

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
NEW DELHI

TENDER FOR HIRING OF CARS/ VEHICLES BY NABARD, NEW DELHI REGIONAL OFFICE, NEW DELHI
AT
NABARD TOWER
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
24, RAJENDRA PLACE, NEW DELHI - 110125

NAME OF TENDERER: _____

ADDRESS:

THE GENERAL MANAGER/OFFICER-IN-CHARGE
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
NABARD TOWER
24, RAJENDRA PLACE
NEW DELHI - 110125

SCHEDULE OF TENDER :

- i. Tender document will be available from **10TH March 2017 to 24TH March 2017 upto 12.00 noon**
- ii. Submission of Tender by **24th March 2017 upto 03.00 PM**
- iii. Pre-tender meeting on **20th March 2017 at 03.00 pm**
- iv. Opening of tender **PART-I (PRE-QUALIFICATION BID) – 27th March 2017 at 03.00 pm**

This Tender document consists of 07 Pages.

**Hiring of Cars/ Vehicles by NABARD, New Delhi Regional Office for the period from
01 April 2017 to 31 March 2019**

National Bank for Agriculture and Rural Development (NABARD), invites quotations for hiring of cars at NABARD, New Delhi RO from car rental agencies satisfying the following criteria:

- (i) Should have minimum of 10 owned cars of which 3-4 cars should preferably be Honda City / Skoda / Volkswagon /Verna/ SX4/ Sunny etc..
- (ii) Should have provided similar service to Public Sector Banks / Public Sector Undertaking / State / Central Government Departments during the preceding 3 years.
- (iii) Should have a minimum Annual Turnover of Rs. 30.00 lakh.

Quotations in sealed cover may be forwarded, in the format given in Annexure to the address given below:

**THE GENERAL MANAGER/OFFICER-IN-CHARGE
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
NABARD TOWER
24, RAJENDRA PLACE
NEW DELHI - 110125**

1 Quotations may be submitted in 2 envelopes.

(i) Envelope No. 1 should contain Technical bid, having the basic data for pre-qualification and General Terms & Conditions, accompanied by copies of the following documents:

- (a) Copies of the RC books regarding proof of ownership of minimum 10 cars.
- (b) Copies of the current contract/agreement/work order from Public Sector Banks/ Public Sector Undertaking / State / Central Government Departments entered into during Preceding 3 years.
- (c) IT Returns for the preceding 3 years.
- (d) Valid Service tax registration certificate.

(ii) Envelope No.2 should contain Financial bid in the prescribed format.

Both the envelopes will be sealed and superscribed :

- (1) "Technical/ PQ bid for hiring of car"
- (2) "Financial bid for hiring of car"

The Technical/ PQ quotations (Envelope I), will be opened at 03.00 pm on 27 March 2017 in the presence of the representatives of the parties, if any. At the first instance, Envelope I will be opened and parties complying with the eligibility criteria will be short-listed. Thereafter, suitable time and date will be informed at the later stage to the eligible/ qualified vendors for opening of financial bid. Last date for submission of the quotations – 24th March 2017 upto 03.00 pm.

ANNEXURE - 1

General Terms and Condition - Hiring of Cars

1. The agency should have a permanent registered office (owned or rented) in a reputed locality in New Delhi preferably in the vicinity near to NABARD New Delhi Office.
2. The agency will provide cars as per the rates given in the Financial bid which has already been agreed by you. These rates will be valid for the period of 01 April 2017 to 31 March 2019 i.e 2 years. However, the per kilometer rate quoted by the agency may be reviewed every 6 months and proportionately adjusted in line with increase/decrease in petrol / diesel prices on receipt of request from either side.
3. The cars provided by the agency will be maintained neat and tidy and will have proper seat covers. The agency will ensure that the cars are maintained in good running condition and in case of any break-down during mid way, the agency will arrange for a substitute vehicle to drop the officials at the destination at no extra cost.
4. The cars will be provided with minimum 02 Mineral water bottles (500ml each), Newspapers, Tissue paper box.
5. The cars will have all necessary documents like copies of RC book, Insurance, Pollution Under Control Certificate, Other Certificates and necessary Permit, etc. while on duty.
6. The drivers will be well turned out and in possession of valid driving license and mobile telephone.
7. Booking of cars will be done by authorised officials.
8. The duty-slip will be invariably signed by the officials using cars and opening/ closing kilometres, Time and place where the vehicle is relieved by the official must be indicated. The bills will not be settled unless the signed duty slip are attached with it.
9. All the incidental charges like parking charges, toll charges, etc., will be borne by you and included in the relevant bills.
10. In case of outstation tours, drivers should carry sufficient cash/fuel card etc., and on no account the officials using the cars be made to pay for any amount towards fuel charges/toll charges, etc.
11. The drivers will carry proper placards indicating clearly the name(s) of the officials, flight number / train number., etc., when they proceed to the airport/railway station/ bus stand for receiving the officials. The agency should invariably communicate the name of the driver/ his mobile number and vehicle number to the concerned official(s) and P&SO at New Delhi RO well in advance.

12. Drivers will always be available with the cars and would not proceed for lunch etc., without obtaining permission of the concerned officials.
13. The bills will be raised on fortnightly basis and would be settled normally within a period of 7 working days. All payments will be made through e-payments after due statutory deductions.
14. The agency will ensure that the vehicles reach at the desired destination well in advance and all the drivers and other staff are polite and prompt in their behaviour /dealing.
15. The agency will ensure and comply with all the regulations of the Regional Transport Office and other safety and security regulations that are in vogue and you will be responsible for any deviation /non adherence to the rules /regulations in place. NABARD shall not be responsible in any manner, whatsoever, in the event of non-compliance with the various statutory requirement in force and the onus lies solely with the agency.
16. NABARD reserves the right to extend the tenure of the agreement, if mutually agreed upon by both the parties.
17. The agency will provide vehicles of 2012 make onwards to NABARD.
18. In case of absence of any of the items mentioned above at 4 and 17, penalty of Rs.100/- per item will be levied.

DECLARATION

I / We understand and agree that the competent authority of National Bank for Agriculture and Rural Development has the right as he may decide, not to issue PQ /Financial bid form in any particular case and also to suspend, remove or blacklist my / our name from National Bank for Agriculture and Rural Development's list of Contractors in the event of my /our submitting non-bonafide PQ /Technical bids, or for technical or other delinquency in regard to which the decision of competent authority of National Bank for Agriculture and Rural Development shall be final and conclusive.

PLACE :

DATE :

SIGNATURE & SEAL OF APPLICANT

INSTRUCTIONS TO THE PQ BIDDER

1. All PQ bid papers annexed alongwith the 'PQ /Financial Bid' document should be serially numbered on the top right hand corner of every page.
2. All pages of the PQ /Financial bid document should be duly signed and stamped by the authorised signatory of the applicant. The PQ /Financial bid document should be submitted in original. PQ /Financial bid document not submitted in original will be rejected.
3. The applicant should submit all requisite documents in support of information furnished in the PQ /Financial Bid document.
4. Tenders should be submitted super-scribed with the name of the work, date and time of opening on the envelope. They will be received upto 03.00 pm on 24th March 2017 and will be opened on 27th March 2017 at 03.00 pm in the presence of bidders who choose to be present.
5. NABARD does not bind itself to accept the lowest or any TENDER and reserves the right of accepting the whole or any part of the TENDER and the Bidder shall be bound to perform the same at the rate quoted.
6. PQ bid and the Financial bid should be enclosed in separate sealed envelopes, super-scribing PQ bid and Financial bid respectively thereon.
7. A copy of tender details can be obtained in person from our New Delhi Regional Office.
8. Financial bid shall be opened only in respect of those tenderers who have complied with the requirements as laid down in PQ criteria.

ANNEXURE - 4

FINANCIAL BID

Rate (in Rs)

Sr. No.	Type of vehicle	4 hrs - 40 km	8 hrs - 80 km	Extra km	Extra hr	Rate per km for outstation duty	Night detention charges	Out station allowance for drivers	Any other charges	Taxes, if any
1	Dzire/Ford/ Xcent etc									
2	Honda City/ Skoda / Volkswagon Verna/ SX4/ Sunny etc.									
3	Tavera/ Scorpio etc									
4	Innova/ Xylo/ Quanto etc									
5	Mini Bus									
6	Tempo Traveller (12 Seater)									

Accepted terms and conditions as per Annexure – 1.

- Out Station Charges is subject to minimum run of 150 Kms per day.
- Miscellaneous charges such as toll tax, parking will be paid extra.
- Night Charges will be applicable between 11 pm to 5 am only.
- Time & Distance will be calculated on garage to garage basis.
- Rates/ Prices are exclusive of all statutory taxes. Taxes are applicable.

Signatures

Address

Date

Place

-7-

I have read and accept, all terms & conditions and other criteria aspects mentioned on this page, unconditionally.

Signature with Stamp.....
(Authorised signatory/ Proprietor/ Director of the agency)