

**ICMR - NATIONAL INSTITUTE OF CANCER PREVENTION AND  
RESEARCH**

**Plot No. I-7 SECTOR-39 NOIDA – 201301**

NICPR/Store/Vehicle Hiring/2020-21

Dated: 3<sup>rd</sup> November, 2020

**INVITATION TO e-TENDER**

**Hiring of three passenger, seven seaters  
and one luggage carrier vehicle on day to day basis**

**E-TENDER NOTICE**

1. The Director, National Institute of Cancer Prevention and Research (ICMR), I-7, Sec 39, Noida 201301, invites e-Bids for Hiring of passenger vehicle on day to day basis
2. Requirement and tender documents containing terms and conditions and specifications may be downloaded from the website [www.nicpr.res.in](http://www.nicpr.res.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in). The last date for submission of tender is **24/11/2020** by **11:00 Hours**. The bids will be opened online on **25/11/2020** by **11:00 Hours**. In case any bidder fails to follow any or more of these conditions, the offer shall be summarily rejected.

**Critical Dates**

Bid Submission Start Date (Online)	03/11/2020	14:00 Hours
Last date of Bid Submission (Online)	24/11/2020	11:00 Hours
Opening date of Technical bid (Online)	25/11/2020	11:00 Hours

**Store-In-Charge**  
For Director  
ICMR-NICPR, Noida

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**Plot No. I-7 SECTOR-39 NOIDA – 201301**

NICPR/Store/Vehicle Hiring/2020-21

Dated: 3<sup>rd</sup> November, 2020

**Requirement:**

Director, National Institute of Cancer Prevention and Research (NICPR), NOIDA intends to hire passenger vehicle(s) of Swift Desire/Amaze/Etios make/model on day to day basis as per requirement of NICPR. Interested bidders may quote their rates as per following proforma:

**Proforma**

**Hiring of vehicle on daily basis**

Sl. No.	Description	Rate per day including all charges
1	Up to 80 Kms. for 8 hours	
2	More than 80 Kms but less than 100 Kms. for more than 8 hours but less than 12 hours.	

**TERMS AND CONDITIONS OF THE TENDER FOR HIRING OF VEHICLES:**

1. The Director, NICPR, Noida, invites e-tender for hiring of vehicles. The bidders may go through the terms & conditions carefully. In case of any bidder fails to follow any one of more of these conditions, the offer shall be summarily rejected.
2. **Single Bids System:** - Tender is to be **submitted as per “Single Bids” System.** **“Bid(s) .**
3. Tender must contain the Total value not only in figures but also in words in above prescribed proforma. In case of any Clerical/Typing error, value written in “words” will only be considered for assessing the L-1 Bidder and subsequent process, though the Director NICPR reserves the right **not to accept** any Tender only on the L-1 (lowest) criteria.
4. Fax/E-mail/Conditional tender will not be accepted.
5. The tenderer should have a registered established car rental/travel agency/firm having sufficient number of latest vehicles for hiring. List of vehicles owned by the tenderer and the details of the vehicles must be attached along with the tender documents.

6. The tenderer should also submit details of other Govt. /Private organizations to which they have extended similar service in the past and/or at present and total number of vehicles available with them.
7. The interested tenders should submit their bids mentioning therein the price to be charged by them on daily basis along with GST.
8. Last date for submission of tender is .....(upto 17:00 hrs). The Director, ICMR-NICPR reserves the right to accept or reject any or all of the tenders without assigning any reason. The terms and conditions are enclosed herewith.
9. After determining the successful lowest service provider, the office shall issue a Letter of Acceptance (LoA), in duplicate, to the successful service provider, who will return one copy to the office, duly acknowledged, accepted and signed by the authorized signatory, within Three (3) days of receipt of the same.
10. The vehicle may be sent anywhere in NCR Delhi for which no additional/ /any other charge will be paid. NICPR shall be liable to pay the hiring charges only. Other liabilities like monthly charges, salary of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil etc. shall be paid by the firm/ company. However, Toll Tax, Octroi, Parking Charges and other statutory levies, if any, paid during the journey would be billed on actual and paid by ICMR-NICPR.
11. Dispute if any, shall be in the jurisdiction of court in GautamBuddh Nagar (U.P).
12. Revision of rates shall not be entertained during the period of the contract.
13. The office shall not allow any mileage for lunch or otherwise when the vehicle is taken by the driver outside.
14. TDS will be deducted from the payable amount as per income tax rules (2% TDS & 2% GST) and necessary certificates will be issued on demand.
15. Contract shall be initially entered into for a period of up to one year and can be extended on the same terms and conditions subject to requirement of NICPR.
16. The Office reserves right to counter offer price against price quoted by the service provider.
17. Conditional offers or offers with deviations from the conditions of Contract or any other requirements, stipulated in the bid documents are liable to be rejected.
18. The office may terminate the contract if it is found that the service provider is black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc or following any misconduct/failure to comply with the terms of the contract.
19. Tender should be uploaded on Central Public Procurement Portal (CPPP).
20. The Service Provider shall not be allowed to sub -let the Contract. The Service Provider can act as an aggregator of vehicles/ individual drivers. However, it is the Service Provider who shall be responsible to the NICPR for the Contract being signed.
21. Police verifications for deployed staff shall be ensured by service provider and its copy must also be provided to NICPR on demand.
22. All attempts shall be made to provide quality services.
23. The Service provider shall have adequate telephone number facilities (mobile) for contact and to take bookings round the clock 24 x 7
24. The vehicle should have the valid registration number of NCR Delhi.

25. The vehicle provided by the service provider shall have valid Registration Certificate, full comprehensive insurance to cover third party and occupants, fitness certificate, PUC, permit etc. and any other relevant permits/licenses essentially required by the RTO and any other statutory bodies, and must be revalidated before the expiry of the due date during the tenure of the contract period (A copy of all above documents should also be submitted after award of contract).
26. The service provider shall ensure that the vehicle deployed by him is maintained well, cleaned thoroughly both internally and externally, boot kept clear off dust, rubbish, oil and any personal belongings of the driver.
27. The vehicle shall be equipped with an emergency medical kit and a fire extinguisher.
28. It shall be ensured that all electrical connections including lights (both brake and front), horn, turn indicators, air conditioning (if requested as an add on) and other vehicle systems shall be periodically checked and maintained by service provider to avoid any inconvenience to user departments.
29. No additional terms & conditions from the tenderer shall be entertained.

### **DRIVER / STAFF DEPLOYED**

The service provider shall be responsible for the acts and deeds of drivers of the vehicles including following –

1. The drivers/staff of the vehicles deployed for user department duties maintain polite & courteous behavior towards department users as well as to other departmental staff. Following may be construed as “Misbehavior” and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
2. Driver must be provided with a working mobile phone and contact number be provided to user department.
3. The driver shall be reachable at all times during duty hours.
4. Only drivers that possess a valid driving license shall be deployed by service provider (A copy of license should be forwarded after award of contract).
5. Driver should be properly dressed in neat and clean attire.
6. The driver shall not report for duty in an inebriated state or consume alcohol etc. while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.
7. Any complaint from the users/staff of the user department with respect to their behaviour/ uniform will be viewed seriously and it will be brought to the notice of the service provider, who shall take suitable action.
8. The driver should be well versed with the routes and should have a contact number. He should be available in the vehicles during duty hours or duration for which the vehicle is engaged.

### **STATUTORY LAW & REGULATIONS**

1. The hiring charges will be inclusive of fuel cost, lubricants, spare parts, maintenance, salary of the drivers/staff, payment of insurance/road/state taxes/permit/certificates etc.
2. The service provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicle detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider’s vehicle.

3. The service provider shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
4. The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as service provider shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what-so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the service provider only and user/user departments will not be liable in any manner.
5. The service provider shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
6. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Service provider without any extra charges.
7. The cars deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department. The service provider has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.
8. The service provider shall provide at his own cost proper uniform and badges as per prevailing Government policies (amended up to date) and photo identity cards to the drivers.
9. The service provider shall submit his monthly bills in triplicate towards the service rendered on the previous month to the user. Payment shall be effected by credit into the bank account of the service provider through ECS/RTGS after receipt of bills with supporting documents, complete in all respect. The service provider will have to intimate the bank account number, and other details of the bank to enable the user department to credit the payments directly into the account. User department shall pay the vendor all amounts on an invoice that are not the subject of a bona fide dispute after department's receipt of a valid invoice that complies in all material respects in terms of this Agreement; the payment shall be subject to any deductions such as penalties, statutory deduction etc.

### **TERMINATION OF SERVICES FOR CONVENIENCE**

1. The office/buyer shall have the right to have any driver / vehicle removed that is considered to be undesirable or otherwise.
2. The office/buyer reserves the right to cancel this work order if the services are not found to be satisfactory. In case service provided discontinued the services without prior notice all pending amounts payable shall be forfeited.
3. Either parties, Buyer or Service Provider, may with their mutual consent can end this contract after providing one month prior notice to other party.

I have gone through all the terms and conditions as mentioned above and undertake to abide by them. I agree that in case I have not followed any terms and conditions and have provided wrong and misleading information my offer shall be rejected without any reason being assigned to me.

**Authorized Signatory of the firm**  
(with Seal)