

REVISED

Tender Notice

The Institute invites sealed tenders from the leading Tour & Travels Agencies for empanelment for hiring of buses. The interested Travel Agencies may submit their tender/quotation to “Administrative Officer (I/c), NIESBUD, A-23, Sector-62, NOIDA” latest by **17-09-2019 at 5.00 P.M.**

Administrative Officer (I/c)

ANNUAL CONTRACT FOR HIRING OF BUSES (AC COACH "2X2")

1. SCOPE OF WORK:

The scope of work shall be providing of Deluxe Bus (**AC Coach 2x2**) on hiring basis for field visit to Noida, Greater Noida, Delhi, New Delhi Railway Station (*pick-up & dropping*), Airport (*pick-up & dropping*), Meerut, Pilakhuwa, Agra and Fatepur Sikri, Chandigarh, Dehradun and Jaipur etc. for official purposes of the Institute.

2. TECHNICAL ELIGIBILITY CONDITIONS - (**ANNEXURE-A**)

- 2.1 Proof of registration of Firm/Company etc.
- 2.2 Copy of PANCard, GST etc.
- 2.3 Party must have experience for providing bus services in Public Sector Organizations etc. at least for the last three years or having empanelment with any one Government Organization/Public Sector/Institutions etc. in last two years.
- 2.4 Copy of Registration Certificates of two (02) vehicles owned by the firm.
- 2.5 A self-certificate to the effect that the Party has not been blacklisted by Central/State Government/Public Sector Units or its contract has not been terminated on account of any mishap/ poor performance etc.
- 2.6 The Party should have an average Annual Turnover of Rs.5 lakh (Rupees five lakh) from the services during the last three financial years (2015-16, 2016-17 & 2017-18). The Chartered Accountant audited balance sheet should be attached
- 2.7 The Party to ensure that vehicles to be provided to the Institute should have all the valid commercial license/permits and Insurance, including passengers, failing which the Party will be responsible for any mishap/consequences.

3. General Terms & Conditions

- 3.1 The quotation should be submitted to Administrative Officer (I/c), NIESBUD, A- 23, Sector-62, NOIDA on or before 29 - 08 - 2019 at 3 : 00 p.m. in a ***sealed envelope*** through Couriers/Registered post. The envelope should be superscripted as "**Quotation for Empanelment of Vendors for Providing AC Coach**".
- 3.2 Quotations received after the due date/time will not be considered.
- 3.3 Technical Bid shall be opened at **4.00 p.m.** on the same day in the presence of vendors/authorized representatives.
- 3.4 The tender documents, duly completed, should be submitted in **two** separate parts. The first part should be sealed in a separate envelope and superscripted as "**Technical Bid for providing Bus**". This should contain all the information which would enable NIESBUD to decide on credentials of the tenderer for performing/doing the job, besides other documents listed in **ANNEXURE-A**.
- 3.5 The second part will consist of the "**Financial Bid for Providing Bus**" and should be superscripted on the second envelope along with **ANNEXURE-B**.

- 3.6 Both the envelopes should be sealed in one envelope and duly superscripted as **"Quotation for Empanelment of Vendors for Providing Bus"** and addressed to Administrative Officer (I/c), NIESBUD, NOIDA.
- 3.7 Qualified and experienced Driver, having valid driving license, will be deputed on the vehicles provided to the Institute.
- 3.8 The Party will be required to provide Mobile to the Driver deputed on the vehicle at your expense, for better communication during journey or transportation.
- 3.9 Any penalty levied by the State Authorities on account of default by your transport/Driver like non-availability of valid license, registration certificate, negligence/disobedience in observing traffic rules etc. will be borne by the Party.
- 3.10 Payments will be made fortnightly after submission of bills after close of fortnight i.e 15th and last day of each month.
- 3.11 Quotations will not be accepted by Fax, E-mail or any electronic media.
- 3.12 The quotations should be valid for at least 60 days from the date of opening.
- 3.13 No advance payment will be entertained at any cost.
- 3.14 NIESBUD does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders without assigning any reasons, and further correspondence in this regard will not be entertained at any cost.
- 3.15 Incomplete quotations are liable to be rejected.
- 3.16 All questions, disputes or differences arising under and out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the Director General, NIESBUD, NOIDA.
- 3.17 NIESBUD can terminate the contract anytime by giving 30 days' notice. Likewise, the Vendor can terminate the contract by giving 30 days' notice, otherwise security deposit will be forfeited.

Technical Bid

Sl. No.	Particular	
1.	Name of the Firm/Agency etc. (enclose copy of registration)	
2.	Name of the Authorized representative(s) of Firm/Agency, along with designation	
3.	Complete details of : Address: Mobile No.	
4.	PAN Card No. (enclose copy)	
5.	GST No. (enclose copy)	
6.	<p>A. Last three years experience of rendering Bus Services (along with documents):</p> <p>a. Name of the Organization & complete address (period, contact person etc.)</p> <p>b. Name of the Organization & complete address (period, contact person etc.)</p> <p>c. Name of the Organization & complete address (period, contact person etc.)</p> <p>OR</p> <p>B. Details of Organizations with whom Agency is empanelled</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>B.</p>
7.	Copy of Registration Certificates of two (02) vehicles owned by the Firm	<p>1. _____</p> <p>2. _____</p>
8.	A Self-Certificate to the effect that the tenderer has not been blacklisted by any organization	
9.	Annual Turnover from the services: F.Y. 2015-16 F.Y. 2016-17 F.Y. 2017-18	<p>Rs.</p> <p>Rs.</p> <p>Rs.</p>

(Signature)
By the Authorized Representative
(along with stamp)

**DETAILS OF WORK TO BE
EXECUTED**

	Journey within NCR – [Noida-Delhi-Gurugram]			Outstation journey (one day visit)	Outstation Long journey [3-4 days]	
Types of vehicle	Vehicle charges per day basis- (full day), { <i>inclusive of halt</i> } [<i>Rates to be quoted shall include vehicle rental on per day basis + mileage on per km basis</i>]	Rates for picking- up or dropping at Railway Station (New Delhi/Old Delhi) or ISBT*	Rates for picking- up or dropping at International Airport*	Minimum Vehicle charges per day basis, <i>inclusive of halt</i> [<i>Rates to be quoted shall include vehicle rental on per day basis + mileage on per km basis</i>]**	Minimum Vehicle charges per day inclusive of local visits, night charges/ Driver charges [<i>Rates to be quoted shall include vehicle rental on per day basis + mileage on per km basis</i>]**	
(1)	(2)	(3)	(4)	(5)	(6)	
15 Seater Tempo Traveller						
Deluxe Luxury Coach						
27/35 Seater AC Coach - (2x2) - Push Back						
41/45 Seater AC Coach - (2x2) - Push Back						

* Only pick-up/dropping charges is quoted

** All visits must be quoted separately

*** GST (as applicable)

*** Toll Tax (Extra – if any)

*** State Tax, as applicable