

File no. NGT/CZB/02/2013
National Green Tribunal
Central Zone Bench
IIIrd Floor, State Information Commission Building
Bhopal – 462011

Date : 19th November, 2015

NOTICE INVITING TENDER
(Closing date 3.00 PM on 4.12.2015)

National Green Tribunal, Central Zone Bench, Bhopal, having its office at IIIrd Floor, Sochna Bhawan, Arera Hills, Bhopal (Madhya Pradesh), invites sealed quotations from interested vendor for hiring of one vehicle along with driver as per the requirement mentioned below. The contract shall be for a period of one year initially and may be renewed for further two times, on year to year basis, as mutually agreed upon, subject to satisfactory performance and approval of Competent Authority.

Sl. No.	Category of Vehicle	No. of Vehicles	Remarks
1	Swift Desire /Ertiga/Tata Indigo (Air Conditioned)	One no.	To be used maximum of 2000 KM (in a month)

The tenderer will have to enter into an agreement for hiring of vehicle on the following terms and conditions:-

1. The tenderer should have a registered established car rental/travel agency/firm having sufficient number of latest models of vehicles for hiring. List of vehicles owned by the tenderer and the details of the vehicles must be attached along with the tender documents.
2. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and good upholstery.
3. In case, the condition of vehicle is not satisfactory or there is a breakdown, they shall be returned for immediate replacement. In case no replacement is provided on time, this Office will have the right to hire a vehicle from the market and the additional cost, so incurred will be borne by the tenderer.
4. The tenderer would ensure that every driver should have valid driving license and the vehicle should be registered with the concerned authority of Central/State Government. The driver of the vehicle provided must follow traffic rules, and other regulations prescribed by the Government authorities from time to time. The Driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition for which no separate payment shall be made.
5. The rates quoted should specifically mention the Service Tax component. No Service Tax will be paid if the operator fails to provide proof of valid Service Tax registration.
6. The Registrar, NGT,CZB, Bhopal reserves the right to reject all or any of the offers or accept more than one offer.
7. The billing will be done on monthly basis. The bills (preferably typed and in duplicate) in connection with the service shall be submitted to this Office in the 1st week of the following month.
8. A daily record indicating time and mileage for vehicle shall be maintained and is to be submitted to the P.A. (Registrar) for verification.

9. Once the hiring of vehicle commences from a particular operator, the vehicle and the driver should not be changed unless written request to the Registrar ,NGT,CZB,Bhopal . The vehicle must be available at any time and any day as desired by the office of NGT,CZB,Bhopal.

10. Rates of hiring the vehicles will be fixed during the period of contract and no request for revision of rates will be entertained, under any circumstances.

10. NGT, CZB, Bhopal is liable to pay the hiring charges only. Other liabilities like monthly charges, salary of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil, parking expenses and any other incidental expenses etc. shall be borne by the tenderer.

11. In case of any accident, all the claims arising out of the accident shall be met by the tenderer.

12. In case of any dispute of any kind and in any respect whatsoever, the decision of the Registrar ,NGT,CZB,Bhopal shall be final and binding.

13. The tenderer and driver shall be bound to carry out the instructions of the officer to whom the vehicle is attached.

14. During the period of agreement, any matter which has not been specifically covered by these terms and conditions shall be decided by the Registrar, NGT, CZB, Bhopal whose decision shall be final and conclusive.

15. The lowest successful bidder shall enter into a agreement with NGT, CZB, Bhopal. The said agreement can be terminated by either party after giving a prior notice of not less than one month. The agreement will commence from the date (to be specified in the agreement deed) for a period of twelve months (one year) initially and after that extension will be made on consent of supplier with approval of the Principal Bench ,National Green Tribunal , New Delhi.

16. The bidder should indicate their PAN No. and Service Tax registration No. (if any) and submit the necessary registration certificates in support of the same.

17. No additional terms & conditions from the tenderer shall be entertained.

18. A penalty of Rs. 200/- per day will be levied if the vehicle fails to meet the above terms and conditions, on any day.

19. The quotation should reach the undersigned in a sealed envelope subscribing on the top of it "Quotation for Hiring of Vehicle" along with the rates latest by 14th December 2015 3:00 PM. The quotation will be opened on the 14th December 2015 at 3:30PM. The bidders maybe present, if so desire, at the time of opening of tenders.


(Dev Narayan Patil)
Registrar,
National Green Tribunal
Central Zone Bench, Bhopal