

NOTICE INVITING TENDER

1. Sealed tenders are invited on behalf of National Institute of Design Amaravati from experienced and professionally competent transport contractors having valid license for the supply of Air Conditioned Sedans, Mini Sedans (Hatchbacks), 12 Seater Mini Buses for one year on contract basis. The rates shall be quoted in prescribed format enclosed with the tender notice. After completion of initial one year of satisfactory contract/services, the Institute may consider to renew the contract on mutually acceptable terms and conditions for further period on yearly basis, up to maximum period of three years.
2. The interested agencies are advised to submit their bids in following manner:
 - (a) The first sealed cover should be super scribed as **“Technical Bid”** duly filled in with supporting documents, the Acceptance Terms & Conditions (**Annexure I**). A Demand Draft of **Rs.2000/-** towards tender fee and another DD of **Rs.95,280/-** as Earnest Money Deposit should be attached with Technical Bid, failing which the bid shall be summarily rejected. The DD of EMD shall be returned on completion of the tender process.
 - (b) The second cover super scribed as **“Financial Bid”** (**Annexure II**) should contain only rates to be quoted.
 - (c) Both the sealed covers should be placed in the main sealed envelope bearing name & address of the bidder and super scribed with **“Tender For Hiring of 12 seater Mini buses and Two Cars for one year Contract”**.
3. The interested dealers/firms may submit the tender documents complete in all respects along with other requisite documents by 15 May 2019 before 4.00 PM to NID, Amaravati. The tender document should be addressed to the Faculty IC, Transport Department, NID Amaravati and sent by Post/ Courier or by hand delivered or be put in the **Tender box available at Administration section, NID, Amaravati TRANSIT OFFICE, 922, MAPPLE BLOCK, IJM/RAINTREE PARK APARTMENTS**. Late/delayed tender shall not be accepted after due date and time of submission of tender. The NID will not be responsible for the postal loss/delay.
4. The tenderers can submit the bid either directly or through their authorized representative. In case, the tender is submitted by the authorized representative of the tenderer, then the tender shall be signed and submitted by authorized representative under legal power of attorney from the tenderer.
5. The Tender shall be opened on 16 May 2019 at 4.30 PM in **Flat # 922, MAPPLE BLOCK, Transit office** of National Institute of Design Amaravati, by the Committee

appointed for the purpose by the NID in the presence of the representatives of the tenderers, if any, who wish to be present on the spot at that time.

6. NID Amaravati reserves the right to accept or reject in part or in full any or all the tenders at any stage without assigning any reason thereof.

7. The vehicles are to be provisioned by the L1 bidder within 3 days of the receipt of the contract order. If the firm fails to supply the above mentioned items within the prescribed time as per specification and rate approved, it would be liable to face the penalty as imposed by the competent authority.

8. The Schedule of Requirement is available in Annexure I and format for quotation is available at Annexure II.

9. The cost of tender is Rs. 2000/-. The tender documents are not transferable.

10. The Institute reserves the right to select any Contractor on the basis of information provided in Annexure-I, II. The Institute reserves the right to select or reject all or any offer without assigning any reason. In case of any dispute, the decision of the Director, NID Amaravati will be final and binding.

**TERMS & CONDITIONS FOR SUPPLY OF THE VEHICLES TO NID AMARAVATI
SHALL BE AS UNDER:**

The vehicles shall be for use by National Institute of Design Amaravati and would be for transportation of the officials, students and visiting faculty members, generally to Vijayawada, Guntur and other nearby areas of Andhra Pradesh. The prospective bidder shall be registered with AP Transport Authority as transport service provider and should have a valid GST registration. The schedule of requirement and qualitative terms & conditions are elucidated in succeeding paragraphs. If any bid is received against this RFP, it would be deemed that the bidder has gone through these terms and conditions and agrees to comply with it.

A) SCHEDULE OF REQUIREMENT RELATED TO CARS:

1. The proposed car should be Air-Conditioned Toyota Etios/ Swift Dzire, not earlier than 2017 model.
2. The Vehicle should have valid Taxi Passing from the RTO. The vehicles must be registered in the name of the contractor or its firm.
3. The Contractor must be in the business or supplying taxis to the reputed organizations in Vijayawada and Guntur for at least one year.
4. The rates should be quoted for minimum 2500 kms. for regular vehicles per month, including all expenses towards vehicle, its maintenance, Drivers batta, fuel, vehicle insurance and taxes, Kaza Toll Gate charges, regulatory compliances towards running of taxi services etc.
5. For the monthly contract, one car will be required daily for 12 hours a day basis normally from 8:00 a.m. to 8:00 p.m. as per the requirements of the Institute. Second car shall be required for 24 hourly basis, for which one extra driver to be engaged by the successful bidder from 8.00 PM to 8.00 AM.

B) SCHEDULE OF REQUIREMENT RELATED TO BUSES:

6. Supply of Air-Conditioned 12 Seater Tempo Traveller Force Motors/ Swaraj Mazda Mini Buses, not earlier than 2016 model.
7. The Vehicles should have valid Student/ Educational Bus permits from the RTO. The vehicles must be registered in the name of the contractor or its firm.
8. The Contractor must be in the business of supplying buses to the reputed organizations preferably Educational Institutions in Amaravati and Guntur for at least one year.

9. The rates should be quoted for minimum 1000 kms per month, including all expenses towards vehicle, its maintenance, Drivers batta, fuel, vehicle insurance and taxes, Kaza Toll Gate charges, regulatory compliances towards running of taxi services etc.

10. For the monthly contract, for 12 seater buses, the vehicles are required from 8.00 AM to 8.00 PM, 12 Hrs. a day. All buses shall have one day weekly off on either Saturday or Sunday subject to condition that at no time more than three buses could be off the road. However, this weekly off could be curtailed based on operational necessity of NID.

C) COMMON TERMS AND CONDITIONS

11. The Vehicle can be petrol, diesel or RTO approved CNG fitted engine, should be in excellent working condition and have requisite fitness certificate to ferry passengers including insurance and PUC. The vehicles should have tourist permit for plying to various places within AP. If necessary will have to go to outstations whenever required, with due RTO permits.

12. The Vehicles should have the facility of GPS tracking module installed. Dashboard for monitoring of the vehicle is to be provided to NID.

13. The vehicle and their drivers, once assigned to NID, shall not be changed without consent. Scheduled off for routine maintenance and repairs of the vehicles could be taken with prior information and consent of NID.

14. The contractor will be fully responsible for the drivers, diesel, maintenance, RTO formalities, Insurance etc. The vehicle should be insured fully including third party insurance.

15. All the drivers engaged by the contractor for carrying out tasks under this contract, shall be deemed to be the employees of the contractor's Agency and not at all concerned to the institute. The Agency shall be solely responsible for their wages, fringe benefits, conduct, duty roster, leave-records, relievers, etc.

16. The drivers engaged by the contractor shall not smoke, chew tobacco product, gutkas or consume liquor / alcoholic drinks. The drivers engaged by the contractor must be well informed about the routes, roads and important localities / landmarks of the city. The contractor and his staff must abide by various rules and regulations of NID including safety precautions, as prevalent from time to time.

17. The contractor shall comply with all existing labour legislation and Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act,

Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any Labour Legislation in force during the validity of the service contract, the contractor would be fully responsible and would indemnify the Institute, from all liabilities associated with provision of transport to NID Amaravati and any other lapse on the part of the contractor.

18. The contractor shall not at any time engage any minor to carry out the work under the contract. The Driver deputed on NID's duty **must be having valid driving license of not less than three years old**. Complete details of the driver (name, address, photo & Aadhar etc.) engaged for the duty shall be given to the Institute. Police verification of the driver deputed on NID'S duty should be done by the contractor before deputing/changing any driver. The driver must be fully insured with personal Accident Policy of not less than Rs.Ten lakhs. In case of change of Driver during the contract period, the contractor shall inform the Institute immediately, preferably in advance, with all the details required.

19. The contractor shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively. The bus contractor shall also ensure to depute only such drivers on duty who drives vehicles safely and behave politely and courteously.

20. The transport will generally be required at IJM Raintree Park/ NID Institute Premises. The vehicles and drivers should report at a specific time at the Institute as per instructions given by the designated officials. The running kms shall be counted from the time it reports for duty at designated place. The kilometer/kms from the garage, contractor's office/ parking place to place designated by NID for duty shall not be counted for working out daily/monthly kms running, for the monthly bills.

21. The concerned driver(s) shall get entries of the Milo-meter of the vehicle at the security gate, in the prescribed register, each time it leaves the Institute for duty and at the time of arrivals from outside. During the tour of duty, the vehicle shall remain parked at the **NID Amaravati/ IJM Rain Tree Park** and the keys shall remain with the contractor/ drivers.

22. Monthly payment will be done on the basis of signed statement of date-wise Kms., verified with the log book and submission of bill, the Institute will process the bill for payment within 15 days. For the purpose of calculation of extra Kms payable per month, all vehicles of similar class shall be grouped by NID, i.e., 6000 Kms for Buses and 5000 Kms for Cars.

23. In case of failure of vehicle or non-availability of the vehicles for any reason during any working days, the contractor will have to arrange for the substitute vehicle. In case the vehicle is hired by the Institute, the rental charges paid by the Institute will be deducted / adjusted from the monthly bill.

24. In case of running of the vehicles, for private – personal use of the contractor, etc. such kilometers must be mentioned in the log books and will not be calculated for the monthly payment bills.

25. NID reserves the right to increase/decrease the number of vehicles to more or less number with one month prior notice during the contract period. Monthly payout to contractor shall be calculated based on number of vehicles actually employed/engaged during a particular month.

26. NID reserves the right to terminate the contract without notice at any time before the expiry of the term, in case the work performance is not up to the standard, or in case there is any major violation of NID rules & regulations, or if there is any lapse in compliance of any Labour Legislation, or if there is any incident of indiscipline on the part of the contractor or his staff. The decision of NID's Management in this regard would be final and binding on the contractor. In such an event NID shall have the right to engage any other Agency to carry out the travel assignments.

27. The contract shall be valid initially for a period of one year only from the date of award of the contract. The contract could be renewed further for two terms of one year each on mutually agreed terms, depending upon satisfactory services of the Contractor.

28. Noncompliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

29. The Institute shall pay to the contractor, the hiring charges every month as per the terms of the agreement, normally within 15 working days on submission of bill, supported by copy of log books, usage statement, etc. duly certified by the NID supervisor/coordinator.

30. Statutory taxes, as per prevalent laws, shall be deducted at source while making payment of Contractor's bills.

31. The Successful bidder has to furnish a non-interest bearing performance security deposit equivalent to 5% of the contract value by way of DD in favour of National Institute of Design Amaravati, Public Fund Account, payable at Guntur, immediately on receipt of letter of intent from the institute valid for 14 months from the date of award of contract.

UNDERTAKING OF COMPLIANCE WITH TENDER TERMS AND CONDITIONS

(to be submitted on company/ firm letterhead)

It is certified that I/We _____ (name of the firm/ proprietor) have read the terms and conditions of the tender notice/ document and annexure attached thereto. Further, that we understand the subject terms and conditions and agree to abide by it fully.

Signature of the firm/ proprietor
with stamp and date

FORMAT FOR FINANCIAL BID
(to be submitted on company/ firm letterhead)

I/We, _____ quote following rates for supply of the Air Conditioned Vehicles to NID Amaravati as per the terms & conditions of the tender document.

#	Type of Vehicle	No	RC Date	Rate/ Month per Vehicle	Rate for extra Km	Rate for extra Hour
1	12 seater AC Bus Tempo Traveller Force Motors/ Swaraj Mazda	06				
2.	AC Car Etios/ Swift Dzire	02				

Note: Cars – Not older than 2017
Buses – Not older than 2016

Date:

Place:

Signature with
Full Name, Designation
and Stamp of the Contractor