the website: www.niperhyd.ac.in. The Last Date for submitting the Quotations is **07.09.2018 (Friday)** upto 12.00 noon and the Technical Bid will be opened at 2.30 p.m. on the same day in the Office of Registrar, NIPER HYDERABAD.

Sd/-

In-Charge,
NIPER official vehicles

Copy to the following with a request to place on the Notice board:

1. Director, IDPL Balanagar, Hyderabad
2. Director, MSME Balanagar, Hyderabad
3. Director, HAL, Balanagar, Hyderabad
4. Director, NRSC, Balanagar, Hyderabad



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

Dated: 27th August, 2018

Notice Inviting Quotation

Subject: Hiring of Vehicles/Cars on daily/monthly basis for official use of NIPER Hyderabad.

Sealed Quotations (Double Bid i.e both Technical bid and Price bid separately) are invited from Transporters/Tours and Travels Agents located in Hyderabad/ Secunderabad having cars/ vehicles manufactured after 01.01.2016, for hiring on monthly as well as on day to day basis, whenever required, for the official use of NIPER Hyderabad for the period as under on the following terms and conditions:

2. SCOPE OF CONTRACT:

The Quotation is for awarding the contract for hiring of Vehicles on daily/monthly basis as per requirement by NIPER Hyderabad for official use. NIPER Hyderabad may need following types of vehicles for the period indicated against them:

- | | | |
|---|-----|---|
| 1. Toyota Innova
(Diesel Driven) | one | on monthly basis for a period of one year |
| 2. Toyota Innova
(Diesel Driven) | one | on need basis for a period of one year |
| 3. Toyota Etios
(Diesel Driven) | one | on need basis for a period of one year |
| 4. Tata Indica
(Petrol/ Diesel Driven) | one | on need basis for a period of one year |

However, it may be noted that the number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirement.

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 each of the last 3-financial years were Rs.20 lacs and above may participate in the Quotation. Proof to this effect may also be attached.

4.4 LOCATION OF FIRM:

The firm submitting the Quotation should be located within Hyderabad/ Secunderabad cities and should be situated preferably within ten kilometers of distance from the NIPER Hyderabad premises. The vehicle/s, 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 **01.01.2016** and should be well furnished and maintained. The registration numbers of the vehicles provided, will have to be intimated to NIPER Hyderabad. In case condition of vehicles is not found to be satisfactory, they shall be returned for immediate replacement.

4.7 DRIVER:

The firm would ensure that the drivers employed have basic English 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 TELEPHONE SUPPORT:

The firm should have adequate number of telephones for contact round the clock. NIPER Hyderabad can request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of NIPER's request in writing/over phone failing which NIPER will be at liberty to make alternative arrangement for hiring of vehicle at the risk and cost of the firm.

4.9 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 Quotation. All Quotations without such documents will be rejected.

4.10 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.

4.11 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:

For the purpose of calculation of time and Distance (KM), beginning and ending at NIPER Hyderabad, will be the point for calculation of kms/hours. Kilometers considered and time of duty for payment will be to and from NIPER Hyderabad premises.

The vehicle shall normally be utilized during the period from 9:30 hours to 18:00 Hours (Monday to Friday). Since the Institute remains closed on Sundays and other Gazetted Holidays, normally the vehicle will not be required. In case of Emergency the vehicles can be called for any time for which no extra charges will be paid and the payment will be made as per approved rates.

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 vehicles 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 vehicles in a short time and during repair time, the firm would place a substitute vehicle and driver immediately.

5.7 The vehicles provided to NIPER Hyderabad should fulfill the norms prescribed by the Government of Telanga, 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 While the NIPER Hyderabad has a regular requirement for hiring of vehicles, it shall have the right not to utilize the services at all or at any time or any period without giving any notice.

5.13 In case of dispute of any kind and in any respect whatsoever, the decision of Director, NIPER Hyderabad shall be final and binding.

- 5.14 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.
- 5.15 NIPER Hyderabad, shall be liable to pay the hiring charges only. All other liability, being the owner of vehicles shall be borne by the contractor.
- 5.16 The disputes, if any, arising out of this contract will be subject to the jurisdiction of the courts in Hyderabad only.
- 5.17 NIPER Hyderabad reserves the right to reject all or any of the offers or accept more than one offer.
- 5.18 The Competent Authority reserves the right to cancel/reject any quotation/all quotations at any time without assigning any reason whatsoever.

6. BID DOCUMENTS:

- 6.1 Bids are to be submitted 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 Vehicles for NIPER Hyderabad".
- 6.2 Sealed Quotations addressed to the Registrar, 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 Quotation (Double Bid) is **07.09.2018 (Friday) upto 12.00 noon** and the Technical Bids of the Quotations will be opened at 2.30 p.m. 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 quotations. Quotations received without EMD will not be entertained/ considered at all and will be rejected summarily. Quotations 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 quotation 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 Quotation.
- 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.20,000/-** (Rupees twenty 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

SNo	Documents required	Page no. at which document is placed
1.	Name of the /Agency	
2.	Earnest money of Rs.20000/- in the form of DD/Pay order in favour NIPER Hyderabad.	
3.	List of vehicles available with the firm/ agency	
4.	Proof of experience of providing vehicles to Govt. Deptts./ PSUs / reputed companies etc.	
5.	Proof of Annual financial turn over during the last three years (IT returns)	
6.	Proof of location of the firm	
7.	Mobile No. and email Id	
8.	Attested copies of Tan/PAN/GST	
9.	Name, Address and telephone numbers of the Proprietor.	
10.	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/QUOTATION

S.No.	Details	Toyota Innova	Toyota Etios	Tata Indica
1	Full day (80 kms.x 8 hrs.)			
2	Full day (120 kms x 12 hrs.)			
3	Rates for extra km. on daily basis			
4	Rates for extra hours on daily basis			
5	Out - station travel rates			
6	Monthly charges for 1800 km/ 12 hours a day for 26 days			
7	Rates of extra hour beyond 12 hrs per day			
8	Rates of extra hour 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 quotation have read and fully understood all the terms and conditions contained in Notice Inviting Quotations 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