



No.D.6-2/2014-NIB

NATIONAL INSTITUTE OF BIOLOGICALS

Ministry of Health & Family Welfare, Govt. of India

A-32, Sector – 62, NOIDA – 201307 U.P.

Phone: 0120-2400022 / 72 Fax: 0120-2403014.

TENDER NOTICE

The National Institute of Biologicals, 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 National Institute of Biologicals, 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. 525/- including GST during office hours (10.00 AM to 05.00 PM) from 10-08-2017 to 01-09-2017.

A Pre-Bid meeting will be held on 18-08-2017 at 15.30 PM in NIB Campus.

The last date of Submission and Opening of the Tender will be 01-09-2017 at 3.00 p.m. and 3.30 p.m. respectively.

Dy. Director(Admn)

F.No. D.6-2/2014-NIB
NATIONAL INSTITUTE OF BIOLOGICALS
MINISTRY OF HEALTH AND FAMILY WELFARE
GOVERNMENT OF INDIA

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 **3:00 pm on 01-09-2017** for Annual Rate Contract for hiring Indigo/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 (Six) vehicles on regular basis and extra vehicles (including Innova) may be required, as and when necessary.

A Pre-Bid meeting will be held on 18-08-2017 at 15.30 PM in NIB Campus. Any suggestion/clarifications need/required to be intimated in writing.

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

(i) An EMD amount of Rs.50,000/- (Rupees Fifty thousand 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 with this Institute the Performance Security for an amount Rs. 1,00,000/- (Rupees One Lakh 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 in respect of Vehicles to be deployed.

(ii) The tender document can either be purchased from NIB on payment of Rs. 525/- including GST (non-refundable) or the same can be downloaded from the NIB's website. In case of those who download the tender document from the Institute's website, are required to submit a demand draft of Rs. 525/- (non-refundable) in favour of National Institute of Biologicals payable at Noida alongwith the Tender Document. **Separate DDs should be submitted for EMD and cost of tender document.**

(iii) 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, 2016 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.

(iv) 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.

(v) The duty point/mileage and time will be counted from NIB. NOIDA or any other place as intimated from time to time. **The mileage and time will not be from Garage to Garage.**

(vi) The contract will be initially for a period of one year, which may be extended further for a period of two years on year to year basis, if, 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. The rates quoted would, however, remain fixed during the entire period of contact. However, price variation on account of increase/decrease in the price of fuel may be considered and revised after one year, every half yearly from 1st April and 1st October of the year as per the formula given below:-

Average increase /decrease X 3000/14 (AC vehicles)

(Average increase/decrease = average difference between existing and the revised price of fuel (petrol/diesel/CNG) / 3.

(vii) 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.

(viii) The Service provider shall ensure payment of monthly wages to the **Drivers deployed through transfer in their account** latest by 10th of the following month. 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.

(ix) The payment will be made to the Service Provider after deduction of applicable taxes through NEFT/RTGS only.

(x) 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 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.

(xi) 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.

(xii) 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.

(xiii) The Driver should have valid **Driving License (Commercial) with more than 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.

(xiv) 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 time. **At least one vehicle along with the driver need be available round the clock in the Institute.**

(xv) 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.

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

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

(xviii) 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.

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

(xx) The Service Provider shall also submit their GST, and PAN Card Number.

(xxi) 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.

(xxii) A penalty of Rs. 100/- 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.

(xxiii) 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.

(xxiv) 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.

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

(xxvi) 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.

(xxvii) 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.

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 Service Tax, 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 Dy. Director (Admn), 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 11th September 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 3:30 pm in the ground floor committee room in the presence of the members of Tender Committee and the representatives of the firms who desire to be present at the scheduled time.

(Dr. Reba Chhabra)
Dy. Director (Admn)i/c., NIB

VEHICLES REQUIRED ON MONTHLY BASIS

The rates should be submitted on the Company's Letter-head mentioning therein rates excluding GST as applicable, separately for each vehicle.

(Amount in Rupees)

SI.No	Monthly	Taxi (AC) - Swift Dezire / Xcent / Honda Amaze /or Equivalent with Commercial Registration Number only	Taxi (AC) - Toyota ETIOS / Ciaz / Honda City / Verna or Equivalent with Commercial Registration Number only
1.	i) Monthly charges for 3000 kms/300 Hrs ii) Extra charges per kms after 3000 kms iii) Extra charges per hour after 300 Hrs.		
2.	i) Extra Vehicle as & when required (Per day/for 100 kms & 12 Hrs) ii) Rate per extra K.M beyond 100 kms. iii) Rate per extra hours beyond 12 Hrs		
3	i) Night charges (Local) (From 11:30 p.m. to 5:00 a.m.) ii) Night charges (Outstation) (From 11:30 p.m. to 5.00 a.m.)		

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

- **Kindly also see the instruction given in Notes on Annexure III**

Place:
Date:

Signature of the Service Provider
With Seal

RATES FOR EXTRA VEHICLES REQUIRED ON NEED BASIC (LOCAL)

(Amount in Rupees)

Name of the Vehicles	Rate per day/for 100 kms & 12 Hours	Rate per Extra KM beyond 100 kms	Rate per extra hour beyond 12 hours	Night charges (Local) From 11:30 PM to 5:30am
Taxi (AC)- Indica / Toyota Liva / Swift / i10 / Or Equivalent with commercial Registration Number only				
Taxi (AC)- Swift Dezire / Honda Amaze / Xcent Or Equivalent with commercial Registration Number only				
Taxi (AC)- Toyota ETIOS / Ciaz / Honda City / Verna Or Equivalent with commercial Registration Number only				
Toyota Innova / Scorpio (AC)				

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

- **Kindly also see the instruction given in Notes on Annexure III**

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

Signature of the Service Provider
With Seal

Place:

Date:

RATES FOR EXTRA VEHICLES REQUIRED FOR OUT STATION DUTY

(Amount in Rupees)

Name of the Vehicles	Rate per Kms.	Other Charges (If any)	Night charges (out station duty) From 11:30 PM to 5:30 am
Taxi (AC)- Indica / Toyota Liva / Swift / i10 / Or Equivalent with commercial Registration Number only			
Taxi (AC)- Swift Dezire / Honda Amaze / Xcent Or Equivalent with commercial Registration Number only			
Taxi (AC)- Toyota ETIOS / Ciaz / Honda City / Verna Or Equivalent with commercial Registration Number only			
Toyota Innova / Scorpio (AC)			

Notes:

- i) The amount should be mentioned both in figures and words.**
- ii) GST, if applicable, should be mentioned clearly, if not mentioned, the quoted rates will be treated as inclusive of GST / Taxes.**
- iii) Before submission of Bid, the Service Provider should carefully go through terms specified at Sl. No. 2 (vii & ix) of the Tender Notice.**
- iv) The validity of the bid should be for a period of 90 (Ninety) days from the date of opening of the bids.**

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

Signature of the Service Provider
With Seal

Place:
Date: