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NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH

Hajipur - 844 102, Bihar

Website: [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in)

(Established by Govt. of India)

Ref. No. **NIPER-HJP/NIT-CAB/ 06 / 2020 –21**

**Date: 10.08.2020**

### **TENDER FOR HIRING FOUR WHEELERS (CABS).**

Sealed tenders in two bid system for hiring good quality two number 8-10 seater Non A.C four wheelers (Cab) for transportation of students in Hajipur / Patna for an initial period of **1** (one) year, are invited from the firms/ agencies of repute, registered with DTO/ RTO for plying on monthly basis for undertaking daily trip/ trips in Hajipur / Patna normally from hostels to NIPER Hajipur and back. Hiring period of the vehicle is extendable depending upon performance and mutual consent.

The prosperous bidders are requested to go through the tender document thoroughly and then ascertain their qualification and only then place their Bid, as per requirement.

Interested firms / agencies may download the tender documents from [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in) or <https://eprocure.gov.in>

Last date for submission of duly filled in tender is **10.09.2020** by **3.00 P.M.** Technical bid will be opened next working day, on **11.09.2020** at **3.00 P.M.** at NIPER-Hajipur.

**Registrar I.C.**



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Last date for submission of duly filled in tender is **10.09.2020** by 3.00 P.M. Technical bid will be opened next working day, on 11.09.2020 at 3.00 P.M. at NIPER-Hajipur.

2. The prosperous bidders are requested to go through the tender document thoroughly and then ascertain their qualification and only then place their Bid, as per requirement.
3. Interested firms/ agencies may download the tender documents from [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in) or <https://eprocure.gov.in>
4. The prosperous bidders are invited to participate during the opening of technical and financial bids.
5. The minimum monthly travel distance would be 1500 Kms.
6. For participation in the frey, it is essential that the annual turnover of the Firm / Agency should not be less than Rs. 25 (twenty five) lakhs.
7. Important dates:

• Bid publication date	12.08.2020	
• Submission of bid starts from	18.08.2020	by hand or speed post, in sealed envelop
• Receipt of queries	13.08.2020	
• Clarification to Queries	17.08.2020	
• Last date & time of bid submission	10.09.2020	
• Technical Bid Opening date & time	11.09.2020	
• Price bid opening date & time	To be announced in due course.	
8. Complete tender documents in two bid system, viz. (i) Technical Bid Envelop – A and (ii) Financial Bid Envelop – B.

### 9.i. Technical Bid (Envelop – A)

The sealed Technical envelopes should be labeled / superscribed as given below.

<b>TECHNICAL BID: ENVELOP – A (For Hiring Vehicle)</b>
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9.ii. The Technical Bid sealed envelope shall contain the following:

9.ii.a. DD for Rs. 1,000=00 (One thousand) towards tender processing fees. It is non-refundable.

9.ii.b. DD for Rs. 20,000=00 (Twenty thousand) towards EMD. It is refundable.

9.ii.c. Duly filled and signed (all pages) tender document, in prescribed format (available at Institute's website: [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in) and CPP portal website: <https://eprocure.gov.in>).

9.ii.d. Duly authenticated and certified documents to substantiate firm's / agency's credentials:

- Copy of Commercial Registration Number
- Copy of Service Tax (GST registration)
- Copy of ITR for last 3 (three) financial years
- Copy of PAN
- Copy of earlier works of similar nature (services rendered / performance certificate from Govt. Deptt./ bodies/ organizations).
- Copy of Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc., if so exists.
- Copy of Authorization for Participation in the bidding process (not required in case of Proprietorship firm).
- Copy of vehicle installed with functional GPS tracking device and proof of its working.

9.ii.e. An Undertaking with respect to the following:

9.ii.e.i. That the driver on duty will be well behaved, highly skilled, trained, medically fit and obedient driver, who is well versed with traffic rules and regulations, with valid driving license. That, the driver knows his duties and responsibilities, and will be in uniform, on duty and with mobile phone. That, the driver will not be changed without written information and mentioning the reason thereof.

9.ii.e.ii. To the effect that vehicle's fuel tank will be at least maintained full to cover the distance entire 2 trips for two days.

**10.i. Financial / Price Bid (Envelop – B)**

The sealed Financial (Price) bid envelope shall be labeled / super scribed as follows and should contain the following:

**FINANCIAL BID: ENVELOP – B (For Hiring Vehicles)**

- Monthly parking charges
- Monthly charges for first 1500 km.
- Per km additional charges (after 1500 kms).
- Hourly charges, additional, if any.

**10.ii.** The rates shall be quoted in Indian Rupees.

**11.** The sealed Envelope A & Envelope B shall be placed together in the bigger envelope, sealed and superscribed and submitted by post / hand so as to reach us on or before the last date and time to the following address:

**TENDER FOR HIRING VEHICLE FOR NIPER - HAJIPUR**

To,

The Director  
National Institute of Pharmaceutical Education and Research  
E.P.I.P Campus Industrial Area Hajipur Vaishali (Bihar)  
Pin - 844102

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12. Terms and Conditions**

**12.1.** Number of vehicles can be increased or decreased.

**12.2.** Only those firms whose turnover during each of the last 3 financial year were Rs. 25 lacs and above may participate in the frey. Proof to this effect may also be attached.

**12.3.** The firm / agency should know the route of commuting from the place of Hostel to the Institute, know the traffic congestion and wait time, before the quoting their bid. No price variation shall be entertained, later on for whatsoever reasons.

**12.4.** Bids received at NIPER-Hajipur office after last date and time, will summarily berejected. No extension shall be allowed for any reason what so ever.

- 12.5.** The DDs of (i) Rs. 1000=00 (one thousand) towards tender processing fees & (ii) Rs. 20,000=00 (Twenty thousand) towards EMD. The DDs have to be drawn in favour of “**The Director, NIPER, Hajipur**” payable at Hajipur.
- 12.6.** Every page of the tender document should be filled in, signed with date and stamped, legibly.
- 12.7.** If any discrepancy / deviations is / are observed in submission of the tender document / process, the tender document will be out-rightly rejected.
- 12.8.** Contract is for a period of 1 (one) year, extendable for 1 (one) year more or less, depending on the performance and mutual consent.
- 12.9.** Incomplete / late received bids shall be rejected.
- 12.10.** The vehicle deployed for the service must be in excellent condition, in no case more than 3 year old with a run mileage below 25,000 kms. Vehicle must be of 2017 model or any latest model after 2017. Vehicles may be used in local / inter-state / intra-state as and when required.
- 12.10.1.** Fraction of running kms / time shall be counted on daily basis. It shall be ignored if actually runs less than 0.5 (half) km / time. Similarly, if actually run is more than 0.5 (half) km but less than 1 (one) km, it will be counted as 1 (One) km / time.
- 12.10.2.** Vehicles will be under the control of NIPER-Hajipur during the contract period, and shall be parked in designated location in NIPER-Hajipur. This will remain on duty for 10 hours.
- 12.10.3.** The vehicle fuel tank shall not be filled with fuel less than required to cover the distance entire trip for two trips for a given day.
- 12.11.** The bid cost should be on turnkey basis, which includes the hiring charges of driver, repairs and maintenance of vehicles, insurance, fuel, lubricant, other incidental expenses in running and maintenance of the vehicle.
- 12.12.** Due care of vehicles in case of any damage/ repairs caused during operation of the contract also lies with the firm / agency.
- 12.13.** The responsibility for the safety and security of the operational vehicle provided, solely shall lie with the firm / agency.
- 12.14.** The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes etc. All requirements under various statutory laws must be complied with. Any default will be the liability of the firm / agency and this Institute shall not be liable in any matter whatsoever. In case of any accident or any other contingency, any claim arising out of it

shall be borne by the firm / agency only. No claim whatsoever shall be borne by the Institute.

- 12.15. Highly skilled, trained, medically fit, obedient and well behaved driver with valid driving license, well behaved driver with etiquettes knowing his duties and responsibility has to be deputed with the vehicle. Change in the driver has to be communicated in writing for the reasons and in advance.
- 12.16. The driver should be in uniform and must possess mobile phone.
- 12.17. Bills should be submitted on monthly basis with all supporting documents within 5<sup>th</sup> of the next month so that payment can be made on time.
- 12.18. A logbook shall be maintained for the vehicle.
- 12.19. Vehicle should be installed with functional GPS tracker device and proof of its working should be provided.
- 12.20. Vehicles should also be fitted with toeing hook.
- 12.21. The vehicle fuel tank will not be filled with less than to cover the distance entire two trips for a given day.
- 12.22. If the vehicle is not found in plying condition, it will not be engage for the day. And in such condition, a penalty of Rs. 500=00 (five hundred) and actual cost of hiring a similar vehicle will be levied to the firm / agency and will be accordingly deducted from the monthly bill.
- 12.23. The firm / agency shall be bound to provide a suitable replacement immediately if the vehicle breaks down. In the event of failure to provide such replacement as stated above, the Institute shall deduct Rs. 500=00 (five hundred) plus the actual cost for making alternate arrangement.
- 12.24. In case of any accident, all claims arising out of it shall be met by the firm / agency.

### **13. Terms of Award of Contract**

#### **13.1. Performance Bank Guarantee (PBG)**

The successful bidder shall submit Rs. 67,200=00 (Sixty seven thousand two hundred) a refundable Performance Bank Guarantee from any nationalized bank in favour of the Director, NIPER, Hajipur payable at Hajipur.

## 13.2. Validity Period of PBG

The validity period of Performance Bank Guarantee shall be for a period of 60 (sixty) days beyond the date of completion of all contractual obligation of the firm / agency.

## 13.3. Forfeiture of PBG

The PBG is liable to be forfeited, if during the contract period, the services are found to be unsatisfactory in any respect, and / or if any of the conditions is contravened/ breached and / or towards any damage caused due to negligence of the firm / agency or his/her employees. The forfeiture will be in addition to any action by the Institute.

## 14. General Terms

### 14.1. Important dates:

- Bid publication date 12.08.2020
- Submission of bid starts from 18.08.2020 by hand or speed post, in sealed envelop
- Receipt of queries 13.08.2020
- Clarification to Queries 17.08.2020
- Last date & time of bid submission 10.09.2020
- Technical Bid Opening date & time 11.09.2020
- Price bid opening date & time To be announced in due course.

14.2. Failure to comply with any of the statutory requirements and / or terms of the agreement by the firm /agency during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the Institute.

14.3. No negotiation will be undertaken with any tenderer except the lowest qualified bidder.

14.4. No request for escalation of rate will be entertained for whatsoever reason during the currency of contract except for the variation in the market price, which is beyond control of the agency / firm. Similarly, when there is fuel rate de-escalation and the price of the fuelrate is down, the same shall be abiding on part of the firm /agency.

14.5. In the event of award of tender, the contractor shall be required to submit copies of registration certificate and comprehensive insurance policies of the vehicles being offered for hire and particulars with photograph of the drivers dedicated to each vehicle.

14.6. The vehicle shall not be used for other purposes when the vehicle park idles.

14.7. The contractor shall obtain vehicle fitness certificate from the competent Authority.

## **15. Confidentiality**

15.1. Confidentiality of movement shall be strictly maintained.

15.2. Neither party shall issue any public statement concerning these arrangements or contents hereof or matters related to the public or any third party except with the express prior written approval of the other party.

15.3. The provisions of this clause shall survive the termination or expiry of this Agreement.

## **16. Insurance of Passengers**

Insurance of the vehicle and the risk of passenger travelling in the vehicle should be covered by the contractor to the extent of liability as specified in the Motor Vehicles Act and Rules made thereunder or any other law in force.

## **17. Force Majure**

17.1. The firm / agency shall be liable for delays or inability in performance or non-performance in whole or any part of its obligations due to any causes that are due to its acts or omissions.

17.2. The firm / agency shall be liable to any loss or any material damages during plying shall be borne by the firm /agency (arising out of negligence of his/her duty).

17.3. The firm / agency shall be responsible for any errors or omissions occur out of negligence during plying of vehicle.

## **18. Governing Laws and Arbitration Applicable**

18.1. The contract shall be governed by the Law of Contract in force from time to time.

### **18.2. Termination of Contract**

One month notice will be given by either party for termination of Contract during the tenure of Contract for breach of Clause or otherwise.

### **18.3. Taxes and Duties**

Contractor shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc.



**19. Jurisdiction of Courts**

The Court of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.

- 20.** The Director reserves right to cancel or modify or postpone the tender or reject any bid or all bids without assigning any reason.

**Registrar I.C.**



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National Institute of Pharmaceutical Education and Research  
Hajipur - 844 102, Bihar Website: [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in)

### Annexure A: FORMAT FOR TECHNICAL BID: PART - I

S. No.	Descriptions	Information to be filled by the Tenderer (if desired, separate sheet may be enclosed)
1.	Name and address of firm/ agency with complete contact details (Mobile Number and e-mail id	
2.	Bank details:	Name and address of Bank ..... ..... Account No. .... IFSC Code .....
3.	Tender Processing Fees* (Rs. 1000=00)  Non refundable	Amount: Rs ..... In favor of ..... DD No. ....Date: .....
4.	Earnest Money Deposit (EMD)	Amount: Rs. .... In favor of ..... DD No. ....Date: .....
5.	Details of Commercial Registration	No. ....
6.	Goods & Service Tax (GST) No./ Certificate	No. ....
7.	PAN No.	No. ....
8.	Annual turnover of the Firm / Agency	
9.	Any other information	

I hereby certify that all the information furnished are correct and true to the best of knowledge and belief. I have no objection to institute to verifying any or all the information furnished in this document with the concerned Authorities, if necessary.

I also certify that, I have understood all the scope of work, terms and conditions indicated in the tender document and hereby accept all the same completely.

Place: Signature with date of the authorized person of the agency and  
Date: Official seal / Stamp



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**National Institute of Pharmaceutical Education and Research**  
**Hajipur - 844 102, Bihar Website: www.niperhajipur.ac.in**

**Annexure A: FORMAT FOR TECHNICAL BID: PART - II**

**CHECK LIST**

S. No.	Particular	Proof attached (Pl. tick out)	Remarks
1.	Duly filled and signed (all pages) tender document, in prescribed format	Yes / No	
2.	Declaration Regarding Blacklisting/ Debarring For Taking Part in Tender	Yes / No	
3.	DD for Rs. 1000=00 (one thousand) towards Tender fees	Yes / No	
4.	DD for Rs. 20,000=00 (Twenty thousand) towards EMD	Yes / No	
5.	Duly authenticated and certified documents:	Yes / No	
5.1.	Copy of Commercial Registration	Yes / No	
5.2.	Copy of Goods & Service Tax (GST) Registration	Yes / No	
5.3.	Copy of ITR for last 3 (three) financial years	Yes / No	
5.4.	Copy of PAN	Yes / No	
5.5.	Copy of earlier works rendered / performance Certificate from Govt. Deptt. / bodies / organizations	Yes / No	
5.6.	Copy of Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc., if so exists.	Yes / No	
5.7.	Copy of Authorization for Participation in the bidding process	Yes / No	
5.8.	Copy of vehicle installed with GPS tracking device and proof	Yes / No	

	of its working		
<b>5.9.</b>	An undertaking with respect to following	<b>Yes / No</b>	
<b>5.9.1.</b>	To provide highly skilled, trained and obedient driver, who is well versed with traffic rules and regulations, with valid driving license. That the driver is well behaved and know the etiquettes. That, the driver knows his duties and responsibility. That, the driver will be in uniform on duty. That, the driver will not be changed without written information mentioning the reason.	<b>Yes / No</b>	
<b>5.9.2</b>	The vehicle fuel tank will not be filled with less fuel than required to cover the distance entire trip for a given day.	<b>Yes / No</b>	

Signature with date of the authorized person of the agency and  
Official seal / Stamp

Place:

Date:

**On the letter head of the Firm / Agency  
(bearing reference no. date and authorized signature)**

**Declaration Regarding Blacklisting / Debarring for Taking Part in Tender**

(To be executed & attested by Public Notary/ Executive Magistrate on Rs. 100/- Non Judicial Stamp Paper by the Tenderer)

I/ We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or Organisation from taking part in Government tenders in India and should not have any litigation in any of the labour court(s).

Or

I/ We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union/ State Government or any Organisation from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period was over on \_\_\_\_\_ and now the firm/ company is entitled to take part in Government tenders.

In case the above information found false, I / We are fully aware that the tender/ contract will be rejected / cancelled by the Director, NIPER, Hajipur, and EMD / Tender Document Fee shall be forfeited.

In addition to the above, Director, NIPER, Hajipur will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary/ Executive Magistrate)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**On the letter head of the Firm / Agency  
(bearing reference no. date and authorized signature)**

No.

Date:

To,  
The Director  
NIPER-Hajipur  
E.P.I.P. Campus Industrial Area  
Hajipur – 844102 Vaishali (Bihar)

Sub: Undertaking with respect to (i) deployment of Driver, and (ii) fuel in the vehicle.  
Ref: Tender for hiring vehicle for NIPER Hajipur.

Sir,

Being a bidder, I (.....) hereby declare that if work is awarded to our firm / agency, a well behaved, highly skilled, trained and obedient driver with a valid driving license will be deployed.

That, the driver will be well versed with traffic rules and regulations, and would be fully aware of duties and responsibilities. He shall be in uniform on duty.

That, the driver will not be changed without written information and the reasons thereof.

That, the driver with clean and clear antecedents will be provided (police verification done at our end).

That, vehicle tank will be filled at least to the extent to comfortably complete the days travel, considering the traffic jam etc.

Signature with date of the authorized person of the agency and  
Official seal / Stamp

Place:

Date:



**Annexure B: FORMAT FOR FINANCIAL BID**

S. No.	Type of Vehicles	Monthly Charges		Parking		Monthly charges for first 1500 Kms		Per kilometer Charges (additional after 1500 km)		Night charges (in Rs.) of driver (lump-sum) (incase of outstation duty)	Remarks, if any
		With fuel	Without fuel	With fuel	Without fuel	With fuel	Without fuel	With fuel	Without fuel		
1.	<b>Non AC four wheeler (seating capacity 8-10) – Tata Sumo</b> (.....) Name of the Vehicle along with model)										
2.	<b>Non AC four wheeler (seating capacity 8-10) – Mahindra Bolero</b> (.....) Name of the Vehicle along with model)										
3.	<b>Non AC four wheeler (seating capacity 8-10) – Winger</b> (.....) Name of the Vehicle along with model)										
4.	<b>Other – 1</b> (.....) Name of the Vehicle along with model)										
5.	<b>Other – 2</b> (.....) Name of the Vehicle along with model)										

**Note: I hereby agree to be following specific terms and conditions laid by NIPER-Hajipur.**

1. The Service tax will be paid additional on the bill to be furnished.
2. The Driver to be provided should be as per terms and conditions.
3. The Contractor agrees to execute an agreement with the NIPER-Hajipur.

The values should be in Rupees and Paise, legibly or typed clearly (so as to avoid any confusion / ambiguity).

**Signature with Date and Stamp of Tenderer/ Bidder**