

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION

Public Tender Notice No.02/2023-24

Public Tender No.: HBCSE/PUR/Hiring Vehicles - 05/2023

Date: 09 June, 2023

Homi Bhabha Centre for Science Education (HBCSE), Mumbai is a National Centre of Tata Institute of Fundamental Research, Mumbai which is under the aegis of Department of Atomic Energy, Government of India.

- 1) **HBCSE-TIFR**, Mumbai, India invites sealed bids in two parts, **Part– I: Techno-commercial Bid & Part – II: Price Bid** for the following:

Description of Work	Bid Security (EMD)
Providing Hiring Vehicles at Homi Bhabha Centre for Science Education, V. N. Purav Road, Mankhurd, Mumbai – 400088, Maharashtra, India	Bid Security Declaration as per our format FORM (J) to be submitted on company's letter head.
Estimated Cost: ~ Rs. 4.0 Lakhs per year (Including GST).	Tender Fee: Rs. 500/- (Including GST). (Rupees Five Hundred only) by way of Demand Draft in favour of "HBCSE" payable at Mumbai. Alternatively, this amount can be remitted by bank transfer. The details are as follows:
Type of Tender: Two Bid	HBCSE-TIFR Non Plan A/C, Account No.:1038019943 Bank Address: Central Bank of India Jigna Apartment, V.N. Purav Marg, Mankhurd, Mumbai – 400 088. IFSC Code: CBIN 0282523. The tender fee is non-refundable.

DURATION OF THE CONTRACT:

Initially for one year. It can be extended further for 2 years, one year at a time, subject to satisfactory performance and with no increase in the Service Charges.

Downloading of Tender	From : 12/06/2023, 11.30 hrs. To : 03/07/2023, upto 14.30 hrs.
Submission of Tender	From : 12/06/2023, 11.30 hrs. To : 03/07/2023, upto 14.30 hrs.
Opening of Techno Commercial Bid (Part I). (If sufficient bids are received).	On : 03/07/2023, at 16.00 hrs.

Pre-bid meeting: Online pre-bid meeting with all the prospective bidders is scheduled to **be held on 19/06/2023 at 15.00 hrs.** Interested bidders may send email to **purchase@hbcse.tifr.res.in** for joining the meeting on or before **15/06/2023 till 17:30 hrs.** The details of the online meeting will be sent to the interested bidders by **16/06/2023, forenoon.** **It is important for the vendor to attend the pre-bid meeting to understand the exact requirements.**

2) INTRODUCTION:

Sealed Tenders are invited by **Homi Bhabha Centre for Science Education**, Tata Institute Fundamental Research, Mankhurd, Mumbai – 400 088. For and on behalf of the Centre Director, HBCSE, TIFR for **PROVIDING HIRING VEHICLES** at HBCSE, Mankhurd, Mumbai-400088.

3) CONTRACT PERIOD:

Quoted rates must be valid for One year from the date of issue of work order. The contract will be initially for a period of one year, extendable by another two years, subject to the satisfactory performance of the Outsourcing Agency, on the same terms and conditions and at the sole discretion of the Head Administrative & Operations, HBCSE, TIFR, Mumbai-400088.

4) ELIGIBILITY CRITERIA:

Bidder must meet the eligibility criteria specified below and must submit documents in support of the same in the technical bid.

- 4.1 Bidder must have fully function office in Mumbai must have been providing Hiring Vehicles of various organizations/Institutions preferably in and around Mumbai.
- 4.2 Bid must be valid for a minimum period of **120 (One Hundred Twenty Days)** from the date for submission of bid.
- 4.3 The bidder should not have been blacklisted by the Ministries of the Govt. of India/PSUs/Corporate Sectors/Educational Institutions/any other reputed organizations. (Note: Duly filled format as given in the **FORM (C)**, has to be submitted by the bidder).
- 4.4 The bidder should have satisfactorily completed similar hiring vehicles service works of values as listed below during the last 3 financial years prior to 31 March, 2023.
 - a) Three hiring vehicles service works each costing not less than 80% of the present estimated cost Rs.1,00,000/- and serving a strength not less than 100 persons in Universities/Institutes/Colleges/ PSU/Corporate Sector. (OR)
 - b) Two hiring vehicles works each costing not less than 60% of the present estimated cost 4,00,000/- and serving a strength not less than 200 persons in Universities/Institutes/Colleges/ PSU/Corporate Sector; (or)
 - c) One hiring vehicles work each costing not less than 40% of the present estimated cost 4,00,000/- and serving a strength not less than 250 persons in Universities/Institutes/Colleges/ PSU/Corporate Sector.
 - d) (Mode of proof: copy of purchase order/contract agreement proving “Award of Work”/Copy of completion certificate/Final Invoice. Letter indicating return of Security Deposit for proving satisfactory “Completion of Work” to be submitted cost work must be included in the work order/agreement/completion certificate).
- 4.5 The annual turnover in the business of hiring vehicles should not be less than Rs.4.0 Lakh during preceding three financial years each.

(Mode of proof: copy of Profit and loss account of the company for each of the 3 years ending 31st March 2022 authenticated by a Chartered Accountant.)

- 4.6 Self-declaration on letter head having facilities. (As per **FORM (G)**, duly filled in to be submitted.
- 4.7 Proof of IT return for last 3 years ending **31st March 2022**.
- 4.8 The bidder should submit copies of the Certificate of Registration, Permanent Account Number or otherwise the offer will be summarily rejected.
- 4.9 All bidders are requested to visit the HBCSE, TIFR, Mankhurd, Mumbai-400088 before sending the quotation and get required information from the Security Officer.
- 4.10 Bids should be forwarded by Bidders under their original memo/letter pad inter-alia furnishing details like GST Number, Bank address with NEFT Account, if applicable, etc. and complete postal and e-mail address of their office.
- 4.11 The bidder should submit the copies pertaining to his place of hiring vehicles premises like ownership papers/Tenant agreement /Latest Electrical bill.
- 4.12 The bidder should have hiring vehicles & office in Mumbai/ Thane/ New Mumbai city area.

6) GENERAL INSTRUCTION: -

- 6.1 Tender Documents: The Tender document can be downloaded from HBCSE website <https://www.hbcse.tifr.res.in/tender/>

6.2 Submission:

- 6.2.1 The Tender shall be submitted in tender box which will be placed at the Main Gate, addressed to the Purchase Department, HBCSE, Mankhurd, Mumbai-400088 up to date mentioned on the Cover Page.
- 6.2.2 The tenderers shall seal the Technical-Bid and Price-Bid in two separate envelopes (Cover-1 and Cover-2) duly marking the envelopes as “Cover-1 Technical Bid” and “Cover-2 – Price Bid”. The two envelopes along with the covering letter, Power of Attorney, if any, shall then be sealed in an outer envelope. The envelope shall contain the following:

6.2.2.1 Outer Envelope

- a) Covering Letter;
- b) Sealed Cover – 1; and
- c) Sealed Cover – 2

6.2.2.2 Cover-1 – Technical Bid

- a) Duly filled and counter signature in Tender-Documents with relevant details and complete in all respects. (Except price bid).
- b) Eligibility Criteria Documents mentioned in point (4).

- c) Proof of average annual turnover **FORM (J)**
- d) Duly filled forms A, B, C, D, E, F, G, H, I, J, K, L, M, N & O

6.3 Cover – 2 (PRICE BID)

- 6.3.1 PRICE BID/COVER duly filled in **FORM (O)** (both in figures and words).
 - 6.3.2 HBCSE is not responsible for delay or loss of tender document/bids in transit.
 - 6.3.3 Bidders are requested to visit our **website <https://www.hbcse.tifr.res.in/tender/>** regularly to check for addendum/updates if any pertaining to this tender.
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- 7) Bidder who does not comply with the terms and conditions of this schedule are liable for rejection without any further reference.
 - 8) The premises of the bidders can be inspected anytime by the designated officials from HBCSE, Mumbai.
 - 9) The information furnished by the bidder in Cover - I in the prescribed format provided by the HBCSE-Mumbai will form the basis for the evaluation. In exceptional cases HBCSE, Mumbai Campus or its representative reserves the right to obtain the additional documents / clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the HBCSE, Mumbai, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by HBCSE, Mumbai.
 - 10) **Submission of bills & hiring vehicles payment:**
The Contractor should submit the following documents at the time of submission of bill/s to the office of In-Charge, Services, HBCSE – Mumbai, Mumbai - 400088:
 - b) The HBCSE will transfer the payment of the hiring vehicles payments on the given bank account within 45 days from its submission.
 - 12) **Jurisdiction:** - The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this tender.
 - 13) **Settlement of Disputes/Arbitration:**
It is incumbent upon the Contractor /transporter to avoid litigation and disputes during the course of execution. However, if such dispute take place between the contractor and the department, effort shall be made first to settle the disputes at HBCSE, Mumbai level. The contractor shall make request in writing to the Centre Director, HBCSE, Mumbai Campus, for settlement of such disputes/claim within 30 (thirty) days of arising of the cause of dispute/claim, failing which no disputes/claims of the contractor shall be entertained by HBCSE, Mumbai Campus. If differences still persist, the settlement of the dispute may be sought in the Court of Law in Mumbai.
 - 15) **MSE:**
As per Public Procurement Policy (PPP) for Micro and Small Enterprises (MSEs) Order,2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium

Enterprises of Govt. of India, MSEs must in order to avail the Tender fee exemption must have valid UDYAM registration as on due date for submission of bid.

The MSEs who have applied for registration or renewal of registration with any of the agencies / bodies, but have **not obtained the valid certificate** as on close date of the tender, are **not eligible for exemption / preference**.

7) Conditions of Tender

- 1) Quotations must be submitted giving complete details using enclosed tender papers.
- 2) The rates quoted shall remain valid for a period of 180 days from the date of opening of Price Bids. It is important for the Bidder to note that the rate quoted shall be inclusive of all taxes and duties / escalation and shall remain valid for the period of the agreement i.e. 2 years from the date of Work Order. Any increase or decrease in the rates shall be only in respect of fuel rate increase / decrease as per the formula as per Clause No.28.
- 3) Each page of the offer should bear the signature, date, name and title of the person signing the offer, and a rubber stamp indicating the full name, address and phone no., Fax no. of the firms.
- 4) Bids in sealed envelopes duly superscribed with the Tender Title No. and due date, shall be addressed to the Head Administrative Operations, Homi Bhabha Centre for Science Education, V. N. Purav Marg, Mumbai - 400088 shall be sent by post / courier so as to reach before the prescribed time. The bids shall be dropped in the tender box kept in the Office.
- 5) This tender document/form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
- 6) Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
- 7) The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
- 8) Bids which do not comply with the above conditions are liable to be rejected.
- 9) HBCSE shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject any or all tenders without assigning any reason whatsoever.
- 10) The Contractor shall indemnify HBCSE against all claims direct or indirect from all Government Departments, Public and HBCSE including their staff members and students for any issue arising directly or indirectly out of this tender Contract. The Centre reserved the right to split the contract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.
- 11) No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a 'No' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
- 12) The tender form should be filled and sealed and should reach HBCSE latest by 14:00hrs on _____. The contractor chosen will have to undertake the work within 10 days from the receipt of the Work Order.
- 13) Bids shall be accompanied by the following, failing which the offers are liable to be rejected :
 1. License and Registration Certificate issued by Competent Authority.
 2. Organization Structure.
 3. List of works on hand/carried out during the last 5 years.
 4. Performance Certificate from the existing clients minimum 3 (excluding HBCSE) (should be on or after 01/01/2020).
 5. Annexures should be duly filled in
 6. The entire tender document duly countersigned (in token of acceptance of all terms and conditions indicated in the documents)
 7. Earnest Money Deposit
- 14) All annexures, attachments (if any) to this enquiry shall be read as part and parcel of this Enquiry.
- 15) Deviation(s) indicated in Annexure C are not automatically accepted; only if such deviation(s) if any indicated by tenderer has / have been specifically accepted in the Work Order, such deviation are deemed to have been accepted and become part of the agreement.

- 16) All the bids shall be in the prescribed annexure forms and bear the signature, date, name and designation with company seal of the person signing the offer and name and address of the firms. The envelope containing the bids shall be superscribed **“Tender for HIRING OF CARS / VEHICLES for meetings/conference/field trip/camp and workshop”** and reference No. “_____”.

TENDERS RECEIVED LATE OR AFTER THE DUE DATE WILL NOT BE CONSIDERED. HBCSE RESERVES THE RIGHT TO ACCEPT, REJECT ANY OR ALL TENDERS WITHOUT ASSIGNING ANY REASONS THERE OF.

- 17) Addition/alteration in the Scope of work; At the time of awarding the contract, the quantity to be procured must be re-judged based on the current data, since the ground situation may have very well changed. The tendered quantity can be increased or decreased by 25 (Twenty-Five) percent for ordering, if so warranted. In case of reduction in quantity, the reduced quantity at the same rate and at the same terms and condition as tendered and any alteration or addition to the scope of work will be **communicated to the Contractor** and the Contractor shall carry them out”.

DEFINITION OF TERMS:

1. HBCSE means Homi Bhabha Centre for Science Education, V. N. Purav Marg, Mankhurd, Mumbai - 400088.
2. Contractor, bidder, firm means the person who quotes against this tender notice.
3. Work order, Purchase order or Order shall mean the Work Order / contract with associated specifications executed between the Centre and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract.
4. Vehicles shall mean vehicles with appropriate tourist permits, licenses and all other statutory requirements as required under the existing provisions and modified from time to time by the statutory bodies, Govt. departments etc.
5. The Centre intends to hire vehicles for transportation of its staff and students mainly within Mumbai/Thane/Pune city limits.
6. The contractor or HBCSE can terminate the contract by giving one month's notice on either side. However, HBCSE reserves the right to terminate the contract any time.

TERMS AND CONDITIONS:

1. **All Vehicles to be provided should be of January 2020 and above model and all Drivers to be deployed should have minimum 5 years' experience after obtaining valid Driving License.**
2. **A security deposit @ 10% of the contract value shall be provided by the contractor within 15 days of awarding of contract, failing which the entire amount will be recovered in the first 3 months running bill. Alternatively, an Irrevocable Bank Guarantee from a Nationalised Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period. The security deposit is refundable after expiry of the agreement subject however, to any claims on the contractor. The Centre reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the contractor. The security deposit does not carry any interest.**
3. The contractors shall provide vehicles which are in perfect running condition, having clean and neat upholstery and body.
4. The transport contractors shall provide vehicles as stated above from their own resources and funds and the same will be sent to HBCSE for the sake of operational formalities.
5. All taxes, insurance charges and other statutory levies that are payable therein shall be paid by the transport contractors. All vehicles shall be yellow board, with valid permit to run hired vehicles.
6. The transport contractors shall make the vehicles available to HBCSE for a minimum period as per the timings mentioned in the rate chart in a day as per the timings which will be stipulated by HBCSE. However, occasionally the transport contractors may be asked to over stay and it is the responsibility of the contractor to ensure that the drivers are not kept for long duty hours.

7. The transport contractors shall keep up the timings and in case of any repairs or due to any other reasons, if he is not in a position to send the vehicle, he will arrange alternate transport at his cost and ensure that the work of HBCSE does not suffer. In case of failure to provide alternative vehicle, HBCSE will be free to requisition such vehicles at rates which are within two times of the rate of the contractor who has failed to perform. In such cases such amounts will be made good to HBCSE by the transport contractors without demur, either by deducting such amounts from their bills or by paying up on a demand from HBCSE.
8. The transport contractor shall make efforts to restore the vehicle as early as possible.
9. The transport contractors are responsible to keep the vehicles in top most running condition and arrange for its periodical maintenance and daily cleanliness.
10. The transport contractors shall not use the vehicles under any circumstances for monetary gains except for HBCSE works and he shall not pick up other passengers other than those authorised by HBCSE.
11. HBCSE reserves the right to fix or change the routes and stoppages, timings or any other thing which it feels is necessary for its operation.
12. The driver of the vehicles shall be well trained, experienced and shall possess valid driving licenses, badge for driving public vehicles. The Driver shall be medically fit for driving such type of vehicles, with clear vision. Further, he should be well mannered and wear clean & neat white color uniform.
13. The driver should necessarily know Marathi and should be able to converse either in Hindi or English.
14. The vehicles shall be equipped with a Stepney Tyre, a set of tools, first aid box and other necessary accessories.
15. The transport contractors shall strictly follow all instructions, procedures, rules and regulations. The transport contractors shall solely be responsible for any penalty or any other type of punishment due to negligence ignorance or willful action of the driver.
16. HBCSE Shall have no responsibility for any damage to the vehicles due to accidents or any other reasons whatsoever including act of God, civil commotion, fire, floods or any other natural or man-made calamities and shall have no liability to pay compensation in any manner to anybody, individual or to any Government or other statutory agencies. The transport contractors shall solely be responsible under all such circumstances.
17. In case of accidents or any damages to the vehicles, property, people or whatsoever, any claim from public or any party arising out of or in course of operating the vehicles, the responsibility shall rest with transport contractor and HBCSE shall in no way be held responsible.
18. In case of any damage or any type of injury caused by driver to the property or personnel of the HBCSE, during the contract period, the transport contractor shall compensate all the expenses incurred by HBCSE.
19. HBCSE will not be responsible for any loss or damage due to fire, theft etc. to the vehicles when the vehicle is parked either in HBCSE campus or other places.
20. Only vehicles with valid tourist permit (yellow board) shall be provided.
21. Any disputes arising out of this contract shall be settled by mutual discussion. In the event of dispute being unresolved, the decision of the Centre Director, HBCSE shall be final and binding on both the sides.
22. The type of vehicles required will be decided by HBCSE based on the number of passengers. HBCSE reserves the right to increase or decrease the vehicles as per the requirements of Institute.
23. If in the opinion of HBCSE, any driver is undesirable such drivers shall be replaced in 24 hours.
24. If in the opinion of HBCSE, any vehicle is unsatisfactory; such vehicles will be replaced by another better vehicle of the same make & class, etc.
25. The routes type of vehicle prescribed, distance for each trip, places of pickup & drop may change or vary. In all such cases the exact distance will be determined and paid on the basis of No. of kms. covered. The rate per km. will be the basis on which all increases / decreases will be paid.
26. HBCSE reserves the right to cancel one or more trips altogether and / or to change capacity of any or all trips.
27. If any vehicle is not being used for the designated trip, HBCSE reserves the right to redeploy those vehicles for other trips.
28. The formula for increase / decrease in rates of fuel is as follows:

“Additional cost per kilometer = x/y where ‘x’ is the difference between old and revised fuel price and ‘y’ is the assumed mileage for a vehicle as given below.

Sr. No.	Type of Vehicle	Mileage of the Vehicle A/C	Mileage of the Vehicle Non A/C
1	25 Seaters Mini Bus	9	12
2	50 Seaters Bus	6	7
3	Mazda (22 Seaters)	12	16
4	Mazda (32 Seaters)	8	10
5	Tempo Traveller (12 Seaters)	7	9
6	SUV Car	17	20

The increase/decrease in the rates, if any, due to change in fuel rates, shall be claimed/reduced by the contractor on monthly basis separately by applying the above formula. The fuel rate prevailing on first day and last day of every month and difference between these two rates shall be considered for increase/decrease.

29. HBCSE reserves the right to reduce or increase the distance for any or all trips and pay per km. rate as indicated in the work order or amendments thereof.
30. If any trip is not undertaken for one or more days, no charges will be paid for this trip for all such days.
31. Any act of commission or omission which jeopardizes the safety/security of the Centre, the contract will be terminated without any notice. The contractor will be levied penalty by the Centre and any expenses incurred towards the work that need to be discharged by the Centre on account of this, shall be recovered from the contractor's bills. The recommending authority will be the Officer-in-Charge and the decision of the Centre Director- HBCSE, has affected its day to day operation.
32. The liquidated damages clause will be applicable at the rate of 1% or actual loss incurred to HBCSE on the monthly bill value in the event of mismanagement, non-fulfilment of contractual obligations or any other reason which in the opinion of HBCSE, has affected its day to day operation.
33. The imposing of liquidated damages or termination of the contract will be absolutely at the discretion of the Centre Director, HBCSE.
34. The successful bidder need to deposit photo copies of RC Book license of the drivers proposed to ply the vehicle at HBCSE with the residential address, mobile number with HBCSE for security verification.
35. The drivers need to come with the proper turn out like clean white uniform tucked in, black shoes, well shaven, and proper haircut. In case the turnout is not proper the vehicle will be sent back and the contractor will have to replace the vehicle.
36. All the drivers should have Mobile for a proper communication.
37. Drivers need to be courteous. They should get down and open the door for the users getting in and wish them appropriately.
38. The vehicle should be checked for its upkeep.
39. The drivers are not to ask any money from the users either as parking fee or any other. Parking fee will be reimbursed at HBCSE if valid receipt is enclosed.
40. The drivers need to obey the instructions given by the transport in-charge. As to the usage of the vehicle even after specified timings in the work order as provisions are also made for extra kilometers and extra hours.
41. If the drivers have any problems, it only need to be sorted with the transport contractor and no explanation will be accepted from the drivers as excused for non-compliance of the orders.

42. When the drivers go for lunch or tea they need to inform at receptions as well as security at main gate and take the permission. At any cost it need to be ensure that all the drivers will not go for the lunch or tea together.
43. In case of any break down of the vehicle while performing the duties the matter needs to be inform to the Transport In-charge, HBCSE. In case of any accident the matter need to be inform immediately to the TI and to take immediate steps to take the patients to nearest hospital followed with necessary complaint.
44. All the vehicles need to be park only at parking area. Any vehicles unless required for drivers need to report immediately without delay.

SCOPE OF WORK

Nature of Vehicles Required	No. of Vehicles per day required	Remarks
25 Seater (AC/Non AC Bus)	As and when required	
50 Seater (AC/Non AC Bus)	As and when required	
Mazda (22 Seater) (AC/Non AC Bus)	As and when required	
Mazda (32 Seater) (AC/Non AC Bus)	As and when required	
Tempo Traveller (12 Seater) (AC/Non AC Bus)	As and when required	
SUV Car (AC/Non AC)	As and when required	

- The contractor should be able to generate following information in PDF/EXCEL/WORD documents and same should be produced on daily basis and consolidated report on call basis of vehicle wise.
 - Trip Wise Summary Report.
 - Vehicle Activity Report.
 - Other value added Reports.
1. The installation and maintenance charge should be borne by the Contractor only.
 2. The bill in duplicate along with log book / trips sheet duly signed by the user of the Vehicle should be sent to the Security Officer HBCSE for payment.
 3. The tampering of meter reading, vehicle usage timings, overwriting of log sheet and misbehavior of driver shall be viewed seriously, leading to even cancellation of Contract.
 4. The rates quoted by the Contractor shall be firm during the pendency of the Contract.
 5. The maintenance cost, charges of petrol, road tax, permit fee, passenger tax, border tax, state tax, challan, salary of the driver, the overtime of driver etc. are the responsibility of the Contractor for which no payment shall be made by HBCSE.
 6. Parking / Toll charges shall be paid by the Contractor which will be reimbursed as per actual by HBCSE on production of documentary evidence.
 7. One or more than one vehicle depending upon the requirement can be called as per the need.
 8. No advance Payment shall be made under any circumstances.
 9. The Contractor shall be fully responsible for any loss or damage to the Vehicle and also liable to pay full compensation for any injury or any other loss to Passengers.
 10. The work can be bifurcated among two or more parties at the sole discretion of HBCSE and no Contractor/ Agency shall have any objection to the same.
 11. The Vehicles sent to HBCSE Office on requisition must have all relevant documents like Registration Book/ Diving License/ Insurance Road Tax/ Receipt Permit Fee/ Passenger tax/ Border tax, and only T permit vehicle should report for duty. The Vehicle should be licensed and shall confirm to all Government Rules and Regulations being in force from time to time.

12. To the extent possible, the Contractor will have to make efforts to provide his own Vehicle. However, it devolves on the Contractor to provide an alternative Vehicle taken on lease only on exceptional cases but the payment will be released with reference to the approved rates to the Contractor.
13. The Contractor will meet all the necessary compliance of statutory requirements like pollution, emission, noise, etc.
14. The Contractor shall maintain the log Sheet Reports as per Performa approved by HBCSE for every trip/requisition separately. The Log sheet will be not signed by the User which would indicate the opening and the closing meter reading with time and date at the garage and at the point of starting / ending the journey by the User. It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted in support of the bill for payment.
15. In case of breakdown/servicing/repair, the Contractor shall provide alternate vehicle of same make and model failing which Vehicles shall be hired from any other source(s) at the risk and Cost of the Contractor.
16. The chargeable mileage will be, in case the vehicle either reports or is released to/from any other point in the city other than HBCSE, then the actual distance between the office of the Garage and reporting/releasing point shall be entertained for payment, on the shortest route at actuals.
17. The Outstation night charges shall be applicable only when Vehicle will be taken outside the City limits of Mumbai.
18. The Vehicle provided by the Contractor must be in excellent conditions. The Contractor shall ensure proper cleaning, upkeep of interiors & seat covers of the Vehicle. If the interior of the Vehicle is not in good condition, the deduction to the extend of 2% of the total amount from the bill.
19. HBCSE reserves the right to get the meter calibrated or checked at any time at its sole direction and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by HBCSE, which may even lead to termination of Contract.

In case of non-compliance of the above terms and conditions of contract, a penalty may be levied.

Sd/-
Head Administrative Operations

A - OPENING AND EVALAUTION OF BIDS

A) Opening of Bids

1. Centre will open bid in the presence of bidder's authorized representative who chose to attend, as per the schedule given in tender notice. The bidders' representatives who are present shall sign the bids opening sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday Centre, the bids shall be opened at the appointed time and location on the next working day.
2. a) Bids that are received late shall not be considered further for evaluation, irrespective of the circumstances.

b) Bidders interested in participating for bid opening, should depute their representatives along with an authority letter to be submitted to the Centre at the time of bid opening.

3. Confidentiality

a) Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other person not officially concerned with such process until publication of the Contract Award.

b) Any effort by a Bidder to influence Centre in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of their Bid.

4. Clarification of Bid

To assist in the examination, evaluation, comparison and post qualification of the bids, Centre may, at its discretion, ask the Bidder for a clarification on their bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation in respects of prices shall be held except with the lowest bidder, (is) the discretion of Centre. Any clarification submitted by a bidder in respect to their bid which is not in response to a request by Centre shall not be considered.

5. Preliminary Examination

a) Centre shall examine the bids to confirm that all documents and technical documentation requested have been provided to determine the completeness of each document submitted.

b) All the bids received will first be scrutinized to see whether the bids meet the basic requirements as incorporated in the bid documents. The bids, which do not meet basic requirements, will be treated as unresponsive and ignored. **The following are some of the important points, for which a bid will be declared as unresponsive and will not be considered for further evaluation:**

- i) The bid is unsigned.
- ii) The Bidder is not eligible.
- iii) The Bid validity is shorter than the required period.
- iv) Tender Fee and /or Bid Declaration not submitted with technical bid.
- v) Bidder has not agreed to give the required Performance Guarantee.
- vi) Against the schedule of Requirement (incorporated in the bid), the bidder has not quoted for the entire Requirement as specified in the price.
- vii) The bidder has not agreed to some essential conditions(s) incorporated in the bid.
- viii) **"If a bidder quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered".**

- ix) The bidder had not completed previous contract of HBCSE satisfactory.

6. Examination of Terms & Conditions. Technical Evaluation.

- a) Centre shall examine the Bid to confirm that all terms and conditions specified in the bid document have been accepted by the Bidder without any material deviation or reservation.
- b) Center shall evaluate the technical aspect or the Bid submitted to confirm that all requirements specified in Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.

7. Evaluation and comparison of bids

- a) Centre shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- b) To evaluate a Bid, Centre shall only use all the factors, methodologies and criteria defined in the bid documents.

B -AWARD OF CONTRACT

1. Centre's right to vary the Quantities at the time of Award

- a) Centre reserve the right to decrease or increase the number of manpower service originally specified in the Schedule of Requirements in which case Centre may as for confirmation of rates in a sealed envelope before a fixed date.
- b) Centre's right to accept Any Bid and to reject any or all Bids without assigning any reason and for any purpose, deemed fit by the Centre.
- c) The Centre Director, HBCSE reserve the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder of Bidders.

2. Notification of Award

- a) Prior to the expiration of the period of bid validity, Centre may notify the successful bidder in writing by registered letter or fax or email that the bid has been accepted and detailed work order shall follow.
- b) Until a formal order is prepared and sent, the notification of award constitutes a binding contract.

3. Order Acceptance

- a) The successful bidder should submit Order acceptance within 21days from the date of issue of order and complete all formalities within the same period.
- b) Centre has the powers to extend the time frame for submission of order confirmation and submission of Performance Guarantee. Even after extension of time, if the order confirmation and Performance Guarantee are not received **interest @12% per annum** will be levied till date of receipt of Performance Guarantee.
- c) If the successful bidder fails to submit order acceptance and Performance Guarantee even after repeated reminder Centre reserve the right to cancel the order and in which case bidder will be debarred form participating in any tender for a period one year.
- d) **PLACING OF ORDER:** Centre reserve the right to place the order for part/full/reduced quantity/increased quantity/ reduced period than what is specified in the tender.

- 4. If the service charges quoted is same by different bidders, then Centre reserve the right to place order on bidder having the highest turnover or to split the order on more than one bidder as deemed fit and felt necessary.
- 5. **TENDER:** Received late or after due date will not be considered. HBCSE reserve the right to accept, reject or all tenders without assigning any reason thereof.

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

1. Bids will be evaluated by the Tender Committee.

2. Terms of the Tender Evaluation Committee (TEC)

a) On the due date the bids will be opened and bids meeting the eligibility criteria only be referred to a tender evaluation Committee.

b) All bids will be evaluated with reference to the tendered specifications, performance of similar works carried out elsewhere by the bidder.

c) A committee will go through all the aspects of the tender, may visit bidder **premises in HBCSE, Mumbai** and short list such firms whose bids are found technically acceptable.

d) Centre representatives will proceed through a detailed evaluation of the bids in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination. Centre will examine the information supplied by the Bidders, and shall evaluate the same as per the specifications mentioned in this tender.

e) During the evaluation, the Centre can ask for relevant documents from the bidder necessary for evaluation.

f) The Committee will examine all the technical aspects of the bids received. Further, the Committee may seek additional information/feedback from other organizations where the bidder has carried out similar works.

g) The recommendation/decisions of the Technical Evaluation by Centre is final and binding on all the bidders.

3) Bid Security Declaration:

a) If the bidder withdraws or amends or impairs or derogates their bid during the period of bid validity, Centre reserves the right to suspend the vendor from participating in any tender for a period of **One year**.

b) Bid Security Declaration as per **FORM (H)** enclosed should submitted on the company letter head duly signed by officer authorized to submit the bid.

4) Performance Guarantee

a) Performance Guarantee to be furnished by the successful bidder for satisfactory performance of the contract. "Satisfactory Performance of the contract here means satisfactory completion of work in respect of works.

5) Quantum of Performance Guarantee:

a) **3% of the total value including all taxes, duties etc.**

b) Successful bidder, shall deposit an amount equal to **3%** of the value of the work including taxes as Performance Guarantee within **21 days** of award of work, valid till completion of work plus Two months for proper fulfillment of the Contract.

c) In case Performance Guarantee is not submitted within **21 days interest @ 12%** per annum will be levied till the date you submit the Performance Guarantee.

d) If the successful bidder fails to submit the Performance Guarantee / Performance Guarantee with interest or refuses to submit the Performance Guarantee even after reminders. Center reserves the right to cancel the order without notice and such bidder will be debarred for participating in any tender for a per of **one year**.

6) Forms in Performance Guarantee can be submitted:

a) Performance Guarantee should be in the form of Demand Draft in favor of Homi Bhabha Centre Science Education, TIFR, Mumbai or Fixed Deposit Receipt (FDR) pledged in favor of Homi Bhabha Centre Science Education, TIFR, Mumbai OR Bank Guarantee (BG) in favor of Center Director, Homi Bhabha Centre Science Education, TIFR, Mumbai as per the prescribed format. The Bank Guarantee should be from any one of the nationalized banks or Scheduled Bank and to be executed on non-judicial stamp paper of appropriate value. The bank Guarantee should be valid upto at least 2 months beyond the contractual date for completion of the order.

:

7) Refund of Performance Guarantee:

a) Performance Guarantee shall be released /returned to the contractor after the completion of the work/contract period without any interest.

8) Forfeiture of Performance Guarantee:

a) Performance Guarantee is taken for due performance of the Contract and can be forfeited in the event of a breach of contract.

b) Bank Guarantee /Fixed Deposit Receipt obtained towards Performance Guarantee will be invoked when there is a specific breach on the part of the Contractor.

9) Duration of Contract:

a) Initially **One Year** form the date of issue of work order.

b) Contract may be extended with mutual agreement for a further period or two years one year at a time, if services provided is found satisfactory and there is no change in conditions of contract including Service Charges.

10) Payment:

The Payment will be made as under:

a) Payment will be made as per call basis for services provided in the previous months as a reimbursement.

b) Centre will process payment after **deducting GST TDS, Income Tax TDS etc.**

c) Contractor shall submit bills with all necessary documents to

**In-Charge, Services,
Homi Bhabha Center for Science Education,
Tata Institute of Fundamental Research,
V.N. Purav Marg, Mankhurd,
Mumbai – 400 088.**

d) Payment will be made by the Centre by NEFT/RTGS after deduction of

i) GST/TDS if applicable.

ii) Income tax as applicable and any other dues.

e) The place where services will have to be provided:

**Homi Bhabha Center for Science Education,
Tata Institute of Fundamental Research,
V.N. Purav Marg, Mankhurd,
Mumbai – 400 088, Maharashtra, India.**

11) Applicable Law and Jurisdiction of Court:

a) Only the competent Court of Law in Mumbai will have the jurisdiction in respect of any dispute, concerning this contract, over the arbitration proceeding etc.

12) Contact Person:

For Co-ordination of work kindly contact **Shri U.V. Shenoy** at Homi Bhabha Centre for Science Education, TIFR, V.N. Purav Marg, Mankhurd, Mumbai – 400 088. Fortnightly basis the contractor should meet the Head Administrative & Operations for updates.

Phone: +91-022-25072300

Email: security@hbcse.tifr.res.in

CHECK LIST

To be enclosed with Techno-Commercial Bid

(Part I)

Sr. No.	Particulars	Provide Details	Enclosed
1	Demand Draft towards Tender Fee enclosed	D.D.No. ... Dtd.....	Yes / No
2	Copies of partnership registration.		Yes / No
3	Copies of Shop & establishment registration & or Certificate of incorporation enclosed.		Yes / No
4	Company Profile enclosed – as per Form -A		Yes / No
5	Eligibility Criteria Documents		Yes / No
6	Form- B showing details of works completed in the past 3 years together with copies of orders submitted.		Yes / No
7	Undertaking for Acceptance of Terms and Conditions as per Form -C enclosed:		Yes / No
9	Whether Bid Security declaration as per format submitted Form -H		Yes / No
8	Details of GST enclosed Form -I		Yes / No
9	CA Certificate indicating Turnover and Net Worth enclosed as per Form -J		Yes / No
10	Bid Form enclosed – Form -K		Yes / No
11	Amalgamation/Acquisition – Form -L		Yes / No
12	PAN Card Photo Copy enclosed		Yes / No
13	Copy of power of attorney to sign the bid enclosed(Applicable for LLP/partnership company / PVT LTD / LTD Company)		Yes / No

(Part II)

Sr. No.	Particulars	Provide Details	Enclosed
1	Price Bid Form - O		Yes / No

Signature of the Bidder & Seal

Place:

Date :

INFORMATION TO TENDERERS

The Tender shall be evaluated under 2 (Two) Bid System

- i. Technical Bid
- ii. Financial Bid

Technical Evaluation shall comprise of

I. Mandatory requirements.

II. Technical Evaluation criteria with marks.

All the mandatory requirements has to be fulfilled by the Bidder to go to the next stage of Technical Evaluation criteria with marks. The Bidders who are not meeting the mandatory requirements, their offer will be summarily rejected.

I. Mandatory requirements:-

- 1. Should have a valid Registration Certificate of the Firm / Agency / Company.**
- 2. Registration / Recognition from State / Central Tourism Department.**
- 3. The Contractor should have a valid PAN Number issued by the Income – Tax Authority.**

II. Earnest Money Deposit.

III. Should confirm that all Vehicles to be provided should be of year 2020 and above model.

SR. No.	TECHNICAL EVALUATION CRITERIA WITH MARKS	MARKS
I.	Audited Financial Statement of last 3 years (Balance Sheet & P&L A/C.)	15
II.	The Contractor should have 5 Years and above experience in providing Transport for Un-Scheduled Trips in R&D Institutions / medium / large establishment / Public Sector Undertakings / Government Organisation / IT Companies etc. Details to be furnished.	15
III.	The contractor should have executed Single Contract of Rs. 04 Lakhs per annum or two Contracts of Rs. 02 Lakhs each or three contracts of Rs. 1.5 Lakhs each during the last two Financial Years. Work Order copy should be enclosed. Contractor to certify that Work Orders were not revoked / contract was not terminated.	20
IV.	Performance Certificate from existing Clients (excluding HBCSE) (should be of a date on or after 01/01/2020)	25
V.	The Contractor should own in firm's name at least THREE vehicles (Mazda/SUV/Sadan/TT) (should be of January 2021 and above model). Copy of the RC Book should be enclosed.	15
VI.	Driver to be deployed should have valid Driving License and should have minimum 5 years' experience after obtaining valid Driving License.	5
VII.	Geographic Scope / Location to Service HBCSE Operations (preferably within the radius of 10kms)	5
	TOTAL MARKS	100

The proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. A minimum qualifying mark is set as 75% and only those Contractors whose Technical proposals score the minimum mark of 75% and above shall be considered for Financial Evaluation.

Thereafter, Financial proposal shall be evaluated. The Lowest Bidder based on Financial bid shall be the first preferred Contractor for the award of Work.

IMPORTANT NOTE:

- **The Bidder should enclose the above details / documents in the chronological order mentioned above the duly flagged.**
- **The Agencies should quote the rates as per the prevailing rates prescribed by the State Transport Authority and Regional Transport Authority. The Agency quoting less than the prescribed rates, their bids are liable to be rejected.**

INFORMATION TO TENDERERS

The Tender shall be evaluated under 2 (Two) Bid System

- 1) Technical Bid
- 2) Financial Bid

Technical Evaluation shall comprise of

- I. Mandatory requirements.
- II. Technical Evaluation criteria with marks.

All the mandatory requirements have to be fulfilled by the Bidder to go to the next stage of Technical Evaluation criteria with marks. The offer / bid of Bidders who are not meeting the mandatory requirements will be summarily rejected.

I. Mandatory requirements: -

1. Copy of valid Establishment Registration Certificate of the Firm
2. Copy of PAN & GST Number
3. The bidder should submit the copies pertaining to contractor place of hiring vehicles premises like ownership papers/Tenant agreement /Latest Electrical bill.
4. The entire tender document duly counter signed (as a token of acceptance of all terms & condition indicated in the documents)

FORM – A**COMPANY PROFILE****(To be filled in by the Bidder)**

Sr. No.	Question	Response
1.	Company Name	
2.	Type of firm Proprietary / Partnership / Pvt. Ltd. / Ltd. / Single Person Company / LLP	
3.	Date of Incorporation	
4.	Company Head Office address	
5.	* Contact person(s) Name	
6.	* Phone Number	
7.	* Fax Number	
8.	* E-mail Address	
9.	Address of Pune office	
11.	* Contact person(s) Name	
12.	* Phone Number	
13.	* Fax Number	
14.	* E-mail Address	
15.	Number of Employees	
16.	State pending or past litigation if any within the last 3 years with details and explain reasons. Please also mention any claims/complaints received in the last three years.	
17.	Name of Designation of the Officer of the Contractor/ Bidder to whom all the reference shall be made for expeditious technical co-ordination	
18.	Whether Contractor is familiar with and has experience in the type of work specified	
19.	Indicate the number of similar jobs in hand, giving a brief description of scope of work and personnel employed	
20.	GST Registration and Date	
21.	Permanent Account No. (PAN)	

Signature of the Bidder & Seal**Place:****Date :**

FORM – B
SCHEDULE OF EXPERIENCE

Please furnish list of reputed firm / offices to whom you are hiring vehicles:

Sr. No.	Name of the firm	No. of vehicles per day	Period of contract	Approximate value of monthly billing
PLEASE ATTACH XEROX COPIES OF WORK ORDERS/CONTRACTS				
(State 'NIL' wherever applicable)				
Signature :				
Address :				

Telephone Nos: Office:

Residence:

Mobile:

e-mail:

FORM – C
UNDERTAKING

1. We have studied the complete tender document and accept all the terms and conditions.
2. It is certified that my firm/agency/company has never been black listed, debarred by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Maharashtra or any other State Government of Public Sector Banks or Local Bodies.
3. Work Carried out by us shown in **FORM (C)** have been carried out by us directly and not on back- to-back by third parties.

Date :

Signature of the Bidder:

Place :

Name of the Bidder:

Company Seal:

Designation:

FORM – D

FORMAT OF BANK GUARANTEE FOR PERFORMANCE GUARANTEE

(To be executed on appropriate value of stamp paper)

(to be used by Successful bidder after placement of order)

To,

The Centre Director,

Homi Bhabha Centre for Science Education,

Tata Institute of Fundamental Research,

V.N. Purav Marg, Mankhurd,

Mumbai – 400 088.

1. In consideration of Homi Bhabha Centre for Science Education, Tata Institute of Fundamental Research, V.N. Purav Marg, Mankhurd, Mumbai – 400 088. (hereinafter called “Centre”) having agreed under the terms and conditions of Contract No..... Dated..... made between them and (hereinafter called: The said Contractor(s)”) for (hereinafter called “the said Contract”) having agreed to provide an irrevocable bank Guarantee for Rs..... (Rupees..... only) as a security / Guarantee form the contractor (s) for compliance of obligations in accordance with the terms and conditions in the said contract, we.....(indicate the name of the Bank) (hereinafter referred to as “the Bank”) hereby undertake to pay to the Centre an amount not exceeding Rs..... (Rupees.....only) on demand by the Centre.

2. We (indicate the name of Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Centre stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).

3. We, the said bank, further undertake to pay to the Centre any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) shall have no claim against us for making such payment.

4. The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the contractor(s) shall have no claim against us for making such payment.

5. We..... (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and that it shall continue to be enforceable till all the dues of the Centre under or by virtue of the said contract have been fully paid and its claim satisfied or discharged or till In-Charges Services on behalf of the Centre certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

6. We (indicate the name of Bank) further agree that the Centre shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Centre or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Centre against the said Contractor and to forbear and enforce any of the terms and conditions relating to the said Contract

and we shall not be relived from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the Centre or any indulgence by the Centre to the Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

7. This guarantee will not be discharged due to the change in the constitution of the Bank or of the Contractor.

8. We (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Centre in writing.

9. This guarantee shall be valid up to unless extended on demand by Center. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees.....only) and unless a claim in writing is lodged with us on or before the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Signed and Sealed

Dated the day of..... for
(Indicate the name of Bank)

Signature of Bidder :

Name of the Bidder with No. :

Seal :

Email ID :

Phone No. :

FORM – E

PROFORMA OF AFFIDAVIT TO BE SUBMITTED WITH PART – I

I..... PARTNER /LEGAL ATTORNEY/PROPRIETARY/
ACCREDITED Representative of M/s. Solemnly declare that:

1. I/We are submitting tender for the work..... against tender
Notice No..... dated.....
2. Myself or our partners / Director do not have any relative working in Homi Bhabha Centre for Science Education, TIFR, Mankhurd, Mumbai 400 088.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in the Bid is complete, correct and true.
4. All documents/credential submitted along with this Bid are genuine, authentic, true and valid.
5. I/We have not been banned or de-listed by Government or Quasi Government or PSU's.
6. We hereby declare that there is no condition in the Price Bid.
7. We hereby authorize Homi Bhabha Centre for Science Education, TIFR, to seek references from our
Banker
8. If any information or document submitted is found to be false/incorrect, Homi Bhabha Centre for Science Education, TIFR, may cancel my Bid and action as deemed fit may be taken against me/us including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of our Firm and all partners of the firm etc.
9. I/We accept the tender document as received by me/us from office of Homi Bhabha Centre for Science Education, TIFR, Mumbai. My/our tender may be rejected, if any tampering is found in original tender. I/We also undertake that I/We cannot raise any dispute in this regard
10. Our GST Number is.....
11. Our PAN Number is.....

Signature of the Bidder & Seal

Place:

Date :

FORM – F

Format of Indemnity Bond

(To be executed on Rs. 500/- Non-judicial Stamp Paper by the successful bidder before commencement of work at site)

Work Order No.:.....Date.....

In consideration of Homi Bhabha Centre for Science Education, Tata Institute of Fundamental Research (HBCSE/TIFR) having office at V.N. Purav Marg, Mankhurd, Mumbai 400 088., hereinafter referred to as “The Centre”, which expression shall unless it be repugnant to the context or meaning thereof, include its successors and assignors having awarded to M/s..... having registered office at, a firm carrying in such name and style the business of (hereinafter referred to as “The Contractor” which expression shall unless it be repugnant to the context or meaning; thereof, include its partner(s)/ proprietor(s) for the time being or its surviving partner (s) or its heirs and executors, administrators and assignees, its successors and assignors) the contract for and in compliance with the terms and conditions of the said contract.

We M/s. being the contractor shall save harmless and indemnify the Centre in respect of:

- a. Any expenses arising from any injury or accident or death of worker hired for this work or damage to property of any third party.
- b. Any claim made under any Act of Government of otherwise in respect of injury or damage as aforesaid.
- c. Any award of compensation or damages upon any claim as above.
- d. Any claim against the Centre by any member of the public or other third party in respect of anything, which may arise in respect of the works or in consequence thereof.
- e. Any claim which may be made upon the Centre whether under the Workman’s Compensation Act or any other statute in force during the currency of this contract or of common law in respect of any work of the contractor /or their family members(s) or of his sub-contractor(s).
- f. Any costs, charges or expenses arising out of any claim or proceeding and in respect of any award of compensation of damages arising therefrom.

For and on behalf of M/s.....

Date:

S E A L

Accepted By

For and behalf of HBCSE, (TIFR), Mumbai

FORM – G

(Hiring vehicles Asset Declaration)

I, hereby declare that the following facilities are available in my premises for the hiring vehicles services.

1. Automatic Washing Machine/s capable to take required load and quality Chemical / Detergent for washing.
2. Dry Cleaning Machine/s.
3. Calendar Machine/s.
4. Steam Iron/s
6. Boiler/s.
7. Electric Generator for back up.
8. Adequate running fresh water storage.
9. Experience to deliver the hiring vehicles clothes to customer hand to hand basis.
10. Adequate manpower.
11. Delivery Vehicles.
12. Number of staff working.

Signature of the Bidder & Seal

Place:

Date :

FORM – H

Bid Security Declaration
(To be submitted on Company's Letter Head)

I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the tender document or fail to execute the contract, we will be suspended for a period of one year from being eligible to submit bids for any tenders invited by HBCSE-TIFR, and its related entities.

Signature of the Bidder & Seal

Place:

Date :

FORM – I

(PLEASE PROVIDE FULL INFORMATION WITHOUT WHICH YOUR BID MAY BE LIABLE FOR REJECTION. THIS MUST BE SUBMITTED WITH TECHNICAL BID)

A) GST payable :% extra

B) Your GST Tax Registration No.:

C) Bid Valid Till :.....

D) Your PAN No. :.....

Signature of the Bidder & Seal

Place:

Date :

FORM – J

CHARTERED ACCOUNTANT CERTIFICATE (CA)
(On CA's Letter Head)

- 1.** Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached.)

Financial Year	Turnover	Net Worth
2019-2020		
2020-2021		
2021-2022		

For.....

Chartered Accountants Name & Signature

Company Seal:

Phone No.:

Date:

FORM – K

BID FORM

(The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted)

Date:

(insert date (as day, month and year) of Bid Submission)

Tender No.:

(insert number form Tender Notice)

To:

(insert complete name of Owner)

We, the undersigned, declare that:

- a) We have read & understand the bidding document and have no reservations.
- b) We offer to execute the order in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services (insert a brief description of the Goods and Related Services).
- c) Our bid shall be valid for a period of 120 days, from the date of opening techno commercial bid (Part – 1) , and it shall remain binding upon us and may accepted at any time before the expiration of that period.
- d) If our bid is accepted, we agree to submit Performance Guarantee as per mentioned the tender document.
- e) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- f) We have seen the site and have understood the site conditions.
- g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Submission Form).

- h) Name: (insert complete name of person signing the Bid Submission Form) duly authorized to sign the bid for and on behalf of (insert complete name of Bidder).
- i) Dated on _____ day of _____ (insert date of signing).

FORM – L

FORMAT OF DECLARATION REGARDING AMALGAMATION ACQUISITION

No.

Date:

1) Amalgamation/Acquisition

In the event of M/s----- proposes for amalgamation, acquisition or sale of its Business to any other firm during this contract period, M/s.----- and proposed Buyer/Successor of the Principal Company are liable to execute, fulfill contractual obligations without any deviations. For this purpose M/s. -----/M/s.----- and proposed Buyer/Successor of the Principal Company shall indemnify itself to the Centre Director, Homi Bhabha Centre for Science Education, TIFR, V.N. Purav Marg, Mankhurd, Mumbai 400 088 to fulfill the contractual obligations as per the terms of HBCSE Tender and bids of M/s. -----No. ----- Dated-----and National Centre for Radio Astrophysics P.O. -----dated-......

The contractual obligations are Providing Hiring vehicles Services at **Homi Bhabha Centre for Science Education, TIFR, V.N. Purav Marg, Mankhurd, Mumbai - 400 088** as per the above mentioned Order.

Signature of the Bidder & Seal

Place:

Date :

FORM - M**QUESTIONNAIRE**

1.	Please indicate the experience you have in running the business.	
2.	Please inform the status of your enterprise i.e. proprietorship / private ltd. etc.	
3.	Average experience of the drivers	
4. a.	No. of vehicles owned by you (attach copy of RC Book)	
b.	No. of vehicles in your custody & doing day to day trips	
5.	Minimum notice period required for hiring a vehicle for local trips	
6.	Minimum notice period required for hiring a vehicle for outstation trips	
7.	Have any of your contracts been short closed, or cancelled in the last 5 years	
8.	Bank Account Number	
9.	PAN & Services Tax Registration Nos.(pl. Enclose Photocopy)	
10.	Name of the Firm & No. of Vehicles per day supplied. Period of Contract & Value of monthly billing (enclose Work Order/s letters for the past Five years)	

I/We confirm that the statements made above are true to the best of my / our knowledge & belief.

Name of the firm	
Authorised signatory's name and designation	
Address	
Telephone No. Office Residence	
e-mail address	

FORM - N

SCHEDULE OF DEVIATIONS FROM SPECIFICATIONS / CONDITONS

All deviations from the specifications / conditions shall be filled by the bidder in this schedule

The bidder hereby certifies that the above mentioned are the only deviations from technical specifications of this tender (State NIL if no deviations is envisaged)
Signature of the Bidder with Seal. Stamp date:
Name:
Address:
Telephone Nos: Office: Residence: Mobile: e-mail:

FORM – O
PRICE BID

PROVIDING Hiring of Vehicles to HBCSE, TIFR, V. N. Purav Marg, Mankhurd, Mumbai - 400 088.

Sl No.	Description of work	AMOUNT Rs. P
	Hiring of vehicle on as an when required basis (Bus 25 Seater, Bus 50 Seater, Mazda 22 Seater, Mazda, 32 Seater, Tempo Traveller 12 Seter, SUV Car or equivalent (A.C. Vehicle or Non AC)	
1.	Hiring of vehicle on call Basis (Bus 25 Seater) A.C. Vehicle 8 Hours /80 Km. 4 Hours/ 40 Km	
2.	Hiring of vehicle on call Basis (Bus 25 Seater) Non A.C. Vehicle 8 Hours /80 Km. 4 Hours/ 40 Km	
3.	Hiring of vehicle on call Basis (Bus 50 Seater) A.C. Vehicle 8 Hours /80 Km. 4 Hours/ 40 Km	
4.	Hiring of vehicle on call Basis (Bus 50 Seater) Non A.C. Vehicle 8 Hours /80 Km. 4 Hours/ 40 Km	
5.	Hiring of vehicle on call Basis (Mazda Bus 22 Seater) A.C. Vehicle 8 Hours /80 Km. 4 Hours/ 40 Km	
6.	Hiring of vehicle on call Basis (Mazda 22 Seater) Non A.C. Vehicle 8 Hours /80 Km. 4 Hours/ 40 Km	
7.	Hiring of vehicle on call Basis (Tempo Traveller Bus 12 Seater) A.C. Vehicle 8 Hours /80 Km. 4 Hours/ 40 Km	
8.	Hiring of vehicle on call Basis (Tempo Traveller Bus 12 Seater) Non A.C. Vehicle 8 Hours /80 Km. 4 Hours/ 40 Km	
9.	Hiring of vehicle on call Basis (SUV Car) A.C. Vehicle 8 Hours /80 Km. 4 Hours/ 40 Km	
10.	Hiring of vehicle on call Basis (SUV Car) Non A.C. Vehicle 8 Hours /80 Km. 4 Hours/ 40 Km	

Extra Hours rate per Hour:

Extra Km rate Per Kilometer:

Driver Day/Night allowance

We/I have read the terms & conditions, specifications & quantities of the work and agreed to abide by them. We/I agree to carry out the above work at the rate mentioned against the item.

Signature of the Bidder & Seal

Place:

Date :