TENDER NOTICE

The National Institute of Biologicals (NIB), an autonomous Institution under the Ministry of Health & Family Welfare, Government of India, having a mandate of quality of the Biologicals and Vaccines in the Country, invites quotations in the sealed cover from reputed and experienced Agencies/Firms/Companies (The Service Provider should be located within a radius of 10 kms. from NIB, where from Vehicles are to be deployed. Preferably from Noida, Gr. Noida & Ghaziabad) to provide vehicles on annual contract at NIB, Noida. The tender document can be downloaded from the Institute’s website and can also be obtained from NIB on payment of a non-refundable Tender Fee of Rs. 560/- including GST during office hours (10.00 AM to 05.00 PM) from 09-03-2020 to 08-04-2020.

A Pre-Bid meeting will be held on 19-03-2020 at 15.30 PM in NIB Campus.

The last date of Submission and Opening of the Tender will be 08-04-2020 at 3.00 p.m. and 4.30 p.m. respectively.

Director NIB
TENDER NOTICE

Subject: Annual Rate Contract for hiring of Vehicles on Monthly charges basis for official use in NIB, NOIDA- Inviting of Quotations-Reg.

The National Institute of Biologicals (NIB), an autonomous scientific Institute under the administrative control of the Ministry of Health & Family Welfare, Govt. of India hereby invites quotations by 08-04-2020 for Annual Rate Contract for hiring Toyota ETIOS/Swift Dezire/Honda Amaze/Xcent etc. Car/Taxi (AC) with Commercial Registration Numbers for official use in NIB, located at Sector- 62, NOIDA. The present requirement is for 06 No.(Six) vehicles on regular basis and extra vehicles (including Innova) may be required, as and when necessary. The number of vehicle or monthly basis may be increased or decreased as per institute required.

2. The terms and conditions of the said Annual Rate Contract will be as following:

   (i) An EMD amount of Rs.1,00,000/- (Rupees One Lakh only) (refundable) in the form of a demand draft in favour of National Institute of Biologicals, Payable at Noida must be submitted along with the quotation. The quotation without Earnest Money Deposit (EMD) will not be entertained. EMD of unsuccessful tenders will be returned immediately after finalizing the contract. The EMD of successful bidder will be returned soon after the bidder deposits the Performance Security for an amount Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only) in the form of Bank Guarantee/FDR drawn in favour of the NATIONAL INSTITUTE OF BIOLOGICALS, NOIDA which should be valid for a period of 60 days beyond the entire contract period included extended period in respect of Vehicles to be deployed.

   (ii) The Tender document can either be purchased from NIB on payment of Rs. 560/- including GST (non-refundable) or the same can be downloaded from the NIB’s website free of cost. Separate DDs should be submitted for EMD and cost of tender document.

   (iii) Pre-Bid Meeting:

       A pre-bid meeting will be organized by NIB, as indicated in the tender document. In the said meeting Bidders may ask clarifications(s), if any, from NIB about the tender.

   iv) Submission of Tender:

       The contractor shall submit the tender in the sealed envelope in the following manner:-

   Envelope No. 1: Shall contain:
• EMD in the form of demand draft for Rs. 1,00,000/- (Rupees one lakh only) in favour of National Institute of Biologicals, Noida

Envelop No. 2: Shall contain:

• Similar work experience certificates / work order in support of fulfilling the eligibility criteria.
• A copy of tender document duly signed and stamped by the bidder as a token of acceptance of terms & conditions and Bill of Quantities (BOQ)

Envelop No. 3: Shall contain:

• Price Bid only. Price shall be filled up by the bidder on the Price-Bid format enclosed with the tender by NIB. Price on any other format shall be rejected.

All the sealed envelopes No. 1, 2 & 3 shall be put in a bigger envelope duly addressed to "Director, National Institute of Biologicals, A-32, Sector-62, Noida-201309 and marked on top Tender for Annual Rate Contract for hiring of Vehicles

v) The vehicles to be provided should be Commercial Vehicle Registered in the name of the Service Provider firm only and they should be in good running condition and should not be registered earlier than the January, 2019 and possessing all valid documents(s) like Registration certificate, up-to-date Pollution under Control Certificate, etc, in original. The vehicles should not have run for more than 50,000 K.Ms. at the time of deployment. The status will be checked before deployment of the vehicles. The drivers should have a valid commercial driving license.

(vi) List of Vehicle owned by the Agency and list of clients to be provided with the tender documents. The office of Service Provider should be located within a radius of 10 kms. from NIB, where from Vehicles are to be deployed. Preference will be given to : the service provider located nearest to NIB to avoid expenditure on dead mileage and save time.

(vii) The duty point/mileage and time will be counted from NIB, NOIDA or any other place as intimated from time to time. This may be noted that the mileage and time will not be from Garage to Garage.

(viii) The contract will be initially for a period of One Year, which may be extended further for a period of two years on yearly basis, provided the services are found to be satisfactory.

The Contract may be terminated by the Institute at any time without assigning any reason. The decision of the Institute shall be final and binding on the firm.

(ix) The rates quoted would, however, remain fixed during the entire period of contact. There will be no increase of rates during contract.
(x) The monthly charges are inclusive of fuel/lubrication/repair and maintenance of vehicles, wages of drivers, overtime, uniform and insurance of vehicle etc. However, all the Govt. Taxes including Central/State Govt. and parking charges and monthly MCD toll tax and other toll charges, if any paid by the agency will also be reimbursed by the Institute on submission of Receipts in Original. However, no amount on account of any penalty, whatsoever, shall be paid by the Institute.

(xi) The Service provider shall ensure payment of monthly wages to the Drivers deployed through transfer in their bank account latest by 10th of the following month. Details agreed to be provided with the respective monthly bill. A certificate in this regard would be submitted by the Service provider in each month along with regular bills. The payment of the Service provider will be released only after the payment of the wages to the Drivers is made.

(xii) The payment will be made to the Service Provider after deduction of applicable taxes Directly in their account through NEFT/RTGS only.

(xiii) The Service Provider will be required to submit the Pre-Receipt bills by affixing revenue stamp in duplicate along with the duty slip in the format prescribed by NIB and Toll/Parking Charges Receipt duly posted or separate sheet compete in all respects in the Administration section. The payment will be made within 30 working days from the date of receipt of bills subject to other conditions of agreement fulfilled.

xiv) No payment shall be made against the bill pertaining to journey, where any complaint with regard to the quality of the car is received from the user. In this regard, the decision of NIB shall be final and binding on the Service Provider.

(xv) Detaining the vehicle for own reasons during outstation duty as well as in station or disappearance of the Driver from duty causing undue detention of an Officer may entail proportionate deduction or non-payment for the journey performed, as the case may be.

(xvi) The Driver should have valid Driving License (Commercial) with more than 3 (Three) years' experience and be fully conversant with the routes in Delhi and NCR. The service provider should submit a copy of the ID and residence proof of the Driver deployed by the Agency. The Driver of the vehicle so provided must follow traffic rules and other regulations prescribed by the Government. The Driver should wear proper uniform and be provided with Mobile Phone by the Service Provider Firm/Agency. Once the Driver deployed in NIB for duty, he has to follow the instructions of the NIB officer authorized to control the deployment of vehicle. The owner shall be responsible for any misbehavior / misconduct, like negligence in performing duty, leave the NIB premises without prior permission. The Service Provider has to provide a police verification certificate in respect of the Drivers and also to submit an affidavit that no criminal case is either pending or contemplated against the Driver.

(xvii) The extra vehicle, if required should also be provided at short notice. The Service Provider should be able to provide Vehicles at odd hours and holidays also, if required by the Institute. The vehicles should be maintained in good conditions all the
At least one vehicle along with the driver need be available round the clock in the Institute.

The vehicle shall be properly insured by the Service Provider and shall carry necessary fitness certificate from the concerned authority including the pollution control certificate required from time to time.

Penalty etc. imposed by the traffic police/department will not be paid by the Institute.

Frequent change of the car and /or Driver without assigning and valid reasons will not be allowed.

In case of breakdown of the vehicle, the Agency should be able to provide another vehicle immediately and no expense towards break down shall be borne by the NIB, NOIDA.

The Service Provider shall always be available on his direct telephone/mobile (office as well as residence/Mobile).

The Service Provider shall also submit their GST, and PAN Card Number. IT Return for last 3 years. The ITR of the last three immediate preceding years should be provided

For each and every vehicle, the driver is required to maintain vehicle Log Book, i.e., details of various journey performed during the day since morning to last duty separately and the entries to be got verified. The Log Book will have to be shown to the Administration from time to time. The signature of the user should be taken by Driver for extra vehicle/ (Outstation Vehicle) provided.

A penalty of Rs. 250/- per day per vehicle may be levied on the Service Provider, if any, vehicle failed to meet the above terms & conditions. Similarly, if the vehicles detailed for any duty not reach the venue in time, a penalty of Rs. 500/- per day per vehicle may be levied on the Service Provider and the same shall be deducted from the monthly bills.

In case of any accident or any other contingency, and claim arising out of it shall be borne by the Driver/Services Provider only and no claim, whatsoever, shall be borne by NIB. Compensation and connected expenses, etc., in case of any unforeseen casualty shall also be borne by the Service Provider.

Any Service Provider who is already providing vehicles on hiring basis to any other Ministry/Department of Central Govt., will be preferred, and, if so, the details thereof may also be furnished along with quotations by Service Providers.

NIB reserves the right to accept or reject the tender in full or in part without assigning any reason thereof.

In case of any dispute arising in respect of the tender, the same shall be resolved through arbitration by an Arbitrator appointed by the Director, NIB and the decision /award by such Arbitrator shall be binding on the Service Provider.
(xxx) Institute also reason the right to split the order among more than one vehicles to get the optimum services for the institute.

(xxxi) All disputes will be subject to the jurisdiction of the appropriate Courts situated in Noida/Delhi only. Further, the contract will be governed by the appropriate laws of the country which are in force from time to time.

(xxxii) The tenderer shall be solely responsible for the personnel engaged by him during the course of the contract and shall ensure that all statutory obligations as applicable to such workmen prevailing in India shall be strictly complied with including payment of Minimum Wages, medical facilities etc.

(xxxiii) Any corrigendum, if required, will be issued on the Institute’s website only.

3. The rates should be submitted on the Company’s letter-head duly stamped and signed as in Annexure-I & II attached herewith mentioning therein rates including all taxes but excluding GST, if applicable. If any, new Taxes and duties inclusion by the Government after award of the contract, shall be reimbursed by the Institute on submission of relevant payment document in original.

4. Sealed quotations, duly super scribed as “QUOTATIONS FOR HIRING OF VEHICLES for NIB” and addressed to the Director (Incharge), National Institute of Biologicals, A-32, Sector-62, NOIDA-201309 are to be sent by Registered/Speed Post in such a manner that the same is received on or before the 8th April, 2020 by 3:00 pm. The quotations received after the due date & time will not be entertained. The quotations will be opened on the same day at 4:30 pm in the presence of the members of Tender Committee and the representatives of the firms who desire to be present at the scheduled time.

(J.P. Pant)
Administrative Officer, NIB
VEHICLES REQUIRED ON MONTHLY BASIS

The rates should be submitted on the Company’s Letter-head, separately for each vehicle.

(Amount in Rupees)

<table>
<thead>
<tr>
<th>SN</th>
<th>Monthly</th>
<th>Taxi (AC) - Swift Dezire / Xcent / Honda Amaze /or Equivalent with Commercial Registration Number only</th>
<th>Taxi (AC) - Toyota ETIOS / Ciaz / Honda City / Verna or Equivalent with Commercial Registration Number only</th>
</tr>
</thead>
</table>
| 1. | i) Monthly charges for 3000 kms / 300 Hrs  
ii) Extra charges per km after  3000 kms  
iii) Extra charges per hour after  300 Hrs. |                                                                                                      |                                                                                                      |
| 2. | i) Extra Vehicle as & when required basis  
(Per day / for 100 kms & 12 Hrs) Local duty  
ii) Rate per extra km after  100 kms.  
iii) Rate per extra hour after  12 Hrs |                                                                                                      |                                                                                                      |
| 3. | i) Night charges (Local)  
(From 11:30 p.m. to 5:00 a.m.) |                                                                                                      |                                                                                                      |
| 4. | Bus (AC-Delux)  
(35-40 Seater)  
Rate for Hiring of Bus for Local (Delhi / NCR) |                                                                                                      |                                                                                                      |
| 5. | GST Extra ______% |                                                                                                      |                                                                                                      |

NOTE: The amount should be mentioned both in figures and words

- The percentage of GST applicable should be clearly mentioned. Any vague term such as GST as applicable, as per rules will not be considered.
- Toll and Parking Charges will be reimbursed on submission of original receipt (Ref Clause No. X Tender Document)
- Kindly also see the instruction given in Notes on Annexure II.

Place: 
Signature of the Service Provider
Date: 
With Seal
## Annexure-II

### RATES FOR EXTRA VEHICLES REQUIRED ON NEED BASIC (OUTSTATION)

(Amount in Rupees)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Vehicles</th>
<th>Rate per km.</th>
<th>Night charges From 11:30 PM to 5:30am</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Taxi (AC)- Swift Dezire / Honda Amaze / Xcent Or Equivalent with Commercial Registration Number only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Taxi (AC)- Toyota ETIOS / Ciaz / Honda City / Verna Or Equivalent with Commercial Registration Number only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Toyota Innova / Scorpio or Equivalent (AC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Bus (AC-Delux) (35-40 Seater) Rate for Hiring of Bus for Outstation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>GST Extra ______%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The amount should be mentioned both in figures and words

- The percentage of GST applicable should be clearly mentioned. Any vague term such as GST as applicable, as per rules will not be considered.

- Toll and Parking Charges will be reimbursed on submission of original receipt (Ref Clause No. X Tender Document)

  Certified that all the terms and conditions attached to the tender document are acceptable.

Signature of the Service Provider
With Seal

Place:
Date: