



राष्ट्रीय गतिशील दिव्यांगजन संस्थान  
National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)  
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India  
B.T. ROAD, BON-HOOGHLY, KOLKATA-700090

बी.टी. रोड बनहुगली, कोलकाता-700090

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in) and web: [www.niohkol.nic.in](http://www.niohkol.nic.in)

N.I.Q. No- HIRED-VEHICLE/2623/CRC-PATNA/2019/NILD/258

Date: 25.01.2019

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from registered, eligible, experienced & reputed agencies/contractors for "Hiring of of 01 nos. of white coloured, air-conditioned, Office vehicle ( Swift Dzire/ Hyundai Xcent) on monthly contract basis for, Composite Regional Centre(CRC), Shekhpura, Old Dharamshala, Patna 800014, Bihar."

SL. NO:	PARTICULARS	
1	Name of the Work	Hiring of of 01 nos. of white coloured, air conditioned, Office vehicle ( Swift Dzire/ Hyundai Xcent) on monthly contract basis for, Composite Regional Centre(CRC), Shekhpura, Old Dharamshala, Patna 800014, Bihar
2	Contract Period	Monthly basis
3	Scope of Work	Providing 24 X 7 hours Hired vehicle service with Driver as per specification mentioned in the NIQ.
4	Earnest Money	NIL
5	Cost of Quotation Paper	NIL
6	Last date of issue of Quotation Paper from Estate Department, NILD, Kolkata.	On 31.01.2019
7	Last Date of Submission of Filled in Quotation Paper	On 01.02.2019 up to 02:00 pm
8	Date of Opening of Bid	on 01.02.2019 at 3:30 pm
9	Quotation paper can only be downloaded from the web site ( <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> / <a href="http://www.crcpatna.com">www.crcpatna.com</a> ) and the same, duly filled up and signed in, to be submitted along with all the relevant documents, to the In-Charge, CRC-Patna Composite Regional Centre(CRC), Shekhpura, Old Dharamshala, Patna 800014, Bihar, on or before the closing time on the last date of bid submission mentioned in the NIQ.	

**TERMS AND CONDITIONS**

**A] Eligibility Criteria:**

1. The bidder should have experience in doing similar nature of work Minimum of 2 years in last 5 years and they have to submit the satisfactory completion certificates from the Client/Employer in support on the Client's/Employer's letter head failing which the information is liable to be treated as invalid. Similar nature of work means providing hired vehicles to any Institutes/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Govt. Of India or any other State Govt. Or Public Sector Banks or Local Bodies/ Municipalities in Patna.

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
DY. DIRECTOR (ADMIN.)  
NILD, KOLKATA]



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2. The bidder should have the Registered Office in Patna and the same should be located within 10 Kms from the Main gate of CRC, Patna. Complete postal address, Telephone, mobile, fax, and email address should be mentioned by the bidder in the specified space in the NIQ.
3. The agency should have 24 X 7 hours of service.

## B] Type of Contract:

The work to be awarded by this NIQ shall be treated as indivisible works contract.

## C] Issue, Submission and opening of Quotations:

1. Quotation Paper can only be downloaded from the web site ([www.niohkol.nic.in](http://www.niohkol.nic.in)) or ([www.crcpatna.com](http://www.crcpatna.com)) .
2. Documents to be submitted along with the Quotation Paper:-
  - G.S.T. Registration Certificate.
  - Company/firm Registration Certificate or Trade Licence.
  - PAN No.
  - Experience certificate for eligibility conditions as mentioned in this NIQ.
  - Copy of quotation document duly signed and stamped on each page.
  - All the papers of the car to be provided i.e. Blue book, Insurance, Pollution certificate, road tax. All the documents should valid at least up to 30.06.2019.
  - Declaration as per Annexure II.
  - Rate quoted in the specific format as per Annexure IV.
3. The quotation should be submitted in the following manner;
  - This quotation is a single bid system and hence all the documents along with the quotation paper to be submitted in a sealed envelope clearly mentioning in bold letters along with the name of the work, NIQ No, Date of NIQ, Name of the Firm with full address & date of submission on the top of the sealed envelope (**sealed with GALA**) containing quotation document.
4. Telegraphic/cabled/faxed/e-mail or any type of exposed quotations will be summarily rejected.
5. The Quotationers are advised not to deviate from the technical specifications, commercial terms and conditions of NIQ like terms of payment, , arbitration clause, escalation etc.
6. The Duly filled in and signed quotation paper will have to be submitted to the In-Charge, CRC-Patna Composite Regional Centre(CRC), Shekhpura, Old Dharamshala, Patna 800014, Bihar by the quotationers on or before 01.02.2019 at 2:00 pm.
7. The bid only shall be opened on 01.02.2019 at 3:30 pm.

[SIGNATURE OF THE TENDERER WITH SEAL]

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8. Scrutiny/ evaluation of bid documents shall be done by the Quotation Committee of CRC, Patna. In case if it is found that the bid of the quotationer is not in line with NIQ specifications, requirements and/or contains any deviations, the department reserves the right to reject the bid of such firms without making any reference to the Quotationer(s).
9. Any clarifications required by the department shall have to be furnished by the Quotationer within the time given by the department for the same. The Quotationer will have to depute his representative to discuss with the officer(s) of the department as and when so desired. In case, in the opinion of the department a Quotationer is taking undue long time in furnishing the desired clarifications, his bid will be rejected without making any reference.
10. In the bid document, submitted by the quotationer, shall be no condition whatsoever. In case any Quotationer mentions any condition including conditional rebates in their price part, Quotation shall be rejected forthwith. A Quotationer will also not be allowed to withdraw or modify any condition after the technical bids have been.
11. The department reserves the right to reject any of or all the bids and go for fresh Quotations as the case may be without assigning any reason.

**D] TERMS OF PAYMENT:**

No advance payment will be made. The payment will be made on submission of the monthly bill against the actual use of the hired vehicle by CRC, Patna as per record. The record of the use of the hired vehicle is to be maintained by the agency and should certify by the Officer-in-Charge, CRC-Patna, time to time. Stipulations like levy of interest if payment is not made in specified time is not acceptable to the department. The payment will be granted only for the distance/ time covered by the car from the Main Gate of CRC, Patna (at starting) and up to the same (at closing).

Rates of the hired vehicle shall be paid according to the quoted rate, by the contractor in the price bid.

**E] Rates:**

The rates quoted by the Quotationer shall be firm and inclusive of all taxes i.e. GST etc. All the Rates should be in INR and should quoted in the Annexure IV only. Escalation of rates during the contract period will not be accepted in any circumstances.

**F] VALIDITY:**Quotations shall be valid for acceptance for a period of 90 (ninety) days from the date of opening of bid.

**J] AWARD OF WORK:**

The Director of National Institute for Locomotor Disabilities (Divyangjan), B.T.Road, Bon-Hooghly, Kolkata 700090, will award the work to the successful bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

[SIGNATURE OF THE TENDERER WITH SEAL]

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**K] RENEWAL OF CONTRACT:**

The tenure of the contract will be for a period of 01(one) month which may be extended on monthly basis as per the requirement. In this case the rate and all the terms and condition mentioned in the NIQ/ Award of Work will remain same. However, CRC, Patna reserves the right to extend the contract period. The renewal /extension of the contract period is totally subjected to the approval of the competent authority of this Institute.

**ADDITIONAL TERMS & CONDITIONS**

1. The hired vehicle should be reach the Institute within the reporting time as mentioned in the Award of work. However, it can be assumed that the car will be used on all working days. In addition to this the car may be used in the holidays as per the requirement.
2. The Driver should report at the security desk at CRC, Patna after starting and closing of the trip/call. Log book of the car should be maintained properly.
3. The Institute will not bear any expenditure regarding fuel, Driver's payment and other maintenance of the vehicle.
4. Vehicle registration book, insurance copy and driver license should be available with vehicle every time. Vehicle fitness certificate complete in all respect should be passed by the Govt.
5. The successful agency is bound to provide 24 X 7 hours of service to CRC, Patna as and when required.
6. No extra charges should be levied other than the rate quoted and in case of non compliance of time limit of reaching the Institute when called, the cost of alternative arrangement shall be deducted from the payments. Further Rs. 500/- penalty should be levied for every mistake in addition to cost of alternative arrangement. However, competent authority of this Institute, may relax the penalty if non availability of Hired vehicle due to natural calamity or any condition/circumstance beyond human control.
7. The staff provided by the contractor shall be on the roll of contractor only.
8. The contract can be terminated by the competent authority of this Institute by giving 07(seven) days notice.
9. It shall be the responsibility of the contractor to maintain proper discipline among the staff provided by him. Contractor's staff shall not drink alcohol or be under the influence of any liquor on duty. Any misconduct committed by the staff will be dealt with by the contractor either moto or on information given to this Institute.

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10. It must be ensured by the bidder that the driver on duty has a valid driving license and Medical fitness certificate showing mental & physical fitness. The age of driver should not be more than fifty five years.
11. Any loss of property caused by the Driver would be recovered form the monthly bill of the quotationer/bidder.
12. The quotationer/bidder would provide a mobile phone to its Driver and number would be intimated to the In-Charge, CRC, Patna.
13. The contractor shall ensure before submission of the bill that it is complete in all respect.
14. Risk & responsibilities in regard to the benefits/compensation to the engaged person will be sole responsibility of the bidder only.
15. The bidder shall be responsible for all legal & financial liabilities arising out of accidents if any, during contract period.
16. In case of any dispute related with the contractor the matter will be under Calcutta High Court at Patna only.
17. The hired vehicle must not carry any person other than the person authorized by Officer-in-Charge, CRC- Patna, ordering the movement of the hired vehicle.
18. The Car Provided by the contractor should meet the following specification:
  - i. **Make & Model:** Maruti Suzuki Swift Dzire/ Hyundai Xcent.
  - ii. **Colour:** White.
  - iii. **Age:** Purchased not more that 03(three) years.
  - iv. **Air-Condition & Other Amenities:** The car should be equipped with good air-conditioning facility with other common amenities in working condition.
  - v. **Overall Condition:** The car should be neat and clean and no damage should be visible in the outer and inner side of the body of the car. The seat of the car should be covered with clean white towel in all the time.

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Annexure - I

**COMPANY PROFILE**  
**(To be filled by the quotationer)**

1	Name of the Company / Agency		
	<b>CONTACT DETAILS:</b>  Address:  Land line no:  Mobile No:  Fax No:  Email ID:	<b>BANK ACCOUNT DETAILS:</b>  Account Holders' Name:  Account Number:  Bank:  Branch:  IFSC Code:	
	<b>PAN NO:</b>	<b>GST Registration No:</b>	
2	Type of Ownership  Proprietorship / Partnership / Registered firm / In - Registered firm / Body Corporate (partnership deed enclose, in case of partnership firms only)		
3	No. of Kms from the garage to CRC-Patna (should be located within 15 Kms from the main gate)		
4	No. of years experience in the business		

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5	No. of Hired vehicle owned in the name of the company / Proprietor with make & model	
6	List of clients (past & present ) with address and contact	

N.B:

- All fields are mandatory and the information should be given as specific.
- Bidders to ensure that:
  - i. All pages have been signed and stamped by the authorized persons
  - ii. Pages have been numbered
  - iii. Documents are legible (clearly readable)

**I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and I have the authority to participate in this quotation.**

**Dated:**

**Place:**

**Name & Address of Firm**

**Authorised Signature & Seal of the Firm**

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ANNEXURE - II

(Proforma for self-declaration)\*

To,  
The Director  
National Institute for Locomotor Disabilities (Divyangjan)  
B. T. Road, Bon-Hooghly,  
Kolkata 700090

**Sub:** Hiring of of 01 nos. of white coloured air conditioned Office vehicle ( Swift Dzire/ Hyundai Xcent) on monthly contract basis for, Composite Regional Centre(CRC), Shekhpura, Old Dharamshala, Patna 800014, Bihar

Ref: Your NIQ: **HIRED-VEHICLE/2623/CRC-PATNA/2019/NILD/258** Date: **25.01.2019**

Sir,

I/We have read and examined the notice inviting quotation, particulars of quotation, general & additional terms and conditions, technical specification and all other contents in the quotation document for the work.

I/We hereby quotation for the execution of the work specified in the NIQ, in all respects with the referred to in general & additional terms and conditions, technical specification.

I/We agree to keep the quotation open for 90 (ninety) days from the due date of its opening and not to make any modifications in its terms and conditions.

Further, if I/We fail to commence work as specified, I/We agree that the Director, NILD, Kolkata shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said performance guarantee shall be guarantee to execute all the works referred to in the quotation documents upon the terms and conditions contained in the quotation form.

I/We hereby declare that; the information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my Quotation at any stage besides liabilities towards prosecution under appropriate law.

I/We hereby declare that; the company has never been blacklisted from any establishment.

I/We hereby declare that; I/we am/are totally agree with the general & additional terms and conditions, and other specifications mentioned in this NIQ. I/We shall treat the quotation documents, drawings and other records connected with the work as secret/ confidential documents and shall not communicate information/ derived there from to any person other than a person to whom I/We am/are

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authorized to communicate the same or use the information in any manner prejudicial to the safety of the state.

Yours faithfully

Dated .....

Signature of Quotationer .....

Witness: #

Postal Address : #

Address :

Occupation :

**Note:**

**\*This letter should be on the letterhead of the bidder and should be submitted by the Bidder with the quotation documents.**

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**Annexure -IV**

**Price Bid**

Sl No.	Particulars	Rate (in Rs.)
1	a Charges for total 220 Hrs. & 2200 Km in one month (30 days)	(In Words:  Only/-)
	b Charges for Extra Hour beyond 220 Hrs.	(In Words:  Only/-)
	c Charges for Extra Km beyond 2200 Km	(In Words:  Only/-)

(Rates are inclusive of all Taxes)

The charges of 1.b or 1.c will be applicable, whichever is higher, beyond the monthly ceiling as per 1.a, i.e. total 220 Hrs. & 2200 Km in 30 days.

The above Terms & conditions laid down in the quotation document are applicable to us and will binding on us.

**Signature of the Quotationer  
with date and seal**

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF  
DY. DIRECTOR (ADMIN.)  
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