



HOMI BHABHA NATIONAL INSTITUTE

Training School Complex, 2nd Floor, Anushaktinagar, Mumbai 400 094

Tel: 022-25597611

Tender Notice No.: HBNI/2020/02/ **472**

July 03, 2020

Sealed tenders are invited on behalf of the Vice Chancellor, HBNI from the registered travel agencies based in Mumbai and its Suburban area for providing vehicles along with drivers on long duration/daily/trip basis to HBNI for a period of one year. The details of the contract and the tender form are available on the HBNI website: www.hbni.ac.in . In case of any clarification, the Dy. Registrar may be contacted on telephone nos. **25597637 & 25597611**.

The interested parties can download the tender form including **Annexure-I** (Terms and conditions for award of contract) and **Annexure-II** (Tender forms) from the HBNI website: www.hbni.ac.in free of cost from **03.07.2020 to 17.07.2020**.

The tender form, completed in all respect shall reach the Registrar, HBNI, 2nd Floor, Training School Complex, Anushaktinagar, Mumbai - 400 094 on or before **17.07.2020 at 12.00 hrs**. The quotations will be opened at **15:30 hrs. on 17.07.2020**.

B. Chandrasekar

(B. Chandrasekar)
Registrar, HBNI

Terms and Conditions for award of contract for hiring services of Cars in the Central Office of HBNI:

1. **Work:** - The tender is for seeking services of a firm for hiring of cars along with drivers on long duration/ daily/ trip basis or a combination which may suit as per the requirements of the Central Office of Homi Bhabha National Institute. The present requirement is two (2) numbers of AC cars. The number of cars may vary as per the requirement of HBNI following Terms & Conditions given in the contract.
2. **Period:** - The period of the contract will be for one year and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the cost of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of the Transport Agency/ Firm to bear such additional expenses. The Institute reserves the right to curtail the period of contract or cancel the contract by giving notice of one month. The contract shall be extended for a further period of one year on mutual consent upon satisfactory services to HBNI.
3. **Earnest Money Deposit (EMD):-** The tender should be accompanied with a DD of Rs.20,866/- (Rs. Twenty Thousand Eight Hundred Sixty-Six only) towards EMD in favour of the Accounts Officer, HBNI, Mumbai. Tenders received without EMD will not be considered. No interest will be paid on the EMD. EMD will be returned to the unsuccessful tenderer within 15/30 days from the date of issue of work order to the successful tenderer.
4. **Forfeiture of EMD:** - The tenderer will not be allowed to withdraw the tender after the same is received in the Institute. In case the tenderer withdraws from the process the EMD will be forfeited.
5. **Security Deposit:** - The successful tenderer will have to deposit a security @ 5% of the total contract value for the period of contract in the form of a Fixed Deposit Receipt in favour of the Accounts Officer, HBNI, Mumbai (the successful tenderer will be notified on the same). The security deposit will be refunded to the Transport Agency/Firm after sixty days from the date of completion of the contract period and no interest will be paid on the Security deposit.
6. The tenderer should have a registered and well-established Transport Agency/Firm with sufficient fleet of cars which have been registered on or after **01.01.2016**. In this regard, a list of vehicles with copies of RC books of each vehicle shall be enclosed along with the quotation. The tenderer should also enclose a list of clients to whom service is provided by the Transport Agency/Firm.
7. The vehicles should be in very good running condition with clean interior and good upholstery and valid Pollution Under Control (PUC) certificate. In case, condition of a car is not found to be satisfactory, it shall be returned for immediate replacement. In case, your firm / agency and personnel including Drivers do not comply to the guidelines, rules & regulations of any statutory authorities viz. Police, RTO, Transport Dept, you / your firm shall be liable for punishment, penalty and imposing for blacklisting of your firm / agency.
8. The Transport Agency/Firm would ensure that drivers employed have valid driving license and carry necessary registration paper, License, etc. and are reasonably educated and well behaved, and well conversant with the traffic rules/ regulations and city roads/ routes.

