

NATIONAL HOUSING BANK, NEW DELHI

TENDER NOTICE

National Housing Bank, New Delhi intends to hire AC and Non A/C vehicles of the following models (Maruti SX4/Maruti Swift Desire/ TATA Indigo / Innova/ Indica / Mahindra Logan/ Honda City/ Champion Passenger vehicle etc.) for a period of one year, (extendable up to 3 years (1+2) if Bank's desire so) to meet the requirement in the Bank.

2. The average annual expenditure on hiring of taxis may come around Rs.3-5 Lakhs which may increase or decrease depending upon the requirement. Sealed quotation for the Bid may be submitted in the Performa attached with the notice. The last date for receiving the bids is 30th August, 2012. The quotations should be delivered in the Dispatch Department or sent to the National Housing Bank located at 4th Floor, Core 5A, India Habitat Centre, Lodhi Road, New Delhi-110003 between Office Hours (10:00 am to 6:00 pm). The specified formats along with all terms and Conditions may be obtained from NHB office or downloaded from Bank's website i.e. www.nhb.org.in

The bids shall be opened in NHB Office in the presence of such tenderers who may wish to be present. The Competent Authority reserves the right to cancel any or all the quotations without assigning any reason.

3. The schedule of receipt and opening of quotations is as under:

(I) Last Date for submission of Quotations: 30/08/2012 (03:30 pm)

(II) Opening of Quotations: 31/08/2012 (03:30 pm) in Chintan Kaksh, 4th floor, Core 5A, India Habitat Centre, Lodhi Road, New Delhi- 110 003. (In the presence of tenderers or their representatives who wish to be present)

National Housing Bank, New Delhi
Wholly owned by RBI

TERMS AND CONDITIONS FOR HIRING VEHICLE IN NHB

Sealed Quotations are invited for hiring A/C and Non A/C Vehicles (Maruti SX4/ Maruti Swift Desire/ TATA Indigo/ Innova / Indica / Honda City/ Mahindra Logan / Champion Passenger vehicle etc.) for this Bank for a period of one year , which can be extended for 2 more years subject to the satisfactory service as desired by the bank.

2. Billing will be from IHC to destination or source to destination whichever is less.
3. Vehicles will be hired on the following terms and conditions. The tenderer should satisfy himself with the terms and conditions of the contract. No claim on grounds of lack of knowledge, in any respect, shall be entertained.

PRE QUALIFICATION SELECTION CRITERIA

- a) The tenderer should have at least three (3) year of experience in the “tour and travel” business in providing vehicles to at least 2 Government/PSU organizations.
- b) Only such Agency / firm may apply whose Taxis have been duly authorized by the concerned RTO for use as public transport and who have telephone connection available at their Premises/ Garage/Stand from where such taxis are to be operated and can be requisitioned by NHB.
- c) At least one Satisfactory Service Certificate from Government Departments/ public Sector Undertakings/ Autonomous Bodies under Government of India where the bidder has provided Taxi hiring Service.
- d) Vendors who are able to provide the following vehicles would be considered
 - i. Swift D'zire
 - ii. Honda City
 - iii. Indigo
 - iv. Innova

Note:-

The bidders have to submit documentary proof with respect to the pre qualification criteria failing of which the bid may not be considered for evaluation / acceptance.

1. VEHICLES

- (a) The vehicles may be hired on regular basis so separate rates – monthly and day to day be quoted separately.
- (b) Vehicles shall report at per time schedule given to the individual driver by the user.
- (c) The vehicles may be required for the whole month i.e., 30/31 days. In that case the bidder has to quote the monthly rate.
- (d) The vehicles to be provided should be of not more than 3 years old onwards in presentable good condition. The vehicles shall be kept in good running condition and it will have clean upholstery with white covers and other accessories of the vehicles will also be kept in good condition preferably white or silver color. Vehicle with damaged body due to accidents etc will not be acceptable.
- (e) The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
- (f) During the contract period, if the vehicle is seized / detained / impounded by the Police/ Transport authority for any reason whatsoever, it would be at sole risk/ expenditure/ responsibility of the contractor.
- (g) All expenses related to fuel, repairs and maintenance, driver emoluments etc . shall be borne by the transporter.
- (h) Change of vehicles/drivers will be allowed only in exceptional circumstances and that too with the prior approval/intimation. Since NHB is a reputed organization, **dedicated vehicles and driver must be provided. Drivers shall have either a police verification certificate** or two character and good Conduct certificates from two Gazetted Officers of Central/State Government.

2. RATES AND PRICE REVISION:

The rates quoted in the quotation shall remain fixed for one year and subsequent 2 years if Bank renew this service from same vendor except variation due to increase/ decrease in the price of petrol/ diesel/ CNG to be done per kms of actual travel, as per the following formula. The rates quoted will be exclusive of all taxes (Service Tax, VAT, Octroi etc.).

Difference between the revised rate + the existing rate
8 KM in case of A/c and 10 in case of Non A/c

3. PAYMENT TERMS:

The payment to the contractor will be made on monthly basis on submission of pre- receipted bill(s) duly supported by duty slip(s)/ log sheet(s) duly signed by

concerned officers. Bills should be submitted by the company(s) by the 5th of the following month.

4. TERMINATION OF CONTRACT:

The contractor can seek termination of the contract by giving notice of **30 days** in advance. NHB however, reserves the right to terminate the contract at any stage, without assigning any reason whatsoever. This NHB reserves the right to reject any quotation, in full or in part without assigning any reason.

5. MISCELLANEOUS:

- a) The bids will be opened by a committee in the presence of such tenders who may wish to be present. The contract will be awarded to the lowest eligible tenders and will commence from the date of consent indicated the terms and conditions. The contract will be for a period of 12 months which will be extendable up to one year and subsequent 2 years if Bank renew this service from same vendor. Therefore if the performance/service is found satisfactory.
- b) The tenderer should ensure that the driver to be provided must possess valid driving license with two year experience and carry with him all necessary documents like registration certificate, insurance papers, pollution control certificate etc.
- c) The Bank will not be responsible for any challan, loss, damage, injury, accident etc. to the vehicle or to any other vehicle.
- d) The transporter must have all requisite clearance certificates from the concerned Government agencies as required under relevant rules.
- e) The transporter has to maintain proper records to show the number of hours and mileage travelled by each vehicle. The driver shall maintain the duty chart (Log Book) and get signature of the officer or his personal staff for each duty and deposit the duty slip to Administration.
- f) The transporter has to submit a certificate, obtained from the Competent Authority certifying proper status functioning of "Kilometer Meter".
- g) The Bank will pay parking charges when vehicle is on official duty.
- h) A penalty of Rs.2000/- per day per vehicle for default will be levied if any vehicle falls to meet the above terms & conditions on any day.

- i) Name of the firm/ status of the firm (attach copy of Deeds/ Articles of Association/ Memorandum of Association, whichever applicable)
- j) Copy of Registration No. of the firm/ company with date and validity under Shops/ Establishment Act.
- k) Copy of Income Tax Assessment for the last three years.
- l) Firm's/ Company's Income Tax PAN No. and Service Tax No. (A copy thereof may be attached).

6. DRIVERS

- a) The drivers of the vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important routes in Delhi including places in the National Capital Region.
- b) The driver must always be in clean clothes, must be courteous and well mannered and should always carry a mobile phone with them for easy contact. The driver must not have any criminal record. Name and full addresses of the drivers who will attend duties have to be furnished along with the bids.

7. Quotations received after the stipulated date and incomplete quotations will not be entertained.

8. On line payment receipt for Rs.10,000/- (Rupees Ten Thousand only) in favor of National Housing Bank, New Delhi, as Earnest Money Deposit (refundable) is to be enclosed along with filled tender form.

Quotations in the prescribed format, supported by the required documents, should be submitted in sealed envelopes duly superscripted "Quotation for Hiring of Vehicles". The Quotations be addressed to the Assistant General Manager, 4th floor, Core 5A, National Housing Bank, India Habitat Centre, Lodhi Road, New Delhi- 110 003 and should reach by 30.08.2012 up to 1530 hrs which shall be opened on 31.08.2012 at 1530 hrs.

9. ECS details as per enclosed forms

PART- A

QUOTATION FOR HIRING OF A/C VEHICLE BY NATIONAL HOUSING BANK

Rates to be Quoted for Model 2009 Onwards

Sl.No	Details of Distance/ Time	Swift Desire	Honda City/ Civic	Indigo LX	Innova
1A	Rates for 2400 Kms/ 300 hrs per month				
B	Rates per additional Kms beyond 2400 Kms				
C	Rates per additional hour beyond 300 hrs				
2A	Rates for 40 Kms/ 5 hrs per day				
B	Rates per additional Kms beyond 40 Kms				
C	Rates per additional hrs beyond 5 hrs				
3A	Rates for 80 Kms per 10 hrs per day				
B	Rates per additional Kms beyond 80 Kms				
C	Rates for additional hrs beyond 10 hrs				
Total					

Note:- The rate of other cars like Indica, Ambassador, Tata Manza, Maruti SX4 etc. may be quoted separately.

Name of firm	
Complete address	
E-mail ID	
Fax No.	
Tel No.	
Mobile No.	
Details of Online payment of the EMD	

The following parameters will determine the L-1 criteria out of 100 points:

L1= 25 *total of Swift desire rate + 25 *total of Honda City rate + 25 *total of Indigo Lx rate + 25 *total of Toyota Innova rate.

WE ACCEPT ALL THE TERMS AND CONDITIONS MENTIONED ABOVE.

(SIGNATURE OF THE AUTHORISED SIGNATORY)
SEAL OF THE COMPANY/ FIRM

PART-B

QUOTATION FOR HIRING OF A/C VEHICLE IN NHB

1.	Name of the firm/ company	
2.	Complete address & Telephone no. e-mail ID	
3.	Location of Garage	
4.	No. and type of vehicles owned by the agency	
5.	No. of vehicle attached with the agency	
6.	No. of years of experience in providing taxis in government/ public sector	
7.	Name & address of the Govt. offices where at present taxis are engaged on regular/ monthly basis (copy of contract letter to be attached)	
8.	Pan no.	
9.	Service tax Registration No.	
10.	Name of Telephone No. and Mobile no. of Proprietor	
11.	Name & Telephone and Mobile No. of the Manager	



CREDIT MANDATE FORMAT(Vendor)

Date _____

We authorized to you to transfer a sum of ₹ _____ (Rupees _____ only) to our Bank Account through Account Transfer/NEFT/RTGS, details of which is as under:

PARTICULARS OF BANK ACCOUNT

A. Name of Account same as in the Bank	NATIONAL HOUSING BANK
B. Name of the Bank	ICICI BANK LIMITED
C. Name of the Branch	NEW DELHI- CONNAUGHT PLACE
D. Address of the Branch	9A, PHELPS BUILDING, INNER CIRCLE, CONNAUGHT PLACE, NEW DELHI- 110001
E. Account No.	000705001504
F. Account Type	CURRENT
G. MICR Code.	110229002
H. IFSC Code of the Bank Branch	ICIC0000007

Please note that the payment is required to be made through Electronic Mode (Account Transfer/NEFT/RTGS) only. Payment deposited through cheques or any other mode will not be accepted.

Please fill the confirmation slip given hereunder and submit the same alongwith a copy of bank transaction counterfoil to the Accounts Department for record/necessary action.

(Authorized Signatory)
Accounts Department

To,

CONFIRMATION OF PAYMENT BY THE VENDOR

I confirm that an amount of ₹ _____ (Rupees _____ only) has been transferred through (Account Transfer / NEFT/RTGS)* to ICICI Bank Account No. _____ of National Housing Bank on _____ (date) towards _____.

This is for your information and record.

* Strike out whichever is not applicable.

Signature: _____

Name of the Vendor: _____

Date _____

Note: Please inform the details of the deposits by mail in the following e-mail IDs:

a) rajamohan@nhb.org.in

b) sunilr@nhb.org.in

c) souravs@nhb.org.in