

ICMR - NATIONAL INSTITUTE OF EPIDEMIOLOGY  
(AN AUTONOMOUS UNIT UNDER GOVT. OF INDIA  
MINISTRY OF HEALTH & FAMILY WELFARE)  
T.N.H.B., AYAPAKKAM,  
(AMBATTUR), CHENNAI - 600 077

PHONE: 044 - 26136262

ENQUIRY NO. NIE/Maintenance/T/e-Publish/02/2022-23/

DATE: 02.06.2022

CPPP ePublish Website  
&  
NIE Website

SUB: Hiring of Vehicles for Out-Station  
Transportation on Requirement Basis of  
ICMR- NIE, Ayapakkam, Chennai -Reg

Dear Sir/Mam,

Please quote your **LOWEST RATE** for the under mentioned mode of vehicles. Your sealed quotations must reach this office on or **before 22.06.2022 within 04.00 P.M.** with **PAMPHLETS**. THE QUOTATION MUST BE posted in a **SEALED ENVELOPE DULY SUPERSCRIBED AS:**

**QUOTATION FOR: — QUOTATION FOR HIRING OF VEHICLES FOR OUT-STATION  
TRANSPORTATION ON REQUIREMENT BASIS - REGARDING**

ENQUIRY NO. NIE/Maintenance/T/e-Publish/02/2022-23/

**DUE: 22.06.2022 4.00 P.M.**

**Earnest Money Deposit – Rs.5,000/-**

**Opening Date: 23.06.2022 10.00A.M.**

The **Hiring of Vehicles for Out-Station Transportation on Requirement Basis** are subject to the terms and conditions stated below. The offers are liable to be rejected if the supplier **FAILS** to comply with the conditions.

**DESCRIPTION**

**Hiring of Vehicles for Out-Station Transportation on Requirement Basis**

Document Details		Annexure
General Instructions	-	Annexure I
Bidder Details	-	Annexure II
Eligibility Criteria	-	Annexure III
Terms & Conditions	-	Annexure IV
Instructions for Price Bid	-	Annexure V

**“Only sealed quotations will be accepted.  
Quotations sent through open letter or email will not be entertained”**

Yours faithfully,

ADMINISTRATIVE OFFICER

**Tender ID :2022\_DoHR\_662875\_1**

**GENERAL INSTRUCTIONS**

**To**

**All Intended Agencies/ Firms**

**Subject: Annual contract for “Hiring of Vehicles for Out-Station Transportation on requirement basis” of ICMR – National Institute of Epidemiology, Ayapakkam, Chennai.**

1. Bids are invited from only Chennai based Agencies or located in the nearby area of ICMR-NIE for **“Hiring of Vehicles for Out-Station Transportation on requirement basis” of ICMR – National Institute of Epidemiology, Ayapakkam, Chennai.** The rate quoted shall be valid for a period of one year from the date of awarding the contract. This period may be extended / curtailed without assigning any reason or giving prior notice.
2. The scanned copy of the demand draft of Rs.5,000/- (Rupees Five Thousand Only) as Earnest Money Deposit (EMD) must be submitted with the bid. The EMD shall be in Indian Rupees (INR) and shall be in the form of Demand Draft from any of the Nationalized Bank / Scheduled Bank in favour of “Director, NIE, Chennai” payable at Chennai. The bidder registered with Central Purchase Organization and National Small Industries Corporation (NSIC), MSME i.e., “Registered Suppliers” are exempted from furnishing bid security along with their bids as per the provision made under applicable rules. In case so, a copy of the order issued by the concerned organization in this regard should be accompanied with other documents. Bids without necessary EMD or valid EMD exemption proof will be summarily rejected.
3. EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. EMD of the successful bidder shall remain with the institute and shall be refunded after acceptance of the contract and submission of Performance Guarantee.
4. If a bidder whose bid is accepted and fails to undertake the work as per the terms & conditions of the contract or as mentioned in the award letter, the earnest money deposited will be forfeited and no payment will be given for the work done
5. NIE reserves the right to cancel the process of bid / contract at any point of time without assigning any further reason.
6. Intended agencies / firms may quote the rates as per enclosed price bid. Terms and Conditions for the contract / bid is enclosed which is required to be signed by the Contractor.
7. The bid shall remain valid for 90 days from the date of opening.
8. All the bidders are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Institute.
9. The tenderer should enclose a signed copy of the terms and condition stipulated for award of the contract conveying his acceptance of the same.

10. The contract with the Agency / Firms may be terminated if the services provided are not found satisfactory or if complaints are not attended in time bound manner. Refusal or inability by the successful bidder to undertake the said work at the contracted rate may result in termination of the contract and disqualification of the bidder from participating in future tenders.
11. Conditional bids shall not be considered and will be rejected out-rightly at the very first instance. It may be specifically noted that unrealistic rates shall not be entertained and reasonability of rates shall be ascertained according to the work.
12. The format of submitting the bids should be as per the format attached in this document and the firms shall be required to enclose copies of the documents listed in the tender documents.
13. The L1 bidder will be selected on each vehicle category or total quote of all categories as indicated in the price bid. NIE has right to decide as beneficial to the institute.

**Date:**

**Signature of the Applicant**

**BIDDER DETAILS**

The following information is required for entering into contract for “**Hiring of Vehicles for Out-Station Transportation on requirement basis** of ICMR – NIE, Ayapakkam, Chennai” for a period of one year.

<b>No.</b>	<b>Description</b>	<b>Details</b>	<b>Page No. of attached Proof</b>
1.	Name & full address of the applicant (in Block Letters)	Give details	
2.	Description of rate contract proposed to be provided by the firm	Hiring of Vehicles for Out-Station Transportation on Requirement Basis	
3.	Copy of Registration Certificate	Attach as Annexure	
4.	If the firm is under Rate Contract with other Govt. Department / Research Institute / reputed Private Sectors, give details along with certified copies of the contract issued by the Department /Institute	Attach as Annexure	
5.	Enclose a list of users of their services and the quantum of services provided by them to the customers during the last three years	Attach as Annexure	
6.	Annual turnover of the firm/company during the last three years financial years. (Copy of Balance sheet/CA certificate)	Attach as Annexure	
7.	Copy of IT Return filed for the last three financial years	Attach as Annexure	
8.	a) Certified copies of GST Registration No. with date of validity b) Latest copy of GST Return (Please enclose copies of relevant papers.)	Attach as Annexure	
9.	a) Income Tax / PAN No. (In the name of firm/company & not individual) b) Latest copy of Return filed to Income Tax Dept.	Attach as Annexure	
10.	State whether business/dealing with you have been currently banned by any Ministry/ Dept. of Central Govt. or any State Govt. if so, give details	Attach as Annexure	
11.	Please indicate Name and full address of your Banker along with your Account Number, IFSC Code	Attach as Annexure	
12.	Details of vehicles and employees available	Attach as Annexure	
13.	Any other information vital for entering into rate contract	Give details and Attach as Annexure	

**Date:**

**Signature of the Applicant**

**ELIGIBILITY CRITERIA**

1. The bidder should be a Chennai based agency or located in the nearby area of ICMR-NIE, Ayapakkam, Chennai.
2. The bidder should have engaged in providing similar services to any Govt / PSU / reputed private sectors for period of last three years.
3. Minimum AVERAGE ANNUAL TURNOVER of Rs. 5 (Five) lakhs in the last 3 financial years. (Balance sheet/CA certificate to be enclosed, duly supported by the income tax return).
4. Copies of last 3 years Income Tax Return, as per Government Norms.
5. Copy of Registration with GST Nos and PAN number.
6. The vehicles to be deployed should be either Petrol or Diesel driven.
7. The bidder should have minimum eight vehicles of Hatchback, Sedan, MPV and Tempo Traveller types with an ability to lend the vehicles on our requirement basis.
8. The vehicles to be deployed should not be older than 2017 model.
9. Submission of requisite documents, unconditional acceptance of all the given terms and conditions and meeting the qualifying requirement stipulated in the tender document.
10. The decision of the NIE shall be final and binding in this regard.

**Date:**

**Signature of the Applicant**

**TERMS & CONDITIONS**

1. The period of Contract under the scope of work shall be normally for a period of one year from the date of signing contract and commencement of services. This period may be extended / curtailed without assigning any reason or giving prior notice.
2. The rate quoted shall be valid for a period of one year from the date of signing the contract.
3. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the contract without assigning any reason thereof, and nothing will be payable by this institute in that event and the Performance Security deposit shall be encashed.
4. The vehicle sent to the office on requisition must have all relevant documents like registration book/driving license/insurance road tax/receipt permit fee/ passenger tax/border tax/toll tax/taxi permit etc. The vehicle should be licensed and shall conform to all Government Rules and Regulations being in force from time to time.
5. Vehicle to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers. Dirty, noisy, and not well-maintained vehicle shall be rejected and no payments shall be made for the same.
6. The contractor must have trained drivers on their employee roll.
7. The contractor shall be responsible for all communication with the officers. For this purpose, he should have a proper office with telephones and personnel to take the calls.
8. Unsatisfactory or unprofessional behavior shall result in termination of the contract. Non-adherence to the quality of service and terms and conditions mentioned herein shall result in termination of the contract immediately, with encashment of the Performance Security deposit.
9. Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims, which may arise under the provisions of various Acts, Governments Orders etc
10. Contractor shall be fully responsible for theft, burglary, fire, accidents, traffic rule violations or any other unlawful acts/deeds by his staff.
11. This office shall not be responsible for any traffic penalties, challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the service provider/contractor.
12. An integrity pact should be entered by the successful bidder with NIE.
13. The request for the requirements of the vehicles from the competent authority nominated by the Director, NIE shall be considered. The request from the individual staff members shall not be

considered. Communications shall be made in all respect with Competent Authority nominated by the Director, NIE only.

14. The contract shall ensure that the requested vehicle with the driver needs to be reported to the officer at the requested pick-up location well in advance time. If the vehicle requested does not report to the requested pick-up location, penalty will be imposed amounting to the cost of requested package.
15. The details of the vehicles and drivers allotted for the duty shall be intimated to the competent authority well in advance time.
16. In case of violation of any of the terms and conditions mentioned in this tender document, competent authority reserves the right to terminate the contract immediately and award the same to the second lowest bidder (L2) or third lowest bidder (L3) at the rates of L1, depending on the situation. In such cases, no payments (pending or future) shall be released against the original contract.
17. The contractor will provide well-behaved drivers having knowledge of different routes, as well as repair of cars and valid driving license and also having proper uniforms and name badge.
18. The drivers shall be exceptionally talented in navigating routes to destinations and shall know how to make good use of standard maps and the GPS.
19. The driver needs to be polite and patient, they may have to wait for specified periods when picking or dropping officials.
20. The trip sheet shall be maintained by the drivers. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the users.
21. The driver should not be under the influence of any sort of drug or alcohol at the time of duty. Violations shall attract a penalty. In cases where the driver is found under influence, the contractor shall make arrangement for alternate driver immediately.
22. The driver would also be equipped with Mobile phone.
23. No charges will be given for lunch/tea to the driver.
24. Driver of the vehicle requisitioned by this office will report to the officer to whom the vehicle is allotted well in advance and shall always be “on-call” with vehicles deployed.
25. The personnel engaged by the Contractor are subject to security check by the Security Staff at any time.
26. Counting of distance will be from the starting point of the user and closing at the point wherever user completes his / her travel. In addition, the distance covered in each way between garage and the pick-up & drop point of the user will be allowed.
27. The tampering of meter reading, vehicle usage timings, overwriting of trip sheet, misconducts and other such acts shall be penalized heavily, including termination of the contract and forfeiting of the Performance Security deposit.

28. The bills shall be checked with the trip sheet and if any discrepancies are found, the payment of the bill shall be cancelled and the contract shall be terminated with encashment of the Performance Security deposit.
29. The minimum hiring charges per day shall be calculated for distance of 250 Km for each category of vehicles indicated in the tender document. The rate per additional Kilometre and charges towards Driver Batta / Night Halt shall also be indicated.
30. The rates quoted shall include all charges inclusive of fuel cost. No additional charges other than quoted will be entitled.
31. The rate of GST tax to be indicated.
32. All payments shall be made by ECS / e-payment only
33. Rates charged by the contractor for the services given under the contract shall not be higher than the rates quoted in his bid.
34. The rate quoted shall be valid for one years. If the contract is extended beyond one year, the quoted rate shall be negotiated.
35. Parking charges and Toll charges shall be paid extra as per actual on production of documentary evidence.
36. The bills shall be submitted along with trip sheets / log book duly signed by the user or his representatives to this institute on completion of trip and the payment will be made towards the submitted bill. No advance payment shall be made under any circumstances.
37. The successful bidder shall be required to submit a Bank Guarantee/DD in the name of Director, National Institute of Epidemiology, Chennai for an amount of **Rs.6,000/- (Rupees Ten Thousand Only)** as a Performance Security before commencing the work under the contract. The Performance Security shall remain with the Institute as long as the contract is in force and will be remain valid for a period of 60 days beyond the date of completing of all contractual obligations. The security amount is liable to the forfeited fully or in part of, in case of unsatisfactory performance or non-performance of the contract or breach of any of the conditions mentioned in the contract agreement. The Performance Security Deposit is refundable on successful completion of the contractual obligations.

**Date:**

**Signature of the Applicant**



**INSTRUCTIONS FOR PRICE BID****(To be submitted in Letter Head as a separate cover)****HIRING OF VEHICLES FOR OUT-STATION TRANSPORTATION ON  
REQUIREMENT BASIS OF ICMR – NIE, AYAPAKKAM**

<b>Assignment</b>	<b>Hatchback (Rs.)</b>	<b>Sedan Class (Rs.)</b>	<b>MPV (Rs.)</b>	<b>Tempo Traveler (Rs.)</b>
Minimum Rate per day (Per 250 Km)				
Rate per additional Km				
Driver Batta				
Night Halt				
Percentage of GST				

***\*Note: The rate quoted shall be valid for a period of one year*****Date:****Signature of the Applicant**