



## HOMI BHABHA NATIONAL INSTITUTE

Training School Complex, 2nd Floor, Anushaktinagar, Mumbai 400 094

Tel: 022-25597611

Tender Notice No.: HBNI/2020/02/ **472**

July 03, 2020

Sealed tenders are invited on behalf of the Vice Chancellor, HBNI from the registered travel agencies based in Mumbai and its Suburban area for providing vehicles along with drivers on long duration/daily/trip basis to HBNI for a period of one year. The details of the contract and the tender form are available on the HBNI website: [www.hbni.ac.in](http://www.hbni.ac.in) . In case of any clarification, the Dy. Registrar may be contacted on telephone nos. **25597637 & 25597611**.

The interested parties can download the tender form including **Annexure-I** (Terms and conditions for award of contract) and **Annexure-II** (Tender forms) from the HBNI website: [www.hbni.ac.in](http://www.hbni.ac.in) free of cost from **03.07.2020 to 17.07.2020**.

The tender form, completed in all respect shall reach the Registrar, HBNI, 2<sup>nd</sup> Floor, Training School Complex, Anushaktinagar, Mumbai - 400 094 on or before **17.07.2020 at 12.00 hrs**. The quotations will be opened at **15:30 hrs. on 17.07.2020**.

*B. Chandrasekar*

(B. Chandrasekar)  
Registrar, HBNI



## Terms and Conditions for award of contract for hiring services of Cars in the Central Office of HBNI:

1. **Work:** - The tender is for seeking services of a firm for hiring of cars along with drivers on long duration/ daily/ trip basis or a combination which may suit as per the requirements of the Central Office of Homi Bhabha National Institute. The present requirement is two (2) numbers of AC cars. The number of cars may vary as per the requirement of HBNI following Terms & Conditions given in the contract.
2. **Period:** - The period of the contract will be for one year and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the cost of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of the Transport Agency/ Firm to bear such additional expenses. The Institute reserves the right to curtail the period of contract or cancel the contract by giving notice of one month. The contract shall be extended for a further period of one year on mutual consent upon satisfactory services to HBNI.
3. **Earnest Money Deposit (EMD):-** The tender should be accompanied with a DD of Rs.20,866/- (Rs. Twenty Thousand Eight Hundred Sixty-Six only) towards EMD in favour of the Accounts Officer, HBNI, Mumbai. Tenders received without EMD will not be considered. No interest will be paid on the EMD. EMD will be returned to the unsuccessful tenderer within 15/30 days from the date of issue of work order to the successful tenderer.
4. **Forfeiture of EMD:** - The tenderer will not be allowed to withdraw the tender after the same is received in the Institute. In case the tenderer withdraws from the process the EMD will be forfeited.
5. **Security Deposit:** - The successful tenderer will have to deposit a security @ 5% of the total contract value for the period of contract in the form of a Fixed Deposit Receipt in favour of the Accounts Officer, HBNI, Mumbai (the successful tenderer will be notified on the same). The security deposit will be refunded to the Transport Agency/Firm after sixty days from the date of completion of the contract period and no interest will be paid on the Security deposit.
6. The tenderer should have a registered and well-established Transport Agency/Firm with sufficient fleet of cars which have been registered on or after **01.01.2016**. In this regard, a list of vehicles with copies of RC books of each vehicle shall be enclosed along with the quotation. The tenderer should also enclose a list of clients to whom service is provided by the Transport Agency/Firm.
7. The vehicles should be in very good running condition with clean interior and good upholstery and valid Pollution Under Control (PUC) certificate. In case, condition of a car is not found to be satisfactory, it shall be returned for immediate replacement. In case, your firm / agency and personnel including Drivers do not comply to the guidelines, rules & regulations of any statutory authorities viz. Police, RTO, Transport Dept, you / your firm shall be liable for punishment, penalty and imposing for blacklisting of your firm / agency.
8. The Transport Agency/Firm would ensure that drivers employed have valid driving license and carry necessary registration paper, License, etc. and are reasonably educated and well behaved, and well conversant with the traffic rules/ regulations and city roads/ routes.