

NATIONAL CENTRE FOR ANTARCTIC & OCEAN RESEARCH
(An Autonomous Society under the MINISTRY OF EARTH SCIENCES)
Headland Sada, Vasco-da-Gama, Goa-403804.

NOTICE INVITING TENDER

Tender document for Annual contract rate for hiring of vehicle/taxi.

Advt. No. NCAOR/ 14 /2015

| <u>Sl. No.</u> | <u>Description</u> | <u>Remarks</u> |
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(In-Charge Administration)

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Headland Sada, Vasco-da-Gama, Goa

NOTICE INVITING TENDER

ADV. NO. NCAOR/ 14 /2015

Director, NCAOR invites sealed quotation from reputed and experienced/registered/taxi contractors/individual owner of atleast one vehicle, for hiring of **ONE** Tata Zest/Maruti-swift Dzire/Hundai Xcent/Honda Amaze [Non Air conditioned vehicle (taxi)] of model not earlier than 2012, on regular basis initially for a period of one year, extendable on year to year basis, on mutually agreed terms and conditions, based on performance etc.

Those firms/individuals who are interested may obtain tender documents on any working day from the In-charge Administration, NCAOR on written request between 10:00 hrs. to 1700 hrs. from 27th February to 23rd March 2015.

Last Date for issue of tender document - 23.03.2015.
Last Date for submission of tender document - 24.03.2015.

It can also be downloaded from the NCAOR website 'www.ncaor.gov.in' and Central Public Procurement portal <http://eprocure.gov.in>. Tenders duly completed in all respects should be dropped in the tender box at NCAOR, on or before the due date. The quotations will be opened at 15:30 hrs on 25.03.2015 in the presence of tenderers or their representatives, if any.

Director, NCAOR reserves the right to accept or reject any or all tenders in part or full without assigning any reason.

(In-Charge Administration)

Terms & Conditions

1. **Tender Closing & Opening date and time:**

Tenders will be received upto 15.00 hrs. on 24.03.2015 and will be opened on 25th March 2015 at 15:30 hrs. at NCAOR in the presence of tenderers or their authorised representatives, if any.

2. **Late Tenders:**

Late tenders shall not be accepted. NCAOR will not be responsible for any postal delay.

3. **Validity of Offer:**

The tender must be valid for a minimum period of 60 days from the date of tender opening.

4. **Taxes & Duties:**

Any taxes should be quoted separately (in price bid/schedule column in Annexure-V) indicating the applicable rate in percentage.

5. **Right to Acceptance:**

Director, NCAOR reserves the right to accept or reject any or all tenders, either in part or full or the right to not to accept the lowest offer, without assigning any reason, whatsoever. In case of any dispute on this matter or during contract period, NCAOR's decision in all matters shall be final and legally binding on the tenderer/contractor/party.

6. **Security Deposit:**

The successful tenderer, shall deposit the Security Deposit, for Rs. 15,000/- drawn in favour of Director, NCAOR payable at Vasco-da-Gama by Demand Draft, within 10 days from the date of issue of Work Order by NCAOR, which shall not attract any interest thereon. The Security Deposit shall only be refunded by NCAOR on successful execution of the contract to the entire satisfaction of NCAOR.

7. **Forfeiture of Security Deposit:**

1. If the services by a successful tenderer/party are withdrawn during the middle of the contractual period,
2. If the tenderer fails to provide the satisfactory service to NCAOR during the contractual period,
3. If any of the information & documents furnished by the tenderer is found to be false at any stage, further dealing with the tenderer/firm shall not be considered and contract will be terminated and dues held with NCAOR like Security Deposit and pending bills will be forfeited. NCAOR's decision in this matter will be final and binding on the party/firm.
4. The breach of any of the terms and conditions of the tender shall result in discontinuation of further dealing with the party and/or forfeiture of his Security Deposit as the case may be, at NCAOR's discretion.

8. a) **Condition of Regular Vehicles** (Tata Zest/Maruti-Swift Dzire/Hundai Xcent /Honda Amaze [Non Air conditioned vehicle (taxi)])

- i. Colour of vehicle shall be maintained as white during the period of the contract for Regular Vehicle.
- ii. Seats must be comfortable and with white covers.
- iii. There should not be any unwanted & extra decoration in the vehicle.

- iv. Vehicle must have good matting and also good condition.
- v. Model of vehicle should not be **earlier than 2012.**

b) The tenderer should ensure that the Drivers with the Vehicle shall report for duty:

- i. With proper driving license/tourist vehicle license, vehicle insurance certificate, etc.
- ii. Tank full with fuel.
- iii. Driver in proper uniform.
- iv. Driver with proper shave and haircut.
- vi. The driver of the vehicle must have all the valid documents in his possession all the times, while plying the vehicle.
- vii. The vehicle should be defect free.
- viii. Drivers shall not sit in other Dept./sections when free, but will remain with their vehicles only. Violation of these instructions will be liable for action against Tenderer.
- ix. Driver shall also ensure that he conducts himself in a proper and orderly manner at all times while on assignments under the contract resulting from this tender. Any misbehaviour with officers/staff or occupant will be viewed seriously and may lead to cancellation of the contract with warning in advance.

c) Conditions for operating:

- i. In case of a break down, an alternative arrangement shall be made by the Tenderer immediately and the vehicle shall report for duty at the given time and place.
- ii. The vehicle shall report for duty as and when required including Sundays/Holiday also if required, without any additional charges. If the vehicle does not report for duty on Holidays/Sundays or any working day as per NCAOR requirement, NCAOR shall hire the vehicle from other sources and payment of hiring of vehicle shall be deducted from party's bill.
- iii. In case, the tenderer's vehicle does not report for duty, and NCAOR hires a vehicle in lieu thereof, the actual hired amount shall be recovered from the party/tenderer from the monthly billed amount.
- iv. Toll, parking and Ferry charges will be paid extra at actuals, by NCAOR against documentary proof/bills only.
- v. The tourist taxis should have a valid permit for plying in Goa, Karnataka and Maharashtra.
- vi. The taxi should be available on prior information to operate more than 100 kms. and outside the Goa state limits as and when required from time to time.
- vii. The driver should be available in his vehicle all the time and should leave his vehicle after obtaining specific permission from the user, if required.

9. Reckoning of distance run & duty timing:

Kilometer reading and duty timing of the vehicle will be started (counted) from NCAOR Gate to NCAOR. However, if vehicle required other than NCAOR premises and directed to report the vehicle other than NCAOR, kilometre reading and duty timing of the vehicle will be counted from Vasco and closing kilometre and duty timing will be counted at the close of journey by user at Vasco or NCAOR as the case may be. Payment will be released only as per entry made by user and certified by the NCAOR Officer in prescribed duty log sheet.

10. Period of Contract:

The hiring of non A/c vehicle [Tata Zest/Maruti-Swift Dzire/Hundai Xcent/Honda Amaze], on regular basis, will be initially for a period of one year from the date of

award of work. Further extension will be considered depending upon the performance of the tenderer/party and requirement of NCAOR, if any, on the same terms and conditions shall apply.

11. Cleanliness:

The vehicle provided by the tenderer, shall be always in neat, clean and hygienic condition. The vehicle shall be properly serviced at regular intervals. Seat cover upholstery and the vehicles shall be maintained in a proper condition.

12. Compliance with Acts/Rules:

The tenderer shall ensure all the time proper safety of the persons carried by him in his vehicle. He shall also comply with all the Rules, Regulations, Notification and Provisions of all the Acts pertaining to the operations of the Motor Vehicles.

13. Speed Limits:

The driver of the tenderer's vehicle shall strictly observe the safe speed limits in the town, on the highways and shall not resort to any negligent/reckless driving.

14. Tea/Lunch Break:

The driver of the vehicle shall be available in or around the vehicle at all times, and shall report for the assignments at a short notice. However, a tea/lunch break will only be allowed with prior permission of the concerned Officer/user of the vehicle. Tea/lunch shall not be allowed to driver's residence during the duty period, and the vehicle should not be used for this purpose by the Driver.

15. Parking Place:

The tenderer's vehicle shall always be parked at the place allocated for the purpose, inside NCAOR premises, by the Transport Section/Administration.

16. Consumption of Liquor:

The tenderer shall ensure that the driver of his vehicle doesn't report for duty under the influence of liquor. He shall also ensure that he conducts himself in a proper and orderly manner at all times, while on assignments under the Contract resulting from this tender, and any lapse in this regard leads to termination of contract without any notice in this regard and decision will be final and binding on the contractor.

17. Playing Cards/Gambling:

Playing cards/gambling are totally forbidden inside NCAOR premises. Any driver found violating these rules will be liable for termination of his services forthwith and the party shall arrange the replacement with immediate effect.

18. Payment:

- i) Payment will be made after deduction of applicable statutory Tax within a month from submission of bill alongwith duty trip slip duly filled and signed by the respective officer/user. The driver should take the signature invariably from the user after completion of journey on the prescribed log sheet. On the basis of entries on the log sheet/trip slip, NCAOR shall release the payment accordingly.
- ii) Responsibility to get the log sheet signed by the Authorised Officer of NCAOR/user solely rests with the driver/party. If the vehicle is being used by any outsider with NCAOR permission, it will be the responsibility of the Driver/party to obtain the endorsement of the concerned officer from NCAOR.
- iii) Bills duly completed in all respects may be submitted in time. Delay in submission of the bills may result in delay of payment, for which the NCAOR will not be responsible.

19. Security:

The tenderer shall make his own reasonable arrangement for the safety of his vehicle. NCAOR will not be responsible for loss due to any reasons.

20. Indemnity:

The tenderer shall indemnify NCAOR against any or all liabilities, legal, financial or otherwise, which may arise during the currency of the Contract as a result of non-compliance with the aforesaid Terms and Conditions or otherwise.

21. Cancellation of Contract:

The Contract resulting from this tender may be terminated by NCAOR at any time during its currency without any notice or without assigning any reason thereof or compensation in lieu, thereof. However, in case, if the tenderer, wants to cease the Contract, he shall have to give two months notice to NCAOR.

22. Nature of Contract:

The Order resulting from the tender shall be treated as an individual contract, and it shall not create any general lien on the tenderer and shall not get prejudiced in execution due to any situation arising out to some other contract that the tenderer may have with NCAOR.

23. Rejection of Tender/Quotation:

Tender/Quotation duly completed in all respect alongwith necessary document should be submitted at NCAOR, on due date and time. Quotation received without signature, seal document or incomplete quotation/tender will be summarily rejected.

24. Jurisdiction:

In the event of any dispute/difference remains unresolved through NCAOR, the same shall be subject to the jurisdiction of the 'Court in Goa'.

25. The Annexure I to V will form part of the Tender.

(I/We hereby agree to the above terms and conditions)

(.....)

Signature and seal of the tenderer

Date:

Seal:

Full Address:

PARTICULARS OF THE TENDERER

(Contractor should fill this form and enclose along with original copy of the tender duly signed)

Name of the Contractor(Party):

Firm of Contractor :

Telephone No. (Office) :

Mobile :

Telephone No. (Residence) :

Office Address :

:

Residential Address :

:

(.....)

Signature and seal of the tenderer

Date:

Seal:

ANNEXURE-IV

Details of Vehicle (Tata Zest/Maruti-Swift Dzire/Hundai Xcent/Honda Amaze Non A/C) for hiring on monthly basis (atleast one vehicle is registered in owner's name-proof of ownership is required to be submitted with tender)

(A)

| Particulars | Name of vehicle | | |
|--------------------|------------------------|--|--|
| Vehicle/taxi model | | | |
| Year of purchasing | | | |
| Registration No. | | | |
| Owner's Name | | | |

Following Documents are to be produced at the time of starting of service at Tata Zest/Maruti-swift Dzire/Hundai Xcent/Honda Amaze Non A/c Vehicles

(B)

| Sl. No. | Description | | | | |
|----------------|-------------------------------|--|--|--|--|
| 01 | Vehicle Reg. Certificate | | | | |
| 02 | Fitness Certificate | | | | |
| 03 | Vehicle permit | | | | |
| 04 | Motor Insurance Certificate | | | | |
| 05 | Pollution certificate | | | | |
| 06 | Road tax certificate | | | | |
| 07 | Vehicle ownership certificate | | | | |

(.....)

Signature and seal of the tenderer

Date:

Seal:

PRICE SCHEDULE

Rate for one Tata Zest/Maruti-swift Dzire/Hundai Xcent/Honda-Amaze [Non A/C] required on monthly hiring basis

| Sl. No. | Name of vehicle | Rate in Rupees | | | |
|---------|---|------------------------------------|------------------------------|------------------------------|-----|
| | | For 1500 kms & 300 hrs. in a month | Beyond 1500 kms. rate per km | Beyond 300 hrs. rate per hr. | Tax |
| 1 | Tata Zest OR Maruti-Swift Dzire OR Hundai Xcent OR Honda-Amaze | | | | |

(Note: Kindly indicate which vehicle you are offering)

(.....)

Signature and seal of the tenderer

Date:

Seal:

Full Address: