CSIR - National Institute of Oceanography  
REGIONAL CENTRE OF NIO, MUMBAI  
(Council of Scientific & Industrial Research)

Tender Notifications No. NIOM/14/Hire Vehicles

The Director, National Institute of Oceanography, invites tender from leading and experienced Agencies/Contractors for following jobs.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of work</th>
<th>Contract Period</th>
<th>Cost of tender paper/form</th>
<th>Value of EMD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Providing (i) Tourist Cars both AC and Non AC</td>
<td>Two years from the date of award.</td>
<td>Rs. 500/- in person and Rs. 550/- by post.</td>
<td>Rs. 10,000/-</td>
</tr>
</tbody>
</table>

Sale of tender documents up to 16/10/2014 at 12.30PM  
Last date of submission of tenders up to 17/10/2014 at 2.30PM  
Date of opening of tender/bid up to 17/10/2014 at 3.30PM  
Enquiries and correspondence: Scientist-in-Charge, RC of NIO, Mumbai  
Phone: 022-26359605-08(4 Lines)  

(Dr. S.N. Gajbhiye)  
Scientist-In-Charge
TENDER NOTIFICATION NO. NIOM/14/Hire Vehicles

SEALED TENDERS are invited by the Director, NIO from Agencies/Contractors who have experience in providing tourist car both AC and NON AC for official work.

a) Cost of tender is Rs. 500/- (Rupees Five Hundred Only)
b) EMD Rs. 10000/- (Rupees Ten Thousand Only)
c) Issue of tender documents --- upto 12.30 Noon of 16/10/2014
d) Receipt of Completed tenders upto 2.30 pm of 17/10/2014
e) Opening of tenders At 3.30 PM. On 17/10/2014 at the Office of SIC, NIO, Lokhandwala Road, Four Bungalows, Andheri (W), Mumbai - 400 053

The Agencies/Contractors should fulfill the following requirements.

1) The Agency/Contractors should be registered with the competent authority empowered to issue the license to carry out such business and the license should be valid as on date.
2) The Agency/Contractors should have at least minimum Six car which are not more than three years old registered on the Agency/Contractors name. The Vehicles should comply with all the formalities i.e. Valid Registration, Comprehensive Insurance Cover, Road Fitness Certificate, PUC Certificate, Road Tax, Interstate permits etc.
3) The Agency/Contractors should have sufficient experience in carrying out similar contracts, for the last Three Years in providing services to Central/State Government organizations. (Copies of experience certificate to be enclosed)
4) Latest Income Tax (PAN NO. Copy), Service Tax, Vat Registration to be enclosed.

Tenders will be issued to those Agencies/Contractors who fulfill the above requirements. Preference will be given to only those who have provided/are providing satisfactory services in Central/State Government/Autonomous Organizations. If the quotes of 2 or 3 such agencies are same, then the agency who is closer to NIO, Regional Centre, Mumbai will be considered for award of work.

The tenders on the specified form (NON-Transferable) may be obtained from SIC, Regional Centre, Mumbai Administration (Gen 1 Section), NIO, Lokhandwala Road, Four Bungalows, Andheri (W), Mumbai - 400 053 between 9.30am to 12.30 noon on all working days on payment of Rs. 500/- in cash (non-refundable) and/or by post by sending Demand Draft for a sum of Rs. 550/- (Rs. 50/- for postal charges). The demand Draft should be drawn in favour of the Director, NIO and payable at Lokhandwala Road, Four Bungalows, Andheri (W), Mumbai - 400 053. Any other form of payment will not be accepted.

Completed tenders in all respect in the prescribed form accompanied by EMD of Rs.10000/- through DD/Bankers Cheque drawn in favour of the Director, payable at Dona Paula, Goa. Selected and super scribed tenders for providing Tourist Car both AC and NON-AC to THE Scientist-In-Charge, RC, NIO, Lokhandwala Road, Four Bungalows, Andheri (W), Mumbai- 400 053 will be received upto 2.30 PM. on 17/10/2014. The tenders will be opened on the same day at 3.30PM. in the Office of the Scientist-In-Charge, RC, NIO, Lokhandwala Road, Four Bungalows, Andheri (W), Mumbai- 400 053 in the presence of tenderers/representative if any. The tenders shall be valid for 90 days from the date of opening.

The Technical details are to be furnished in the prescribed Format as per the ANNEXURE i i
The rates to be quoted should be in the prescribed Format as per the ANNEXURE i ii
Interim enquiries will not be entertained.

The Director, NIO, reserves the right to accept or reject any or all the tenders either in full or part thereof without assigning any reason whatsoever, and his decision on all matters in this regard shall be final & binding.

Dr. S.N. Gajbhiye
Scientist-In-Charge
TERMS AND CONDITIONS FOR AWARD OF CONTRACT FOR PROVIDING TOURIST CAR BOTH AC AND NON AC;

The Director, National Institute of Oceanography, Dona Paula, Goa, a constituent laboratory of the Council of Scientific & Industrial Research, New Delhi, invites competitive and firm offers from Agencies/Contractors for providing tourist cars both AC and non AC as per the tender Notification NO.NIOM/14/Hire Vehicles.

Tender Selection Criteria:

The Tender shall not be permitted to tender in the concerned unit of CSIR in which a relative is posted in a supervisory capacity. He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who are relatives as defined below.

The Tender should not be related to any of the staff member working, posted in a supervisory capacity in the tendering unit of CSIR in this case, National Institute of Oceanography. The tenderer is also required to furnish the information regarding the ex-employee of NIO if has been subsequently employed by them. A declaration in this regard will have to be furnished along with the tender. The definition of the word "relative" is defined as below.

Note:- a person shall be deemed to be a relative of another if, (a) they are members of a Hindu undivided family; or (b) they are husband and wife; or (c) the one is related to the other in the following manner: Father, Mother (including step mother) son (including step son), son’s wife Daughter (including step daughter), Father’s Father, son’s son, son’s wife, son’s daughter, son’s daughter’s husband, daughter husband, daughter’s son, daughter’s son’s wife, daughter’s daughter, daughter’s husband, brother (including step brother), brother’s wife, sister (including step sister), sister’s husband.

1) On award of contract, the agency/contractor shall not assign or sublet the whole or part of the contract to any other agency/contractor. Details Postal Address, telephone No., Fax No. etc. should be furnished to the NIO and in case he does not belong to Andheri (W) and as such he does not have and office in Andheri (W), he should open a Branch Office at Andheri (W) within fifteen days of award of contract and furnished the details to NIO. The agency/contractor representative should be available at the above office on every working day to attend to the requisitions/queries from NIO.
2) The Agency/Contractors should have a fleet of maximum six cars duly registered in the name of the agency/individual proprietor and the vehicles should not be more than Three years old. The agency should fulfill all the formalities Insurance Cover, Road Fitness Certificate, Emission certificate, Road Tax etc. In addition to the above the vehicle should be provided with First Aid Box to meet any eventuality during travel.

3) The driver provided with the vehicle should be on the roll of the Agency/Contractors. He should have driving license, adequate driving experience, identity card and verification report made available to NIO whenever asked for. The driver should be provided with white uniform which should be clean and presentable. The driver should know to speak English, Hindi, Marathi. They should be instructed to behave decently and speak politely to the staff members using the vehicle. Drivers should not be under influence of liquor and other intoxicative while being deputed/on duty at NIO.

4) The Agency/Contractors on award of contract should also be in a position to meet the requirements of NIO for providing additional vehicles during Seminars, Symposia, for which necessary details will be provided by NIO at least a week in advance. During the Seminars/symposia The Agency/Contractors should post their representative at NIO to meet the demands for additional vehicles at short notice, and also supervise the vehicle arrangements.

5) The Agency/Contractors in the event of breakdown of the vehicle due to the mechanical failure/accident etc. should replace the same within a maximum time of ONE HOUR from the receipt of the report.

6) The Agency/Contractors should not ask separately during the tenure of the contract that all operational costs, towards the vehicle such as cost of fuel, oil, repairs, servicing, insurance, taxes as per the government orders, payments of wages to the drivers etc. is the sole responsibility of The Agency/Contractors.

7) All costs of operation, repair, maintenance, fuel and oil reconditioning, servicing, garage fee, wages of drivers, insurance and other unlimited liability etc. will be the sole responsibility of The Agency/Contractors.

8) The contractor is required to comply with all the statutory requirements as applicable to operation of such vehicles in the state of Maharashtra and outside the state.

9) On award of contract The Agency/Contractors should maintain a log book issued by the NIO for all the vehicles provided to NIO. Necessary precautions will be taken by NIO to see that sufficient time is given for providing the vehicles. Once the Vehicle enters the NIO premises the driver should be instructed to report to the Section Officer (Gen i 1) for further instructions and the vehicle will be under NIO’s control till such time it is relieved. In emergency case on receipt of the request for a vehicle The Agency/Contractors should be in a position to provide the same within the minimum time i.e. within half an hour.
10) For the billing purpose Kilometers will be taken into accounts from the starting point of pick up till the ending point of the destination. The bills in duplicate furnishing the required details along with duly signed duty slip by user with name and requisition slip provided by the institute, drawn in favour of Scientist-In-Charge, NIO, Mumbai, should be submitted to section Officer (Gen 1) within a fortnight on completion of the duty, and the same will be processed and will be settled in case the bill is in order within twenty one days from the date of receipt of the same.

11) The agency /contractor is responsible to meet all the requirements such as inter state permit, toll fee etc whenever the vehicle is allotted out station duty. The driver of the vehicle should be provided with sufficient money to meet any unforeseen expenses while on outstation duty. All the related documents of the vehicle should be handed over to the driver of the vehicle while the vehicle is deputed on duty at NIO.

12) The contract shall be initially for a period of One Year from the date of entering into agreement. After completion of the initial period to the satisfaction of the Director, NIO, the contract may be extended for a further period/periods as mutually agreed upon.

13) During the validity of the contract including extended period, if any the agency/contractor shall not make any claim for revision of rate as quoted in the offer/quote except statutory charges such as service tax etc.

14) It is the sole responsibility of the agency/contractor entering into agreement who will indemnify the NIO for any accident, injuries, death sustained by any of its employees/guests and any damages caused to the vehicles deployed on duty at NIO during the contract period, and NIO shall not be liable for any disability claims/compensation whatsoever due to such accident/injury/death of the driver or the occupants.

15) During the period of agreement the contract may be terminated by either party by giving one calendar month's notice. However, in case the services of the agency/contractor are found not to be satisfactory, the Director, NIO will have the right to terminate the contract by giving a month's notice. If the provisions of contract are violated by the contractor on his own volition, the Earnest Money deposited shall stand forfeited. Further the agency/contractor shall be liable to compensate NIO against any losses on account of failure or negligence of the contractor to carry out the job entrusted to him by the institute. Any amount due to NIO arising out of the contract will be recoverable from the amounts due to the contractor.

16) The contractor should pay the toll and parking charges in the first instance and the amount so paid may be shown separately in the bills for reimbursement. Submission of receipts along with the bills in support of having paid toll and parking charges is a must, failing which the amount of toll and parking charges will not be reimbursed.
17) The contractor shall comply with the statutory provisions as applicable in respect of Contract Labour (Regulation & Abolition) Act 1970, Employees State Insurance Act, Workmen’s Compensation Act 1923, Payment of Wages Act 1936, The Employees Provident Fund and Miscellaneous Provision Act 1952, Payment of Bonus Act 1965, The Minimum Wages Act 1948, Employer’s Liability Act 1938, Employment of Children Act 1938, and/or any other rules/regulations and/or statutes that may be made applicable to them and it shall be the sole responsibility of the agency/contractor to fulfill all the obligations under the above acts and in case of his/her failures he/she will only be responsible.

18) Except where otherwise provided, any dispute arising out of any terms & conditions of this agreement, the parties shall strive to find mutually acceptable solution failing which all questions, disputes or differences arising under or in connection with this agreement shall be referred to the sole Arbitration of a person nominated by the Director General, Council of Scientific and Industrial Research, New Delhi, whose decision shall be at Panjim or such other place as may be decided by him and arbitration shall be under the Indian Arbitration Conciliation Act 1996. The Arbitrator may from time to time enlarge the time for making and publishing the award.
ANNEXURE -I

CSIR - National Institute of Oceanography
Regional Centre, Lokhandwala Road, Four Bungalows, Andheri (W),
Mumbai- 400 053.

TECHNICAL DETAILS

Ref: - Tender for hiring Vehicles

Tender Notification No.: NI0M/14/Hire Vehicles

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Agency.</td>
</tr>
<tr>
<td>2.</td>
<td>Agency Registration No.</td>
</tr>
</tbody>
</table>
| 3. | Postal Address  
Telephone No.  
FAX No.  
E-Mail. |
| 4. | Year of incorporation/formation of agency. |
| 7. | Agency’s Profile. |
| 8. | Agency’s Capability in terms of  
(i) Manpower.  
(ii) Vehicles.  
(iii) Financial Status. |
| 9. | Experience/details of similar work undertaken with value an clientele list of the reputed organizations for last five years with their address, telephone Nos. |
| 10. | Details of registration with RTO authorities. |
| 11. | Details of ESIC Registration No. with date. |
| 12. | Details of EPF Registration No. with date. |
| 13. | Details of Earnest Money Rs.---------Bank draft No. and date with banker’s name and branch. |
| 14. |   |
| 15. |   |

Signature of the agency/contractor with seal

Full Address.

Date:
CSIR - National Institute of Oceanography  
Regional Centre, Lokhandwala Road, Four Bungalows, Andheri (W), Mumbai - 400 053.

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>RATES FOR NON-AC VEHICLES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indica</td>
</tr>
</tbody>
</table>

**LOCAL JOURNEY**

<table>
<thead>
<tr>
<th></th>
<th>Extra KM charge</th>
<th>Extra hour charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Minimum 40km/4 hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B) Minimum 80km/8 hour</td>
<td>Extra KM charge</td>
<td>Extra hour charge</td>
</tr>
<tr>
<td>Early reporting before 7AM./ night halt after 7PM.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night halt charges beyond 12 Night &amp; before 5.00 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OUTSTATION JOURNEY**

Minimum 200KM /12Hrs.
Driver’s Outstation charges per night
<table>
<thead>
<tr>
<th>Extra KM charge</th>
<th>Extra hour charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early reporting before 7AM./ night halt after 7PM.</td>
<td></td>
</tr>
<tr>
<td>Night halt charges beyond 12 Night</td>
<td></td>
</tr>
</tbody>
</table>

**PICK UP OR DROP**

**AIRPORT**

**RAILWAY STATION**
| a) VT |
| b) Dadar |
| c) Kurla |

**BUS STAND**
| a) Dadar |
| b) Andheri |
| c) Borivali |

**Particulars for Statutory charges**
<table>
<thead>
<tr>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll Tax/Permit Charges etc. as per actual subject to production of receipts</td>
</tr>
<tr>
<td>Other charges, if any</td>
</tr>
<tr>
<td>Service Tax As per GOI order as applicable time to time</td>
</tr>
</tbody>
</table>

Signature of the Agency/Contractor with seal

Address:

Date:
CSIR - National Institute of Oceanography  
Regional Centre, Lokhandwala Road, Four Bungalows, Andheri (W), Mumbai- 400 053.

### ANNEXURE -II

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>RATES FOR AC VEHICLES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indica</td>
</tr>
</tbody>
</table>

#### LOCAL JOURNEY

- **A)** Minimum 40km/4 hour
- **B)** Minimum 80km/8 hour
  - Extra KM charge
  - Extra hour charge
  - Early reporting before 7AM./ night halt after 7PM.
  - Night halt charges beyond 12 Night & before 5.00 AM

#### OUTSTATION JOURNEY

- Minimum 200KM /12 Hrs.
- Driver's Outstation charges per night
  - Extra KM charge
  - Extra hour charge
  - Early reporting before 7 AM./ night halt after 7 PM.
  - Night halt charges beyond 12 Night

#### PICK UP OR DROP

- **AIRPORT**
  - VT
  - Dadar
  - Kurla
- **RAILWAY STATION**
  - a) VT
  - b) Dadar
  - c) Kurla
- **BUS STAND**
  - a) Dadar
  - b) Andheri
  - c) Borivali

### Particulars for Statutory charges

<table>
<thead>
<tr>
<th>Particulars for Statutory charges</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toll Tax/Permit Charges etc. as per actual subject to production of receipts</td>
<td></td>
</tr>
<tr>
<td>Other charges, if any</td>
<td></td>
</tr>
<tr>
<td>Service Tax As per GOI order as applicable time to time</td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Agency/Contractor with seal

Address:

Date: