

National Jute Board
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Tender No. NJB-Chn-CH-1.

Dated: 10/12/20

Sub: Notice Inviting Tender calling quotations for hiring of vehicle/car for senior officer of NJB. Chennai. on monthly basis

National Jute Board (NJB), Chennai-600 004 invites tenders from prospective service providers to provide **01* (one) mid-sized Non-Air Conditioned vehicle** (Swift Dzire or like vehicles in Diesel/Petrol engine) with latest model 2019/2018 or not more than one to three year old with well maintained to be used **upto 26 days per month and 2600 kms, 320 Hours**, per month, on hiring basis for a period of Three year/s, as per terms and conditions mentioned in this notice.

Technical Eligibility Criteria

The bidder must fulfill the following technical specifications in order to be eligible for opening of financial bids and award of the contract:-

1. The Registered Office of the bidder should be located in Chennai. An attested copy of the registration Certificate of their office in Chennai shall be enclosed. The bidder should have good reputation and financially sound.
2. The bidder should have its own bank account.
3. A self attested copy of PAN Card to be attached with the quotation.
4. A self certified copy of the GST registration certificate must be attached with the quotation. (in case of Exemption, Please enclose a Declaration, justifying the Exemption)
5. The bidder must have sufficient cars and not older than one to three years registered in its name in Chennai.
6. An undertaking from the bidder firm stating that the firm has not been blacklisted by any Central Government Department/Ministry/PSU/Bank, or State Government etc. must be attached with the bid documents.
7. The bidder will be required to submit along with the bid document a proof of successful and satisfactory completion of service from at least one contracts/work. The certificate should be from a prominent organization (Government organization/PSU/Bank/etc).
8. The firm should follow labour laws.
9. The age of driver should not exceed 45 years.
10. The experienced driver (5 to 10 years) having good knowledge of Chennai & surrounding areas & knowledge of locations of Govt. offices, Ministries. The driver shall be paid minimum wages & other statutory deductions like ESI, EPF etc. The driver should be well manner and should be on duty with proper dress or uniform.
11. Driver should not be changed without the knowledge of NJB. Agency shall identify suitable driver and on acceptance by NJB, the driver shall be on duty of NJB.

** requirement will be for **One Car**, monthly and occasionally one or two car/s on Daily rent basis, may also be hired, depending upon the requirement.*

Sealed quotation will be submitted in two parts namely (1)Technical and (2)Financial, in two different covers and the same should be kept in another One sealed third cover superscribing “QUOTATIONS for hiring of cars on monthly basis for NJB Chennai”. The technical bid will contain only documents relating to eligibility criteria. The financial bid shall be submitted as per prescribed format.

12. **Earnest Money Deposit (EMD)** The contractor shall deposit Bid Security (EMD) for an amount of **Rs.5,000/-** (Rupees Five Thousand only) in any of the following forms. Bid Security may be furnished in the form of an Account Payee Demand Draft from a commercial bank in an acceptable form in favour of "**National Jute Board**". along with the Tender document. The Bid Security will remain valid for a period of Sixty days beyond the final bid validity period.
13. The Bid Security will be forfeited in the following conditions:-
- (a) If at any stage, any of the information/declaration given by the bidder is found false.
 - (b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
 - (c) In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
 - (d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

14. Performance Security

The firm whose tender is accepted shall deposit **interest free Performance Security** for an amount of **Rs.10,000/-** (Rupees Ten Thousand only) in any of the following forms within 10 days from the date of issue of offer of work order by NJB. Performance Security may be furnished in the form of an Account Payee Demand Draft from a commercial bank in an acceptable form in favour of "National Jute Board", Chennai. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. The contract will be signed after the Approval from NJB, and only after furnishing the Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the NJB and the firm shall be blacklisted in addition to the termination of the contract. Performance Security will be refunded at the end of the Contract period, after adjusting, any Dues, if any.

Terms and Conditions of the Contract

1. The contract will be for a period of **Three year/s** and it is likely to commence from the date of signing of the agreement which may be extended on yearly basis for further two years depending upon satisfactory performance, same rates and same terms & conditions depending upon the requirement of the NJB. Any further extension can be considered on mutually agreed terms and conditions. NJB, Chennai however, reserves the right to terminate/curtail the contract at any time after giving **one week's notice** without assigning any reason.
2. The vehicles to be provided should not be older than three years and in good running condition. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time or any other delay, a penalty will be levied as deemed fit on day to day basis and the officer has right to hire a vehicle from the market and the cost incurred has to be borne by the agency/firm.
3. The cars should be fitted with all modern features such as clean seat covers, clean towel, car perfume, seat belts front.
4. The vehicles should be **comprehensively insured**, covering the Passenger.
5. The firm should have sufficient number of drivers having experience of driving in Chennai
6. Only such Transport/agency may submit their quotations whose cars/taxis have been duly authorized by the concerned RTO for use as public transport (Yellow Plate) and who have telephone connections available at their premises/garage/stands from where such taxis/cars are to be operated and can be requisitioned by this Department.
7. The contractor shall provide names, addresses of the drivers along with their driving licence number and copies within one week of the award the contract. Each driver employed by the firm must have a cell-phone duly activated.
8. The contractor shall not employ any person who has not completed eighteen years of age. The

contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the NJB.

9. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the NJB recognizes no employer-employee relationship between the NJB and the personnel deployed by the contractor/agency.
10. Any person who is in Government service or an employee of this office should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
11. Each driver should wear Clean Dress, while on duty.
12. The firms/agencies would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years.
13. In case of Traffic Violations/ irregularities, by the Driver, the Driver/the Agency will be fully held responsible and should pay the penalty/penal charges/loss. NJB will not be responsible in any way for the Traffic Violations
14. Punctuality will have to be ensured and log book & Duty Slip shall be maintained by the driver/s. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the user (every Day, after completion of Duty).
15. Rates once finalized will be fixed at least for a period of Three years and used as base rate in the case of upward and downward change in rates in fuel prices.
16. Any overtime arising due to breakdown of vehicle supplied by the agency shall be on its account and shall not be charged to NJB, Chennai.
17. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a **Log book** in a format & Duty Slip and the Copy of the log book / Duty Slip shall be submitted to the concerned officer in NJB, Chennai, every month along with Monthly **Bill** for scrutiny, etc., every month
18. The mileage will be started from the Place of Reporting and Office Use and upto the end place of Dropping Place, every Day. (in case of Airport Pick-Ups / Airport Drop - Garage will be taken as Starting / Ending Point). No Dead Mileage will be allowed, in any circumstance.
19. The vehicle may also be required on Saturdays / Sundays / Gazetted Holidays occasionally, for which no extra payment shall be made
20. A vehicle will be allowed for use only in good condition when the Milo Meter is sealed. If during the running of the vehicle it is found that the milo metre is tempered/unsealed, then forfeiture of hiring charges and a penalty as fixed by NJB, Chennai will be imposed.
21. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and drivers should not be changed unless so requested for by the NJB, Chennai. The vehicles must be available at any time of day as required by NJB.
22. In case of any **Accident**, all the claims arising out of it, shall be met by the Agency/firm. NJB is Not liable to pay any compensation, arising out of Accidents / Damages caused.
23. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of One week to the contractor. In case of withdrawal of Contract, the Contractor has to provide 2 Months advance notice to NJB.
24. Vehicles provided to the Department should bear commercial Taxi Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving License / Badges.
25. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Tamilnadu.
25. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Department has the right to hire vehicle from any other sources at the expense of the contractor.

26. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Tamilnadu Motor Vehicles Rules and these shall be the responsibility of the contractor.
27. No Advance payment will be made.
28. The bills should be made on monthly basis by the contractor and should be submitted before/by 10th of each succeeding month along with (1) Copy of logbook of the vehicle for scrutiny/ Verification of the bills. The bill should indicate the GST registration No. and PAN No.(2) A Pre-Receipt should also be provided, every month. (3) A Summary of working sheet on the Kilometres used and Hours used should also be submitted, every month, along with the **Bill**.
29. NJB will deduct Income Tax at source (**TDS**) under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
30. The contractor shall ensure that all the necessary documents i.e. RC, Fitness Certificate, Insurance papers, PUC certificate, etc are available with the drivers deployed for duty in the Department.
31. Guidelines mentioned in New Vehicle Policy, 2019/2020 is/are to be scrupulously followed under all times.
32. In case of breach of contract by the contractor, the Performance Security shall be forfeited by NJB and the firm shall be blacklisted in addition to termination of the contract in question. The right of action will rest with the authority entering into the agreement.
33. The price quoted is Exclusive of all Taxes. (Tax and Tax Rate should be indicated in the Quotation)
34. The contractor shall indemnify NJB against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident /injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. NJB shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
35. Government Levies such as, Tolls/Parking Charges, shall be reimbursed by NJB, on submission, alongwith the Monthly Bill. No Extra Bata for Driver will be entertained.
36. In case of any dispute, the decision of the Deputy Director, NJB, Chennai shall be final and binding.
37. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.

38. The tender process of the contract can be terminated at any time without any notice at the discretion of the NJB, Chennai. Last date for submission/receipt of tender(s) is **28th Dec, 2020 at 15:00 hours**. The Technical bids will be opened by a Tender Evaluation Committee (TEC) in the presence of tenderers who wish to present or their authorized representatives on the same day at 16.00 hours in the Office premises of NJB, Chennai- 600004. The financial bids of the technically qualified bidder will also be opened on the same day. All rights for accepting/ rejecting a Tender, lies with NJB, without quoting any reason. Technical bids should be sent as per the attached technical bid check list. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX / Email will be entertained. Tender document shall be downloaded from **NJB website: - www.jute.com**.

Deputy Director
NJB, Chennai