

**Notice Inviting Tender for hiring office vehicle(2nos) for
National Institute of Speech and Hearing (NISH) for the year 2023-24.**

1. Introduction

Tenders are invited from reputable vehicle hire service provider or vehicle owners who possess a taxi permit. The tenders are for the provision of two office vehicles (one sedan and one SUV) for official use at the National Institute of Speech and Hearing (NISH) in Akkulam, Trivandrum. The vehicles should not be older than the 2018 model and should be able to run a maximum of 1500 km per month. The contract shall be for a period of one year. The tender must be submitted in a sealed cover separately for SEDAN & SUV, if submitted by the same vehicle hire service provider or vehicle owner.

1.1 The tender details for SEDAN model are as follows

1. Estimated Amount for Sedan Model for 12 months with maximum 1500 km per month <ul style="list-style-type: none">• Additional Kilometer rate	Rs. 4,50,000.00 Rs. 18.00 / KM
2. Last date & Time of receipt of sealed tenders	17.05.2023, 03.00 PM
3. Last date & Time of opening of sealed tenders	17.05.2023, 04.00 PM
4. Cost of Tender forms. (Exemption allowed upon submission of valid documents as per existing laws).	₹900/- + GST @18%
5. EMD. (Exemption allowed upon submission of valid documents as per existing laws).	₹4,500/-

1.2 The tender details for SUV model are as follows

1. Estimated Amount for SUV Model for 12 months with Maximum of 1500 km per month • Additional Kilometre rate	Rs. 4,80,000.00 Rs. 20.00/ KM
2. Last date & Time of receipt of sealed tenders	17.05.2023, 03.00 PM
3. Last date & Time of opening of sealed tenders	17.05.2023, 04.00 PM
3. Cost of Tender forms. (Exemption allowed upon submission of valid documents as per existing laws).	₹960/- + GST @18%
4. EMD. (Exemption allowed upon submission of valid documents as per existing laws).	₹4,800/-

Tenders and all related communications shall be addressed to	The Executive Director, National Institute of Speech & Hearing, NISH Road, Sreekariyam P.O, Trivandrum- 695017
--	--

- Cost of Tender forms can be accepted either in cash or Demand Draft of Nationalised Banks which is not refundable under any circumstances.
- EMD should remain valid for a period of 45 days beyond the final tender validity period). EMD can be accepted either in cash or crossed Bank Drafts or Treasury Savings Bank Deposits or Government Promissory Notes or Bank Guarantee or National Savings Certificate.

2. Submission of bids

Interested bidders are required to submit their bid documents separately for Sedan and SUV models. The cover must consist of qualifying criteria documents, details of tender fee & EMD as stated in section 3 of the tender document, as well as price bids. The cover should be clearly superscribed with the 1. “Bid for hiring Office car at NISH (2023-24)- Sedan” and 2. “Bid for hiring Office car at NISH (2023-24)- SUV”. The tender notice and accompanying documents are available on our website www.nish.ac.in under the tender section.

The Executive Director deserves the right to withdraw the tender or part thereof and reject any bid without assigning any reason, whatsoever.

3. Qualifying criteria:

The following documents must be submitted along with the financial bid, in a sealed single cover

1. General profile of the service provider as in the format prescribed in Table 1.1
2. The office car should be of make of 2018 or later in excellent condition. Proof of the same shall be submitted.
3. The certifying papers should be up to date with current comprehensive insurance validity.
4. Submit proof of necessary documents such as vehicle registration, road tax clearance, pollution certificate, Vehicle fitness certificate.
5. Proof of tender fee and EMD

4. Price/Financial Bid

To participate in the bidding process for hiring an office car at NISH (2023-24), the bidder is required to submit separate envelopes for SEDAN and SUV models containing their price bids in the prescribed formats provided in Annexure 2.1 and Annexure 2.2, respectively. Along with the price bids, the bidder must also submit the necessary qualifying criteria documents in a single cover system. The bidder must label the cover with the 1. "Bid for hiring Office car at NISH (2023-24)- SEDAN" and 2. "Bid for hiring Office car at NISH (2023-24)- SUV". and submit it as instructed.

5. Award of contract

The authority responsible for tendering will evaluate the bids based on their qualifying criteria prescribed in this tender document and financial viability. The bid that is deemed acceptable in both regards will be awarded the contract. The service provider must then execute a bipartite agreement in Rs.200/- stamp paper within 7 days of receiving the award of contract, and submit a security deposit equivalent to 5% of the contract value. After the completion of the contract period and provided that all contractual obligations have been fulfilled satisfactorily by the service provider, the security deposit shall be refunded to them.

6. Right to vary requirements

The tendering authority shall have the right to alter the requirement as on the actual need basis for NISH.

7. General Terms and conditions: -

1. Any requests for rate revision due to an increase in fuel costs will not be considered during the entire duration of the contract.
2. As per the terms of the contract, the driver provided with the vehicle must possess a valid commercial driving license and have a clean track record. A copy of the driver's license and police clearance certificate must be submitted to NISH at the time of the contract award.

3. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle.
4. In the event that a replacement or if a standby vehicle is required during the contract period, it must also meet the same inspection and approval standards as the original vehicle. The replacement vehicle must be of equivalent quality and capacity as the original vehicle and as required in this tender document.
5. The service provider will be held entirely responsible in the event of any accidents that occur during the contract period. NISH will not be involved in any legal proceedings related to the accident under any circumstances.
6. The service provider will be held accountable for any claims made by third parties, including NISH staff, in the event of an accident. NISH will not be responsible for any damages, specific or consequential, that may arise from the accident.
7. The vehicle must carry mandatory spare parts such as a tool kit, fuses, an inflated spare tire, spare plugs, fan belts, etc. at all times and must have a sufficient amount of fuel. Additionally, the vehicle must also be equipped with the necessary firefighting equipment.
8. The car must display a name board on an appropriate location that reads "On Duty - National Institute of Speech & Hearing (NISH)."
9. The payment to the service provider for the car hire will be made on a monthly basis. This payment will be based on the submission of a bill by the contractor, which must be supported by the log book entries. The payment will be subject to any necessary statutory deductions.
10. If there is a deficiency in the service provided, such as the vehicle not being available on time for staff, the competent authority reserves the right to impose a penalty on a per-day basis. This penalty will be deducted from the monthly bill of the contractor. The decision of the Executive Director, Administration at NISH will be final and binding on the contractor.
11. The vehicle must be made available for NISH's disposal at any time and on any day during the entire duration of the contract. If there is any delay in making the vehicle available, NISH reserves the right to impose a penalty or to end the contract, as the case may be.
12. NISH reserves the right to terminate the contract by giving 30 days' notice and without assigning any reason whatsoever.
13. Bid should be complete in all respects. Incomplete bids without Tender fee and EMD will be summarily rejected. No clarification will be taken by NISH in this regard.
14. During the bid evaluation process, the contract will be awarded to the successful L-1 bidder. However, if the L-1 bidder fails to execute the agreement in accordance with the terms and conditions, the Executive Director reserves the right to consider the subsequent successful bidder, L-2.
15. The service provider must be able to provide as many vehicles as required by NISH at the same rates as approved in the tender, in case of additional requests from NISH authority.
16. The attire of the driver should be in white shirt and neat pants.
17. The vehicles should be sanitized daily before being sent on duty.
18. The vehicles must be made available every day, including Saturdays, Sundays, and public holidays, and even during Harthal/strike days, if required.
19. The calculation of mileage shall start from the point where the travel for an official purpose starts and shall end in the point where the travel for official purpose ends not "from garage" and "to garage" basis.

20. LPG Cylinders should not be used for running the vehicle in any case.
21. All expenses relating to salary and allowances of the driver shall be borne by the service provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the service provider.
22. The Service provider must be responsible for compliance of all statutory provisions related to minimum wages, etc, in respect of the drivers deployed by it. The service provider will be fully responsible for payment of wages and other dues and compliance of the labour laws, welfare schemes applicable to the drivers deployed by them for this office.
23. The bidder would be presumed to have read, fully understood and accepted all the terms and conditions and instruction contained in the tender document and parts/annexure thereof if he/she makes a bid.
24. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender and any attempt thereof will be treated as a ground for disqualification.
25. The service provider shall undertake to indemnify NISH for all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
26. The driver with vehicle should report promptly at the time required from NISH. If any vehicle does not report for duty on any day(s) or the driver reports late (more than 20 minutes late than the scheduled reporting time) or there is violation of any other provision of the tender, then a penalty of Rs. 500/- per day for Sedan, Rs. 1000/- per day for SUV would be levied for each such incident. Any incident of repeated breach of reporting time would be treated as breach in the tender and contract conditions.
27. During the period of this agreement, any matter or dispute, which has not been specifically covered by this agreement, shall be decided by the Executive Director of NISH whose decision shall be final and binding on the service provider.
28. No payment shall be made in advance. All payment shall be made on monthly basis against the bill duly supported by the log book, trip sheet.
29. NISH shall be at liberty to withhold any of the payment in full or in part subject to the recovery of penalties.
30. The term 'payment' mentioned in the paras above includes payments due to the service provider arising on the account of this contract and excludes the performance & Security governed by the separate clauses of the contract.

Enclosures

1. Table 1.1: General profile of the service provider
2. Annexure 2. Price Bid (Annexure 2.1 & Annexure 2.2)

M Anjana IAS
Executive Director, NISH

Copy to

1. Notice Board
2. CCMD (NISH website)
3. Print Media (2 Malayalam in Trivandrum edition)
4. SJD Website

Table -1.1

General profile of the Bidder

Sl No:	PARTICULARS	DETAILS
1	Name and Address of the Service Provider	
2	Telephone and Mobile numbers	
3	Please state whether the service provider is Registered Co./Proprietary/Society/ or registered under Shops & Establishment Act. Please enclose copy of registration, accordingly	
4	Experience (years in the field of transport / travel	
5	Number of vehicle and Number of employees	
6	Nature of any other business carried by you/ your company	
7	Location of the main office from where the cabs are monitored	
8	Details of cars owned by you/ your company Make/Models/Registration No.	

Signature of Authorized person of Agency with seal

Date:

Annexure 2.1

Financial bid form

1. **Price Bid - SEDAN**
2. **Price Bid Undertaking**

Price Bid (BOQ)

Srl No:	Route	Type of Vehicle to be provided and seating capacity	Year of Manufacture of Vehicle with Current Odometer reading	Monthly rate for maximum 1500 km	Rate per extra km beyond 1500 km/month
1	Office Car (AC) –Sedan model (Suzuki Dzire/Hyundai Xcent or any similar compact size)	Sedan- 5-seater			

Signature of Authorized person of service provider with seal

Date:

Annexure 2.2

Financial bid form

1. **Price Bid - SUV**
2. **Price Bid Undertaking**

Price Bid (BOQ)

Srl No:	Route	Type of Vehicle to be provided and seating capacity	Year of Manufacture of Vehicle with Current Odometer reading	Monthly rate for maximum 1500 km	Rate per extra km beyond 1500 km/month
2	Office Car (AC) - SUV model (Innova/Crysta or any similar compact size)	SUV-7-seater			

Signature of Authorized person of Service Provider with seal

Date: