



NATIONAL INSTITUTE OF RURAL DEVELOPMENT
(An Organisation of the Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad 500 030.

...

**NOTICE INVITING TENDER
FOR SUPPLY OF CARS, BUSES ETC., ON HIRE BASIS**

Sealed quotations are invited from reputed travel agencies for supply of vehicles on hire basis. The anticipated expenditure is Rs.25 lakhs per annum.

2. For further details regarding tender forms, terms and conditions, EMD and last date for submission of sealed quotations visit our website www.nird.org.in or contact phone No.24008479.

Sd/-
ASST.REGISTRAR (T)
NIRD, Hyderabad – 30.

Stores/09/07
Dated: 10.2.2010

NATIONAL INSTITUTE OF RURAL DEVELOPMENT
(An Organisation of the Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad 500 030.

...

INVITATION FOR BIDS
(For hiring of vehicles i.e., cars, buses etc.,)

Sealed quotations are invited from reputed Car Rental/Travel Agencies for providing cars, vans and buses on hire from time to time as per requirement of the Institute. The anticipated expenditure is Rs 25 lakhs per annum. Only Firms/Agencies with minimum annual turnover of Rs 10 lakhs will be considered. The contract period is for two years.

2. However, the rates quoted will be valid for one year. The next year rates will be increased based on increase in fuel prices at the time of commencement of contract and on conclusion of one year period.

3. It is requested to submit your sealed quotations (technical and financial in the prescribed format) along with the prescribed earnest money deposit of Rs 20,000/- (Rupees twenty thousand only) which will not carry interest whatsoever and other documents duly superscribed "quotation for hiring of vehicles" on the cover should reach the office of the Asst. Registrar (T), NIRD upto 3.00 pm on or before 19.3.2010.

Sd/-
ASST.REGISTRAR (T)
NIRD, Hyderabad

Stores/2009/07
Date: 9.2.2010

NATIONAL INSTITUTE OF RURAL DEVELOPMENT
(An organization of the Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad – 500030.

QUOTATION FOR HIRED TRANSPORT

Cover-I: Technical Bid

From:

To be sealed in cover
Marked Cover - A

To be filled by NIRD DD No. _____ Date: _____ Amount Rs. 500/- Issued to: _____ _____ <p style="text-align: right;">Sig. of DA</p>
--

To
Registrar & Director (Admn.)
NIRD,
Rajendranagar,
Hyderabad-500030.

Sir,

Sub: - Quotation for providing vehicles on hire basis - Reg.

...

PART – I: COMMERCIAL DETAILS

1. Name and Address of the Bidder :
2. Telephone No. :
3. Fax No. :
4. Whether registered. If so, the authority with whom registered, Regn. No. with date and validity
5. Location of the Office and distance in kms from NIRD :

6. Details of vehicles owned _____ :
 (Details of vehicles actually owned by the Agency in its own name, indicating the make and model of each vehicle)

Sl. No.	Type of vehicle (For eg: car, mini bus, bus, 8/10 seater LMV)	REG. No. OF VEHICLE	Make of the Vehicle	Model of the vehicle (Year of Purchase from showroom)	Remarks
I.					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

(If space is not sufficient, bidder may use separate sheet)

NOTE: - (**Attach Xerox Copies of R. C. Books** pertaining to vehicles actually owned by your agency in its own name).

7. Name of three major customers to whom hired transport facility was provided in the last five years (Name and contact Tel.No.of Transport in-charge and the period of contract with that organization may also be mentioned)

Sl. No.	Name of the organization	Name, Telephone No. , designation of contact person	Period of contract	Annual Billing with the organi- sation
1.				
2.				
3.				

and so on.

8. Annual turnover/billing during: -

2006-07 : Rs. _____
 2007-08 : Rs. _____
 2008-09 : Rs. _____

9. (a) Please attach attested copies of annual returns of income tax for the last three years.
 i.e. 2006-07, 2007-08 and 2008-09

- (b) Registration of the firm with Service Tax authorities

10. EMD Details:

(DD to be drawn on any commercial bank)

D. D. No. _____

Date: _____

Amount Rs. 20,000/-

Bank: _____

Branch: _____

SIGNATURE OF THE BIDDER
& STAMP

Date: _____

NATIONAL INSTITUTE OF RURAL DEVELOPMENT
(An organization of the Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad – 500030.

BID DOCUMENTS FOR HIRED TRANSPORT

TERMS AND CONDITIONS

Sealed quotations are invited from Car Rental Agencies/Travel Agencies whose annual turnover is Rs 10 lakhs for providing hired vehicles, as per requirements of the Institute from time to time. The terms and conditions of the bid are as follows: -

1. The sealed quotations (technical bid and financial bid in a separate cover) are to be dropped in the box kept in stores section upto 3.00 pm on 19.3.2010 and the technical bids (cover-I) will be opened at 3.30 pm on the same day in the presence of those bidders or their authorised representatives, present. After thorough scrutiny of the details in cover-1, the financial bids i.e. cover-2 of those firms who are qualified will be opened in the presence of those bidders who may choose to attend after due intimation to those who are qualified and the bids will be finalized thereafter.
2. The bidder should enclose a Demand Draft for **Rs. 20,000/-** (Rupees twenty thousand only) in favour of NIRD payable at Hyderabad drawn on any Commercial Bank to the bid document towards EMD. The EMD amount will not carry any interest whatsoever. The Bid offer will not be accepted without valid EMD. The EMD of successful bidder/s will be converted into Security deposit while entering into the agreement.
3. Open bids and those without seal will not be considered. Closing the envelope by merely pasting it or stapling it is not sufficient. It should be sealed properly.
4. The Institute's annual expenditure on hiring of vehicles is approx 25 lakhs.

5. A panel of such agencies will be prepared who are willing to provide service at the rates approved by the Institute based on the technical assessment and quotations. The services will be obtained from any of such agencies and no single agency will have a claim on all the vehicle bookings of the Institute.

6. Successful bidders will have to enter into an agreement with the Institute within 14 days from the date of award of the contract.

7. The contract is terminable by NIRD with two months' notice.

8. Vehicles should be in good condition and should not be older than 4 years and should be supplied each time with full tank. All relevant accessories including spare wheel, tool kits and valid documents/permits should be available in the vehicle at all times. In case of outstation trips, the driver should be provided enough cash to take care of the fuel and other maintenance requirements of the vehicle.

9. NIRD will not be responsible for any damage to contractor's vehicle or any injury or loss of life caused to any of his drivers/other personnel that may take place while on duty. Any compensation or expenditure towards repair/treatment for such damage/injury or loss of life shall be the sole responsibility of the contractor.

10. Contractor is solely responsible for engaging sincere, disciplined and experienced drivers with valid driving license, who maintain proper etiquette. They should wear uniform, be neatly dressed and should be well-behaved. They should carry out the instructions of the Officer-in-charge of the Vehicle Section and the authorized staff of the Vehicle Section of NIRD for execution of the trips assigned.

11. The contractor should also not engage staff below 18 years of age.

12. The contractor's personnel car and their bag and baggage are liable for physical check both at the time of entry and exit from the NIRD Campus by the security personnel of the Institute.

13. The travel agency should possess 25 vehicles on their name and should be in a position to supply A/C, Non-A/C cars etc., ever at short notice.

14. For contractor's failure to supply vehicles as per the Institute's requirement, his security deposit amount is liable to be forfeited and his name is liable to be removed from the approved panel. The Institute has the right to refuse to accept vehicle of a type different from the type booked. However, in case the Institute uses such type of vehicle due to pressure of work, a penalty of Rs 100/- (Rupees one hundred only) for each day will be levied. Further, the extra cost incurred by the Institute as a result of utilizing the different type of vehicle will be deducted from the contractor's bills.

15. The drivers of vehicles should invariably carry and display NIRD placard at the point of receiving the Guests/VIPs/Participants at Railway Station/ Airport/Bus Station etc. The driver should keep sufficient cash with him to pay for parking coupons which will be reimbursed along with vehicle hire bills.

16. Strict adherence to the timing for arrival/departures according to the instructions given by the Vehicle Section should be maintained. In case of default, a penalty of Rs 500/- on each occasion shall be levied. The contractor is also liable for action for failing to adhere to the conditions stipulated.

17. The driver of each vehicle should have a cell phone with him.

18. In case of failure of a vehicle en route while on duty, the contractor should arrange a replacement vehicle immediately without any extra cost. The driver concerned should make this arrangement without any delay.

19. The driver of the hired car/vehicle is required to make necessary entries inter-alia indicating kilometer reading and time of entry into the campus as well as exit from the campus for each trip in the vehicle movement register maintained at the Main Gate. For payment of vehicle hire charges, the time & km reading will be taken only from 'gate to gate' of NIRD. In the case of picking up/dropping at any place in the twin cities, the time and meter reading as at the place of picking up/dropping will be considered for payment.

20. The contract period is for two years and the rates quoted will be valid for one year from the date of acceptance of the bid. The next year rates will be increased based on increase in fuel prices at the time of commencement of contract and on conclusion of one year period.

21. Payment of bills for supply of hired transport will be arranged by crossed cheque on submission of bill along with duty slips. Statutory taxes, if any, as applicable from time to time levied by the Government will be deducted from the gross bill. The rate quoted is inclusive of service tax, other taxes if any levied by the government from time to time..

22. NIRD reserves the right to **forfeit the security deposit** of the empanelled travel Agency who does not execute the assigned trips as per the Institute's requirements. The decision of the Director General, NIRD in this regard shall be final.

23. Placement of order with the successful bidder is subject to physical inspection of the vehicles and other facilities of the travel agency, by the authorized representatives of the Institute so as to appraise the contractor's capabilities to execute the trips.

24. In the event of any question, dispute or difference arising out of these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the DIRECTOR GENERAL, NIRD or a

person appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract.

25. The contractor shall not refuse to provide services after completion of one year with a increase in fuel prices.

26. The empanelled travel agency should clearly mention the type of (LMV / HMT or both) as per Registration Certificate.

27. The rates quoted are considered inclusive of Service Tax, other taxes if any. The Institute shall not pay Service Tax if included in the bill after empanelment.

28. After completion of two years contract period the contractor should not terminate his services immediately. The contractor has to serve till finalisation of next tender with an increase in cost equivalent to the increase in fuel prices in the previous year.

29. The Director General, NIRD reserves the right to reject any or entertain one or all the bids without assigning any reasons. The decision of the Director General, NIRD will be final in the matter.

Registrar & Director (Admn.)

COVER-2 : FINANCIAL BID

I/We hereby offer the following rates for providing hired transport i.e. cars/mini bus/bus etc., as per requirement of NIRD from time to time. The contract period is for two years. However, the rates quoted will be valid for one year. The next year rates will be increased based on increase in fuel prices at the time of commencement of the contract and on conclusion of one year period. The rates quoted are exclusive of Service Tax, other taxes if any. The rates quoted are inclusive of Service Tax, other taxes if any. No extra taxes will be paid.

Rs.

Sl. No.	Category	Ambassador (white coloured)		Indica (white coloured)		Esteem A.C. (white coloured)	Accent A.C.	Tata Sumo	
		A.C.	Non A.C	A.C.	Non AC			A.C.	Non AC
1.	Upto 2 hrs. 30 kms.								
2.	Upto 4 hrs 40 kms..								
3.	Upto 6 hrs. 60 kms.								
4.	Upto 8 hrs. 80 kms.								
5.	Upto 12 hrs. 120 kms.								
6.	Upto 15 hrs. 150 kms.								
7.	Charges for extra kms.								
8.	Charges for extra hours								
9.	Charges for monthly basis								
	a) 3000 kms a month								
	b) for extra kms beyond 3000 kms.								
10.	Driver Bhatta – Before 7 am								
	After 9 pm								
11.	Out station tours								
	a) Rate per km								
	b) driver bhatta per day								
	c) Minimum km being charged/ minimum amount per day								

SIGNATURE OF THE BIDDER
NAME OF THE TRAVEL AGENCY

Date:

Contd...

Sl. No.	Category				
		A/c Verna	A./c Indigo	A/c Innova	A/c Winger
1.	Upto 2 hrs. 30 kms.				
2.	Upto 4 hrs 40 kms..				
3.	Upto 6 hrs. 60 kms.				
4.	Upto 8 hrs. 80 kms.				
5.	Upto 12 hrs. 120 kms.				
6.	Upto 15 hrs. 150 kms.				
7.	Charges for extra kms.				
8.	Charges for extra hours				
9.	Charges for monthly basis				
	a) 3000 kms a month				
	b) for extra kms beyond 3000 kms.				
10.	Driver Bhatta – Before 7 am				
	After 9 pm				
11.	Out station tours				
	a) Rate per km				
	b) driver bhatta per day				
	c) Minimum km being charged/ minimum amount per day				

SIGNATURE OF THE BIDDER
NAME OF THE TRAVEL AGENCY

Date:

Sl. No.	Category	Quails		Mini bus up to 15 seater		Mini bus upto 30 seater		Bus 50 seater	
		A.C.	Non A.C	A.C.	Non AC			A.C.	Non AC
1.	Upto 2 hrs. 30 kms.								
2.	Upto 4 hrs 40 kms..								
3.	Upto 6 hrs. 60 kms.								
4.	Upto 8 hrs. 80 kms.								
5.	Upto 12 hrs. 120 kms.								
6.	Upto 15 hrs. 150 kms.								
7.	Charges for extra kms.								
8.	Charges for extra hours								
9.	Charges for monthly basis								
	a) 3000 kms a month								
	b) for extra kms beyond 3000 kms.								
10.	Driver Bhatta – Before 7 am								
	After 9 pm								
11.	Out station tours								
	a) Rate per km								
	b) driver bhatta per day								
	c) Minimum km being charged/ minimum amount per day								

SIGNATURE OF THE BIDDER
NAME OF THE TRAVEL AGENCY

Date: