



STORES AND PURCHASE SECTION

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<b>Telephone</b>	+91 40 2304 9404		D. No: 1-121/1, 4 <sup>th</sup> & 5 <sup>th</sup> Floors, Axis Clinicals
<b>Telefax</b>	+91 40 2304 2740		Building, Miyapur, Hyderabad, Andhra Pradesh,
<b>Website</b>	www.niab.org.in		India – 500049

**(LIMITED TENDER)**

**INVITATION OF SEALED QUOTATIONS/TENDERS (SINGLE BID)**  
**FOR HIRING OF VEHICLES**

Sealed quotations are hereby invited on behalf of the Director, National Institute of Animal Biotechnology (NIAB), Department of Biotechnology, Ministry of Science and Technology, Govt Of India “For Hiring of Vehicles (as per the details given below :

Sl. No.	Name of service	Qty if any	Ref. No. Mentioned on the top of cover	Bid Type	Tender Fees	EMD
1	<b><u>FOR HIRING OF VEHICLES</u></b>  The contract will be initially for the period of one year. Further extension will be on the performance and mutually agrees conditions.	As per Requirement	NIAB/S&P/2013-14/81	<b><u>Single Bid</u></b>  Technical & Financial details in one cover  Single bid means that the total offer/bid with EMD/TD fee (if applicable), all terms and conditions, price quote & technical literature etc., Required Formats enclosed in  <b>One Single Envelope</b>	Rs 500	Nil
Please refer to the detailed specification/requirement & important points / clauses and format of <b>FINANCIAL BID</b> for the respective item at the end of this tender document  Please prepare <b>FINANCIAL BID AS PER OUR FORMAT ONLY</b>						

**IMPORTANT POINTS**

<b>TENDER FEES</b>	<b>RS 500</b>	<b>(Non - refundable)</b>
<b>MODE OF PAYMENT</b>	Demand Draft of any nationalized/commercial bank  --- DD must be enclosed along with the Quotation ---  <b>PLEASE MENTION FIRM NAME &amp; CONTACT NO ,TENDER REF NO BACKSIDE OF DEMAND DRAFT</b>	
<b>DD IN FAVOUR OF</b>	<b>National Institute of Animal Biotechnology</b> payable at Hyderabad.	
<b>Tenders without TENDER FEES / EMD (if applicable) will be rejected. NIAB does not take any responsibility for loss of Tender in transit sent by courier or any postal delays. Tenders received after the due date and time will not be entertained and rejected.</b>		
<b>Tenders to be submitted at</b>	National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 4 <sup>th</sup> & 5 <sup>th</sup> Floors, Axis Clinicals Building, Opp. to Talkie Town, Miyapur, Hyderabad, Andhra Pradesh, India - 500 049	
<b>Last Date &amp; Time For Submission of Tender</b>	04/02/2014 Up to 2.00 pm	
<b>Date &amp; Time For opening of Tender</b>	04/02/2014 Up to 2.30 pm	
<b>Place Of Opening</b>	Store and Purchase section - NIAB OFFICE , Hyderabad	

**IMPORTANT NOTE****PLEASE STRICTLY ADHERE TO THE DATES / TIMES MENTIONED IN THIS DOCUMENT**

The bids will be opened in the presence of representatives of tenderers, if any. In case of unscheduled holiday occurs on the date of submission/opening, then next working day shall be the prescribed date of submission/opening. Requests for postponement will not be entertained. Fax/email bids may not be accepted. Late/Delayed and tenders shall not be opened. Wrongly referenced / enclosed quotations and Unsigned (wherever signature required) bids will be rejected summarily. Please send your bids to the Stores & Purchase Officer at the address mentioned on the cover page.

**The competent authority in NIAB will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender as per Policy Of NIAB for which no claim from whomsoever will be entertained.**

Sd /-  
Manager (Stores & Purchase)  
For Director, NIAB

## Terms & Conditions

THE FOLLOWING TERMS AND CONDITIONS WILL APPLY TO THE AGENCY AWARDED THE WORK  
The Bidder is required to provide commercial vehicles fully conforming to RTA regulations and guidelines along with fuel, driver etc. and carryout periodical maintenance and execute the work through their Supervisor.

- i. The party should be able to provide service at very short notices i.e. 30 minutes.
- ii. The vehicle should be neat and clean in all respect.
- iii. The vehicle should be insured and should have valid license to run the vehicles from concerned RTA.
- iv. The vehicle should be passed by the pollution authority which is to be renewed from time to time as prescribed under the relevant laws.
- v. The firm awarded the work can be disqualified during the tenure of the contract in case of poor quality of service, unreasonable delay in responding to the institute's requirements, lack of minimum standard of service/work.
- vi. NIAB will not be responsible for any damage of the vehicle during duty.
- vii. In case any dispute arising out of the contract, either during the currency of its operation or any time thereafter, the decision of the Director, NIAB will be final and binding on the contract.
- viii. Conditional tender will not be accepted.
- ix. The contract is not transferable. No sub-letting of the contract is permissible.
- x. The Firm/Agency shall be responsible for any violation of the provisions of the contract.
- xi. Income tax deduction at source shall be made from the payments as per rules and certificate of TDS will be issued. The firm shall submit its PAN along with the quotation.
- xii. The firms should be aware of the provisions of all laws enacted affecting their activities.
- xiii. The successful tenderers will have to submit a bank guarantee of Rs.10,000/- (Rupees Ten thousand only) from any scheduled commercial bank as security, which should be valid at least for 24 months from the date of contract. The same BG will be released /returned after completion of contract period. However, NIAB will have the discretion to revoke the bank guarantee in case of breach of contract by the contractor.
- xiv. NIAB will debar parties from tendering having relatives working in NIAB.
- xv. NIAB reserves the right to accept or reject any offer keeping in view the best interest of the Institute or public interest without assigning any reason/ reasons.

### **3. PENALTY CLAUSE:**

The Time schedule should be strictly followed by the agency. If the service is not made on stipulated time/dates, penalty will be applied as mentioned below.

- i. In case of any abnormal irregularity, substandard services, mal practices etc. are noticed, an appropriate penalty in term of money and/or warnings (or both) will be levied on each occasion by NIAB. The decision of NIAB will be final and binding.
- ii. NIAB reserves the right to deduct the charges or impose penalties, if the agency fails to provide satisfactory as per the requirement of the Institute.
- iii. In case the successful tenderer fails to complete the work order in part or in whole, as the case may be, the penalty as deemed fit by the Competent Authority shall be imposed on the tenderer.
- iv. The driver on duty should not use drugs, alcohol or any other toxic substance during duty hours. If any employee is found consuming Cigarette, Bidis, Pan, Masala etc. on duty, appropriate penalty will be imposed upon the individual as well as on the contractor.

- v. The following penalties will be made in case of the failure or causes as mentioned but these are only indicative and not exhaustive:

Sending a vehicle/driver not approved by Institute	Rs. 500/- per occasion
Driver refusing to perform duty	Rs. 1000/- per occasion
Rash and negligent driving. Driver found smoking/chewing tobacco, pan or under influence of alcohol while driving.	Permanent removal of the deployment of the Driver in the Institute and fine of Rs. 1000/- per occasion on agency.
Providing vehicle/s which are not road worthy.	Rs. 100/- per occasion
Vehicle not reporting to duty (absenteeism) or delayed more than 30 minutes.	Rs. 200 each time. Continuous late response may cause termination of the contract
Misconduct, misbehaviour	Permanent removal of the deployment of the Driver in the Institute and fine of Rs. 1000/- per occasion on agency.

### Important points

1. The validity of the offer should not be less than **180** days.
2. The Tender Document Cost, *if any*, should be enclosed in a separate envelop (within bid) containing DD, a letter on your Letter Head giving details of this DD and name of item/ description and other related details.
3. All tenders received without TENDER FEES/ EMD shall be summarily rejected.
4. The successful tenderers will have to submit a bank guarantee of Rs.10,000/- (Rupees Ten thousand only) from any scheduled commercial bank as security, which should be valid at least for 24 months from the date of contract. The same BG will be released /returned after completion of contract period. However, NIAB will have the discretion to revoke the bank guarantee in case of breach of contract by the contractor.
5. Please ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to DBT/CSIR Labs/Institutes and other Government Organization. Copy of the latest price list for the quoted item, applicable in India, must be enclosed with your offer.
6. Enclose with your offer a certificate that the equipment is of latest technology and will not become obsolete soon and accessories & spare parts will be supplied as and when required. It may be confirmed that essential spare parts of this equipment are available in India with your Indian Agent along with the Engineer for after sale service of the equipment. **Please also specify the time period required for installation of the equipment after its receipt at NIAB is notified to you.**
7. **APPLICABLE LAW:** The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to the place of jurisdiction Hyderabad.
8. **Printed conditions of the quotation shall not be binding on us.** Quotation must be clearly written or typed without any cutting or over-writing. All cutting/over-writings must be initialed and stamped.
9. The acceptance of the quotation/offer will rest with the Director, NIAB, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received, or to waive off any condition without assigning any reason.

## **CHECKLIST**

1.	Following are to be mentioned on the Main (Outer) Envelope <ul style="list-style-type: none"><li>• Item Name</li><li>• NIAB Reference No.</li><li>• Last Date For Submission Of Tender</li><li>• Date Of Opening Of Tender</li><li>• Firm's Name &amp; Address</li></ul>	
2.	If applicable, TENDER FEES/ EMD is to be enclosed. Demand Draft(s) is/are in favour of National Institute of Animal Biotechnology payable at Hyderabad.	
3.	Quotation to be duly signed and stamped by the Authorized & Competent Person. All Cuttings/ Over Writings are to be duly checked, initialed and stamped (If applicable).	
4.	This full Notice Inviting Tender (NIT) should be printed and hard copy is to be submitted along with the BID. Tender Document with each page is to be duly signed by the Bidder as the token of acceptance. This Notice Inviting Tender (NIT) shall form part of the Tender Document.	
5.	Please submit the following details: <b><u>Name &amp; Address/ Contact details of Firm:</u></b> <b><u>PAN/ CST/ TAN:</u></b> <b><u>Last three years turnover (attached supportive documents)</u></b> <b><u>Supply the details of computers of Govt. Organization. Attach Purchase order copy.</u></b>	
6	<b>FINANCIAL BID IS ATTACHED AS PER OUR FORMAT GIVEN BELOW</b>	



Airport Packages									
	Indica		Indigo		Innova		Tavera		
	A/C	NON A/C	A/C	NON A/C	A/C	NON A/C	A/C	NON A/C	
Airport to NIAB office (Miyapur)									
NIAB office (Miyapur) to Airport									
FULL TRIP (To & Fro) Airport to NIAB office or vice versa									

OutStation Traiff									
OutStation Traiff	Indica		Indigo		Innova		Tavera		
	A/C	NON A/C	A/C	NON A/C	A/C	NON A/C	A/C	NON A/C	
up to 300 kms									
<b>mention clearly about policies on meter reading ,driver charge if any , tax , any other relevant information</b>									

We have read and understood the tender terms and conditions. We assure to follow NIAB standard rules and procedures applicable for this tender process. The undersigned is competent to sign the tender document including this page on behalf of the quoting firm.

Name of the agency : \_\_\_\_\_

Signature of the proprietor : \_\_\_\_\_

Place & Date of Signature \_\_\_\_\_/\_\_\_\_\_