



**HARISH-CHANDRA RESEARCH INSTITUTE
CHHATNAG ROAD, JHUNSI, PRAYAGRAJ - 211019**

**TENDER NOTICE No. HRI/02/2019
TENDER DOCUMENT (PART- I & II)
(Total pages 01 – 21)**

PROVIDING A REGULAR CAR ON MONTHLY HIRE BASIS



**HARISH-CHANDRA RESEARCH INSTITUTE
CHHATNAG ROAD, JHUNSI, PRAYAGRAJ - 211 019**

**(Hereinafter in this tender the Institute i.e. Harish-Chandra Research Institute is
also referred as HRI)**

**TENDER NOTICE No. HRI/02/2019
TENDER DOCUMENT(PART – I)
(Pages: 02 – 17)**

PROVIDING A REGULAR CAR ON MONTHLY HIRE BASIS

हरीश-चन्द्र अनुसंधान संस्थान

(परमाणु ऊर्जा विभाग, भारत सरकार)
छतनाग रोड, झूंसी, प्रयागराज (इलाहाबाद) - 211 019
निविदा संख्या : एच. आर. आई./02/2019

निविदा सूचना

निदेशक, हरीश-चन्द्र अनुसंधान संस्थान, छतनाग रोड, झूंसी, इलाहाबाद - 211 019 की ओर से मासिक किराये के लिये निम्नलिखित प्रकार के वाहनों को प्रदान करने हेतु निविदाएँ आमंत्रित की जाती हैं, जिनका पूर्ण विवरण संस्थान की वेबसाइट <http://www.hri.res.in> पर उपलब्ध है। वाहनों के प्रकार:

- 1) 01 कार - (Tata - Zest / Maruti - Dzire / Mahindra - Verito / Honda - Amaze), डीजल चालित
- 2) 01 ऑटो - (Bajaj - 03 wheeler) - पेट्रोल/सी एन जी चालित

निविदा प्रपत्र दिनांक 07.02.2019 से 06.03.2019 के मध्य किसी भी कार्य दिवस में रु. 500/- (नॉन-रिफंडबल) प्रति निविदा प्रपत्र का नकद भुगतान कर लेखा विभाग, एच. आर. आई., प्रयागराज के कार्यालय से प्राप्त किया जा सकता है। इस निविदा के संदर्भ में किसी प्रकार का परिवर्तन/संशोधन संस्थान की वेबसाइट <http://www.hri.res.in> पर ही उपलब्ध होगा, कृपया वेबसाइट को देखते रहें।

मुहरबंद निविदा, रजिस्ट्रार कार्यालय (कक्ष संख्या 106) में रखी हुई निविदा पेटी में दिनांक 06.03.2019 के अपराह्न 03.00 बजे तक जमा की जा सकती हैं। निविदा प्रपत्र उसी दिन (06.03.2019) को अपराह्न 03.30 बजे उपस्थित निविदा-दाताओं के समक्ष खोली जाएंगी। निदेशक, एच. आर. आई. को किसी भी अथवा सभी निविदा प्रपत्र को बिना कारण बताये अस्वीकृत/निरस्त करने का अधिकार सुरक्षित है।

रजिस्ट्रार, एच. आर. आई.

**HARISH-CHANDRA RESEARCH INSTITUTE
CHHATNAG ROAD, JHUNSI, PRAYAGRAJ - 211 019**

INSTRUCTIONS TO TENDERERS

REF.: TENDER NOTICE NO. HRI/02/2019

1. The cost of the Tender Form will be Rs.500/- (Rupees Five Hundred only) (Non-Refundable). The Tender Form can be obtained on cash payment of Rs.500/- from the office of the Accounts Officer, HRI, Prayagraj on any working day from 07.02.2019 to 06.03.2019. Tender can also be downloaded from the HRI website <http://www.hri.res.in/> under Tender Notices heading. The bidders down loading the tender must submit DD for the cost of tender document with the bid (Part-I) at the time of submission of the bid. This DD should be separate from the DD of EMD.
2. **Earnest Money/Security Deposit** : Earnest Money Deposit of Rs.30,000/- (Rupees Thirty Thousand only) (Refundable) in the form of Demand Draft (No FDR's shall be entertained as EMD) on a Scheduled / Nationalised Bank in favour of the Harish-Chandra Research Institute, payable at Prayagraj must be enclosed with the Tender From (Part – I of the Tender Document), without which tender will be rejected. **The Earnest Money of the successful tenderer shall be retained and converted into Security Deposit as a performance guarantee. The Demand Draft deposited with Harish-Chandra Research Institute (herein after called HRI) shall not accrue any interest. Hence no interest will be payable.**
3. The EMDs of the tenderer whose rates have been approved will be refunded after satisfactory completion of the contract period. In other cases, the EMDs will be refunded within three weeks after finalising the tender.
4. Tenders received late or incomplete or without EMD or without required documents as mentioned in the Instruction to Tenderers (Para 7) will not be considered in any case.
5. **Make of the Vehicle** : Make of the vehicle can be: **TATA – ZEST / MARUTI – DZIRE / MAHINDRA - VERITO / HONDA – AMAZE**, Diesel Drive & brand new/newly purchased with company fitted AC Car, (5 seated) cream/white coloured. The vehicle must be Registered under rules applicable for Taxies.
6. Tender Document is in two parts i.e. Part - I & Part - II. The part - I of the Tender will be opened first. The part - II of the Tender will be opened only of those who would be found eligible.
7. **Eligibility Criteria** : The prospective bidders should satisfy the following Conditions (to qualify Part – I of the Tender) : will be fixed as per check list

mentioned below. The tenderer must enclose following documents with Part – I of the Tender.

- a) The Tenderers should hold a valid certificate issued by the competent authority of any Government Organisation or Proof of having experience in providing commercial vehicles (for passengers) on hire for *at least* Two Year (from the last date of submission of this tender), giving details of vehicles engaged in the PSU/Central/State Govt. organisations. It should be on a dedicated full time vehicle on monthly basis and not on the call basis (as & when required basis) for at least Two Years.
- b) Model of the Regular Car can be: **TATA – ZEST / MARUTI – DZIRE / MAHINDRA - VERITO / HONDA – AMAZE** (Brand New/newly purchased with company fitted AC & Diesel Driven – date of purchase should be after Work Order/Lol of HRI) (5 seated cream/white coloured. The vehicle must be Registered under rules applicable for Taxies.
- c) Self - attested copy of Registration Certificate of Commercial vehicles in their firm's name or on lease (at least 01 no. such vehicle).
- d) Self attested copy of the latest ITR, PAN/TAN No. and GST No.
- e) Self attested copy of the Firm's Registration Certificate issued by the appropriate authority OR Firm's Registration Certificate issued by the Central Excise Dept. for GST. If the tenderer's firm is not registered with Central Excise Department, it has to be registered (mandatory) with the Central Excise Department, before deployment of the Vehicles in HRI.
- f) In the case of Partnership Firm, copy of Partnership deed and Power of attorney in respect of the partner as authorised signatory.
- g) Regular Car should be registered in the name of the Bidder's Firm or in the name of the owner of the Bidder's Firm. Sub-Contract shall not be allowed. In case of leased vehicle (Regular Car) the leased deed shall be as per the provisions no. 07 of Terms & Conditions.
- h) HRI may appoint a Committee to check the reliability of Tenderer;s Services to qualify in Part – I, before opening the Financial Bids, the Committee may inspect the organisation where the bidder(s) is / are providing the similar services, after opening the Part – I of the Tender. The bidders may be asked for the satisfactory performance certificate for their services being provided to other organization. If the Committee found by HRI, finds your services to other

organization non-satisfactory, the bid of the bidder(s) are liable to be rejected.

8. **The part - I & part - II segments of the tender documents should be submitted in separate envelopes & the envelopes be superscribed with part - I or part - II on the top of the envelope for identification.** Both the wax sealed envelopes should be put in one envelope superscribed with Tender Notice No., Name & Address of the Tenderer with date of opening of the Tenders.
9. If the bidder(s) do not submit the proper required documents/details with their bids then Institute may ask the bidder(s) to submit the details / documents after opening their Technical Bids. However, if three or more bidders are qualifying in the tender then bidders may not be asked to submit the details after opening of their technical bids and their bids may not be considered further. In view of this bidders are advised to be very careful.
10. Complete Tender Document (in original) can be dropped into the Tender Box (in two part, Part - I & Part – II), kept in the Registrar's Office, upto 3:00 P.M. on **06.03.2019**. The Tenders received will be opened on the same day at 3:30P.M. in presence of parties present. No column be left blank and, if needed, NIL or Not Applicable be written appropriately.
11. Tenderer must put authentic signature with official seal on each and every page of the Tender Document as well as enclosures.

(Ravindra Singh)
Registrar, HRI

HARISH-CHANDRA RESEARCH INSTITUTE
(Department of Atomic Energy, Govt. of India)
Chhatnag Road, Jhunsi, Prayagraj – 211 019

(Tender Notice No. HRI/02/2019)

Terms and Conditions:

1. Tender Document is to be submitted in original, duly filled, in enclosed prescribed Form, putting signature with official seal on each sheet of Tender Document with all relevant documents required by the Harish-Chandra Research Institute, Allahabad (herein after called HRI).

Types of Vehicles:

2. The Contractor shall be required to provide one vehicle (Brand New/newly purchased with company fitted AC Car, date of purchase should be after Work Order/Lol of HRI) - type **TATA – ZEST / MARUTI – DZIRE / MAHINDRA - VERITO / HONDA – AMAZE** (Diesel Drive, 5 seated, latest model) and other vehicles as described further in Part - II of the Tender document. The vehicles to be provided should always be properly cushioned and upholstered and in excellent running condition to the satisfaction of the HRI. Further, the vehicles to be provided should have been registered under rules applicable to Taxies and should be covered under comprehensive Insurance cover. **The cushions/covers (preferably white cotton) must be changed weekly, i.e. every Monday, if needed earlier also.**

Period of Contract/Termination of Contract:

3. The period of contract for hired Regular Car will be for **Two Years**. However, it may be extended for another **One Year** on the existing Terms & Conditions as may be mutually agreed upon in writing by both the parties. **For 3rd year extension**, maintenance of the Regular Car / behavior of the engaged drivers etc. will also be taken into account. **The Contract may be terminated by a written notice of 45 days from either side, without assigning any reason therefor.** The Contract will be effective from the actual date of deployment of vehicles.
4. If the Tender is awarded to a Transporter whose office is not at Allahabad, then it will be necessary for Contractor to have an office at Allahabad, with contact address and telephone nos. etc. for communication.
5. The Contractor shall not demand any increase in hiring rates (except fuel component) from the Institute during the subsistence of the contract except as provided herein after.
6. The Contractor shall get concerned papers of the vehicle verified from the Competent Authority of the Institute before entering into the engagement. The

Regular Car should be Registered in the name of the Bidder's Firm or in the name of the owner of the Bidder's Firm. Sub-Contract shall not be allowed. In case of the Leased vehicle (which is Regular Car), the Leased Deed shall be as per the provision no. 07 of Instructions To Tenderers. Tenderer has to submit a lease deed on proper Stamp Paper (Non-Judicial), initially for 02 years, which may further be extended as per Terms & Conditions of the Contract.

Amendment to Bid Document:

7. (i) At any time, prior to the date of submission of bid, HRI, may for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- (ii) The amendments shall be notified only on our website <http://www.hri.res.in/> under Tender Notices heading and these amendments will be binding on all the bidders.

Basis of Lowest Bid (L-1):

8. All charges, including wages (as per Labour Laws) to the driver of the vehicle(s), fuel, upkeep, repairs & maintenance, any sort of contingent expenditure etc. shall be borne by the Contractor.
 - (a) Lowest Bid (L-1) will be decided on the basis of least running/maintenance charges (inclusive of all charges) of the tender alone. We have asked for more than one make and model But not price advantage shall be given to any specific brand/model of the car. If the bidder quotes price for more than one model/brand, the brand/model with lowest quoted price of a particular bid shall only be considered and other quoted rates shall be ignored.
 - (b) Lowest quoted model/brand of the car shall only be considered. After selection of the service provider, if service provider/bidder wants to change the brand/model of the car due to some reason, it shall be the sole discretion of HRI to accept it or reject the request. But in any case, only the four models/brand of the cars mentioned in this tender shall be considered.
9. Lowest Bid (L-1) will be decided on the basis of least running/maintenance charges (inclusive of all charges) of the tender alone. We have asked for more than one make and model, but no price preference shall be given to any specific model. The Brand New Car shall be purchased only after, we place a confirm Work Order.

Payment and Calculation of Bill(Is):

10. The estimated run of the Regular car is 2500 km/pm (Two Thousand Five Hundred kms) per month. The calculation of running for the regular vehicle will be done on monthly basis and extra charges will be paid if the vehicle runs in excess of 2500 kms in a particular month. If in a month the usage is less than the estimated 2500 kms, then the fuel cost for the un-utilised distance (kms.) will be deducted from the bill (which expenditure the transporter actually has not incurred).
11. The rates quoted in the Tender will be based on the rates of fuel (“Sada Diesel”), prevailing on the opening date of Tender. The fluctuation in fuel charges will be paid or recovered through monthly bills. The Tender will remain valid for (90) ninety days from the date of opening the Financial Bid. The Contractor shall not demand any increase in hiring rates from the Institute during the subsistence of the Contract. However, fluctuation of rates of fuel (“Saada Diesel”) component will be considered for amendment (increase or decrease). This will be based on the rates of Fuel on the date of opening of the Bids. The calculation methodology shall be as per the following:-

If diesel price increases in comparison to base price (refer point 01 of the following table) the daily addition in the billing shall be calculated as per the following		
1.	Suppose rate of sada diesel on the day of opening of bid (i.e. 06-03-2019) is (i.e. base rate for diesel price)	Rs. 70.00
2.	Suppose average of the vehicle provided by bidder/accepted by HRI is	15 Km/Lt
3.	Per Km base rate (point 01 / point 02) (shall be referred as base price/km)	Rs. 4.67 per km
4.	Say on a particular day, rate of diesel is	Rs. 75.00
5.	On this day say total ambulance run is	96 km
6.	Running cost per km on price as per point 04	75.00 / 15 = Rs. 5.00 per km
7.	Difference (Actual daily price as per point 6 above – Base Price as per point 3 above)	Rs. 5.00 – Rs 4.67 = Re 0.23
8.	Additional amount to be paid on above particular day	96 km * .23 = Rs. 22.08
If diesel price decreases in comparison to base price (refer point 01 of the following table) the daily reduction in the billing shall be calculated as per the following		
9.	Say on a particular day, rate of diesel reduces to	Rs. 60.00
10.	On this day say total ambulance run is	96 km
11.	Running cost per km on price as per point 09	60.00 / 15 = Rs. 4.00 per km
12.	Difference (Actual daily price as per point 11 above – Base Price as per point 3 above)	Re 0.67 (-)

13	Amount to be reduced on payment above particular day	96 km * .67 = Rs. 64.32 (-)
As per above formula, daily addition/reduction on payment shall be adjusted in the monthly billing due to daily variation of diesel price		

In case of any clarification on this point, Mr Yashpal Singh may be contacted on phone no 0532-2274363.

12. The Contractor shall raise bill (in duplicate) to HRI for payment, on monthly basis along with photocopy of relevant portion of the register maintained at the Main Security Gate to the Institute for payments, on monthly basis. The admissible amount shall be paid within Ten working days from submission of the bill. **Each Bill must consist of Bill No., Bill date, Registration No., GST No., TIN/TAN No., email address (if, any) and landline/mobile number of the contractor / office.**
13. The HRI shall not pay anything extra beyond approved rates for Regular hired Car.
14. Toll Plaza, Parking Charges at the Railway Station/Airport shall be reimbursed by the HRI on producing original Receipts along with the particular Duty Slip. The Parking charges will be admissible only for receiving duties (Rly. Stn./Airport).
15. In case the vehicle(s) is/are engaged beyond the fixed hours, while calculating detention period, fraction of an hour less than thirty minutes will be ignored and 30 minutes will be treated as one hour.
16. The Institute shall be entitled to recover/deduct taxes, levied under the various Acts & Laws in force, from the dues payable to the Contractor.

Penalty Clauses:

17. *Penalty will be imposed due to following reasons or defined in the Tender Document and the amount will be as under:-*

Sl. No.	Reasons	Amount in (Rs.)
1	Late reporting of vehicle (15 minutes may be ignored on the sole discretion of the HRI Authority)	Rs.150/- each time
2	Non-reporting of Regular Car on a particular day	Rs.2500/- each day
3	Whenever the Contractor is provided with the mobile number of the person for whom the car is employed (HRI member or Visitor), he has to send the mobile number of the driver and number of the car to that number via SMS at least 60 minutes prior to the scheduled engagement time of the car. In case of any dispute, it will be the responsibility of the transporter to prove that the above SMS was sent within the	Rs.150/- in each case / instance.

	stipulated time. Any failure to do so will attract a penalty.	
4	For duties at Railway Station / Airport the driver of the vehicle has to show the placard / nameplate to the visitor. If found or reported that the vehicle driver was not showing the placard then the penalty will be charged.	Rs.150/- in each case/ instance.
5	<i>No fuel refilling will be done (in any vehicle) when the passenger(s) are on board, vehicle(s) reporting for a particular duty must have sufficient fuel to perform the duty. Violation of this, penalty will be charged.</i>	<i>Rs.200/- in each case/ instance</i>
6	<i>Security Features provided by the Company (Standard Features) must always in working condition, violation of this shall attract penalty/appropriate action</i>	<i>Rs.300/- in each case/ instance</i>
7	<i>For any genuine complaint by the car user like AC not working/ not satisfactorily, Horn, light, window pane, door lock etc.</i>	<i>Rs.200/- in each case/instance</i>

18. **The penalty amount will be recovered from the monthly bills.**

19. A penalty (which will be decided by the HRI Authority) on the contractor will be imposed by the Institute, if the Minimum Wages Act and the Child Labour Act is violated. If there are two penalties, the contract may be terminated. Frequent violation of the tender/contract conditions during the contract period shall be considered as non-responsiveness and may lead to termination of the contract. The decision of HRI in this regard shall be final.

20. In case the Tenderer fails to execute the Work after work order is given, shall make the party (Tenderer) liable for debarment for a period of One Year in addition to forfeiture of EMD.

Taxes:

21. **Any Statutory Taxes like GST etc applicable in respect of this Contract shall be paid by the Contractor, which can be claimed from HRI.**

Must abide by the following conditions:

22. Payments to the staff of the vehicle must be in accordance with the Minimum Wages Act. The staff of the vehicle be given greater than or equal to minimum wage for 8 hours of work per day.

23. The Contractor has to abide by the Child Labour Act. No children below 14 years of age should be deployed.

24. No staff of the contractor(s) should be deputed to work beyond 8 hours daily in continuation and the staff deployed must be allowed all privileges such as Overtime Allowance & paid holidays, leave etc. as per existing Labour Laws.
25. An attendance register will be kept at the main Institute gate for taking the attendance of drivers (for Regular Vehicle).
26. Engagement period as well as running of the vehicle(s) will be fixed by the Institute.
27. To perform a particular duty on time, the vehicle must report at the Institute main gate at-least 15 minutes before for checking & performing other formalities by the Security Supervisors on duty.
28. A vehicle reporting to perform a duty must have sufficient fuel (to travel minimum 100 kms, other than out station duty).
29. Vehicle(s) reporting for duty must carry an extra wheel along with tool kit & jack assembly in good working condition.
30. The Contractor shall be allowed One Day in a month in case of monthly hired vehicle(s) for regular servicing for which equally good vehicle will have to be made available by the Contractor without claiming any extra cost.
31. The contractor shall provide a **Mobile phone** in the Regular hired car, always in working condition, which will be kept with the driver on duty for tracing the vehicle. HRI will not pay any extra cost/expenditure for this purpose. If it is found that the driver on duty does not have a designated mobile number in working condition, it shall be treated as not having a mobile phone and **penalty shall be imposed @ Rs.100/ instance.**
32. The Driver on Duty has to ensure to our visitor/member for helping / keeping luggage in / out of the Car with humbleness.
33. The Contractor shall provide proper services to the entire satisfaction of the HRI and any deficiency in hired vehicle(s) pointed out by the HRI to the Contractor will be made good by the Contractor within 3 days from the date of such pointing out. In case the Contractor fails to remove such deficiency in vehicle(s) within the stipulated period, the HRI will be free to get the same removed from some outside agency and the expenses incurred on the same account will be deducted / recovered from the due payment /EMD payable to the Contractor.
34. The Contractor shall deploy driver(s) in proper neat and clean white uniform and according to weather conditions. They should be literate and at-least VIIIth class pass. They should also be in good health, punctual, honest and well behaved. The Institute will stand fully indemnified against any accident; loss or damage caused by the drivers, staff of vehicle of the Contractor and in such an event the entire responsibility will be of the Contractor.

35. It shall be the responsibility of the Contractor to get the character and antecedents of its staff (drivers' driving license etc.) verified at the time of their induction and proof of such verification must be furnished by the Contractor to the HRI. In case anything is found to be otherwise, the Contractor will be responsible for the consequences.
36. The staff of the Contractor will not enter or remain on the campus of the HRI unless absolutely necessary for fulfilling obligations towards the HRI.
37. The staff of the Contractor shall not do or suffer to be done in or about the premises of the Institute or become a nuisance, annoyance, or danger or health hazard which may adversely affect the atmosphere, property, reputation or interest of the Institute.
38. The Contractor shall provide a First-Aid-Kit in the vehicle, as prescribed by the Institute's Doctor.
39. The vehicle(s) must be free from all encumbrances.
40. The Contractor shall abide by all the Rules & Regulations formulated by the Institute from time to time.
41. The staff of the Contractor shall not do or suffer to be done in or about the premises of the Institute anything whereby any policy of insurance taken out by the Institute against loss or damage by fire/accident or otherwise may become void or voidable.
42. The staff of the Contractor deployed in the hired vehicle(s) in the HRI, shall be the employee of the Contractor and at no time will be treated as employee of the Institute, nor will they ever claim to be employee of the Institute during the contract or thereafter.
43. The driver and the staff deployed by the Contractor may be replaced, if needed, under intimation to the Institute.
44. The Contractor shall agree and undertake to totally indemnify the HRI against all expenses, claims, payments, dues, fines, penalties, compensations, liabilities, and losses whatsoever which the HRI may suffer due to the default, violations, omissions, thefts, or non-compliance of the statutory and/or contractual obligations committed by the Contractor or its employees. The HRI shall also have the right to deduct and recover all such losses and expenses etc. from any payments due to the Contractor besides seeking appropriate legal remedies for the balance amount or relief, if any.
45. The EMD of the tenderer whose rates have been approved will be refunded only after satisfactory completion of the Contract. In other cases, the same will be returned within three weeks from the date of finalisation of the tender.

46. The Tenders received late or incomplete or without EMD or without Tender Cost or without required documents as mentioned in the Instruction to Tenderers (Para 7) will not be considered in any case.
47. Proper Log-Books (will be provided by HRI) shall be maintained by the driver of the vehicle and should be available for verification, as and when required by the Institute.
48. In the event of any loss, theft or damage to HRI's properties due to negligence, carelessness, dereliction of duty directly or indirectly on the part of the driver of the hired vehicle(s), the loss will be made good by the Contractor. However, the Contractor will be given opportunity to represent his case before a final decision is taken.
49. All disputes or difference arising out of OR in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of OR relating to the Contract OR relating to construction OR performance, which cannot be settled amicably, may be resolve through Arbitration. The standard clause of Arbitration is as per Institute Regulations.
50. The HRI do not bind themselves to accept the lowest or any tender or to give any reasons for their decision. However,, whosoever, is selected, will have to execute an Agreement with HRI on Rs.100/- Stamp Paper (Non-Judicial), as per draft Agreement annexed with this Tender Document as Annexure – I.
51. In case of breach of any of the terms & conditions mentioned in the Tender Document, the Registrar, HRI will have the right to cancel the Work Order without assigning any reason thereof, and nothing may be payable by the HRI in that event and the Security Deposit will be forfeited.
52. Revise/backtrack after the last date of submission of the bid, bidder shall not be allowed to withdraw/revise the bid. In case the bidder(s) withdraw/revise on his own, does not follow our conditions, the selected bidder will be declared as non-responsive, their EMD will be forfeited.
53. During the bid management process, any bidder does not respond to our issues/queries or becomes non-responsive to us, their bid may be declared as non-responsive bid.
54. Non-responsive Bid(s) shall be summarily rejected. During the contract period, violation of conditions of contract/tender shall also be treated as non-responsiveness if service provider/bidder ignores the directives/instructions of HRI in this regard.
55. Once the Work Order is placed to deploy the brand new purchased car, Contractor will be given to provide the services of that car within 30 days from the issue date of the Work Order, failing which, the work order may be treated as cancelled due to non-responsiveness and the EMD shall be forfeited. However, if the Contractor provides us some genuine reasons for delay, the extension may be allowed, but, decision of the HRI shall be final in this case.

56. The interpretation of any or all clauses by Director HRI or an officer assigned by him in this regard and of this tender shall be final and binding on both the parties i.e. bidder/service provider and HRI.
57. In this tender/contract, the term '**HRI**' refers to Harish-Chandra Research Institute, Prayagraj and '**Service Provider**' refers to the bidder who shall be later selected as service provider to provide vehicle/car on monthly basis as per conditions of this tender/contract.
58. All disputes will be subject to jurisdiction of Allahabad courts.

(Ravindra Singh)
Registrar, HRI

Declaration

I/We have read the Terms & Conditions, and Instructions to the Tenderers, mentioned in this document and

I/we _____
hereby declare that -

1. All the Terms & Conditions laid down by the Institute are agreeable to me/us and I/we will abide by all the instructions/rules/regulations and procedures formulated by the Institute from time to time.
2. I/We would be responsible for any loss/damage/inconvenience caused to the staff/guests/Institute's properties due to negligence on my/our part.
3. The vehicle(s) to be provided will be free from all encumbrances.
4. The tenderer and the person in whose favour the Registration Certificate is issued has/have never been convicted (criminally) under any law in force at any time.
5. The information given above is true.

Date:

Full Name of the Tenderer:

Signature of the Tenderer:

Name of Auth. Signatory:
(with supporting document)

Signature of the Authorised Signatory:
(Rubber-stamp of the firm with date)

Contact No. :

Complete Correspondence Address:

ANNEXURE - I

AGREEMENT

THIS AGREEMENT is made on the day of2019 between **Harish-Chandra Research Institute (an autonomous institute under Department of Atomic Energy, Government of India), Chattrag Road, Jhunsi, Prayagraj - 211019** (hereinafter called "HRI") of the one part and **<... Name of the selected Service Provider/Bidder...>** (hereinafter called "**the Service Provider**") of the other part:

WHEREAS

- a) The HRI is desirous to hire services of 01 Regular Car and the engagement period as well as running of the Car will fixed by the HRI. The HRI's actual requirement will be reviewed from time to time as per the Institute requirement enunciated in the Work Order.
- b) The Service Provider having represented through bid (NIT No HRI/02/2019) to the HRI that he has the required capability and resources, has agreed to provide the services on the terms and conditions set forth in this Contract;

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

- a. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:



**HARISH-CHANDRA RESEARCH INSTITUTE
CHHATNAG ROAD, JHUNSI, PRAYAGRAJ - 211019**

**TENDER NOTICE NO. HRI/02/2019
TENDER DOCUMENT (PART- II)**

**(FINANCIAL BID)
(Pages: 18 - 21)**

PROVIDING A REGULAR CAR ON MONTHLY HIRE BASIS

TENDER FORM
(To be submitted in original)

REF.: NO. HRI/ 02/2019

The Registrar
Harish-Chandra Research Institute
Chhatnag Road, Jhunsi
Praygraj - 211 019

SUB: PROVIDING A DIESEL DRIVEN CAR ON HIRE BASIS

Sir,

With reference to your Tender Notice No. HRI/02/2019, this is to state that I/we have gone through the Terms & Conditions specified earlier with this Tender Document as well as Instruction to the Tenderer. We have consulted the authorised officials of the Institute for getting necessary clarifications in this regard. Based on the above assessment, our rates are offered below for the engagement of brand new vehicle, as mentioned in the Tender Notice. The offer is valid for 90 days from the opening date of the Financial Bid.

Details of various engagements of providing a Car, (4 wheelers) diesel driven on hire basis:-

Para -1

Sl.No.	Description of various engagements	No. of vehicle	Average mileage kms/litre	Total Charges payable (inclusive of all charges but excluding of TAXES)## (Rs.)	Make & Model of the Car
(1)	(2)	(3)	(4)	(5)	(6)
1(a)*	Run upto 2500 kms. per month with 16 hrs. detention. (6.00 am to 10.00 pm – may vary)	One Car, Diesel driven		Rs. _____ (Quoted Price) (This amount shall be the basis of the selection of Lowest Evaluated Bidder i.e. L1)	
1(b)	Beyond 1(a) running per km.				
1(c)	Beyond 1(a) detention per hr.				

1. Read Clause 8(a), 8(b) and 9 (page 8, Terms & Condition) carefully of the Tender Document, which states the basis of Lowest Evaluation Bid (L-1).
2. Rates quoted against 1(b) & 1(c) should be on realistic basis and not the inflated one. HRI will consider these on the present prevailing market rates. In case of

extremely high/inflated rates, the L1 bidder may be asked to reduce it. Final decision to accept the rates quoted in 1(b) & 1(c) shall be of HRI and decision of the committee form at HRI level to evaluate the financial proposals of the bidder shall be final.

3. * If in a month the usage is less than the estimated 2500 kms, then the fuel cost for the unutilised distance (kms.) will be deducted from the bill (which expenditure the transporter actually has not incurred).
4. **## IMPORTANT :-** RATE QUOTED IN COL (5) SHOULD BE WITHOUT TAXES (GST etc). Any Statutory Taxes like GST etc applicable in respect of this Contract shall be paid by the Contractor, which can be claimed from HRI. But it should not be quoted / added above.

Para – 2

- (i) The above rates have been quoted based on Fuel Charges as on date viz:
.....
Diesel (Saada) rate per litre Rs.....
- (ii) The average in kms. per litre for the quoted vehicle is as under:
.....kms / litre

Note:-

1. Institute will pay the fuel fluctuation charges for “Sada Diesel” only.
2. We will reimburse the actual Toll / Parking charges on production of original receipts along with duty slip. We will also reimburse Toll Plaza for duties, even for Cheoki/Naini railway stations on production of original receipts.
3. The details pertaining average referred above will be subject to acceptance by the Institute.

Declaration

1. a) The vehicle(s) is/are owned by me/us - Yes
 No (Tick which is applicable)
- b) We have been authorised by the owner(s) of the vehicle(s) for which Power of Attorney in our favour, duly registered, is/are attached herewith -
 Yes No (Tick which is applicable)
2. We are enclosing herewith the following documents:

a) Demand Draft(s)/Banker's Cheque(s) as per details given below in favour of the Harish-Chandra Research Institute, payable at Allahabad drawn on a Nationalised Bank- D.D./Banker's Cheque No(s). _____, dt. _____ for Rs.30,000/-(Rupees Thirty Thousand) only , drawn on _____.

- b) Self - attested copy of Registration Certificate of Commercial vehicles in their firm's name or on lease (at least 01 no.)
- c) Self attested copy of the latest ITR, PAN/TAN No. and GSTN.
- d) Copies of the experience certificates.
- e) Name of person(s) alongwith his/their specimen signature (attested by the Contractor), who will be authorised to deal with the HRI on behalf of the Contractor.
- f) Firm's Registration certificate issued by the appropriate authority.

3. I/We undertake to abide by all the terms and conditions attached herewith, and follow all rules, regulations and procedure formulated by the Institute, periodically.

Date:

Full Name of the Tenderer:

Signature of the Tenderer:

Name of Auth. Signatory:
(with supporting document)

Signature of the Authorised Signatory:
(Rubber-stamp of the firm with date)

Contact No. :

Complete Correspondence Address: