

**Office of the Director  
National Institute of Pharmaceutical Education and Research(NIPER),  
Hajipur  
EPIP Campus, Industrial Area,  
Hajipur, Vaishali,Bihar. Pin – 844102.**

## **NOTICE INVITING TENDER**

**Subject: Hiring of Vehicles for the use of NIPER Hajipur on Monthly rental basis**

SEALED QUOTATIONS are invited from reputed service providers for the hiring of 3 to 4 number of Non-AC vehicles.

Service Providers can submit Tender/Quotations on or before 7<sup>th</sup> July, 2015 by 13.00 hrs . The Director, NIPER, Hajipur reserves the right to accept or reject any tender without assigning reasons thereof or to cancel or modify the tender at his own discretion.

### **1. Instructions to the “Vendors”-**

Tenders will be in two bid system (i) Technical Bid (ii) Financial Bid. The 'Technical Bid' should be made and put in the first envelope containing the title 'Technical Bid'. It should contain full information as required in Annexure-‘A’. The 'Financial Bid' will be made and put in a second envelope containing the title 'Financial Bid'. Both bids should be put in a third envelope which should be prominently super scribed as "QUOTATIONS For Hiring of Vehicles for Office of Director, National Institute of Pharmaceutical Education and Research, Hajipur." The sealed envelope can be deposited **up to 13:00hrs. on 7<sup>th</sup> July, 2015** by reputed courier or registered post or delivered by hand, in the office of Director, RMRIMS, Agamkuan, Patna -800007 or at National Institute of Pharmaceutical Education and Research (NIPER), Hajipur. The Technical Bid sealed envelopes therein will be opened on the **7<sup>th</sup> July, 2015 at 16:00 hrs.**

The Financial Bid sealed envelopes therein will be opened tentatively on **14-07-2015 at 15:00hrs.** The 'Financial Bid' will be evaluated only if the tenderers' 'Technical Bid' is found satisfactory in all respect by the tender committee. The tenderer will have no rights whatsoever to insist that his 'Financial Bid' be evaluated in the event of the tender committee rejecting his 'Technical Bid' as unsatisfactory. The applicants who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representative with an authority letter for the said purpose. The format of Technical Bid and Financial Bid is enclosed as Annexure 'A' and Annexure 'B'.

**2. Period of contract:-**

The contract will be for a period of one year starting from the date of award of contract.

**3. Scope of Work:-**

- i. National Institute of Pharmaceutical Education and Research (NIPER), Hajipur requires three vehicles on Monthly hire basis.

Category of Vehicles	No. of Vehicles	Days / Per Month	EMD (Rs.)	Limit on Maximum Running Km./p.m.
Non Airconditioned Vehicles with seating capacity of 8-10/12-15/18-20 persons	3	30/31	10,000/-	1500

The number of vehicles to be hired may increase or decrease at the discretion of the Tenderer.

- ii. The said vehicles are hired for use by the National Institute of Pharmaceutical Education and Research (NIPER), Hajipur as detailed above, for a period of one year from the date of award of contract.
- iii. The rates for hiring of vehicles should be quoted for category/model of vehicles for 1,500 Kms for 30/31 days and

the rates quoted should be excluding service tax since service tax is not applicable in case of Government Educational Institutions including NIPER Hajipur. The rate per Kilometer in excess of 1,500 kms, should also be quoted separately;

- iv. The vehicles shall be provided on any day including Saturday, Sunday and Holidays, if required by the Institute;
- v. The vehicle with the Driver would be placed at the disposal of this office as and when required. This office would be free to use the hired vehicle in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
- vi. The hired vehicle would be used by this office for a minimum of 12 hrs on each day. The hired vehicle can be used on any day beyond 12 hrs., if required.

#### **4. Eligibility Criteria**

- i) The firm(s)/service provider intending to submit the quotation should **have at least 2 years of experience** in the tour and travel business and preferably **in providing vehicles to the Government/ Semi-Government/ Public Sector Units/ Private Sector Units of repute.**
- ii) Service providers owning and/or in possession of the requisite number of eligible vehicles or having the capacity to purchase the vehicles immediately as on the date of submission of tender only are eligible to submit their quotations. Preference will be given to service provider owning the eligible requisite no. of vehicles on opening of the Technical Bid.
- iii) The firm should have a valid PAN card issued by the concerned authority and the firm/owner must have filed IT return for the last two financial years.
- iv) The firm/company should have a minimum turnover of

Rs. 5.00 lacs in the previous two financial years. (min any one)

- v) The firm should not have been blacklisted during past 3 years by any Government Department/Institution/PSU.

**5. Earnest Money Deposit (E.M.D.)**

An Earnest Money Deposit of Rs.10000/- will have to be submitted while applying for the contract in form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee drawn in favor of the Director, National Institute of Pharmaceutical Education and Research, Hajipur, payable at Patna without which the quotations will not be considered. The E.M.D. amount will be returned to the unsuccessful bidders.

**6. Performance Guarantee (Security Deposit)**

The successful bidder shall give performance security

in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a scheduled commercial bank amounting to Rs.25000/- in favor of the Director, National Institute of Pharmaceutical Education and Research (NIPER), Hajipur payable at Patna . Performance Security should remain valid for a period of Sixty Days beyond the date of completion of all contractual obligations of the contractor. The Security deposit will be refunded only after the expiry of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the

contractor or his employees. This forfeiture will be in addition to any action by the Institute that the contractor firm may invite upon themselves due to any of the reasons specified above.

## **7. Terms and Conditions**

While quoting the rates, every service provider tendering/bidding should specifically note that:-

- i) Rate(s) quoted should be for a commercially registered vehicle which is **registered on or after 01-01-2010** and without any accident history, in excellent and neat exterior, interior and running condition and which shall also be so maintained during the period of hire;
- ii) If the tenderer intends to buy a new vehicle, then it should be explicitly stated and the firm must be in a position to buy the vehicle within 3 days of the award of the contract. (proof may be asked for).
- iii) The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ending from/at Offices of NIPER or RMRIMS.
- iv) Service tax is not payable since NIPER is exempted from paying the service tax .
- v) The vehicles hired intended for use in the entire state of Bihar. In the course of official work, the vehicles may also be required, to be used as and when required for out of Geographical limits of the state of Bihar.
- vi) One of the Vehicles shall be stationed at NIPER Hajipur for any emergency need during night hours. NIPER shall provide space to the driver for night stay.
- vii) **The log book should be maintained in line with log book system for the Institutional vehicles.**
- viii) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5<sup>th</sup> of the succeeding month to the respective Vehicle In-Charge;

- ix) Institute shall be liable to pay the hiring charges only. Other liabilities like **monthly charges of Drivers, Repair and Maintenance of vehicles, Insurance, Petrol/Diesel, Oil and any other incidental expenses etc shall be borne by the service provider**. In case of any mishap/accident, all the claims arising out of it, shall be met by the service provider. In any case, Institute is not liable to pay any other charges in addition to above;
- x) The service provider should ensure that the driver(s) employed possess a valid driving license. Service Provider should ensure that, the drivers on duty are well behaved and properly dressed, and well versed with the routes and locations in Hajipur and Patna Municipal Corporation area and its suburban areas;
- xi) In order to ensure day to day smooth functioning, the service provider shall not change, the vehicle once hired. Similarly, the drivers provided on the said vehicles should not be changed until and unless there is an emergency. In case of emergency, the said changes may be done with the prior intimation/permission. In case, wherein a regular vehicle could not be provided for any reason including repairs, servicing etc., the replacement vehicle should be provided in place of the regular vehicle;
- xii) Once the contract is awarded, service provider should provide to the Institute the complete details of vehicles, certified copies of the RC books along with the copy of the valid comprehensive insurance policy. Further, the service provider should ensure that, the comprehensive insurance policy for the vehicles is in-force during the entire period of contract;
- xiii) The Institute will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The Institute recognizes no employer-employee relationship between the Institute and the personnel deployed by the service provider. The Institute shall not be responsible financially or otherwise for any injury to

- the vehicle or driver or person deployed by the service provider during the course of contract;
- xiv) The Institute reserves the right to terminate the contract if the terms and conditions are violated and/or without assigning any reason, by giving (15) fifteen days' notice;
  - xv) During the period of the contract, the vehicle or the driver shall not be employed by the service provider for providing any service to any person other than the Institute;
  - xvi) Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the Institute for which they will do all as is necessary;
  - xvii) Any person who is in government service or any employee of the Institute is not a partner directly or indirectly, with the service provider;
  - xviii) Inspection of the vehicles will be done before finalizing the contract and also periodically by Superintendent/Inspector in-charge of Motor Vehicles;
  - xix) The Director National Institute of Pharmaceutical Education and Research (NIPER), Hajipur, reserves the right to require fulfillment of other conditions, not expressly mentioned which are consistent with use of vehicles on hire with this office and to reject any or all tenders without assigning any reason thereof.
  - xx) In case of dispute the decision of the Director, National Institute of Pharmaceutical Education and Research (NIPER), Hajipur, shall be final and binding.
  - xxi) Any legal matter shall be subject to the jurisdiction of district court Hajipur.

Sd/-  
Director,  
NIPER, Hajipur

ANNEXURE-‘A’

TECHNICAL BID

1. Name of firm/Company/Agency :  
(Copy of Shop Act/Company  
Registration Certificate should  
be enclosed)
2. Complete Address :  
& Contact Number
3. Experience :  
in providing vehicles  
in Government/Semi-  
Government/Public Sector  
Undertakings/Institutions.
4. Name and Address of the Organisations/ :  
Departments/Institutes in respect of  
Sl.No. 3 above.
5. PAN Number (with proof) :
6. Service Tax Registration No :  
(with proof) (Optional)
7. Income Tax Returns for previous three :  
financial years attached
8. Total turnover of the agency during :  
last three financial years
9. Details of the vehicles owning/in :  
Possession for providing on hire  
(With Make Model and Year  
Along with the copy of  
Registration Certificate  
of each of the vehicle). Self attested  
xerox copies of owner book to be  
enclosed.



**ANNEXURE-‘B’**

**FINANCIAL BID**

1. Name, Address and Telephone number of Bidder:-

2. Name and address of the Proprietor/Partner/Directors

Vehicle Details	Non AC	Rate per month/per model for 1500 km	Extra per Km. charge in excess of 1500 km	Rates of casual hiring (per day upto 200 km)

I have read the terms and conditions of the Tender Notice, and I agree to and undertake to abide by the same.

Signature

Name of the Authorized Signatory

Seal/Stamp