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भारत सरकार / GOVERNMENT OF INDIA
कृषि एवं किसान कल्याण मंत्रालय / MINISTRY OF AGRICULTURE AND FARMERS WELFARE
कृषि, सहकारिता एवं किसान कल्याण विभाग / DEPARTMENT OF AGRICULTURE, COOPERATION AND FARMERS WELFARE
उत्तरी क्षेत्र कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान
NORTHERN REGION FARM MACHINERY TRAINING AND TESTING INSTITUTE
ट्रेक्टर नगर, सिरसा रोड, हिसार (हरियाणा)-1250 001
TRACTOR NAGAR, SIRSA ROAD, HISAR (HARYANA)- 125 001
[ISO 9001:2008 COMPLIANT INSTITUTION]

No. 6-31/2006-CPS- II

Dated the: 5th October, 2016

SECOND NOTICE FOR INVITING TENDER FOR HIRING A CAR TAXI

Northern Region Farm Machinery Training and Testing Institute, Sirsa Road, Hisar invites tenders from the interested and eligible tenders for hiring a Taxi Car with driver on monthly basis in NRFMTTI, Hisar for the period from 01.11.2016 to 31.10.2017 which can be extended for a further period of two years as per the requirement and if the services are found satisfactory.

Name of Work	Earnest Money Deposit(EMD)	Security Deposit (SD)	Last date of Receiving of sealed tender bids	Date of Tender Opening
Hiring of Taxi Car in NRFMTTI, Hisar	Rs. 5000/-	Rs. 20000/- In the form of Bank Guarantee	20.10.2016 01:00 PM	20.10.2016 02:00 PM

The detailed Tender Document and other relevant information can be downloaded from **Website: <http://nrfmtti.gov.in/>**. A demand draft of Rs.500/- (Five hundred rupees) payable at State Bank of India, Main Branch, Hisar, Code: 0652, drawn in favour of "**Director, NRFMTTI, Hisar**" should be enclosed as the fee " of tender document.

(A.K. Singh)

SAE/HOO

Phone No. 01662-276824

TENDER DOCUMENT

Tender No: 6-31/2006-CPS- II

Dated 05.10.2016

Total No. of Pages -18

Price Rs. 500/-

SECTION – I

CHECK LIST FOR BIDDERS

Sr. No.	Documents	Yes/No/ (N/A)
1.	Cost of Tender documents. DD No. Amt. Date	
2.	EMD DD No. Amt. Date	
3.	Whether all the Pages are signed & properly tagged with all documents and enveloped properly sealed?	
4.	Whether Bid form is filled up and signed?	
5.	Whether Bidder's Bio-Data is filled up?	
6.	Documents of ownership/ Power of Attorney of Taxi Cars.	
7.	Attested copy of PAN Card	
8.	Attested copy of Adhar Card	
9.	Attested copy of Bank Pass -Book	
10.	Attested copy of Service Tax certificate	
11.	Declaration that commercial Taxi Car of Model not older than 2013 will be supplied. (format enclosed)	
12.	Declaration of ALL INDIA PERMIT of the Taxi Car	
13.	Declaration towards Non-tampering of tender document. (format enclosed)	
14.	Technical Bid to be submitted in separate sealed envelope. (format enclosed)	
15.	Financial Bid to be submitted in separate sealed envelope. (format enclosed)	
16.	Declaration that at least of the quoted Taxi Cars and one driver shall always be available for 24X7 at the campus	
17.	Experience certificate from any Central Government/State Government office for having provided the Taxi Car for minimum 3 years.	

Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in any respect may result in rejection of the Bid. **All the pages of the tender document and certificates shall be duly signed by the bidder.**

III.SCOPE OF WORK

The Contractor shall provide a Taxi Car (Air Conditioned) with commercial permit & with driver on monthly rental basis to this office. The Contractor has to ensure that the staff deployed by them is well-dressed in neat uniform and is punctual in his work and has a mobile phone. The staff deputed for work should not have any kind of criminal or adverse record and they should be well-behaved. The Contractor should arrange for proper cleanliness and hygiene of the Taxi Car including inter alia the provisioning of Taxi Car perfume, tissue paper, hand towels etc. in the Taxi Car engaged on monthly basis. The model of the Taxi Cars provided shall not be older than 2013 (i.e. Year of Manufacture).

Details of the services needed are as mentioned below:

Particulars of Services required	Models of Taxi Cars
Staff Taxi Car with driver on monthly hire basis	TATA Indigo ECS , Hyundai eon, Swift Dzire

3. Packing Bid Documents:

- a) Tender should be submitted in **two covers; One** super scribed Technical Bid and the **Second** Financial Bid and both the envelopes are in turn be put in another envelope and this envelope should be superscripted prominently as **"TENDER FOR HIRING OF TAXI CAR"**. All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the prices will be made in the Technical Bid. Tenders received without proper sealing are liable to be rejected.
- b) Tender will be opened in the presence of Bidders present on the due date of opening. Technical Bids of the Tenders received will be opened on that day and the sealed Financial Bids will be kept in Northern Region Farm Machinery Training and Testing Institute, Sirsa Raod, Hisar custody. Incomplete Tender or Tender in which both technical Bid and Financial Bid are found in the same envelope will be summarily rejected. All Columns should be furnished with relevant details and no column should be left blank.
- c) Financial Bid of the selected bidders only will be opened.
- d) Bidder shall furnish the documents as per **Technical Bid Form**.
- e) Rates should be quoted as per the format of Financial Bid Form. It should not be changed **in any manner**. Addition/ deletion/ alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
- f) Unsigned Technical Bid (format enclosed) and Financial Bid (format enclosed) will be considered as invalid Bid.

4. Prescribed Format

Tender offers shall be submitted in the prescribed format **along with the original tender document** and enclosed Price bid. Price bids offers not adhering to the prescribed format will be rejected summarily.

5. Bid Price

- i. Fixed rate should be quoted per month basis including cost of fuel, wages of driver, and other incidental charges. The prices quoted by the bidder shall remain firm during the period of contract and shall not be subject variation on any account.
- ii. Rate quoted in any other format/sheet will not be considered. Rate should be quoted in enclosed sheet in English figures & words without any overwriting, corrections, errors, omissions etc. Any corrections in bid or rate sheet are required to be signed by the bidder otherwise tender will be rejected summarily.
- iii. In case of reduction of taxes and other statutory duties during contract period, O/o Northern Region Farm Machinery Training and Testing Institute, Sirsa Road, Hisar shall take the benefit of decrease in these taxes /duties for the supplies made from the date of enactment of revised duties/taxes.
- iv. Any increase in taxes and other statutory duties/levies during the contract period shall be borne by the supplier.

6. Bid Security (EMD):

- 6.1 The bidder must deposit Rs. 5,000/- (Rupees Five thousand only) as Bid security (Non-Interest Bearing). The Bid Security shall be in the form of DD payable at State Bank of India, Main Branch Hisar, Code- 0652 in favour of **"Director, NRFMT&TI, Hisar"**.

6.2 The successful bidder's bid security will be discharged/adjusted upon the bidder's acceptance of the award of contract satisfactorily in accordance with the clause and furnishing the performance security.

6.3 The bid security may be forfeited

- a) If the bidder withdraws his bid during the period of validity specified in the bid form.
- b) If the successful bidder fails to furnish performance security within a week time.

6.4 . The bid security of the unsuccessful bidder will be discharged/ returned as early as possible,

7. Submission of Bid:

- a. The bids should be duly sealed and addressed to NRFMT&TI, Hisar, should be sent so as to reach this office on or before 01:00 PM of the due date i.e. 20.10.2016, OR dropped in the Tender Box provided in the Northern Region Farm Machinery Training & Testing Institute, Sirsa Road, Hisar-125001 on or before 01:00 PM of the due date i.e. 20.10.2016
- b. Any bid received after the specified time and date for submission of bids shall be rejected and returned to the bidder unopened.

8. Tender Opening

- a. The bids shall be opened in the presence of the bidder or their authorized representative, who wish to be present at the time of opening of bids on due date at their own cost.
- b. In case the date fixed for the opening of the bids is declared as holiday by the Government of India, the revised schedule will be notified. However, in the absence of such notification, bids will be opened on the next working day, time and venue remaining unaltered.

9. Performance Security

- a. The successful bidder shall be required to deposit an amount Rs. 20,000/- (Rupees Twenty thousand only) as Performance Security within a week time of issue of letter conveying O/o NRFMT&TI, Hisar's intention of accepting the bid. The failure to deposit the security deposit within prescribed time may result in cancellation of bid/ offer. In this regard the decision of NRFMTTI, Hisar will be final.
- b. Performance Security shall either be submitted in the form of Bank Guarantee issued by a scheduled bank (format enclosed).
- c. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for NRFMTTI, Hisar to forfeit whole amount of performance security furnished by the bidder as compensation for any loss resulting in such failure.

10. Rights of acceptance:

NRFMTTI, Hisar reserves all rights to reject any tender or whole tendering process without assigning any reason.

11. Contract Period

Under normal circumstances the contract shall be valid for a period of 1 year from the date of acceptance of the tender. However, contract may be extended for further period of upto two year on the same rate, terms and conditions.

12. Parking & Toll Charges:

Payment of any Govt. tax on duty for plying the Taxi Cars for Parking & Toll Charges will be the liability of the Tenderer

SECTION –III

Terms and Conditions specific to the contract

- 1.) **Taxi Car and Driver must be available 24x7 in the Institute campus. This will not be waived off and is non-negotiable.**
 - 2.) **Experience certificate from any Central Government/State Government office for having provided the Taxi Car for minimum 3 years.**
 - 3.) Delayed/non supply Taxi Car, viz, if alternative arrangement has to be made for non-supply of Taxi Car, cost incurred will be realized from the contractor and 10% penalty will be levied on the total bill.
 - 4.) In case of supplied Taxi Car is found unsatisfactory; the contract may be terminated at any time without assigning any reason thereof.
 - 5.) The Taxi Cars should not be older than 2013 Model.
 - 6.) The contractor shall provide duly licensed and experienced drivers for operating the Taxi Car and pay the wages to him. The driver should not have any past criminal records.
 - 7.) Department will not bear any enroute expenditure or responsibility while in use.
 - 8.) The Taxi Car should be placed duly cleaned and washed, seat covers/towels are to be changed twice in a week. The drivers should be well behaved, neatly turned out. He should not be intoxicated/ drunk while on duty.
 - 9.) The driver must be provided with a working mobile telephone connection, so that driver can be contacted by the officers, whenever required. This is essential and will not be waived off. The cost of the mobile phone as well as monthly recharge cost will be borne by the Taxi Car provider.
- 8.1 For non availability of the Taxi Car for day(s) of a month; penalty of Rs. 1000/- per day shall be imposed in addition to deduction at pro-rata basis for that day(s). On third occasion of this, the contract shall be terminated with security forfeited.
- 8.2 The Taxi Car should be maintained and kept in good order and necessary repairing work be Carried out by the contractor at his own cost.

9. TERMS OF PAYMENT

9.1 The contractor shall submit the bill in the first week of following month in respect of previous month supported by copies of the log sheets duly signed by the competent authority, for sanction of the amount of bill and pass in the bill for payment.

9.2 All payment shall be made by bank draft/cheque/ NEFT only.

9.3 The O/o the NRFMTTI, Hisar, shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in prescribed para.

SECTION-IV

TECHNICAL BID

Subject: Notice inviting Tender for supply of Taxi Car on rental basis for a period of One year.

1. Name & address of the Tenderer/ Concern: _____
2. Details of DD/Bank Guarantee submitted towards EMD: _____
3. Details of Taxi Cars offered:

Kind of Taxi Car	Model No	Year of Manufacturing	Date of original purchase	Type of fuel used	Fitness/roadworthiness of the Taxi Car	Registration No/Date of Taxi Car

Dated at

(Dated signature of Tenderer with Stamp of Firm)

SECTION-VI

FINANCIAL BID

Subject: Notice inviting Tender for supply of Taxi Car on rental basis for a period of One year.

1. Price quoted for the work is inclusive of fuel charges, driver wages and all kinds of incidental charges and all taxes.
2. Details of rate offered (in rupees):

Particulars	Fixed rate (in Rs in figure and words) per month for 1000 KM in a month (inclusive of all charges mentioned in Section-II)	Rate (in Rs in figure and words) per km for mileage exceeding 1000 KM per month (inclusive of all incidental charges mentioned in Section-II)

Dated.....at.....

(Dated signature of Tenderer with Stamp of Firm)

SECTION –VII

EVALUATION FORMULA: The following evaluation formula shall be used to determine the lowest bid.

Sl. No.	Particulars (A)
i)	Rate for first 1000 kms say Rs X
ii)	Rate beyond first 1000 kms, say Rs. Y/KM
Total	X + Y

No consideration will be given for make / year of manufacture of Taxi Car to be provided one of the required models.

Annexure-I
DECLARATION

“I/We hereby declare that I/We have Carefully gone through the terms & conditions of tender notice No. 6-31/2006-CPS- II, dated 10-09-2016 in detail and agree to the rates submitted by me/us in the Rate Sheet and I/We agree in full”.

“I/We Declare that I/We will be supplying the following Taxi Car.

1. Model of Taxi Car:
2. Registration number:
3. Year of Manufacture:

Signature of the Party : _____

Full Name in Block Letters: _____

Capacity in which the Tender is signed: _____

1) Full Address: _____

Telephone Number: Office _____

Res. _____

Annexure-II

BIO DATA OF THE BIDDER

- 1) Name & Address of Firm /Party: _____

Telephone Number (O) _____
(R) _____
(Mobile) _____
- 2) Whether it is Proprietorship or Partnership _____
- 3) Full Name(s) of Proprietor or Partners _____
(Attested copies of partnership deed
Should invariably be attached along _____
With Authorizations) _____
- 4) Permanent Account Number (Income Tax) _____
- 5) Sales Tax Registration Number of the Firm/Party _____

Annexure-IV

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach O/o NRFMTTI, Hisar on or before date of bid opening)

To

The Director,

Northern Region Farm Machinery

Training & Testing Institute,

Sirsa Road, Hisar-125001

Sub: Authorization for attending bid opening on _____(date) in the
tender of _____

Following person is authorized to attend the bid opening for the tender mentioned above on
behalf of _____(Bidder)

Name of the Representative

Specimen Signature

1. _____

Signature of the Bidder

NOTE: Maximum one representative will be permitted to attend the bid opening. Permission for entry to the venue of bid opening may be refused in case authorization as prescribed above is not received.

Annexure-V

PROFORMA OF PERFORMANCE SECURITY BOND

1. In consideration of The Director, NRFMTTI, Hisar (hereinafter called , NRFMTTI, Hisar) having agreed to exempt _____ (hereinafter called the said Service Provider (s) from the demand of security deposit of Rs. ___/- on production of Bank Guarantee for Rs. ___/- for the due fulfillment by the said service provider of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of _____. We, (name of the bank) _____ (hereinafter referred to as “the bank”) at the request of _____ service provider do hereby undertake to pay to Director, NRFMTTI, Hisar, an amount of not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by the Director, NRFMTTI, Hisar, by reason of any breach by the said service provider of any terms & conditions contained in the said agreement.
2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Director, NRFMTTI, Hisar stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the Director, NRFMTTI, Hisar, reason of breach by the said service provider of any of the terms & conditions contained in the said agreement or by reason of the service provider’s failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Director, NRFMTTI, Hisar in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____/-
3. We undertake to pay to the Director, NRFMTTI, Hisar, any money so demanded notwithstanding any disputes raised by the service provider/supplier in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider/supplier shall have no claims against us for making such payment.
4. We (Name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of one year from date herein and further agree to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the Director, NRFMTTI, Hisar under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Director, NRFMTTI, Hisar certifies that the terms & conditions of the said agreement have been fully and properly Carried out by the said service provider(s) and accordingly discharges this guarantee.
5. We (name of the bank) _____ further agree with the _____ Director, NRFMTTI, Hisar that the Director, NRFMTTI, Hisar shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the Director, NRFMTTI, Hisar, against the said service provider and to forbear or enforce any of the terms & conditions relating to

the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider(s) or for any forbearance, and or any omission on the part of Director, NRFMTTI, Hisar, or any indulgence by the Director, NRFMTTI, Hisar, to the said service provider or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the service provider/supplier.
7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the Director, NRFMTTI, Hisar.

Dated: _____

For _____

(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act.

Annexure-VI

DECLARATION

I/ We declare that :-

Proprietor/ Partner(s)/ Director(s) of M/S. -----

Hereby declare that I/ We have not tampered the tender document vide

No. 6-31/2006-CPS- II

Dated: 05-10-2016

Signature -----

Name -----

Name & address of the firm: -----