9. It is the responsibility of the Transport Agency/Firm to conduct the character verification/antecedents check of the drivers by local police and submit report to the Institute on demand.
10. The Transport Agency/Firm should have adequate number of telephones / mobile phones for contacting round the clock. The Institute can requisition the vehicle at short notice and the Transport Agency/Firm shall provide the vehicle within such time on receipt of the Institute's request in writing / over phone failing which the Institute is at liberty to make alternative arrangement for hiring of vehicles/Taxi at the cost of the Transport Agency/Firm.
11. Homi Bhabha National Institute may need the vehicles to be hired, as per its requirements. The vehicles requisitioned by should reach the stipulated destinations located within Mumbai, within a maximum time of 20 minutes. It may be noted that the number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirements.
12. The Transport Agency/Firm shall comply with all statutory enactments/ provisions in relation to services offered by them.
13. It will be the responsibility of the driver of the vehicle to carry valid insurance in respect of the vehicle and also the passengers at all times. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. The Transport Agency/Firm shall also agree to **indemnify the Institute** against all losses and claims arising out of any negligence or misconduct on the part of the Transport Agency/Firm. Necessary proof to this effect should be enclosed along with the tender. All tenders without such documents will be rejected.
14. The Homi Bhabha National Institute shall be liable to pay the agreed hiring charges as per the notified category or a combination as the case may be. The Transport Agency/Firm being the owner of the vehicles, shall be responsible for all other liabilities including 3rd party insurance. The Institute will not be responsible / liable for any harm caused, either to the hired vehicle or to the third party due to accidents etc. during the course of engagement of the vehicles to the services of the Institute. Any liability arising out of such accident will be the responsibility of the Transport Agency/Firm only. All incidental expenditure towards repair and maintenance of the hired vehicles will be borne by the Transport Agency/Firm only.
15. In the case of long duration bills or such bills where HBNI finds that the services of the car has been under-utilized a minimum distance or charges equivalent to Rs.5/- per KM, whichever is higher shall be recovered from the respective bills of the Transport Agency/Firm to adjust the shortfall in the minimum prescribed running Kilometers.
16. No advance payment will be paid by the Institute. The billing will be done on monthly basis for the vehicle hired as per the contract and terms on which the services of the cars are hired. The bill should be submitted by the Transport Agency/Firm by the first week of the following month. Bills older than six months will not be accepted. The Payment will be made only for those duty slips which have been signed by the officer / staff using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the officer/staff on day-to-day basis. No payment will be made for unsigned duty slips. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, time from Homi Bhabha National Institute, time of closure of duty at Homi Bhabha National Institute, places visited, etc.
17. **The rates quoted should be excluding taxes and duties which shall be shown separately.** The GST, if claimed, shall be reimbursed against proof of payment of GST. No GST will be paid, if the Transport Agency/Firm fails to provide proof of payment. PAN and GST Registration certificate is also required to be submitted by the Transport Agency/Firm.

18. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Agency/Firm to provide a replacement immediately within ½ hour. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the Transport Agency/Firm.

19. For all the vehicles hired, mileage and time starts from the pick-up point of the officer and ends at the destination/last dropping point after the duty of that particular day. The mileage/time from garage to the pick-up point and final dropping point to garage will not be taken into account for making payment.

20. Toll Tax, Entry tax and parking charges will be borne by the Homi Bhabha National Institute for which the original receipts with the signature of the user officer should be submitted. The toll charges for the usage of Mumbai Port Trust Road shall not be paid.

21. The vehicles provided to Homi Bhabha National Institute should fulfill the norms prescribed by the Government of Maharashtra, Department of Transport for hired vehicles.

21. The Transport Agency/Firm should ensure prompt service on the date and time required by the officers concerned. If the Transport Agency/Firm fail to provide the service, double the rate of hired charges for that trip or the amount decided by the Vice Chancellor, HBNI will be recovered from the bill for the month or from the Security Deposit.

22. Disputes, if any, arising out of this contract will be subject to the jurisdictions of the courts in Mumbai only.

23. In case of dispute of any kind and in any respect whatsoever, the decision of Vice Chancellor, Homi Bhabha National Institute shall be final and binding on the Transport Agency/Firm.


24. Incomplete tenders, tenders received after due date, tenders not submitted in the prescribed format, etc. shall not be considered under any circumstances. No request for extension of due date/time will be considered.

25. Quotations with any cutting or overwriting in the figures will not be considered. However, all correction should be duly attested with office seal.

26. The Competent Authority reserves the right to reject any or all quotations without assigning any reasons whatsoever.

27. The tender format can be downloaded from the website www.hbni.ac.in free of cost from **03.07.2020 to 17.07.2020**.

28. The sealed tenders with the required enclosures including EMD should reach the Registrar, Homi Bhabha National Institute, 2nd Floor, Training School Complex, Anushaktinagar, Mumbai - 400 094 on or before **17.07.2020 at 12.00 hrs**. The parties can make hand delivery of the tender at the above address before the due date & time. The quotations will be opened at **15:30** hours on **17.07.2020**. Interested parties can remain present during opening of quotations.


(B. Chandrasekar)
Registrar, HBNI

Tender form
(to be filled on letterhead)

1	Name and address of the firm/agency		
2	Telephone & Mobile No.		
3	Year of registration/incorporation certificate to be enclosed		
4	Number of vehicles owned	AC	
		Non-AC	
5	Annual Turnover (proof shall be produced on demand)		
6	PAN No.		
7	GST No.		
8	Service Registration No.		
9	Details of presently holding contracts with Govt/PSUs/Banks		
10	Details of EMD		
11	Authorised person of the company with telephone/mobile number		
12	Any other information		

Place:

Date :

(Name & signature of the authorized person)

Annexure-II-B
(Diesel fueled)

Price Bid

S.No.	Type of vehicle	Long Duration*			Regular on need basis*					Outstation (within Maharashtra)		
		1600KMs/ 250Hrs. (Prescribed)	For Extra KMs Hrs.		50KMs/ 4Hrs	80KMs/ 8Hrs	100KMs/ 12Hrs	For Extra KMs	For Extra Hrs.	Per KM (Min. 200 Kms.)	Driver's Food Allowance	Driver's Night Allowance
		1	2		4	5	6	7	8	9	10	11
1.	Swift D'zire Vdi Diesel-BS-IV (2 Nos.)											

(*including Mumbai Urban Agglomeration)

(Name and Signature of authorized person)

Note: HBNI shall have flexibility to seek services of vehicle based on need and type including long duration & need basis as the need arises. This shall depend on the extant of use and the time of booking car and its usage.

(The rates quoted should be excluding GST and other duties/tax which shall be shown separately.)