



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान

(औषध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकारका एक स्वायत्तशासी संस्थान)
नाईपर रायबरेली ट्राजिट कैम्पस, बिजनौर – सिसेंड़ी रोड, अहमदपुर उर्फ कमलापुर, पो0 – मैती, सरोजनी नगर,
लखनऊ (यू0पी0) – 226002

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH

(An Autonomous Institute under Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India)
Transit Campus of NIPER Raebareli, Bijnor - Sisendi Road, Ahmadpur urf Kamlapur, PO- Maiti, Sarojini Nagar,
Lucknow (UP) - 226002

Web: www.niperraebareli.edu.in

TENDER FOR HIRING SERVICES OF VEHICLES AT NIPER, RAEBARELI

NIT No. - NIPER-RBL/Taxi-Hiring/2018-19

Price: Rs. 500.00 (Non - Refundable)

1.	Date of Tender issue	October 6, 2018
2.	Tender submission Date and Time	October 22, 2018 by 11:00 AM
3.	Tender Opening Date and Time (Technical Bid)	October 22, 2018 by 11:30 AM

Signature & Stamp of Authorized Representative



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान

(औषध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार का एक स्वायत्तशासी संस्थान)
नाईपर रायबरेली ट्रांजिट कैम्पस, बिजनौर – सिसेन्डी रोड, अहमदपुर उर्फ कमलापुर, पो0 – मैती, सरोजनी नगर,
लखनऊ (यू0पी0) – 226002

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH

(An Autonomous Institute under Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India)

Transit Campus of NIPER Raebareli, Bijnor - Sisendi Road, Ahmadpur urf Kamlapur, PO- Maiti,
Sarajini Nagar, Lucknow (UP) - 226002, Web: www.niperraebareli.edu.in

No. NIPER-RBL/Taxi-Hiring/2018-19

Date: 06.10.2018

NOTICE INVITING TENDER

Sub: Tender for Hiring services of vehicles at NIPER, Raebareli

National Institute of Pharmaceutical Education & Research (NIPER) Raebareli, invites Sealed tenders under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership for Tender for hiring services of vehicles at NIPER, Raebareli.

1	Cost of Tender Documents	Rs. 500/- (Non refundable)
2	Earnest Money	Rs. 25,000/-
3	Date & Time for collecting / downloadingTenders	06.10.2018 - 21.10.2018 (10 A.M. to 4 P.M.)
4	Date and Time for submission of Tenders	22.10.2018 upto 11:00 A.M.
5	Date and Time of Opening of Bid (Technical)	22.10.2018 at 11:30 A.M.

The tender documents are available for viewing and downloading (if downloaded, its cost shall be paid along with the bid document) at [http:// www.niperraebareli.edu.in](http://www.niperraebareli.edu.in)

Director

TENDER DOCUMENT

1. National Institute of Pharmaceutical Education and Research (NIPER), Raebareli, (hereinafter referred to as the "Institute"), an Educational Institute of National Importance, invites sealed tenders in two-bids (1. Technical & 2. Financial) from well-established reputed transporters (hereinafter referred to as the "Tenderer"), having relevant experience for providing the vehicles on rent to Government and large private organizations /Institutions.
2. **Type of Transport Requirement NIPER Raebareli proposes to hire 1 x Vehicle (7 Seaters), 2 x Vehicles (5 Seaters) cars.** Tenderer needs to provide these vehicles for NIPER Raebareli initially for one year, further extendable upto one more year based on satisfactory completion of contract. Contract will be based on monthly fixed rent of vehicles and for operating within Uttar Pradesh primarily. However, the cars may be employed for movement of personnel to Lucknow or any other place at short notice even during Holidays/ Saturday/ Sunday. All vehicles must be **2016 or later model.**

Tender document can be downloaded from the NIPER, Raebareli web site at URL link :www.niperraebareli.edu.in

3. Deposits the tenderer shall be required to deposit the refundable earnest money deposit (EMD) for an amount of Rs 25,000/- (Rupees Twenty Five Thousand only) and a non - refundable tender fee of Rs. 500/- (Rupees Five Hundred only) by way of demand drafts only. EMD and Demand Drafts will be provided in an envelope, duly marked as "EMD and Tender Fees for the "**Hiring services of vehicles at NIPER, Raebareli**" along with the Tenderer's name and address. The demand drafts shall be drawn in favour of "NIPER Raebareli" payable at Lucknow. **The bids if not accompanied with EMD and the tender fees will NOT be entertained and summarily rejected.**
4. Offers in financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink or ball pen without any cutting or overwriting. Use of pencil will not be acceptable. The relevant supporting documents as mentioned or required should be enclosed along with the offer.
5. The vehicle will report for duty at the office of NIPER or at the residence of the Director. Dead mileage and time i.e. the kilometer and time between garage and NIPER office / residence of Director and vice versa will not be counted.

Signature & Stamp of Authorized Representative

6. **All Three Envelopes containing (i) EMD & Tender Fees, (ii) Technical bid & (iii) Financial bid should be individually sealed and then be placed in a fourth envelope, sealed and superscribed with tender number and the due date of submission and address to :-**

**Director,
National Institute of Pharmaceutical Education and Research (NIPER),
Transit Campus of NIPER, Raebareli, Bijnor - Sisendi Road,
Ahmadpur urf Kamlapur, PO- Maiti,
Sarojini Nagar, ,
Lucknow (UP) - 226002**

7. The Sealed tender should reach the Institute latest by **22nd October, 2018 at 11:00 AM**. Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or Fax.
8. At any time prior to the deadline for submission of bid(s), the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by prospective tenderer, modify the tender document by amendment and it will be published on the website.
9. **Technical bid will be opened on 22nd October, 2018 at 11:30 AM** at NIPER, Raebareli, Transit Campus of NIPER, Raebareli, Bijnor - Sisendi Road, Ahmadpur urf Kamlapur, Sarojini Nagar, Lucknow - 226002 in the presence of the tenderer(s) or their authorized representative(s) who are present at the scheduled date and time. Financial Bids of only those qualifying in Technical Bids will be opened.
10. NIPER, Raebareli reserves the right seek clarifications from any bidder (with copy endorsed to all the bidders), to reject any or all tenders, or recall the tender in case it is felt that the rates quoted are not reasonable, or there is a doubt about authenticity of documents submitted during the technical bid. Prior to award of contract without assigning any reason whatsoever.

INSTRUCTIONS TO TENDERER

11. Tender should be submitted in two parts, **Part - I (Technical Bid) & Part - II (Financial Bid)**.

Please refer to instructions at Para 5 on page 4 regarding number of envelopes and labelling of the same for putting in your bids.

Signature & Stamp of Authorized Representative

Part I (Technical Bid): (Please refer Annexure A for additional details.)

12. The Technical bid shall include the following :-
- (a) Valid Commercial registration and license details for hiring services of vehicles at NIPER, Raebareli under the relevant statutes.
 - (b) Tenderer should not have been debarred or blacklisted by any Central / State Governments Departments/Autonomous Institution/University of India. An affidavit to that effect on Non- Judicial stamp paper of Rs. 10/- duly notarized shall be enclosed with the technical bid. The format of the affidavit is attached with the tender as **Annexure C**.
 - (c) Copy of Vehicle Commercial Registration Certificate (RC), Insurance Certificate etc must be enclosed with technical bid to prove that the number of vehicles proposed to be provided and its vintage (year of model) by the Tenderer are actually held.
 - (d) Regarding experience in providing cars for hiring, a copy of a certificate/ contract from the previous employers - self attested will be submitted to prove the experience.
 - (e) PAN Card photocopy, GST registration, IT returns of last three years & Proof of Address, all self attested.
13. **Earnest Money Deposit:** Please refer Para 3 on Page 3 of the tender document.
14. **Tender Cost:** Please refer Para 3 on Page 3 of the tender document.

PART - II (Financial Bid): (Please refer Annexure B for details)

15. (a) The financial bid should be in the format enclosed with tender as **Annexure B** and kept in separate sealed cover. Failure to provide financial bid in a separate sealed cover will result in invalidation of the offer.
- (b) The financial bid should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote the price in figure as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized person(s). In case there is any difference in the amount between figures and words, **the amount indicated in words will be treated as the valid offer.**

Signature & Stamp of Authorized Representative

16. **Rejections:** The bid of any tenderer who has not complied with one or more of the conditions of eligibility criteria and /or fails to submit the required documents as required or mentioned in tender document are liable to be summarily rejected.
17. **Validity of Quote:** Quoted rates must be valid for a period of 90 days from the stipulated last date of submission of tender. The overall offer for the assignment and tenderer's quoted price shall remain unchanged during the period of validity. In case the tenderer(s) withdraws his offer during the validity period, the EMD deposited by him shall be forfeited without assigning any reason thereof. The tenderer(s) should be ready to extend the validity, if required.
18. **Tender Preparation Cost:** The tenderer shall solely bear all the costs associated with the preparation and submission of the bid. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the tender process. In no case, such costs shall be reimbursed by the Institute.
19. **Duration of Contract:**

The contract shall be valid initially for a period of one year. The NIPER, Raebareli reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for further period of one year as may be agreed to mutually.
20. **Award of Contract:**
 - (a) After due evaluation of both the Technical & Financial bids, NIPER, Raebareli will award the contract to the selected Tenderer (hereinafter referred to as the "Contractor") and issue a work order.
 - (b) In case the period of contract is extended further by the Institute in consultation with the contractor, the validity of performance guarantee shall also be extended by the contractor accordingly, so that such performance security shall remain valid for a period of sixty days after the expiry of the obligations of the contractor for the extended period.

Signature & Stamp of Authorized Representative

21. **Performance Guarantee:**

- (a) The tenderer selected and awarded contract shall provide Performance Guarantee in terms of 10% of the Annual contract amount in terms of Account Payee Demand Draft made in any of the Nationalized bank , pledged in favour of “NIPER, Raebareli” within 10 days of award of the contract.
- (b) The performance security, as furnished by the tenderer, shall remain valid for a period of **sixty days beyond the date of completion of all contractual obligations** of the contractor under the agreement to be executed by and between the Institute and the Contractor.
22. **Refund of EMD:** The Earnest Money deposit of the tenderer, whose tender has not been accepted, will be returned. Earnest money deposit of the successful tenderer shall be forfeited, in case of default as defined in Para 21 below.
23. **Default:** The tenderer shall forfeit to the institute the Earnest Money Deposit (EMD) for an amount of Rs. 25,000/- (Rupees Twenty Five Thousand only) in case of default which is considered for the purpose of this tender/contract as :-
- (a) Failing to provide vehicle to NIPER, Raebareli as per the contract within five working days of award of the contract, or
- (b) Failure to provide Performance Guarantee as given in Para 19 above within stipulated time frame.
- (c) Furnishing false information to secure this contract, which may be found during the tendering process or at a later stage during the operation of the contract.

24. **Terms & Conditions:**

- a) All vehicles provided to NIPER, Raebareli should be in excellent roadworthy and running condition and of **2016** or later model, **as given in the Technical & Financial Bid of tender document** with good interiors, free from any past history of accidents and fullyinsured, including third party. Fitness certificate issued by Regional Transport Office (RTO) should be submitted to NIPER, Raebareli.
- b) Only inspected and approved vehicles will be sent for service on regular basis. Vehicles sent as replacement /standby will also be subjected to inspection and approval. Institute reserves the right to inspect all /any vehicle at any time during the trip.

Signature & Stamp of Authorized Representative

- c) The vehicles shall run as per the schedule/requirement given by the Institute. The vehicles will be deployed even on Saturdays /Sundays / Holidays as per the Institute requirements including special duties over and above scheduled requirements as and when needed. The contractor should strictly follow the schedule. Exact Kms covered will be entered in log book after every duty.
- d) The vehicles provided should have neat and hygienic seat covers, portable fire extinguishers, portable vacuum cleaner which can be operated from Car/ Battery and first aid box for NIPER, Raebareli.
- e) All vehicles supplied must have a **pollution free certificate** at all the time.
- f) In case of any delays/breakdown/non-reporting of vehicle, the information should immediately be passed on to the "Authorized Person" appointed by NIPER, Raebareli and suitable replacement is to be arranged as early as possible.
- g) Drivers sent with vehicles should have a valid commercial driving license and they must be regular employees of the agency. All drivers must be physically and mentally fit for services and not be older than 60 years. **Medical fitness certificate from Chief Medical & Health Officer** of each of the Driver may be asked. If any driver is found not fit or their behaviour is not satisfactory, the Institute reserves the right to ask the agency to replace the driver immediately. **Driver must be in proper uniform (dress) as per the statutory requirement.** Sufficient drivers must be catered to run vehicles as per institute requirement including on Saturday/Sunday/ Holidays/Special Duties over and above stipulated schedule. Prior permission will be taken before change of drivers in case it is inevitable.
- h) The Contractor must ensure that driver is not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Institute reserves the right to check randomly alcohol contents through breath analyser. **Smoking is strictly prohibited inside vehicles.** The Contractor shall ensure that such personnel do not play cards, gambling, or any antisocial activities during duty hours and such activities are prohibited in the parking area even after duty hours. They shall **not use uncivil language inside the vehicles and Institute.**
- i) The contractor shall solely be responsible for accidents, if anything happens. Institute will not be responsible for any litigation whatsoever under any circumstances.

Signature & Stamp of Authorized Representative

- j) The contractor shall not deploy any driver who has not completed eighteen years of age and who does not possess a **valid driving license and experience of at least three years**. The contractor shall comply with all the statutory regulations related to the business. Institute shall not be responsible for any liability in this regard for any fault of the contractor.
- k) The operation and function of vehicles and drivers shall be governed by Motor Vehicles Act and these shall be the responsibility of the contractor. Any violation of traffic rules can invite penalty by the Statutory bodies as well as NIPER, Raebareli, which shall be paid by the contractor.
- l) **Penalty:** During the operation of the contract, the following penalty will be deducted from the monthly payment to the contractor, based on report from the NIPER Employee / Student :-
1. Delays not because of mechanical failure/ act of nature :-
 - (a) More than 30 Minutes : Rs. 500/- per event
 - (b) Failure to provide a car : Rs. 1000/- per event
 2. Not wearing uniform : Rs. 100/- per event.
 3. Misbehaviour with NIPER Employee/ Student : Rs. 200/- per event.
 4. Over-speeding : Rs. 300/- per event.
 5. Inadequate cleanliness : Rs. 100/- per event.
 6. Improper servicing/ mechanical condition : Rs 500/- per event.
due to poor maintenance
 7. Providing invalid/ inappropriate driver : Rs. 1000/- per event.
 8. Driver found drunk/ indulging in gambling/ :Rs. 2000/- per event
any other antisocial activities during duty hours
- m) In case of change in requirements/ for any other reason, the Institute reserves the right to terminate the contract by giving 30 days' notice and without assigning any reason whatsoever.
25. **Payment Schedule:** Payment requests for monthly bills are to be submitted by the contractor by 5th of the following month. Payment shall be released within fifteen days from the date of verification of bill and subject to satisfactory performance of duties as per the contract. Amount on account of penalty as listed in Para 22 (l) above will be deducted from the payable amount.

Signature & Stamp of Authorized Representative

26. **Arbitration:** In case of any dispute or difference arising out of or in connection with the tender conditions job order and contract, the Institute and the contractor will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be Lucknow. The decision of the Arbitrator shall be final and binding to both the parties.
27. **Jurisdiction:** The courts at Lucknow alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Lucknow court shall have jurisdiction in the matter.
28. **Clarification:**
- (a) At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the tender document by amendment.
- (b) The amendment will be published on Institute website. In order to afford prospective tenderers reasonable time to take the amendment into account in preparing their bid, the Institute may, at its discretion, extend the deadline for the submission of the Tender.

Signature & Stamp of Authorized Representative

Tender for hiring services of vehicle at NIPER, Raebareli
Technical Bid

(Please refer Para 11 on Page 5 and provide all document as asked for therein)

Sr. No	Description	Information to be filled by the tenderer (if required separate sheet may be enclosed)
1	Name and address of firm/ agency with complete contact details (Mobile Number/ e-mail id)	
2	Name of Proprietor /Partners/Directors of the firm	
3	Type of Vehicles (A.C) with seating capacity	
4	Bank details: Account No.	Name and address of Bank Account No. IFSC code
5	Details of Commercial registration	R. No. Copy enclosed: Y/N
6	Income Tax return for the last three financial years (attach copies)	Copy enclosed: Y/N
7	Total turnover of the agency during last three financial year (attach copies)	Copy enclosed: Y/N
8	Duly filled in authorization for attending the bid opening (Annexure D).	Copy enclosed: Y/N
9	Documents as given at Para 11 on Page 5 of this tender document and provide the documents as mandated there.	Copy enclosed: Y/N
10	(a) GST No./ Certificate (b) PAN No.	No. Copy enclosed: Y/N No. Copy enclosed: Y/N
11	Details of Earnest Money Deposit	DD No. _____, date: _____ Amount _____
12	Details of Tender Fee	DD No. _____, date: _____ Amount _____
13	Credentials	Copies enclosed Y/N
14	Is Bid documents duly signed and sealed.	Yes/No
15	Any other information	

Signature & Stamp of Authorized Representative

Tender for Hiring services of vehicle at NIPER, Raebareli

Part II : Financial Bid

Sr. No	Vehicle Type	4 Hours / 40 Km (after that the rate will be applicable in the same ratio 6 Hours / 60 Km)	8 Hours / 80 Km (after that the rate will be applicable in the same ratio)	On monthly basis (upto 1000 Km and 240 Hrs.)	Extra per hour i.e. per hour	Extra per Km Rate	Night Charges	Remarks
1	7 Seater (Scorpio / Innova / Ertiga / TUV etc.)							
2	5 Seater (Indigo / Swift Dzire)							
3	5 Seater (Etios / Ciaz)							

Rate should be quoted with Driver & including all Taxes

Note :- Night charges will be applicable from 11:00 PM to 5:00 AM.

All taxes/expenses applicable and penalty imposed if any during transportation due to fault of the transporter as per statutory provisions are to be borne by the tenderer.

Signature & Stamp of Authorized Representative

Tender for hiring services of vehicle at NIPER, Raebareli

Declaration Regarding Black listing / Debarring for Taking Part in Tender.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I/ We _____ (Tenderer) hereby declare that the firm / agency namely M/s _____ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

(Or)

I/We _____ (Tenderer) hereby declare that the Firm / agency namely M/s _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period _____ years w.e.f. to of _____. The period is over on _____ and now the firm / company is tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Registrar, NIPERRaebareliand EMD / performance security shall be forfeited.

In addition to the above, Registrar, NIPER, Raebareli, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____

Signature & Stamp of Authorized Representative

Tender for hiring services of vehicle at NIPER, Raebareli

Letter of Authorization for attending the Bid opening

Sub: Authorization for attending the technical bid on _____ and Financial bid on _____ of the tender for hiring services of vehicle at NIPER, Raebareli.

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s _____
(name of the Tenderer)

Name _____ Specimen Signature _____

Signature of the Tenderer

Or

Officer authorized to sign the bid documents on behalf of the Tenderer.

Note. Permission may be denied in case the photocopy of the duly filled in form is not brought at the time of opening.

Signature & Stamp of Authorized Representative