



**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
(NABARD)**

NATIONAL BANK STAFF COLLEGE (NBSC), LUCKNOW

NOTICE INVITING TENDERS (NIT) FOR HIRING OF CARS

NAME OF THE BIDDER _____

ADDRESS _____

CALENDAR OF EVENTS:

- i) Tender document will be available from 16 July 2021**
- ii) Pre Bid meeting – 1100 hrs on 23 July 2021**
- iii) Submission of Tender by 1400 hrs on 05 August 2021**
- iv) Opening of Tender (Technical Bid) - 1500 hrs on 05 August 2021**

**The Principal,
National Bank Staff College (NBSC)
Sector-H, LDA Colony
Kanpur Road, Lucknow-226012**

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निविदा आमंत्रण सूचना

सन्दर्भ सं. रा.बै.लख./ 666 / टैक्सी_हायरिंग/ 2021-2022

दिनांक:

सेवा में,

मेसर्स

महोदया/महोदय

राष्ट्रीय बैंक स्टाफ महाविद्यालय (एनबीएससी), लखनऊ में टैक्सी हायरिंग सेवा प्रदान करने हेतु निविदा

राष्ट्रीय कृषि और ग्रामीण विकास बैंक एक निगम निकाय है जिसकी स्थापना राष्ट्रीय कृषि और ग्रामीण विकास बैंक अधिनियम, 1981 के तहत हुई है। इसका प्रधान कार्यालय प्लॉट नं. सी-24, ब्लॉक-G, बांद्रा कुर्ला काम्प्लेक्स, बांद्रा (पूर्व), मुंबई-400051 में स्थित है और देश के विभिन्न शहरों में इसके क्षेत्रीय कार्यालय/प्रशिक्षण संस्थाएं हैं।

नाबार्ड सेक्टर-एच, एलडीए कालोनी, कानपुर रोड, लखनऊ स्थित अपने प्रशिक्षण संस्थान यानि राष्ट्रीय बैंक स्टाफ महाविद्यालय में "टैक्सी हायरिंग सेवा प्रदान करने" हेतु केवल अपने सूचीबद्ध विधे वेंडोर्स से मुहरबंद निविदा आमंत्रित करता है।

नाबार्ड की वेबसाइट www.nabard.org और एनबीएससी की वेबसाइट www.nbsc.in से निविदा दस्तावेज मुफ्त में डाउनलोड किया जा सकता है। वेबसाइट से टेंडर फॉर्म डाउनलोड करने वाली फर्मों को कोई टेंडर शुल्क नहीं देना होगा। केवल उन सीलबंद निविदाओं को स्वीकार किया जाएगा जिन्हें उक्त उद्देश्य के लिए या तो एनबीएससी, लखनऊ के कार्यालय में रखे बॉक्स में अंतिम तिथि तक जमा किया जाएगा या पंजीकृत डाक/स्पीड पोस्ट द्वारा इस कार्यालय को अंतिम तिथि तक भेजा जायेगा। किसी अन्य माध्यम जैसे फैक्स, ई-मेल, कूरियर आदि द्वारा जमा/प्राप्त निविदा स्वीकार नहीं की जाएगी।

निविदा जमा करने की अंतिम तिथि 05 August 2021 को 1400 बजे तक है। प्राप्त निविदाएँ सूचीबद्ध विधे वेंडोर्स से निविदा/ स्थानीय खरीद समिति द्वारा निविदाकारों या उनके अधिकृत प्रतिनिधियों की उपस्थिति में उसी दिन **1500 बजे** एनबीएससी, लखनऊ के कार्यालय में खोली जाएँगी। निविदा खोलने के दिन किसी भी छुट्टी के मामले में, निविदाएं अगले कार्य दिवस पर उसी समय खोली जाएँगी, लेकिन निविदा बॉक्स को उसी दिन और समय पर सील कर दिया जाएगा, जैसा कि ऊपर वर्णित है। उपर्युक्त निर्धारित तिथि और समय के बाद प्राप्त निविदाओं पर विचार नहीं किया जाएगा।

विक्रमन . एन

उप महाप्रबंधक

NOTICE INVITING TENDER

Ref No. NB.LKO/

/ Taxi Hiring/ 2021-2022

Dated:

To,

M/s

Dear Sir/s,

Tender for providing Taxi Hiring Services at National Bank Staff College (NBSC), Lucknow

National Bank for Agriculture and Rural Development (NABARD), is a body corporate established under the National Bank for Agriculture and Rural Development Act, 1981 having its Head Office at Plot No. C-24, Block 'G', Bandra-Kurla Complex, Bandra (East), Mumbai - 400051 and Regional Offices (ROs) / Training Establishments (TEs) in different cities across the country.

NABARD invites sealed tenders for one of its Training Establishments namely National Bank Staff College (hereinafter referred to as "NBSC") situated at Sector- H, LDA Colony, Kanpur Road, Lucknow "**FOR HIRING OF CARS**" under Single -Bid system from our empanelled vendors, for providing Taxi services at NBSC, BIRD Lucknow.

Tender document can be downloaded free of cost from NABARD's **website: www.nabard.org** and also from NBSC's website: **www.nbsc.in**. The firms downloading the application form and other documents related to the work from the need not to pay any tender fee. Only those sealed cover tenders will be accepted which either would be deposited in the box kept in the office of NBSC, Lucknow for the said purpose or may be sent to this office by registered post/speed post. The tender deposited /received in any other mode like fax, e-mail, courier etc. will not be accepted.

Last date for submission/receipt of tender(s) is 05 August 2021 till 1400 Hrs. and will be opened by the Tender / Local Purchase Committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at 1500 Hrs. in the Office of NBSC. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered.

Sd/-

Vikraman .N

Deputy General Manager

SCHEDULE OF EVENTS

Bid Document Availability	Bidding document can be obtained from our office or can be downloaded from	
	website:	www.nabard.org / www.nbsc.in
	From	16 July 2021
	To :	05 August 2021
Tender Processing Fees	Not Applicable	
Earnest Money Deposit (EMD)	Not Applicable	
Pre-Bid meeting	1100 hrs. on 23 July 2021	
Last date of submission of Tender	Up to 1400 hrs. on 05 August 2021	
Opening of Bids	1500 hrs. on 05 August 2021 Authorized representatives of vendors may be present during opening of the Bids. However Bids would be opened even in the absence of any or all of the vendors' representatives.	
Contact Details :		
Address for Communication And submission of bid.	National Bank Staff College, 1 st floor DPSP Section, Sector-H, LDA Colony, Kanpur Road, Lucknow-226012	
Telephone	Landline	0522 2497020

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS & CONDITIONS:

1. The applicants having minimum 3(three) years' experience of "Car Rentals" with reputed Govt. /Public Sector Enterprises/Banks/other reputed agencies (provide work certificate in this regard).
2. The company/applicant should own at least 6 cars like Honda City, Innova, Crysta, D'Zire, Etios, Altis, all ACs and should have registration for commercial use. The cars should not be more than 5 years old.
3. The company/applicant should have minimum annual turnover of Rs.5 Lakh (Copies of Audited Balance Sheet & P/L A/C statement for last 3 years i.e. 2017-18, 2018-19, 2019-20 should be attached).
4. All the vehicles should be owned by company/applicant and have valid tax permit.
5. The company/applicant should have its office and garage at Lucknow manned with adequate staff for round the clock service.
6. All drivers should have uniforms, mobile phones & driving licence in their own name.
7. The applicant should have applicable tax registrations like GST etc.
8. The empanelled vendor/s shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complain of sexual harassment is received in the Bank against the empanelled vendor/s, the complain will be referred to the appropriate committee constituted under the said act. The empanelled vendor/s shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
9. The empanelled vendor/s shall not disclose directly or indirectly any information, material and details of the Bank's infrastructure/systems/equipment's/Security Area etc., which may come to the possession or knowledge of the empanelled vendor/s during the course of discharging its contractual obligations to any third party and shall at all times hold the same in strictest confidence. The empanelled vendor/s shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The empanelled vendor/s shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the empanelled vendor/s and the vendor/s shall be liable for damages.

The empanelled vendor/s shall take all appropriate actions with respect to its employees to ensure the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The empanelled vendor's obligations with respect to non-disclosure and confidentiality will survive the expiry or the termination of this agreement for whatever reason.
10. **L1 rates for each category of vehicle will be computed. Only Vendors willing to provide all vehicles at these L1 rates will be empanelled.**
11. Cars may be hired from any of the empanelled car hire agencies as and when we require.

12. The Bank and the Empanelled vendors will have to execute a rate contract that will remain valid for one years. The Contract shall be executed in duplicate. The Bank and the Vendor shall be entitled to one copy each.

13. The Bank reserve the right to terminate the contract of any empanelled vendor, giving one month's notice, without assigning any reason whatsoever. Vendor intending to discontinue the service may do so by giving 1 months' notice.

14. Tenders are containing information about the applicant and containing Financial Bid.

15. Price Bid of only those Tenderers will be opened who are found eligible after scrutiny of Part-1. The contract may be **valid initially for Twelve (12) months.** The Principal, NBSC, Lucknow reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to, but not beyond 1 year at each occasion. However, if for any reason the contract is terminated by any of the parties, the contractor shall provide his services till NBSC makes another or alternate arrangement.

16. Terms of Payment

16	16.1	The bills will be raised on Monthly basis and would be settled normally within a reasonable period. Adequate care must be taken that bills from the period for which the bills have already been cleared are not raised again. A certificate (format will be provided by NBSC) will be enclosed with the bills every time you submit the bills.
	16.2	All payments will be made through e-payments after due statutory deductions.
	16.3	Any objection regarding the payment received by the tenderer may be brought to the notice of the Bank within 10 days of the date of the payment. In case no such objection is received within the stipulated period, it will be deemed that there is no objection regarding the payment.

17. All the incidental charges like parking charges, toll charges, etc., will be borne by the Agency and included in the relevant bills. For outstation duty journey of minimum 200 kilometers per day will be paid.

18. NBSC will not be liable for any type of damage caused to the vehicle like material / theft. The contractor shall indemnify the Bank for any loss or damage caused by the driver/s deployed by the contractor that occurs to persons or building or third party during the period of contract. In absence of the above, the Bank reserves the right to recover the cost of loss or damage suffered by the Bank from the pending bill of the contractor.

19. Vehicles should be clean and proper and should be provided with at least one (01) bottle of branded mineral water of 01 litre, one English / Financial newspaper of that day, suitable tissue paper / napkin box and an umbrella. No extra charges would be paid for the same. However, if a vehicle is found without these mandatory amenities a deduction of Rs 100/- (One hundred only) per trip may be deducted.

2. SCOPE OF WORK:

1. The vendor will provide AC cars like Honda City, Innova, Innova Crysta, D'Zire, Etios, , etc. and all should have registration for commercial use.
2. All vehicles must have clean interior, upholstery, well maintained exterior and noiseless drive.
3. All vehicles must provide a) one newspaper b) one bottle of branded packaged drinking water c) face tissue paper d) sanitizer e) charger c type f) Fastag g) branded umbrella.
4. All the drivers should have valid driving licenses, uniforms & smart mobile phones. They should be courteous, well conversant with roads/routes around Lucknow and suburbs and able to converse in Hindi/English.
5. The driver should report for duty at specified time and remain with the car during duty hours. He must ensure to fill the duty slip details – garage out time, k.m., release time k.m., parking charges etc. and have it signed by the guest.
6. All the papers viz. insurance, registration, road tax, pollution related to the vehicle must remain with the driver.
7. Vendors should convey, without fail, at least 6 hours before reporting time, the car no, driver's name and mobile no to officials of car desk and to the guest and PSO/CT/Travel desk by SMS/WhatsApp and by E mail.
8. In case the vendor fails to provide cab / vehicle on our request, the Bank shall be free to cancel the contract of the vendor and de-list him from the panel without any notice.
9. In case of any break down of the vehicle en-route, replacement should be immediately sent.
10. The rate quoted should exclude all taxes. However, all applicable taxes should be mentioned separately. Toll and parking charges shall be paid on production of original receipt
11. Bills may be submitted to the Bank, along with duty slips, fortnightly for payment. While making payment, Bank will deduct applicable taxes at source and issue certificate in this regard. In case vehicle booked with the agency comes late, office may return vehicle without any compensation.

ANNEXURE-I**BASIC INFORMATION OF THE CONTRACTOR**

S.No.	Information Required	Information submitted by the Applicant (Attach Separate Sheet if Required)
1.	Name of the Organization	
2.	Type of Organization, whether Proprietorship, Partnership, Company, Society etc.	
3.	Name of the Proprietor/ Partners/Directors	
4.	Authorized Person of the tenderer to make commitment to the Bank. (Name, Contact details including telephone/fax/e-mail) Communication with regard to the tender would be done on Telephone/FAX/e-mail given in this column.	
5.	Registration (firm, company etc.) Registration Authority: Registration Date : Registration Number :	
6.	Experience (in years)	
7.	Name and Address of the Bankers and Bank Account Details (A cancelled Cheque should be attached along with this)	Banker's Name : Branch Address : Contact No : Type of Account : Account No. : IFSC No :
8.	Annual Turnover	
	2017-18	
	2018-19	
	2019-20	
9.	Registered office address and telephone number	
10.	Office address through which the work will be handled	
11.	Address of Garage	
12.	Whether working with any of the Government/semi-government undertaking/s as approved supplier and If so furnish details.	
13.	PAN no.	
14.	GSTIN	

15.	Whether the organization is registered under Shops & Establishment Act and Has necessary certificate to run Tours & Travels? Please enclose the registration certificate	
16.	List of cars owned in the name of the applicant with Registration Number/s, Permit Number/s, Date of purchase, Insurance Policy. Copies of the documents should be attached. The list should be category wise (categories as indicated in Price Bid) and in descending order of date of purchase, With documentary evidence.	

Copies of documents to be submitted:

- 1) Registration under Shops and Establishment Act.
- 2) Work-orders/Experience certificates from clients (Government /Semi-government /public sector undertakings, Banks etc.) also indicating the period of car hire service provided by the contractor.
- 3) PAN Card.
- 4) GSTIN
- 5) Cancelled Cheque
- 6) Audited Balance Sheet & P & L A/C statement for financial year 2017-18, 2018-19 & 2018-19.
- 7) List of owned cars (category wise) with details viz. Model, Registration Number, and Date of Purchase etc.

Note: The Bank reserves the right to call for proof/verify the furnished information.

ANNEXURE-II

(ON THE LETTER HEAD OF THE APLICANT)

To
The Principal,
National Bank Staff College,
Lucknow

Name of the firm/Agency_____

Name of the tender_____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions/instructions/scope of work contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We understand that the Bank reserves the right to accept or reject any or all the tender/s either in full or in part without assessing any reason thereof.
4. I/We understand that after empanelment, I/We would be under obligation to supply cars to Bank at the lowest quote given in the price-bid by the co-bidders, under each category.
5. No other firm/company having one of our partners/directors has applied for empanelment.
6. I/We understand that:
 - i) Prices will be inclusive (except applicable taxes)
 - ii) Cost of mineral water bottles, face tissue papers, first aid box and newspapers in the vehicles will not be paid extra.
 - iii) Parking/Toll charges shall be reimbursed to the vendor on production of valid receipts.

Signature

Name and Seal of the Vendor

NATIONAL BANK STAFF COLLEGE, LUCKNOW

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day _____ (Month) _____ (Year) Between National Bank for Agriculture and Rural Development (NABARD) through the Principal, National Bank Staff College, Lucknow (hereinafter called “the NBSC, Lucknow” which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND _____ (Name and address of the contractor) through Shri _____, authorized representative (hereinafter called “the contractor” which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Taxi Services to its Campus situated at Sector H, LDA Colony, Kanpur Road, Lucknow – 226012.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender and the terms and conditions contained in the Tender;
 - d. Bill of Quantities;
 - e. Scope of work;
 - f. Addendums, if any; and
 - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the NBSC, Lucknow to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the NBSC, Lucknow to execute the Taxi hiring services w.e.f _____ as per the provisions of this Agreement and the tender document.
4. The NBSC, Lucknow hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document,

the contract price of Rs. _____ (Rupees in words
 _____)

5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

6. In case, any dispute or issue arises regarding the interpretation of any of the clauses of this agreement or of any of the documents prepared or to be prepared in this regard, the contents of the Tender Documents shall prevail over this agreement and /or any other document.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

(Signature of the Bidder) Name and Address of the Bidder. Telephone No.	Signature of Authorized Signatory of National Bank Staff College, Lucknow
(Signature of Witness 1) Name of Witness Address of Witness	(Signature of Witness 1) Name of Witness Address of Witness
(Signature of Witness 2) Name of Witness Address of Witness	(Signature of Witness 2) Name of Witness Address of Witness

ANNEXURE-IV

FORMAT FOR CLIENT'S REPORT (ON CLIENT'S LETTER HEAD)

Performance details of the Firm: M/s

Located at:

1.	Work order/reference No.	
2.	Gross Value of the Contract(in Rupees)	
3.	Date of commencement of Contract	
4.	Whether the Service carried out as per agreement and the scope of the work entered with the Firm	
5.	Reason for delay (if any)and whether any penalty/liquidated damage, if any, was imposed on the firm	
6	Comments on capabilities of the firm (indicate grading)	
a.	Quality of service provided by the firm	Outstanding/Very Good/ Good/Satisfactory/Poor
b.	Technical proficiency/competence	Outstanding/Very Good/ Good/Satisfactory/Poor
c.	Integrity and reliability of the partners/proprietors of the firm	Outstanding/Very Good/ Good/Satisfactory/Poor
d.	Integrity and reliability of the Personnel deployed	Outstanding/Very Good/ Good/Satisfactory/Poor
e.	Dealings in the execution of the work, adherence To schedule and time	Outstanding/Very Good/ Good/Satisfactory/Poor
7.	Did the firm go for arbitration?	
8.	Any other information in your view will help us in making our decision.	

Signature of the Reporting Officer Place

(Office Seal)

Place:

Date:

Price Bid for Normal Cars

S/N	Particulars	Sedan	
		Indigo	Etios/Desire
1	Airport Pickup and Drop		
2	8 Hrs. - 80 Km. (Full Day)		
3	Extra Kms.		
4	Extra Hours		
5	Over Night Charges		
6	Out Station Per Km.		

Terms & Conditions:

- (i) Out Station Charges is subject to minimum run of 200 Km's per day.
- (ii) Miscellaneous charges such as Toll Tax, Parking will be paid extra.
- (iii) Night Charges will be applicable between 10 PM to 6 AM only.
- (iv) Rates will be applicable w.e.f the date of acceptance of the quotes for one year.
- (v) Time & distance will be calculated on garage to garage basis subject to maximum 10 kms per trip.
- (vi) Rates are exclusive of taxes. Taxes as applicable shall be paid extra.

Sign- Address

Date

Place

Price Bid for Premium Cars

S/N	Particulars	Premium Cars			
		Honda City/Vento	Honda Civic/Corolla	Honda Accord	Mercedes/BMW
1	Airport Pickup and Drop				
2	8 Hrs. - 80 Km. (Full Day)				
3	Extra Kms.				
4	Extra Hours				
5	Over Night Charges				
6	Out Station Per Km.				

Terms & Conditions:

- (i) Out Station Charges is subject to minimum run of 200 Km's per day.
- (ii) Miscellaneous charges such as Toll Tax, Parking will be paid extra.
- (iii) Night Charges will be applicable between 10 PM to 6 AM only.
- (iv) Rates will be applicable w.e.f the date of acceptance of the quotes for one year.
- (v) Time & distance will be calculated on garage to garage basis subject to maximum 10 kms per trip.
- (vi) Rates are exclusive of taxes. Taxes as applicable shall be paid extra.

Sign- Address

Date

Place

ANNEXURE-VII

Price Bid for SUV.

S/N	Particulars	SUV		
		Fortuner	Innova Crysta	Innova
1	Airport Pickup and Drop			
2	8 Hrs. - 80 Km. (Full Day)			
3	Extra Kms.			
4	Extra Hours			
5	Over Night Charges			
6	Out Station Per Km.			

Terms & Conditions:

- (i) Out Station Charges is subject to minimum run of 200 Km's per day.
- (ii) Miscellaneous charges such as Toll Tax, Parking will be paid extra.
- (iii) Night Charges will be applicable between 10 PM to 6 AM only.
- (iv) Rates will be applicable w.e.f the date of acceptance of the quotes for one year.
- (v) Time & distance will be calculated on garage to garage basis subject to maximum 10 kms per trip.
- (vi) Rates are exclusive of taxes. Taxes as applicable shall be paid extra.

Sign- Address

Date

Place

Price Bid for Traveller/Bus

S/N	Particulars	Traveller/Bus		
		Force traveller (12 seater AC)	Force traveller (24 seater AC)	40 Seater AC Bus.
1	Airport Pickup and Drop			
2	8 Hrs. - 80 Km. (Full Day)			
3	Extra Kms.			
4	Extra Hours			
5	Over Night Charges			
6	Out Station Per Km.			

Terms & Conditions:

- (i) Out Station Charges is subject to minimum run of 200 Km's per day.
- (ii) Miscellaneous charges such as Toll Tax, Parking will be paid extra.
- (iii) Night Charges will be applicable between 10 PM to 6 AM only.
- (iv) Rates will be applicable w.e.f the date of acceptance of the quotes for one year.
- (v) Time & distance will be calculated on garage to garage basis subject to maximum 10 kms per trip.
- (vi) Rates are exclusive of taxes. Taxes as applicable shall be paid extra.

Sign- Address

Date

Place