

CORRIGENDUM

HOMI BHABHA NATIONAL INSTITUTE

2nd Floor, Training School Complex, Anushaktinagar, Mumbai – 400 094
Tel. No: 022-25597611 Fax: 022-25503384


Please refer to Tender Notice No. HBNI/Veh/2021/08/748 dated 27.08.2021 for providing vehicles along with drivers to Homi Bhabha National Institute, Anushaktinagar, Mumbai on **“As and when required basis”** for a period of one year.

The last date of submission of tender form has been extended up to 28.09.2021 at 15.00 hrs. The quotations shall be opened at 15.30 hrs. on 28.09.2021. The envelope should be super scribed “Tender for providing vehicles on contract to HBNI”.

Parties who have already submitted their quotation on or before 15.09.2021 are requested to submit a new quotation and the quotation submitted earlier shall not be considered.

All other terms & conditions of the above said tender shall remain unchanged.

This is issued with the approval of Competent Authority.


(B.V. Balaji)
Dy. Registrar, HBNI



Homi Bhabha National Institute

Regd. Office: Training School Complex, 2nd Floor, Anushaktinagar, Mumbai 400 094
Tel: 022-25597611


Tender Notice No.: HBNI/Veh/2021/08/748

August 27, 2021

Sealed tenders are invited on behalf of the Vice Chancellor, Homi Bhabha National Institute (HBNI for short) from the registered travel agencies based in Mumbai and its Suburban area for providing vehicles along with drivers on “**as and when required 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 . In case of any clarification, the Dy. Registrar, HBNI may be contacted on telephone no. **25597637**.

The interested parties can download the tender form including **Annexure-I** (Terms and conditions for award of contract) and **Annexure-II** (Tender form) from the HBNI website: www.hbni.ac.in free of cost from **28.08.2021 to 15.09.2021**.

The tender form, completed in all respect shall reach the Registrar, HBNI, 2nd Floor, Training School Complex, Anushaktinagar, Mumbai - 400 094 on or before **15.09.2021 at 15.00 hrs**. The quotations will be opened at **15:30 hrs. on 15.09.2021**.


(B. Chandrasekar)
Registrar, HBNI

Terms and Conditions for award of contract for hiring Cars:

1. **Work:** - The tender is for awarding contract for hiring cars along with drivers on “**as and when required basis**” only (not on monthly basis), as per the requirements of the HBNI for official use within Mumbai and Maharashtra. The number of cars may vary during the currency of the contract. **HBNI intends to enter into contract with more than one firm / contractor.**
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. **HBNI intends to start the contract w.e.f. 20.09.2021.** 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. **If required, the contract may be extended for a further period of one year on mutual consent.**
3. **Bid Security Declaration :-** The tenderers shall submit a “**Bid Security Declaration**” accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the period of **thirty days.**
4. **Security Deposit:** - The successful tenderer will have to deposit a security @ **3%** 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 security deposit can also be submitted in the form of “Bank Guarantee” from the Scheduled Bank valid for one year. The Bank Guarantee shall be released / 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.
5. The tenderer should have a registered and well-established Transport Agency/Firm with sufficient fleet of cars which have been registered on or after **01.01.2017**. 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.
6. 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 blacklisting of your firm / agency. The vehicle/s shall be sanitized from time to time and have a bottle / spray containing sanitizer.
7. The Transport Agency/Firm would ensure that drivers employed have valid driving license and carry necessary registration paper, License, etc., are reasonably educated, well behaved, well conversant with the traffic rules/ regulations & city roads/ routes and shall follow the protocol for containing the spread of Covid-19 pandemic.
8. It is the responsibility of the Transport Agency/Firm to conduct the character verification/antecedents check of the drivers by local police and submit report to the Institute.
9. The Transport Agency/Firm should have adequate number of telephones / mobile phones for contact round the clock. The Institute can requisition the vehicle at short notice and the

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Transport Agency/Firm shall provide the vehicle within such time on receipt of the Institute's request in writing / over phone failing which the Institute is at liberty to make alternative arrangement for hiring of vehicles/Taxi at the cost of the Transport Agency/Firm.

10. HBNI may need the vehicles to be hired, as per its requirements. The vehicle/s requisitioned should reach the stipulated destinations located within Mumbai, within a maximum time of 20 minutes. It may be noted that the number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirements.

11. The Transport Agency/Firm shall comply with all statutory enactments/ provisions in relation to services offered by them.

12. It will be the responsibility of the driver of the vehicle to carry valid insurance in respect of the vehicle and also the passengers at all times. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. The Transport Agency/Firm shall also agree to **indemnify the Institute** against all losses and claims arising out of any negligence or misconduct on the part of the Transport Agency/Firm. Necessary proof to this effect should be enclosed along with the tender. All tenders without such documents will be rejected.

13. HBNI shall be liable to pay the agreed hiring charges only. The Transport Agency/Firm being the owner of the vehicles, shall be responsible for all other liabilities. The Institute will not be responsible / liable for any harm caused, either to the hired vehicle or to the third party due to accidents etc. during the course of engagement of the vehicles to the services of the Institute. Any liability arising out of such accident will be the responsibility of the Transport Agency/Firm only. All incidental expenditure towards repair and maintenance of the hired vehicles will be borne by the Transport Agency/Firm only.

14. No advance payment will be paid by the Institute. The billing will be done on a monthly basis and the bill should be submitted by the Transport Agency/Firm by the first week of the following month. Bills older than six months will not be accepted. The Payment will be made only for those duty slips which have been signed by the officer / staff using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the officer/staff on the day/s of duty. No payment will be made for unsigned duty slips. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, time from HBNI, time of closure of duty at HBNI, places visited, etc.

15. **The rates quoted should be excluding taxes and duties which shall be shown separately.** The GST, if claimed, shall be reimbursed against proof of payment of GST. No GST will be paid, if the Transport Agency/Firm fails to provide proof of payment. PAN and GST Registration certificate is also required to be submitted by the Transport Agency/Firm.

17. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Agency/Firm to provide a replacement immediately within ½ hour. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the Transport Agency/Firm.

18. The mileage and time starts from the Garage and ends at the garage, after the duty of that particular day.

19. Toll Tax, Entry tax and parking charges will be borne by the Homi Bhabha National Institute for which the original receipts with the signature of the user officer should be submitted. The

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toll charges for the usage of Mumbai Port Trust Road shall not be paid.

20. The vehicles provided to HBNI should fulfill the norms prescribed by the Government of Maharashtra, Department of Transport for hired vehicles.

21. The Transport Agency/Firm should ensure prompt service on the date and time required by the officers concerned. If the Transport Agency/Firm fail to provide the service, double the rate of hired charges for that trip or the amount decided by the Vice Chancellor, HBNI will be recovered from the bill for the month or from the Security Deposit.

22. Disputes, if any, arising out of this contract will be subject to the jurisdictions of the courts in Mumbai only.

23. In case of dispute of any kind and in any respect whatsoever, the decision of Vice Chancellor, HBNI shall be final and binding on the Transport Agency/Firm.

24. Incomplete tenders, tenders received after due date, tenders not submitted in the prescribed format, etc. shall not be considered under any circumstances. No request for extension of due date/time will be considered.

25. Quotations with any cutting or overwriting in the figures will not be considered. However, all correction should be duly attested with office seal.

26. The Competent Authority reserves the right to reject any or all quotations without assigning any reasons whatsoever.

27. The tender format can be downloaded from the website www.hbni.ac.in free of cost from 28.08.2021 to 15.09.2021.

29. The sealed tenders with the required enclosures including EMD should reach the Registrar, HBNI, 2nd Floor, Training School Complex, Anushaktinagar, Mumbai - 400 094 on or before 15.09.2021 at 15.00 hrs. The parties can make hand delivery of the tender at the above address before the due date/time. The quotations will be opened at 15:30 hours on 15.09.2021. Interested parties can remain present during opening of quotations.

(B. Chandrasekar)
Registrar, HBNI

Annexure-II**Tender form**
(to be filled on letterhead)

1	Name and address of the firm/agency	
2	Telephone & Mobile No.	
3	Year of registration/incorporation certificate to be enclosed	
4	Number of vehicles owned	AC
		Non-AC
5	Annual Turnover (proof shall be produced on demand)	
6	PAN No.	
7	GST No.	
8	Service Registration No.	
9	Details of presently holding contracts with Govt/PSUs/Banks	
10	Authorised person of the company with telephone/mobile number and Email ID	
11	Any other information	
12	Bid Security Declaration enclosed	

Place:

Date :

(Name & signature of the authorised person)

(Seal of Firm/Company)

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Annexure-II
(Diesel fueled)

S.No.	Type of vehicle	Casual					Outstation		
		50KMs/ 4Hrs	80KMs/ 8Hrs	100KMs/ 12Hrs	For Extra KMs	For Extra Hrs.	Per KM (Min.Kms 200)	Driver's Food Allowance	Driver's Night Allowance
		1	2	3	4	5	6	7	8
1	Maruti Ciaz Vdi +Diesel ,BS-IV								
2	Swift D'zire Vdi Diesel-BS-IV								

(Name and Signature of authorized person)
(Seal of Firm/Company)

**Note: HBNI shall have flexibility to seek services of vehicle based on "as and when required basis".
This shall depend on the extant of use and the time of booking car and its usage.**

(The rates quoted should be excluding GST and other duties/tax which shall be shown separately.)

58