

**National Bal Bhavan
Kotla Road, New Delhi.**

Limited Tender for Hiring of Cars day to day basis for a period of one year.

National Bal Bhavan, Kotla Road, New Delhi-110002 invites Sealed Tender in two bid system from registered/reputed agencies/firms for Annual Rate contract for **HIRING OF CARS (AC/NON-AC) Diesel/Petrol/CNG driven on day to day basis (as and when required basis) for a period of one year** from the date of award of the contract.

2. In this connection, Sealed Tender-Technical and price bid-filled in the specified proforma along with envelope of Earnest Money Deposit (EMD) shall be sealed in two separate envelopes and these two envelopes shall be contained in a large envelope which should be **Super-scribed “Tender for Annual Contract for Hiring of Car” addressed to Director, National Bal Bhavan, Kotla Road, New Delhi 110002 shall reach latest 04.11.2015 2015 at 13:00 hrs.** Specified proforma along with all terms and condition may be downloaded from our website at <https://www.nationalbalbhavan.nic.in>

3. Details of Tender as follows:-

(i)	Estimated cost	:	2.00 lakhs (Approx.per year).
(ii)	EMD (Bid Security)	:	Rs. 5,000/-
(iii)	Last date of submission of Tender	:	04.11..2015 at 1.00 p.m.
(v)	Date/Time of opening of Technical Bids	:	04.11.2015 at 2.00 p.m.
(vi)	Date/Time of opening of Price Bids	:	It will be informed to the technically qualified tenderers after evaluation of Technical Bids.

4. The amount of EMD (Bid Security) is Rs. 5,000/- (Rupees five thousand only) in the form of Demand Drafts or Bankers Cheques (separate one) drawn in favour of **“Director, National Bal Bhavan payable at New Delhi shall be put in a separate envelope. The Demand Draft/Bankers’ Cheque shall be valid for at least 3 months.** The tender will be opened by the Committee authorized by the Competent Authority of this office and in the presence of such tenderers or their authorized representative who may wish to be present. **The Competent Authority, National Bal Bhavan reserves the right to cancel any or all the tenders in part or in full without assigning any reason.**

(Mukesh Gupta)

(Dy. Director (Admn.))

**National Bal Bhavan
Kotla Road, New Delhi.**

General Terms and Conditions for Hiring of Cars (day to day basis) for a period of one year

1. **Parties:** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and National Bal Bhavan.
2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the National Bal Bhavan. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:** Earnest Money of Rs. 5,000/- (Rupees Five Thousand only) in the form of demand draft of any scheduled bank must be deposited by bidders along with their duly filled up tender documents. The demand draft shall be in favour of Director, National Bal Bhavan,
4. **Signing of Tender:** The tender documents should be signed by the owner of agency/firm or authorized signatory of agency/firm.
5. **Technical Bid:** The Technical bid should be submitted in forms given in **Annexure-I** along with the Demand Draft of Rs. 5,000/- along with, Copy of PAN Number issued in favour of the firm, and any other information sought for in the Tender document.
6. **Price Bid:** The Price Bid should be submitted in the form given in **Annexure -II** in a separate sealed cover kept inside the main cover. The Price Bid of those tenderers who will be found technically qualified, will only be opened.
 - 6.1 The rate to be quoted as per the Price bid. The rates quoted shall be inclusive of all taxes, toll tax etc.
 - 6.2 Nothing extra will be paid towards taxes, if tax rates are increased during the currency of contract.
 - 6.3. Terms of payment as stated in the Tender Documents shall be final.
 - 6.4 The firm should have providing to take the booking on 24x7 days.
 - 6.5 Duty Slip shall be maintained by & with the driver of vehicle provide for National Bal Bhavan & the same will be signed by the user and proper entry with respect to placed visited, time, kilometers, closing the service provide time etc. be made indicating name and designation of the officer who have utilized the vehicle,

failing which the firm shall have no rights to whatsoever to claim the charges for the services provided for the respective days.

8. Validity of the Bids/Rates for Cars : The bids/Rates for Cars shall be valid for a period of one year from the date of issue of Award Letter.

9. Opening of Tender: The tenderer is at liberty either himself or through authorize representative (not more than one representative) to be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

10. Right of Acceptance: The Director, National Bal Bhavan, reserves rights to reject any or all the tenders without assigning any reason.

11. Security Deposit: The earnest money deposited by successful tenderer will be converted to security deposit Rs. 5,000/- (Rupees Five Thousand only). The security deposit can be forfeited by order of the Director, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order.

12. Penalty: In case of contractor failing to provide requisitioned number and type of cars, National Bal Bhavan will make arrangement from market at your cost & risk. The difference between the amount incurred by National Bal Bhavan in procuring the car from other agencies and the L-1 rate shall be recovered from the contractor.

13. Breach of Terms and Conditions: In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by NBB in that event and the security deposit will be forfeited.

14. Award of the tender is non-transferable and can not sublet with other agency/firm.

15. Terms of payment:

15.1 Payment shall not be made either in advance or any loan from National Bal Bhavan.

15.2 The contractor shall submit the bills at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.

15.3 All payments shall be made by cheques/NEFT only.

15.4 Director, NBB shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.

16. **Arbitration** : If any dispute arises, concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by Office of National Bal Bhavan, Kotla Road, New Delhi-110002. The arbitration proceedings shall take place in National Bal Bhavan, Kotla Road, New Delhi. However, all matter of jurisdiction shall be at the local courts located at Delhi.

I/We accept all the terms and conditions of the tender.

Signature & seal/stamp of owner/authorized signatory í í í í í í í í í í í í í

Full Name) in Capital Letters) of owner/authorized signatory:í í í í í í í í í í í í ..

Complete Address with Telephone Numbers of Firm :í í í í í í í í í í í í í í í í í

í í í í í í í í í í í í í í í í í í í .

Date :

Place :

ANNEXURE-I

**NATIONAL BAL BHAVAN,
KOTLA ROAD, NEW DELHI-110002**

**TECHNICAL BID for Limited Tender for hiring of Cars on day to day basis for
a period of one year**

Sl. No.	Required Information by NBB	Information to be provided by the Tendering Agency	Attach Proof thereof in support of each point and indicate Page No.
1	Complete Name and Address of the Tendering firm with Telephone/Mobile Nos. and E-mail		
2	Full Name (In Block/Capital Letters) of Owner of firm with his/her Mobile No.		
3	Full Name & Designation (In Block/Capital Letters) of Authorized Signatory of Agency who is executed the tender on behalf of Agency with his/her Mobile No.		
5	Registration Number of Agency		
6	PAN Number of Agency/ Owner of the Agency		
7	Earnest Mondey	Demand Draft No. Date Amount Bank	
8	Number and type of Cars in possession in the name of the Agency.		

Sl. No.	Required Information by NBB	Information to be provided by the Tendering Agency	Attach Proof thereof in support of each point and indicate Page No.
9	List of Organizations with address and Telephone number to whom cars services have been provided.		
10	The car to be supplied by the firm/agency are insured from reputed/recognized Insurance Agency.	Yes/No. If Yes, please enclosed the insurance documents for each of car.	
11	Any other information important in the opinion of the tenderer.		

UNDERTAKING

1. I/We accepted all the terms and conditions and I/We shall abide by them.
2. I/We also undertake that I/we have understood Parameters and Technical Specifications for conducting the Work mentioned in Annexure- I and II and shall conduct the work strictly as per terms and conditions specified in the tender document.
3. I/We further certify that the information and declaration given in this tender/document are true and correct in all respect.

Signature & seal/stamp of owner/authorized signatory í í í í í í í í í í í í í í í í

Full Name) in Capital Letters) of owner/authorized signatory: í í í í í í í í í í í í í í í ..

Complete Address with Telephone Numbers of Firm : í í í í í í í í í í í í í í í í

í í í í í í í í í í í í í í í í í í .

í í í í í í í í í í í í í í í í í í ..

Date :

Place :

**NATIONAL BAL BHAVAN,
KOTLA ROAD, NEW DELHI-110002**

**PRICE BID for Limited Tender for hiring of Cars on day to day basis for a
period of one year**

1. **Rate** (all inclusive all taxes except service tax and parking charges) for Hire Cars as indicated below:

Particular of vehicle along with Registration No./Years	Rate for (daily basis)			
	4 hrs (40 kms.)	8 hrs. (80 kms.)	Rate for additional	
			Per kms.	Per hrs.
A.C. Cars				
Indica				
Honda City				
Wagon R				
Santro				
Døire				
SX 4				
Hyundai Accent				
Tata Indigo				
Innova				
Non-A.C. Cars				
Indica				
Honda City				

Particular of vehicle along with Registration No./Years	Rate for (daily basis)			
	4 hrs (40 kms.)	8 hrs. (80 kms.)	Rate for additional	
			Per kms.	Per hrs.
Wagon R				
Santro				
Dezire				
SX 4				
Hyundai Accent				
Tata Indigo				
Innova				

2. I/We further certify that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Signature & seal/stamp of owner/authorized signatory : í í í í í í í í í í í í í í í í

Full Name) in Capital Letters) of owner/authorized signatory: í í í í í í í í í í í í í í í í .

Complete Address with Telephone Numbers of Firm : í í í í í í í í í í í í í í í í

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í í í í í í í í í í í í í í í í .

Date :

Place :

