

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT**

**Bihar Regional Office, Patna**



**Tender for  
Providing Taxi Services**

**At**

**NATIONAL BANK FOR AGRICULTURE AND RURAL  
DEVELOPMENT (NABARD)  
4<sup>th</sup> Floor, Block 'B', Maurya Lok Complex,  
Dak Bungalow Road, Patna, Bihar – 800001**

**NAME OF TENDERER : THE CHIEF GENERAL MANAGER  
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT, PATNA.**

**ADDRESS : 4<sup>th</sup> Floor, Block 'B', Maurya Lok Complex,  
Dak Bungalow Road, Patna, Bihar – 800001**

## 1. Scope of Tender

National Bank for Agriculture and Rural Development (NABARD), Bihar Regional Office, Patna invites quotations from eligible car rental agencies to participate in the process of empanelment of Car Hiring Agencies. The empanelment is for a period of two years, i.e., August 01, 2021 to July 31, 2023, which may be extended upto one year, subject to annual review by the Bank based on the performance of the contractor.

## 2. Eligibility Criteria:

i. The agency/ company/applicant should have minimum of 05 owned / legally attached cars like Honda City, Innova Crysta, swift D'Zire, Toyoto Etios, Indigo, Aspire, Amaze, Xcent, Zest, Verna, Altos, Vento, Ciaz, etc. The Company /applicant may submit proof of ownership-copy of RC book along with current insurance. The type of vehicles needed for empanelment are as follows:

Segment	High End Sedan	Mid Segment Sedan	SUV	Highest End
Types of vehicles	Toyota Corolla, Honda City, Maruti Ciaz, Hyndai Verna	Swift D'Zire, Xcent, tata Zest, Honda Amaze, or similar vehicles.	Innova Crysta Mahindra SUV 500, or similar vehicles.	Honda Accord Mercedes BMW Audi, or similar vehicles.

ii. The agency shall have its office in Patna for effective co-ordination in booking of vehicles and timely availability of vehicles even at short notice (within 1 hr).

iii. Agency, with adequate number of vehicles having taxi permits, will be given preference, irrespective of rates quoted. The Agency should submit proof of ownership i.e. copy of RC book along-with current insurance or Agreement with owners along-with RC book & current insurance.

iv. The applicants should have minimum 03 (three) years' experience of "Car Rentals" with Reserve Bank of India/ State Bank of India/ Public Sector Banks/ State Govt. /Public Sector Enterprises/ other reputed agencies (provide work certificate in this regard) and it is desirable that the agency is providing/has provided cars on contractual hire to at least one government/ semi-government organization or Reserve Bank of India/Public Sector Bank/ undertaking/ MNC during last one year.

v. The agency should have a minimum average annual turnover of **Rs. 10.00 lakh (Rupees Ten Lakh)** in the preceding 3 years i.e. FY 2018-19, FY 2019-20 and FY 2020-21. Average turnover of FY 2017-18 may be furnished, in case the Balance sheet of FY 2020-21 is not finalized.

vi. The agency must have all applicable tax registrations (GST, PAN etc.) supported by documentary evidence.

### 3. PREPARATION OF TENDERS

#### Cost of Tendering

- The tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

#### Documents comprising the Tender

- The Tender shall comprise the following:
  - Technical Bid Details
  - Financial Bid Details

### 4. Document establishing the qualification of the Tenderer

#### Sealed quotations may be submitted in two separate envelopes:

**Envelope I shall contain Technical Bid (Part- I)**, having the basic data for pre-qualification as above and General terms and Conditions, accompanied by copies of the following documents:

- (a) Copies of Registration Certificate regarding proof of ownership of minimum 5 cars owned by the proprietor / company or legally attached to firm/ agency/company.
- (b) Copies of current contract/ agreement/ work order from Reserve Bank of India/ State Bank of India/ Public Sector Banks/ State Govt. / Public Sector Enterprises/ /other reputed agencies.
- (c) IT returns for preceding three financial years
- (d) Travel Registration with RTO, Patna
- (e) GSTIN/ GST registration Certificate
- (f) Acceptance of General terms and conditions as mentioned in Annexure (Technical Bid)
- (g) Every page of General terms and conditions should be filled up wherever required and duly signed and stamped by the authorized person of the agency for acceptance to tenders conditions.
- (h) Earnest Money Deposit of **Rs. 10,000**/(Rs. Ten thousands only)- by way of Demand Draft or E-Payment from Nationalized Bank/ Scheduled Commercial Bank in current account of NABARD, Patna.  
The details of CA of NABARD Patna are as follows:
  - (a) Name: **National Bank for Agriculture and Rural Development (NABARD)**
  - (b) Account Number: **NABADMN25**
  - (c) IFSC Code: **NBRD0000002**

(i) Tender without EMD shall be rejected

**Envelope II shall contain Financial Bid (Part-2) and should be**

(i) Filled in all respect and submitted in the prescribed format, as appended in this documents without any deviation.

(ii) The financial BID should not contain any condition whatsoever and any conditional bids, if submitted, will be summarily rejected.

## **5. Period of validity of Tenders**

The Tender validity period shall be 60 days from the last date of submission of tender.

## **6. SUBMISSION AND OPENING OF TENDERS**

### **Submission, Sealing and Marking of Tenders**

(i) The entire set of tender paper issued to the tenderer should be submitted and also signed on the last page together with initials on every page. Initial / signature will indicate the acceptance of the tender papers by the tenderer.

(ii) The Tender may be submitted in a sealed envelope superscripted as “Tender for Hiring of Cars” which shall contain Technical Bid and Financial Bid in separate sealed envelopes.

(iii) If desired/ prescribed information is not submitted, the Bank will assume no responsibility for rejection of Tender.

## **7. Submission of Tenders**

(i) Complete tenders (with required documents) must be submitted not later than the date and time indicated in para 8 of this document.

(ii) The Bank may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document.

## **8. Deadline for Submission of Tenders**

(i) Duly filled in and sealed Technical Bid (Part- 1) and Financial Bid (Part-II) complete in all respected (including EMD receipt) should be submitted in a single Big envelope between **09 July 2021 (10:30 A.M)** to **23 July 2021 (03:00 P.M)** and should be addressed to:

**The Chief General Manager  
NABARD, Bihar Regional Office  
4<sup>th</sup> Floor, Block ‘B’, Maurya Lok Complex  
Patna, Bihar-800001**

(ii) Technical Bid and Financial Bid should be prepared in two different envelopes and then both the Bids with all supporting documents and EMD receipt/ EMD Demand Draft should be packed in a single big envelope superscripting “Tender for Hiring of Cars” and physical tender should be submitted in the tender box kept in DPSP Department, NABARD, Bihar Regional Office, Patna within the stipulated timeframe as mentioned above.

(iii) If any desired/ prescribed information is not submitted by the Agency, the Bid will be rejected and the Bank will assume no responsibility for rejection thereof.

(iv) Bids received through e-mail will not be considered.

(v) No Bid received after the deadline shall be entertained.

## **9. Opening of Bids and Finalisation of Tender**

(i) The Technical Bid (Part-I) will be opened on 23 July 2021 at 04:00 P.M in our office premises.

(ii) The Financial Bid (Part-II) will be opened on some future date and time for which will be communicated to the agencies qualified in the technical bid.

(iii) After opening of the Financial Bid, L1 (lowest) rates for each of the four categories of vehicles will be noted and a rate chart will be finalized. All the vehicles hired by NABARD have to be supplied by the Agency(ies) at these determined rates only. All the empaneled agency (ies) have to execute a general agreement with NABARD for the purpose.

(iv) The hiring rate determined by the Bank, on the basis of lowest rates for each of the four categories of vehicle, shall be shared with the Agency(ies) for acceptance in writing

(v) Only such Agency (ies) among the qualified agencies, who agree in writing to work at the lowest rates determined by NABARD for each categories of vehicle, will be considered for empanelment.

## **10. Confidentiality**

Information relating to the evaluation of Tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on Contract award is communicated to all tenderers.

## **11. Qualification of the Tenderer**

The Bank shall determine its satisfaction whether the selected tenderer meets the qualifying criteria in accordance with Para 2 above

## **12. Bank's Right to accept any Tender and to reject any or all Tenders**

(i) The Bank reserves the right to accept or reject any tender, and to annul the Tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to tenderers or assigning any reason thereof. Further, any conditional bids shall be rejected out rightly.

(ii) The Tender/RFP is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their bids/ offers.

(iii) The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of NABARD is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

(iv) The purpose of this tender/ RFP is to provide the bidders with information to assist the formulation of their bids/ proposals. This tender/ RFP does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender/RFP and, wherever necessary, may obtain independent advice.

(v) Bank makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

## **13. AWARD OF CONTRACT**

### **13.1: Notification of Award**

(i) The lowest rate quoted under each category of vehicles by tenderers who qualify in Technical Evaluation shall be applicable for other tenderers (who qualify in Technical Evaluation). Only such tenderers among above shall be considered for empanelment who agree in writing to work at the lowest rates quoted under each category of vehicles.

(ii) Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

## PART – 1 - TECHNICAL BID

### CONDITIONS OF CONTRACT

<b>A</b>	<b>General Conditions of Contract (GCC)</b>	
1	1.1	The tenderer shall obtain the Tender Document from the source stated by the Bank in the Invitation for Tenders; otherwise the Bank is not responsible for the completeness of the Tender Document.
2	2.1	Conditional tender shall not be entertained.
	2.2	In the event of any difference between figures & words of quoted rates, the rate in words shall be considered for evaluating the tender.
3	3.1	The tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document. The tenderer is required to sign on all pages of the tender document and supporting documents.
	3.2	Failure to furnish all / any information or documentation required by the Tender Document may result in the rejection of the Tender.
4	4.1	The rate quoted should exclude all taxes. However, all applicable taxes should be mentioned separately.
	4.2	The Car Hiring Agency/ Company shall be responsible for payment of tax/ charges levied by Central/ State Government or any other competent authority on the services being provided by the Car Hiring Agency/ Company.
5	5.1	Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification from the process. Such Tenderer/s shall be blacklisted for next three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective effect.
	5.2	All the tenders should be complete in all respects with all attachments/ enclosures/ annexure. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be out-rightly and summarily rejected by the Bank.
	5.3	Tenders received by fax or email or any manner other than specified shall not be accepted and shall be summarily rejected. No correspondence will be entertained on this matter.
	5.4	Tenders received after the due date and time shall be summarily rejected.

	5.5	Conditional tenders shall be straightway rejected and no additional clause will be entertained.
	5.5	No tender may be modified subsequent to the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified by the tenderer in the tender.
	5.6	Alternative Proposals / Time for Completion shall not be permitted.
6	6.1	<b>Earnest Money Deposit (EMD)</b> The intending tenderer shall pay EMD as mentioned in the Notice Inviting tender /Bids
<b>B</b>	<b>Specific Conditions of Contract (SCC)</b>	
1	1.1	The selected Tenderer/s shall provide the vehicles (with AC) such as Cars/SUVs etc. as and when requisitioned by the Bank/ by an official authorized by the Bank. Cars may be hired from any empanelled car hire agencies as and when we require.
	1.2	The service provider shall provide sufficient variant of vehicles having taxi permit as per the requirement of the Bank viz. Sedan, SUV, Tempo Traveller, Mini Bus etc.
	1.3	All vehicles provided to the Bank shall have valid permit and all other statutory compliances in place.
	1.4	All vehicles shall be in good and proper condition with neat and clean upholstery.
2	2.1. i	The driver shall have a valid driving licence, which should be produced by him as and when demanded by traffic personnel. Renewal of driving licence from time to time shall be the sole responsibility of the Service Provider.
	2.1.ii.	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.
	2.1.iii.	The driver should report to pick up point at least 15 minutes before specified time and remain with the car during duty hours. He must ensure to fill the duty slip details – garage out time, km., release time km., parking charges etc. and have it signed by the guest
	2.2	The drivers deployed shall have reasonable experience with good driving record, shall be well-mannered and should be able to converse in English, Hindi as well as local languages. He should be able to attend to the minor repairs of vehicles en-route, in case of need. The driver should provide mobile number to the guest on demand.



2.3	<p>The drivers must report for duty in clean uniform and at the specified time. They shall maintain a proper record of mileage on a daily basis and get the same authenticated by the user (officer/staff). They shall maintain duty slips with complete details of distance travelled/ time of relieving, etc. duly authenticated by the officer's signature. Besides they shall be neatly dressed and be polite, courteous and service oriented, at all times.</p>
2.4	<p>In case, vehicle booked with agency comes late, NABARD, Patna may return vehicle without any compensation. In case of any break down of the vehicle enroute, replacement vehicle should be immediately sent.</p>
2.5	<p>The drivers/ employees engaged by the Service Provider shall abide by the instructions provided by the security officers/ guards of the Bank and vehicles/ persons shall have to undergo security checks, as and when required.</p>
2.6	<p>The driver shall always be available at the place where the car is parked and strictly follow all traffic rules. The driver shall carry a placard containing particulars of the arriving Guest / Officer at the Airport/ any other stations. The Service Provider shall ensure that there is no room for complaints from the Guest(s).</p>
2.7	<p>The drivers shall carry out the orders given by the authorized officers of the Bank and shall also observe the rules and regulations regarding safety and security.</p>
2.8	<p>All the valid papers viz. comprehensive insurance, registration, road tax, pollution under control certificate, permits, valid license, etc. related to each vehicle shall be readily available in each of the vehicles/ with drivers.</p>
2.9	<p>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. Also the fuel tank should be filled up before reporting for duty. The vehicle should not be stopped during visits at petrol pumps to fill up for reasonable distance.</p>

3	3.1	The Service Provider shall provide taxi on written or verbal instructions over phone/ email within the time specified therein. The Service Providers shall also be required to provide taxi on short notice from the Bank (within an hour in case of emergency). In case the transport provider fails to provide taxi on our request either verbal over phone or written, the Bank shall be free to remove the transport provider from the panel of transport providers.
4	4.1	The Service Provider shall ensure that the cars provided are well maintained, without dents/ scratches and are not old.
	4.2	The Service Provider shall ensure that the vehicles provided are registered and comply with the Motor Vehicle Act as amended from time to time.
	4.3	The Service Provider shall arrange to obtain <b>Police Verification Certificate</b> regarding the antecedents of the persons/drivers engaged by them.
	4.4	The Service Provider shall convey (by e-mail and SMS) without fail the confirmation of booking to the Car Booking Desk of the Bank and to the guest followed by e-mail and SMS of car details i.e. Car make, Car Registration No., Driver's Name and mobile number at least four hours prior to the time specified in the requisition.
	4.4	The service provider shall have ability to arrange emergency transport/ touring facility providers, in case of breakdown of a vehicle provided to the Bank. Alternate vehicles shall also be arranged immediately, in case of Break-down.
	4.5	In very rare case if the booked car cannot be made available on any day due to non-availability of driver/car, the agency should make alternate arrangements promptly. The agency should intimate the changes to the Bank.
	4.6	Feedback Form (which shall be provided by the Bank), shall be made available in the Cars/ vehicles provided by the agency.
	4.7	The agency or its agents / employees / drivers committing any breach of terms and conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the Bank, shall render itself liable for summary termination of the agreement forthwith by giving one month's notice. Vendor intending to discontinue the service may do so by giving 3 months' notice.
	4.8	During the notice period for termination of the contract, the tenderer

		shall keep on discharging his contractual obligations till the expiry of notice period.
<b>C</b>	<b>Terms of Payment</b>	
1	1.1	The bills will be raised on monthly basis and would be settled normally within a reasonable period. Adequate care must be taken that bills from the period for which the bills have already been cleared are not raised again.
	1.2	All payments will be made through e-payments after due statutory deductions.
	1.3	Any objection regarding the payment received by the tenderer may be brought to the notice of the Bank within 10 days of the date of the payment. In case no such objection is received within the stipulated period, it will be deemed that there is no objection regarding the payment.
	1.4	The vehicles shall be provided with the following every day during booking of cars: <ul style="list-style-type: none"> <li>• at least one national or local English/ Hindi newspaper,</li> <li>• two 500 ml water bottles of reputed brand,</li> <li>• tissue paper (face tissue paper in pouch),</li> <li>• umbrella during rainy season</li> <li>• first-aid box</li> <li>• Hand Sanitiser.</li> </ul> No extra charges will be paid for the above amenities and the cost should be included in the charges quoted by the agency. In case of complaint about the non-availability of required things, a penalty upto 25% of bill amount will be deducted from the relevant bill.
	1.5	Toll and parking charges shall be paid on production of original receipt.
	1.6	The rate per kilometer quoted by you and accepted by the Bank will remain valid for the full contract period. These may be reviewed at the time of renewal of the contract in view of major changes that may occur in labour laws or Govt. decision affecting fuel pricing etc.
	1.7	Traveling details such as opening kilometers, closing kilometers, hours, name of the user should be entered in the duty slip and get the same certified by the user of the vehicle / suitable person identified for it, the bills will not be settled unless the signed duty slips are attached with it. Meter showing Kilometer should be in good condition. Night charges will be payable between 10:00 pm and 06:00 am.
	1.8	The maximum distance that will be claimed in respect of garage and point of pickup and back to garage would be restricted to 10 kms.

	1.9	All the incidental charges like parking charges, toll charges, etc., will be borne by the Agency and included in the relevant bills. For outstation duty journey of minimum 200 kilometers per day will be paid.
	1.10	Drivers will always be available with the car and would not proceed for lunch etc., without obtaining permission of the concerned officer(s).
	1.11	Bank will not be liable for any type of damage caused to the vehicle like material / theft. The contractor shall indemnify the Bank for any loss or damage caused by the driver/s deployed by the contractor that occurs to persons or building or third party during the period of contract. In absence of the above, the Bank reserves the right to recover the cost of loss or damage suffered by the Bank from the pending bill of the contractor.
<b>D Adherence to Statutory Requirements</b>		
1	1.1	Compliance of regulations viz., Payment of Central Government Minimum Wages Act, Bonus Act, Employers' Liability Act, Contract Labour (Regulation & Abolition) Act, the Workmen Compensation Act, Industrial Disputes Act, Maternity Benefits Act, Employee State Insurance Act, Provident Funds and Miscellaneous Provisions Act and labour license of State and Central government applicable from time to time, shall be whole sole responsibility of the Agency. In this regard, the Agency shall indemnify Bank against all claims and will maintain necessary books, logs, registers, verification, returns, receipts, computerized database, etc., mandatory as per the law and as per the Government rules and make the same available for inspection/verification to the concerned Government Officer/Labour Enforcement Officer/Regional Provident Fund Commissioner, as and when required. A copy of all such compliances, statements and payments made to the statutory authorities, etc., including registration number shall be provided to the Bank authority for verification and record as and when so demanded.
2	2.1	The empaneled vendor/s shall not disclose directly or indirectly any information, material and details of the Bank's infrastructure/ systems/ equipment's/ Security Area etc., which may come to the possession or knowledge of the empaneled vendor/s during the course of discharging its contractual obligations to any third party and shall at all times hold the same in strictest confidence. The empaneled vendor/s shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The empaneled vendor/s shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the empaneled vendor/s and the vendor/s shall be liable for damages.

<b>E Prevention of Sexual Harrasment</b>		
1	1.1	The empaneled vendor/s shall be solely responsible for full compliance with the provisions of the “Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaints of sexual harassment is received in the Bank against the empaneled vendor/s, the complaint will be referred to the appropriate committee constituted under the said act.
	1.2	The tenderer shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the tenderer, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the tenderer is proved.
	1.3	The tenderer shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
<b>F Dispute Resolution</b>		
1	1.1	Any type of disputes arising out from either side will be resolved through arbitration by court situated at Patna only.
	1.2	The Service Provider shall indemnify the Bank for any loss or damage that occurs to third party (persons or building, etc.) and/ or to the officials/ guests of Bank, property of the Bank on account of hiring of car/cars hired during the period of Agreement. The Bank reserves the right to recover the amount of loss and/or damage from the bill of the Service Provider.

## ANNEXURE - I - BASIC INFORMATION OF THE CONTRACTOR

Sl. No.	Particulars	Information to be submitted by the Applicant (Attach Separate Sheet if Required)
1.	Name of the Agency	
2.	Type of Agency whether Proprietorship, Partnership, Company, Society, etc.	
3.	Name of the Proprietor/ Partners/Directors	
4.	Authorised Person of the tenderer to make commitment to the Bank. (Name, Contact details including telephone/fax/e- mail) Communication with regard to the tender would be done on Telephone/FAX/e-mail given in this column.	
5.	Registration (firm, company etc.) Registration Authority: Registration Date : Registration Number :	
6.	Experience (in years)	
7.	Name and Address of the Bankers and Bank Account Details <b>(A cancelled cheque should be attached along with this)</b>	Name of the Bank Branch: Branch Address: Contact No : Type of Account: Account No: IFSC No :
8.	Annual Turnover	Balance Sheet or CA certificate may be attached
	2017-18	Rs.
	2018-19	Rs.
	2019-20	Rs.

	2020-21 (if available)	
9.	Registered office address and telephone number	
10.	Office address through which the work will be handled	
11.	Address of Garrage	
12.	Whether working with any of the Government/semi-government undertaking(s) as approved supplier and if so furnish details.	
13.	PAN no.	
14.	GSTIN	
15.	Whether the organization is registered under Shops & Establishment Act and has necessary certificate to run Tours & Travels? Please enclose the registration certificate	
16.	List of cars owned in the name of the applicant with Registration Number/s, Permit Number/s, Date of purchase, Insurance Policy. Copies of the documents should be attached. The information should be provided in Annexure V category-wise (categories as indicated in Price Bid) and in descending order of date of purchase, with documentary evidence.	

Copies of documents to be submitted:

- a. Trade license
- b. Registration under Shops and Establishment Act.
- c. Work-orders/Experience certificates from clients (Government /Semi-government /public sector undertakings, Banks etc.) also indicating the period of car hire service provided by the contractor.
- d. PAN Card.
- e. GSTIN

- f. Cancelled Cheque
- g. Audited Balance Sheet & P & L A/C statement for financial year 2017- 18 2018-19 and 2019-20.
- h. List of owned cars (category wise) with details viz. Model, Registration Number, Date of Purchase etc. along with copies of RC books and current comprehensive insurance policy.
- i. Certificate of satisfactory services from current clients of the firm for which the car hiring is being provided by the firm

Note: The Bank reserves the right to call for proof/verify the furnished information.



**ANNEXURE - II - LETTER OF UNDERTAKING  
(ON THE LETTER HEAD OF THE APPLICANT)**

To  
**The CGM  
NABARD  
Bihar RO, Patna**

Name of the firm/Agency\_\_\_\_\_

Name of the tender\_\_\_\_\_ Due date:\_\_\_\_\_

Sir,

- (i) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- (ii) This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions/instructions/scope of work contained therein and undertake myself/ourselves abide by the said terms and conditions.
- (iii) I/We understand that the Bank reserves the right to accept or reject any or all the tender/s either in full or in part without assessing any reason thereof.
- (iv) I/We understand that after empanelment, I/We would be under obligation to supply cars to Bank at the lowest quote given in the price-bid by the co- bidders, under each category.
- (v) No other firm/company having one of our partners/directors has applied for empanelment.
- (vi) I/We understand that:
- a. Prices will be inclusive (except applicable taxes)
    - Cost of mineral water bottles, face tissue papers, first aid box and newspapers in the vehicles will not be paid extra.
    - Parking/Toll charges shall be reimbursed to the vendor on production of valid receipts.

I/ We hereby declare that I/We have not been blacklisted by any organisation nor debarred from participating in any tender.

I/ We also understand that my/our bid is liable to be rejected if any of the information provided by me/ us is found to be incorrect/ false.

Signature

Name and Seal of the bidder

### **ANNEXURE - III - FORM OF AGREEMENT**

(To be submitted on Rs. 100 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder)

THIS AGREEMENT is made on the \_\_\_\_\_ day  
\_\_\_\_\_(Month),(Year) Between National Bank for  
Agriculture and Rural Development (NABARD) through the Chief General Manager,  
National Bank for Agriculture and Rural Development (NABARD), Bihar Regional  
Office, Patna (hereinafter called “the NABARD, Patna” which expression shall,  
unless excluded by or repugnant to the context be deemed to include his  
successors in office and assigns) of the one part

#### **AND**

\_\_\_\_\_(Name and address of the contractor) through  
Shri \_\_\_\_\_, authorized representative (hereinafter  
called “the contractor” which expression shall, unless excluded by or repugnant to  
the context, be deemed to include his successors, heirs, executors, administrators,  
representatives and assigns) of the other part for providing Taxi Services to  
NABARD Regional Office situated at 4<sup>th</sup> and 5<sup>th</sup> Floor, NABARD Regional Office,  
Maurya Lok Complex, Patna- 800001.

NOW THIS AGREEMENT WITNESSETH as follows:-

- (i) In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
- (ii) The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
- (iii) Letter of acceptance of award of contract;
- (iv) Terms and Conditions;
- (v) Notice inviting Tender and the terms and conditions contained in the Tender;
- (vi) Scope of work;
- (vii) Addendums, if any; and
- (viii) Any other documents forming part of the contract.

3. In consideration of the payments to be made by the NABARD, Patna to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the NABARD, Patna to execute the taxi hiring services w.e.f 01.08.2021 as per the provisions of this Agreement and the tender document.
4. The NABARD, Patna hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of Rs. \_\_\_\_\_)  
(Rupees in words-----)
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.
6. In case, any dispute or issue arises regarding the interpretation of any of the clauses of this agreement or of any of the documents prepared or to be prepared in this regard, the contents of the Tender Documents shall prevail over this agreement and /or any other document.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

(Signature of the Bidder) Name and Address of the Bidder. Telephone No.	Signature of Authorized Signatory of NABARD, Patna
(Signature of Witness 1) Name of Witness Address of Witness	(Signature of Witness 1) Name of Witness Address of Witness
(Signature of Witness 2) Name of Witness Address of Witness	(Signature of Witness 2) Name of Witness Address of Witness

**The rates quoted comply with the following terms and conditions:**

(i) The quoted service charges is inclusive of Insurance charges, uniform charges, and any other duties/levies whether existing or future, levied by the Central Government or any State or Local Authority, as applicable, for which no separate claim shall be made. The quoted service charges shall be exclusive of GST (Goods and Services Tax). As per law, taxes as applicable may be deducted at source and a certificate for the same may kindly be issued.

(ii) The lowest rates quoted under each category of vehicles by tenderers shall be applicable for all other tenderers.

(iii) Toll taxes and parking charges would be paid on production of original receipt.

(iv) Outstation to be treated as more than 200 kms running outside Lucknow.

(v) If the tenderer is able to provide any other make or model of taxi, the same may be included along with the charges under each category. In any case, if the service provider provides, whether on his own or on the asking of the Bank, any higher make or model of car, he will be paid according to the rates approved for vehicle requested by the Bank.

(vi) The charges quoted above include cost of items mentioned in the "Specific Condition of Contract", such as at least one national or local English/Hindi newspaper, two 500 ml water bottles of reputed brand, tissue paper (face tissue paper in pouch), umbrella, and first aid box in the vehicle.

(vii) Night Charges will be applicable between 10 PM to 6 AM only

(viii) Time & distance will be calculated from starting point to end point basis subject to minimum 10 kms per trip.

Signature :

Name and Seal of the bidder :

**PART-II**  
**Financial BID/ Quotes**

**NABARD, Bihar RO Patna**  
**Price Bids for taxi services**

**LOCAL TOURS**

Category of Cars	Type of Vehicle	Offered rate for outstation trips (Min. 200 KMs) (including fuel cost)	Offered rate for local trips (Full day local upto 80 KMs/ 8 Hrs) (including fuel cost)	Night Charges for local trips beyond 8 hrs	Halt for trips	Airport pick up and drop
High End Sedan						
Mid Segment Sedan						
SUVs						
Highest End						

Any other charges(if any)

Signature and  
Seal of Bidder  
/Tenderer