

**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
**Baba Gang Nath Marg, Munirka, New Delhi-110 067**

Sealed tenders are invited from eligible contractors, in connection with the hiring of vehicle for National Institute of Health and Family Welfare:-

<u>S.N.</u>	<u>Tender number</u>	<u>Name of the service</u>	<u>Estimated Cost in Rs.</u>	<u>Period of Contract</u>	<u>Earnest Money in Rs.</u>	<u>Cost of Tender form</u>	<u>Date of commencement of sale of Tender form</u>	<u>Last date for sale of Tender form</u>	<u>Last date of submission of Tender</u>	<u>Date and Time of opening of Technical Bid of the Tender</u>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>10</b>
1	NIHFW/WS/20-22/2016	Tender for Hiring of Vehicle for the use of CHI Project.	6,20,000/- per annum per vehicle	One year	25,000/-	Rs. 500/-	01/09/-2016	07/09/2016	09/09/2016 <b>By 3 PM</b>	09/09/2016 <b>By 3:30 PM</b>

- The Tender document may be purchased from Account Section, NIHFW by making payment in cash or by a Demand Draft drawn in favour of Director, NIHFW on any working day during the period mentioned above, between 10.30 AM to 4.30 PM. The Tender Document may also be downloaded from the website of the Institute.
- The tender forms can be downloaded from the website of the Institute even before the date of commencement of the sale of the tender form. Similarly the tender form can be downloaded from the website after the last date for sale of the form, mentioned above, but well before the time of submission of the tender.



F.N. NIHFW/WS/20-22/2016  
**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
Munirka, New Delhi -110067

**TENDER DOCUMENT**

**SUB:- Tender for Hiring of Vehicle for the use of CHI Project.**

**Earnest Money Deposit:** - Rs. 25,000/- (Rupees Twenty five thousand only)

{The EMD must be enclosed with the Tender in form of Demand Draft or Banker's cheque of any Scheduled Bank payable at New Delhi in favour of Director, NIHFW}

**Cost of Tender Document:** Rs. 500/- in the form of Cash. (In case a bidder uses the tender document downloaded from the Institute's website, a DD of Rs. 500/- in favour of Director, NIHFW should also be submitted along with the EMD and the Tender Document)

**Details of the Earnest Money Deposit (EMD) and Tender Fee**

<b><i>Amount (Rs.)</i></b>	<b><i>DD No.</i></b>	<b><i>Date</i></b>	<b><i>Name of the Bank</i></b>

NAME OF THE AGENCY / CONTRACTOR: - \_\_\_\_\_

ADDRESS OF THE AGENCY & PHONE: - \_\_\_\_\_

DATE & TIME FOR SALE OF TENDER: **01/09/2016 to 07/09/2016 up to 4.00 PM**

LAST DATE & TIME FOR SUBMISSION OF TENDER **09/09/2016 up to 3:00 P.M.**

DATE & TIME FOR OPENING OF TECHNICAL BID **09/09/2016 at 3.30 P.M.**

(S.P. SINGH)  
WORKSHOP & MAINTENANCE OFFICER

## **CONTENTS OF TENDER DOCUMENT**

<b>Sl. No.</b>	<b>Description of Contents</b>
1.	Tender Notice
2.	A. Scope of work Special Condition of Contract
3.	B. Technical qualification criteria
4.	C. Technical requirements for the vehicle hiring service to be deployed
5.	D. Proforma for Technical Bid
6.	E. Proforma for Financial Bid

## TENDER NOTICE

1. Sealed tenders are invited from reputed, experienced and financially sound Taxi service providers to provide rental taxis to National Institute of Health & Family Welfare in NCR Noida/Delhi/Faridabad/Gurgaon etc. The contract will be initially for a period **of one year** and is likely to commence from the date of signing of agreement which may be extended further for a period of two years depending upon the requirement and administrative convenience of NIHFW and subject to satisfactory performance in these two years consistently and continually. The quantum of requirement of vehicles may increase or decrease during the period of contract.
2. The interested Agency may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs. 25,000/-** (Rupees Twenty Five Thousand only) refundable without interest, in the form of demand draft / Pay Order drawn in favour of Director, NIHFW **up to 3:00 PM on 09/092016** in the tender box kept near the Reception in Administrative Block of NIHFW. The tenders will not be accepted beyond the stipulated date and time under any circumstances what so ever.
3. The bids shall be opened on the same day **at 3:30 PM** in IInd floor, RBM Committee Room in the **Institute**, in the presence of the representative of firms who wish to be present.
4. NIHFW reserves the right to cancel the tender at any time or amend / modify any of the terms and conditions contained in the Tender Document without assigning any reason, thereof. The amendments/ modifications made in the Tender Document will be notified on the website of the Institute. The bidders are advised to visit the Institute website regularly. No amendments/modifications will be made on or after the last date for submission of tenders.

### **A. SCOPE OF WORK:-**

1. **NIHFW** requires the services of reputed well established and financially sound travel vehicle service provider Agency (hereinafter referred to as Agency) to provide rental taxi services for its office at NIHFW, Munirka, New Delhi.
2. The contract will be initially for a period of one year and shall commence from the date of signing of the agreement which may be extended for a further period of two years depending upon the requirement and performance of the agency. NIHFW, however, reserves right to terminate the contract at any time after giving one month's notice to the selected service providing Agency without assigning any reason.

### **General Condition of contract:-**

- 1 The tender should be submitted in a sealed envelope, super scribed "Tender for Providing Taxi Services"
- 2 Earnest Money Deposit (EMD) of **Rs 25, 000/-** (Rupees twenty five thousand only) has to be attached with tender document failing which the tender shall be rejected summarily.
- 3 The tender shall be valid for a period of one year from the date of execution of agreement.
- 4 The successful tenderer will have to deposit Performance Security Deposit of **Rs.1,24,000/-** (Rupees one lakh twenty four thousand only) in the form of A/c Payee demand draft or bank guarantee issued by a scheduled Bank in favour Director, NIHFV, New Delhi. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the Agency. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful tenderer.
5. The tendering Agency are required to enclose duly attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.
  - a. Registration Certificate as tourist/taxi service operator.
  - b. Copy of PAN card. **In case of Company, Firm or Agency the PAN card has to be in the name of the company, firm or agency. However in case of a sole proprietorship firm, the PAN card can either be in the name of the firm or its sole proprietor.**
  - c. Copy of the IT return filed for the last three financial years.
  - d. Copy of the Service Tax registration certificate;
  - e. Proof of the service tax paid during last financial year
  - f. Copies of at least 1 contract awarded by the Central Government/State Government/PSUs/ Autonomous Bodies/ Bank/ reputed private firms during last three years to be consider w.e.f. tender opening date.
- 6 Conditional bids shall not be considered and will be out rightly rejected in very first instance.
- 7 All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In case there should be any change in the format of the financial bid. In such cases, the tender

shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be attested by the person authorized to sign the tender.

- 8 In case of partnership firms, a copy of the registered partnership agreement, the attested copy of the certificate of registration of firm should also be enclosed along with the tender.
9. In case of no individual partner(s) being authorized as authorized signatory then all the partners will have to sign the tender and other related documents.
- 10 It is to be ensured that the complete information as required by this office is furnished by the bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.
- 11 Each page of the tender should be signed by the tenderer or by his authorized signatories with seal of the agency.
12. The bids shall be opened on the scheduled date and time (At **3.30 pm on 09/09/2016**, in the II<sup>nd</sup> floor, RBM Committee Room of **NIHFW**, in the presence of the representatives of the Agency, if any, who wish to be present at the time of opening the tender.

#### **SPECIAL CONDITION OF CONTRACT**

- 1 **NIHFW** reserves the right to cancel all bids without assigning any reason.
- 2 The successful bidder will be informed of the acceptance of their tender by registered post/ speed post.
- 3 **NIHFW** reserves the right to obtain services of any number of transporters enlisted for the purpose.
- 4 Full month would imply 2400 Kms. 30 days and 360 hrs.
- 5 Full Day would imply use of the vehicle up to 80 Kms and 12hrs duration
- 6 Half day would imply use of the vehicle up to 40 kms and 6 hrs duration
- 7 While calculating the distance travelled by the vehicle the distance between the garage and the Institute will not be counted. The driver deputed by the agency, will take a certificate from the user in the prescribed form.
- 8 Dispute if any emanating from the resultant control shall be through an arbitrator to be appointed by the Director NIHFW.

- 9 The Resultant contract will be interpreted under the Indian laws and shall be subject to the jurisdiction of courts, located in Delhi.
10. The vehicle hired for full month basis for CHI should be parked in NIHFW parking lot (24x7).
11. In future if extra vehicle is required apart from the regular vehicle in contract period, the successful bidder is liable for providing the same at the quoted rates.
12. GPS navigation is mandatory for all vehicles to be provided.
13. All vehicles provided to CHI should have Air Freshener. The vehicles should be clean with towels on all the seats.
14. Driver should be trained and in full uniform.

**B. TECHNICAL BID QUALIFICATION CRITERIA**

The tendering Agency must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid described in detail in Section D & E:

- A. The Registered/ Regional Office of the Agency should be located in Delhi.
- B. In case of partnership firms, a copy of the registered partnership agreement should also be enclosed.
- C. A list of vehicles for each category with the fuel type should be provided.
- D. The Agency (not individual) should be registered with Service Tax departments. Certified copy of the valid registration shall be attached with the Bid document.
- E. The Agency should have its own Bank Account. Certified copy of the account maintenance for the last three years issued by the Bank shall be enclosed.
- F. Certified copy of the PAN card shall be attached with the Bid document.
- G. The Agency must have a minimum of 10 small, mid or/and large segment fleet registered in its name in Delhi or NCR and should be in good condition. A list of such vehicles with registration details should be attached with the bid. The agency must give undertaking to the effect that a vehicle new or maximum one (01) years old should be provided. In an any event of deviation the vehicle shall be disengaged immediately. **NIHFW** may ask

the agency to produce the original RCs at the examination of technical bid.

H. The garage of the agency should be located in Delhi.

**C. CRITERIA FOR EVALUATION OF TENDER**

**1. Technical bid evaluation:**

The evaluation of Technical bid will be done by considering the parameters listed in the technical bid form. Parameters at Sl. No. 1 to 13 (tabulated in Section D) are essential in order to be eligible as already stated in Section B and only that Agency who meet the requirements and provide documentary proof of the same will be considered for financial evaluation.

**2. Financial Bid Evaluation: - As per Performa E**

**Monthly Hire Basis**

2.1.a Rate quoted for Extra KM beyond 2400 KM and extra hour beyond 360 hrs will not be considered for evaluation. However it shall be paid to the successful bidder on the basis of lowest rate, for Extra Km Beyond 2400 Km and extra Hour beyond 360 hrs. emerging in the Financial Bids.

**Daily Hire Basis**

2.1.b Rate quoted for Extra KM beyond 80 KM and extra hour beyond 12 hrs will not be considered for evaluation. However it shall be paid to the successful bidder on the basis of lowest rate, for Extra Km Beyond 80 Km and extra Hour beyond 12 hrs. emerging in the Financial Bids.

**For Half day**

2.1.c Rate quoted for Extra KM beyond 40 KM and extra hour beyond 06 hrs will not be considered for evaluation. However it shall be paid to the successful bidder on the basis of lowest rate, for Extra Km Beyond 40 Km and extra Hour beyond 06 hrs. emerging in the Financial Bids.

2.2 The contract shall commence from the date of execution of the agreement between the parties. To begin with, the contract will be for 1 year, extendable up-to may be two years if performance/service is found satisfactory.



The contract so awarded can be terminated by the either party by giving one months notice.

### **2.3 Payment Terms,**

1. Monthly pre-printed Bill mentioning PAN no and service tax registration no shall be submitted by the Agency within 10<sup>th</sup> day of succeeding month.
2. The payment shall be made within 20 days after receipt of Bill provided the bill is complete in all respect; Payment shall be released by through Electronic transfer or Cheque.
3. Each Bill must be accompanied by user's Certificate, duly signed by the user and Parking Slip and toll charges slips duly signed by the user.
4. Service Tax shall be payable only against Tax Invoice mentioning Services Tax Registration Number.

### **2.5 Penalties,**

- I. In case of break down, vehicles will have to be replaced by other vehicles within one hour. In case of failure to provide a suitable vehicle a penalty may be imposed equivalent to expenditure incurred for making alternate arrangement. If the number of break down exceeds three times in a month, a penalty of Rs. 1000/- per break down may be imposed in addition to expenditure incurred for making alternate arrangement.
- II. In case of non-availability of vehicles for any particular day penalty of Rs. 2000/- per vehicle per day may be imposed.
- III. In case of non-availability of vehicles during extra hours penalty of Rs.1000/- per occasion may be imposed.
- IV. In case of absence of vehicle from duty place during duty, penalty of Rs.250/- Per hour or a part thereof may be imposed.
- V. In case of change of Driver or change of vehicle on allotted time, a penalty of each 250 per incidence will be imposed.
- VI. Tampering of meter reading, Vehicle usage timings, overwriting of Duty slips and misbehaviour of driver shall be viewed seriously, leading to even cancellation/termination of contract.

**D. PROFORMA FOR TECHNICAL BID**

- |    |  |  |
|----|--|--|
| 1  | Name of Agency   |  |
| 2  | Nature of the concern:<br>(I.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) |  |
| 3  | Full Address of Regd. Office<br>Telephone No.<br>FAX No.<br>E-Mail Address   |  |
| 4  | Full address of Operating/ Branch Office in Delhi/NCR<br>Telephone No. :<br>FAX No.<br>E-Mail Address:<br>Addresses of Garages in Delhi.     |  |
| 5. | Banker of Agency with full address<br>(Attach a copy of the first page of the pass book issued by the banker)<br>Telephone Number of Banker  |  |
| 6. | Registration No. of the Agency /firm   | Attach attested copy of the Registration           |
| 7. | PAN No   | Attach attested copy                               |
| 8. | Service Tax Registration No.   | Attach attested copy of the Registration           |
| 9. | Service Tax paid during last financial year  | Attach Statement of last Years service tax details |
| 10 | Number of Vehicles registered with the agency indicating the RC number and fuel to be used.  | Attach list of vehicle                             |

11. Details of major contracts handled in last three Years.	Attach in Annexure -A
12. Certificate of satisfactory performance from the organization to whom the service was provided.	Attach attested copies of the performance report from the organizations to whom service was provided.

**SIGNATURE OF AUTHORISESD PERSON**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Place: \_\_\_\_\_ Seal: \_\_\_\_\_

**DECLARATION**

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director/authorized signatory of the Agency mentioned above, am competent to sign this declaration and submit this tender
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
2. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Date:

Place:

## PROFORMA-E

### PROFORMA FOR FINANCIAL BID TENDER FOR PROVIDING HIRING OF VEHICLE SERVICE OF NIHFV.

#### MONTHLY HIRE BASIS

Make of the vehicle	Rate for 2400 Kms. and 360 hours per month  In figures as well as words)	Rates per additional hours beyond 360 hours  (in figures as well as words)	Rate for per additional Kms beyond 2400 Kms  (in figures as well as words)
<b>AC Car Category</b>			
Toyota Innova			
Mahindra Logan			
Toyota Etios			
Hyundai Xcent			
Maruti Ciaz			

Signature of the Authorized Signatory  
Name of the signatory Agency.

**PROFORMA-E**

**PROFORMA FOR FINANCIAL BID TENDER FOR PROVIDING HIRING OF VEHICLE SERVICE OF NIHFV.**

**DAILY HIRE BASIS**

Make of the vehicle	Rate for 80 Kms. and 12 hours.  In figures as well as words)	Rate per additional hours beyond 12 hours  (in figures as well as words)	Rate for per additional Kms beyond 80 Kms  (in figures as well as words)
<b>AC CAR Category</b>			
Toyota Innova			
Mahindra Logan			
Toyota Etios			
Hyundai Xcent			
Maruti Ciaz			

Signature of the Authorized Signatory  
Name of the signatory Agency

**PROFORMA-E**

**PROFORMA FOR FINANCIAL BID TENDER FOR PROVIDING HIRING OF VEHICLE SERVICE OF NIHFV.**

**FOR HALF DAY**

Make of the vehicle	Rate for 40 Kms. and 06 hours In figures as well as words)	Rate per additional hours beyond 6 hours. (In figures as well as words)	Rate per additional Kms. beyond 40 Kms. (In figures as well as words)
<b>Ac Car category</b>			
Toyota Innova			
Mahindra Logan			
Toyota Etios			
Hyundai Xcent			
Maruti Ciaz			

Signature of the Authorized Signatory  
Name of the signatory Agency