

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 rate contract for hiring of vehicle/taxi
“as and when required basis”.**

Advt. No. NCAOR/ 37 /2015

<u>Sl. No.</u>	<u>Description</u>	<u>Remarks</u>
1	Notice Inviting Tender	Annexure-I
2	Eligibility and Terms & Conditions	Annexure-II
3	Particulars of Tenderer	Annexure-III
4	Details of taxis	Annexure-IV
5	Price Schedule	Annexure-V

(In-Charge Administration)

Terms & Conditions

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

Tenders will be received upto 15.00 hrs. on 11.06.2015 and will be opened on 12th June 2015 by 10:30 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. **As and When Requirement basis means:**

- i. The Contractor shall arrange the vehicle (taxi/taxies) as per NCAOR requirement within 02 hrs. from receiving the instruction over phone by the concerned officer, as and when and where required.
- ii. The driver should report at NCAOR security gate on his arrival.
- iii. More than one vehicle on any particular day or days can be hired as per the requirement of NCAOR. Accordingly, the contractor should arrange the vehicles as per the requirement.
- iv. The Contractor shall arrange other class of vehicles (Buses, Tempo traveller etc.) as and when required basis on prevailing market rates.

5. **Rate/Prices:**

The rates/prices quoted and as accepted by NCAOR, shall remain fixed during the period of 02 years of the contract. However, during the contract period, in case the Government of Goa approves revision of rates due to hike in the cost of petrol/diesel, the request for revision of rates received from the Agency/Contractor may be considered at the sole discretion of the Director, NCAOR. Contract may be extended on year to year basis depending on the performance of the party and as per requirement of NCAOR on the same terms & conditions with mutually accepted rates, if required.

6. **Taxes & Duties:**

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

7. **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.

8. **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.

9. **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.

10. a) **Condition of Vehicles:**

- i. The vehicles to be provided should not be more than 3 years old and should be in presentable good condition.
- ii. The vehicles shall be kept in good running condition and it will have clean upholstery with white covers and other accessories of the vehicles will also be kept in good condition preferably white or silver colour.
- iii. Seats must be comfortable and preferably with white covers.
- iv. Vehicle with damaged body due to accidents etc will not be acceptable.
- v. No payment shall be made if the vehicle is found in dirty or shabby condition.

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. 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, 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. Contractor shall comply all statutory Acts, labour laws/regulations/motor vehicle Act etc.
- vii. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
- viii. 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.
- ix. When a taxi is called for duty on any days by NCAOR, only actual timings as mentioned by the user in the trip slip of the duty performed will be considered.
- x. 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.

11. 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, kilometer 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 trip slip.

12. Period of Contract:

The hiring of vehicles will be on 'as and when required basis' for a period of TWO YEARS 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.

13. 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.

14. 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.

15. 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.

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 trip slip. On the basis of entries on the trip slip, NCAOR shall release the payment accordingly.
- ii) Responsibility to get the trip slip 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 monthwise. 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:

ANNEXURE-III

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 (atleast one vehicle should be owned by the party and that is registered in owner's name -proof of ownership & necessary transport/vehicle permit for commercial use required to be submitted with the tender)

(A)

Particulars	(1) (pl. mention name of vehicle)	(2) (pl. mention name of vehicle)	(3) (pl. mention name of vehicle)
Vehicle/taxi model			
Year of purchasing			
Registration No.			
Owner's Name			

Provide following detail of vehicles

(B)

Sl. No.	Description	(1)		(2)		(3)	
		Document of vehicle	Valid upto	Document of vehicle	Valid upto	Document of vehicle	Valid upto
01	Vehicle Reg. Certificate						
02	Fitness Certificate						
03	Vehicle permit for commercial use						
04	Motor Insurance Certificate						
05	Pollution certificate						
06	Road tax certificate						
07	Vehicle ownership certificate						

(.....)

Signature and seal of the tenderer

Date:

Seal:

PRICE BID

Price Schedule for 'As and When Required Basis' Vehicle

(To be filled by the tenderer & submit alongwith the tender)

Rate for hiring of following taxis

A- Non-Air Conditioned Vehicle

Sl.No	Name & make of taxi	Description	Hire charges per taxi per day
(1)	(2)	(3)	(4)
01	Tata Indica eV2/ Hyundai-i10/ Wagon R or equivalent	Upto 50 Km and 5 hrs	
		Upto 100 Km and 10 hrs.	
		Detention charges per hour beyond 10 hrs.	
		Extra charges per Km beyond 100 Km	
		Night charges between 22:00 hrs to 6:00 hrs (Next day) without detention charges	
02	Hundai-XCent/Swift D'zire/Honda-Amaze/Honda-City/Toyota-Etios or equivalent	Upto 50 Km and 5 hrs	
		Upto 100 Km and 10 hrs.	
		Detention charges per hour beyond 10 hrs.	
		Extra charges per Km beyond 100 Km	
		Night charges between 22:00 hrs to 6:00 hrs (Next day) without detention charges	
03	Innova/Qualis/ Ertiga or equivalent	Upto 50 Km and 5 hrs	
		Upto 100 Km and 10 hrs.	
		Detention charges per hour beyond 10 hrs.	
		Extra charges per Km beyond 100 Km	
		Night charges between 22:00 hrs to 6:00 hrs (Next day) without detention charges	
04	Taxes if any please specify for Non-A/c vehicle (indicate the present applicable percentage)		

B - Air Conditioned Vehicle

Sl.No	Name & make of taxi	Description	Hire charges per taxi per day
(1)	(2)	(3)	(4)
01	Tata Indica eV2/ Hyundai-i10/ Wagon R or equivalent	Upto 50 Km and 5 hrs	
		Upto 100 Km and 10 hrs.	
		Detention charges per hour beyond 10 hrs.	
		Extra charges per Km beyond 100 Km	
		Night charges between 22:00 hrs to 6:00 hrs (Next day) without detention charges	
02	Hundai-XCent/Maruti-D'zire/Honda-Amaze/Honda-City/Toyota-Etios or equivalent	Upto 50 Km and 5 hrs	
		Upto 100 Km and 10 hrs.	
		Detention charges per hour beyond 10 hrs.	
		Extra charges per Km beyond 100 Km	
		Night charges between 22:00 hrs to 6:00 hrs (Next day) without detention charges	
03	Innova/Qualis/ Ertiga or equivalent	Upto 50 Km and 5 hrs	
		Upto 100 Km and 10 hrs.	
		Detention charges per hour beyond 10 hrs.	
		Extra charges per Km beyond 100 Km	
		Night charges between 22:00 hrs to 6:00 hrs (Next day) without detention charges	
04	Taxes if any please specify for A/c vehicle (indicate the present applicable percentage)		

Note: A copy of PAN card may also submit alongwith the Price Bid.

(.....)
 Signature and seal of the tenderer
 Date:
 Seal:

Full Address: