

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

TENDER DOCUMENT

FOR

**Annual Contract for providing a 17-seater Force Traveller, AC, Diesel Driven
(BS-VI) vehicle at IGIDR**

NIT No.: IGIDR/Tender/2024/ED/01 **Date:** 03.01.2024

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai-400065.

Telephone: 022 6909 6200/507. Fax: 022 6909 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Tender

NAME OF THE WORK: "Annual Contract for providing a 17-seater Force Traveller, AC, Diesel driven vehicle at IGIDR" at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065."

1. IGIDR invites sealed bids from vendors/firms/contractors of repute for the following work:

Name of work	EMD (Rs.)	Period of Contract
(1)	(3)	(4)
Annual Contract for providing a 17-seater Force Traveller, AC, Diesel driven, BS-VI vehicle at IGIDR	Rs. 28,000.00	One Year (Extendable for further 2 years)

2. The tenders are being invited for the above-mentioned work. IGIDR Mumbai reserves its right to award the work to the successful bidder.
3. Bidder has to deposit Earnest Money of **Rs. 28,000.00** (Twenty Eight Thousand only) along with the bid.
4. The tender bids in two bid systems are invited through two separate Emails to tender@igidr.ac.in: "**Email-1: EMD and Pre-qualification/Technical Bid**" and "**Email-2: Financial bid**". The subject of the email should be mentioned as "**Email-1: EMD and Pre-qualification/Technical Bid for Annual Contract for providing a 17-seater Force Traveller, AC, Diesel driven vehicle at IGIDR**" and "**Email-2: Financial bid for Annual Contract for providing a 17-seater Force Traveller, AC, Diesel driven vehicle at IGIDR**" respectively. All the bid documents should be attached as a PDF document or zip file, and the financial bid file should be protected with a password.
5. The last date of submission of the Tender document shall be on **24.01.2024 at the end of the day**.
6. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever and also reserves the right to award only one Contract to the bidder if applied for multiple tenders or having existing Contract at the Institute.
7. The intending bidder should inspect the site and understand the nature and scope of the services before quoting the rates.

REGISTRAR

SECTION 'A'
Letter of Offer

Date _____

To,
The Registrar,
Indira Gandhi Institute of Development Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai- 400065.

Subject: Tender for "Annual Contract for providing a 17-seater Force Traveller, AC, Diesel driven vehicle at IGIDR"

Reference: Tender Advertisement No. IGIDR/Tender/2024/ED/01 dated 03.01.2024

Dear Sir,

With respect to your above-mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited **Rs. 28,000.00** through **NEFT/DD/FDR/BG** or MSME exemption Certificate as earnest money to the IGIDR, which will not bear any interest. Should I/We fail to execute the Contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed, and I / We accept the same without any alterations/modifications.

Yours faithfully,

Signature

Name & seal of the bidder

**To be submitted on the company/firm letterhead with sign & Stamp on it.*

SECTION 'B'
GENERAL INSTRUCTIONS TO BIDDERS

Email tender bids should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.

1. Bidder has to deposit Earnest Money of **Rs. 28,000.00** (Twenty-eight thousand only) through NEFT/DD/FDR/BG to "INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI" Account No. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.
2. The bidders registered under MSME are exempted from submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.
3. The tender bids in two bid systems are invited through two separate Emails to tender@igidr.ac.in: "**Email-1: EMD and Pre-qualification/Technical Bid**" and "**Email-2: Financial bid**". The subject of the email should be mentioned as "**Email-1: EMD and Pre-qualification/Technical Bid for Annual Contract for providing a 17-seater Force Traveller, AC, Diesel driven vehicle at IGIDR**" and "**Email-2: Financial bid for Annual Contract for providing a 17-seater Force Traveller, AC, Diesel driven vehicle at IGIDR**" respectively. **All the bid documents should be attached as a PDF document or zip file. If the bidder cannot attach a single bid file to an email, they can split their bid and submit in multiple emails with mentioning in the email subject as Part-I, II, III.... etc.**
4. All the required documents should be scanned and merged either into a single PDF file or zipped into a single and attached to the respective Emails. **The Financial bid should be attached as a PDF document protected with a password, and the password will be shared during the financial bid opening through an online meeting. The vendor should keep their password securely with them and be required to give it only when asked in an online meeting for financial bid opening.**
5. The bids will be received up to **24.01.2024 at the end of the day**. Each copy of the tender document is under their stamp and signature. No tender will be accepted after **24.01.2024 at end of the day** under any circumstances whatsoever.
6. The Email bid with the subject "**EMD & Pre-qualification/Technical Bid for Annual Contract for providing a 17-seater Force Traveller, AC, Diesel driven vehicle at IGIDR**" shall be opened by the Tender opening committee on the following day **25.01.2024 at 02:30 PM** Through online meeting platform. The link of the meeting will be shared with participating bidders. If the Government

declares a holiday on the day of opening the bids, the bids will be opened on the next working day at the same time.

7. The Email bid with the subject **“Financial bid for Annual Contract for providing a 17-seater Force Traveller, AC, Diesel driven vehicle at IGIDR”** of only qualified bidders will be opened. The Institute shall inform the date of opening of the price bid to the qualified bidders. The date of opening of the financial bid and link for an online meeting shall be informed by the Institute to the qualified bidders. **The bidders should provide the password of the financial bid PDF file during the opening of the financial bid. If the bidder can NOT give a password for a financial bid at the opening, their bid shall be rejected.**
8. The tender bid shall remain valid for acceptance by the Institute for Three months from the date of opening of the bid, which period may be extended by mutual agreement, and the bidder shall not cancel or withdraw the tender during this period.
9. The bidder must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and be treated as null and void.
10. The tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
11. Rates should be quoted in figures and words in the specified columns. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever, especially on any change in rate specifications after the opening of the tender, will be entertained.
12. Each Page of the Tender document should be stamped and signed by the authorized person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of the Contract, Terms & conditions, General specifications, Special Conditions, etc., as laid down. Any tender with any of the documents not so signed will be rejected.
13. A tender that is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for the execution and fulfillment of the Contract. No interest shall be paid on this deposit. The EMD of the successful bidder may be converted into a Performance Security Deposit. The security deposit of the successful bidder will be

forfeited if they fail to comply with any of the conditions of the Contract. No interest will be paid on Security Deposit withheld by the Institute.

14. Tenders incomplete in any form will be rejected outright; conditional offers will not be accepted.
15. The Institute does not bind itself to accept the lowest or any bid and reserves the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
16. The Institute reserves the right to divide the work mentioned in the tender amongst two or more bidders at its own discretion, and the successful bidders will have to execute orders for part of the items placed with them at the quoted rates. The Institute also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed, and the successful bidder shall execute the same without claiming anything extra for the same. In this context, the rates quoted for each item must be self-supporting and relevant.
17. On receipt of intimation from the IGIDR of the acceptance of his/their tender, the successful vendor/contractor shall be bound to sign the formal Contract within seven days thereof; the successful vendor/contractor shall sign an agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful vendor/contractor.
18. No bidder will be allowed to withdraw after submission of the tender; otherwise, the EMD submitted by the bidder would stand forfeited. In case the successful bidder declines the offer of Contract (or refuses to acknowledge or execute the Contract within 15 days of award of order), for what so-ever reasons, their EMD will be forfeited.
19. The rates quoted in the bid shall include all the statutory charges like PF, ESIC, Bonus, Leave Encashment, Reliever charges, Management/Service fees, and Uniforms. The rates shall also be firm and not subject to exchange variations, labour conditions, or any conditions. Bid must include in their rates applicable GST and any other tax and duty or other levy, whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty, or levy, whether existing or future, shall be entertained by the Institute.
20. If the Institute provides uniforms to workers, the same amount shall be recovered from the bill of the successful bidder.
21. **The Institute reserves the right to award only one Contract to one bidder in case the bidder has applied for multiple tenders or has an existing Contract at the Institute.**

22. The intending bidder can obtain any clarifications regarding the tender document, scope of work etc., if any, by contacting Mr. Amit Gaikwad (Estate Officer) by email estateofficer@igidr.ac.in or mobile – 022 6909 6507 or from the Estate Department of the Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065 on any Institute's working day from Monday to Friday.

I/We hereby declare that I/we have read and understood the above instructions and will remain binding upon me/us.

Place:

Signature of the Bidder with seal

Date:

SECTION ‘C’
SPECIAL CONDITIONS

1. The workmen/staff will not be allowed to stay within the premises.
2. The successful bidder shall obtain permission from the local bodies, if any, at his cost.
3. The successful bidder shall employ an adequate number of persons as agreed to by the Institute for satisfactory fulfillment of his contractual obligations as per this agreement and shall provide an adequate number of persons with appropriate training and experience, at its own expense, for the proper discharge of the responsibilities entrusted to them.
4. The successful bidder shall comply with the labour acts, Applicable minimum wages Act or any other Labour Laws in force from time to time for all of the workers he employs.
5. In case the successful bidder contravenes any provisions of the law, and the Institute suffers any damage or loss or harm due to any acts of commission or omission of the successful bidder, the successful bidder is bound to indemnify the Institute. The successful bidder shall also be responsible for discharging all legal liabilities towards the Institute and observing all laws and Government rules relating to labour laws.
6. The successful bidder shall execute the necessary agreement with the Institute within 07 days of issuance of the work order/declaration as the Successful Bidder, whichever is earlier.
7. The service has to be carried out with the least inconvenience to the staff/community.
8. The successful bidder has to obtain permission from the local authorities as per the existing local bylaws for such works, and the charges/fees, if any, must be borne and paid by the successful bidder.
9. The successful bidder should have a valid labour license from Labour Commissioner wherever the number of labourers engaged is 50 or more.
10. The successful bidder shall have the addresses and photographs of their workmen being engaged by them for the said work. The entry of workmen will be allowed inside the building only upon producing the photo pass issued by the Institute.
11. The successful bidder has to line up the candidates/staff to be deputed for the said Contract in the Institute, and the Institute reserves the right to select the candidates from the same.
12. The successful bidder has to transfer the payment of wages to his labour/staff to their respective bank account only before the 07th day of every month. The successful bidder shall attach a copy of the bank statement for salary transfer to his labours/staff, copy of ESIC, PF challan, Payment receipts, ECR statements, GST challan, GSTR-1 screenshot, etc. to be furnished along with the next month's bill.
13. Any damage caused to any of the Institute's properties shall be made good by the successful bidder at their own cost.
14. The successful bidder shall carry out the work strictly in accordance with the specification details and instructions of the Institute In Charge.
15. **Penalty Clause:** The Institute may charge a penalty to the successful bidder in case of non-compliance with the contract obligations as per the below-mentioned schedule.

- i.** Non-availability of Vehicle for a trip: Rs. 500/- per trip per Day.
- ii.** Non-availability of vehicle for a day: Rs. 3000/- per Day.
- iii.** Missing of a trip due to driver/Fuel issue: Rs. 500/- per trip per Day.
- iv.** Breakdown of vehicle or AC complaints during trip: Rs. 200/- per reported instance.
- v.** Delay of scheduled vehicle trip: Rs. 200/- per reported instance.
- vi.** The frequent non-compliance cases may lead to the termination of the contract.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature of the Bidder with seal

Date:

SECTION 'D'
TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. The successful bidders shall not assign the Contract. He shall not sublet any portion of the Contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a written notice on the successful bidder rescinding the Contract.
2. In all matters of dispute arising on the work, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon**, for a decision.
3. In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in English, and any award or awards shall be rendered in English. The procedural law of the arbitration shall be the Indian law. The arbitral tribunal's award shall be final, conclusive, and binding upon the successful bidder and the Institute.

4. Insurance Clause:

The successful bidder shall be responsible for all injury to the person, animals, or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated sub-contractor's employees, whether such injury or damage arising from the carelessness, accident or any other case whatever in any way connected with the carrying out of the Contract.

5. Performance Security Deposit:

The successful bidder will have to deposit a Performance Security Deposit (PSD) @ **5%** of the total value of the contract amount for one year, subject to the revision at the time of placing the work order, within 15 days of receiving the formal order. The performance security will be furnished in the form of an account payee Demand Draft/Fixed Deposit Receipt or Bank Guarantee from a commercial bank

drawn in favour of “The Registrar, Indira Gandhi Institute of Development Research, Mumbai,” payable at Mumbai. The performance security should remain valid for 60 days beyond the completion date of all the contractual obligations of the service provider. If the successful bidder submitted the MSME certificate instead of EMD, they need to deposit the PSD amount. This deposit shall be forfeited in case the successful bidder fails to discharge its duties/commitments or whose Contract is terminated prematurely.

6. Payment Terms:

Payment shall be made to the successful bidder after successful completion of the month within seven days of submission of the certified Invoice along with supporting documents.

7. Tenure of Contract:

Initially, the contract period shall be for **one year**; however, it can be extended for a further **two** years based on the review of the performance of the successful bidder on a yearly basis on the same rates, terms & conditions if performance found satisfactory.

8. The successful bidder should submit the following documents within seven days of issuance of the work order.

- a. Workmen Compensation Policy for all the employees/workers to be deputed on the site as per the Workmen Compensation Act, which should also cover hospitalization. This policy will be additional to the ESIC, and the Institute will reimburse the amount paid towards the Workmen Compensation Policy after submission of the Policy document and payment receipt.
- b. Contract agreement of Rs.500/- stamp paper duly notarized (Draft enclosed along with tender).
- c. Police verification and medical of the personnel/ staff to be engaged and deployed on-site.
- d. Documents of labor engaged mentioning their bio-data and Xerox of Aadhar & PAN Card along with One Photograph, etc.

9. Termination Clause:

- 9.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the successful bidder in the performance of this Contract or the discharge of any contractual obligations arising out of this Contract or if the successful bidder commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the successful bidder, the Institute may terminate this Contract by giving a 30(thirty) days written notice of intended termination to the successful bidder.

- 9.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the successful bidder subject to clause 9.5 hereunder.
- 9.3 Notwithstanding anything contained herein above, the Institute may terminate this Contract at any time by giving one month's notice to the successful bidder without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The successful bidder may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.
- 9.4 Forthwith on the expiry or earlier termination of this Contract, the successful bidder shall, return to the Institute all materials and equipment belonging to the Institute with regard to this Contract. The Institute shall also intimate to the successful bidder when it can collect its equipment stored in the Institute, and the successful bidder shall collect the same. In the event that the successful bidder does not collect its equipment by the appointed time, the Institute shall not be liable for the same after that.
- 9.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, the cost of remedying any defects (if any), and the cost of completion of the work (if required). The Institute shall be entitled to recover from the successful bidder the extra charges, if incurred, after adjusting the same against the Performance Security Deposit made by the successful bidder.
- 9.6 On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Signature of the Bidder with seal

Date :

SECTION - 'E'

QUALIFICATION CRITERIA

- **Minimum Qualification Documents to be submitted by Bidder along with qualification Bid:**
 - a) The bidder should have a minimum of 05 years' experience in providing similar services during the last 07 years.
 - b) The bidder should be registered with the appropriate registration authorities. Copy of Registration under Shop & Establishment or Certificate of Incorporation or Partnership Deed/MOA/Affidavit to be submitted.
 - c) Copy of Registration of Provident fund and ESIC
 - d) Copy of Registration of Goods & Service Tax and PAN
 - e) Copy of Registration of Labour License if applicable
 - f) The bidder should have an average annual turnover of **Rs. 50.00 Lakh** from providing the vehicle services only in the last three financial years', i.e., FY 2020-21 and FY 2021-22 or FY2022-23. The bidder should submit the audited balance sheets; P & L account statements or CA certificate for the turnover amount of the above three financial years duly certified by CA.
 - g) The bidder should have experience in the successful completion of Annual service contracts of providing commercial vehicles on a monthly basis during the last 07 years ending till the previous month in any organization either of the following-
 - i) At least **01** Annual contract for providing vehicle costing not less than **Rs. 11,20,000.00** in the organization **or**
 - ii) At least **02** Annual contracts for providing vehicles costing not less than **Rs. 7,00,000.00** in the different organizations **or**
 - iii) At least **03** Annual contracts for providing vehicles of costing not less than **Rs.5,60,000.00** in the different organizations(Copy of Work orders/agreement/completion certificates to be submitted).
 - h) Bidder should submit a List of three clients with their representative's Name and contact number.
 - i) Bidder may submit a copy of the certificate of appreciation, if any.
 - j) The bidder should have either the Registered Office or one of the Branch Office located in the territory region of MMRDA.
 - k) The bidder should not be blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency (Submit Undertaking As per **Annexure-A**).

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice for the purpose. All documentary proof must be listed on the letter pad of the company duly stamped and signed by the authorized person of the agency and attached as PDF file, to be submitted along with the qualification bid (Email-1).

- Information to be furnished by the bidder:

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
2	Telephone Number: Office /Residence: Mobile Number: Fax No. Email address-	
3	Details of Registration (number & date)	
4	Month and year in which the firm/company was formed/ incorporated.	
5	Type of organisation (Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose a copy of the partnership deed, Articles of Association or MOA or Affidavit (in case of firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheets & profit & Loss account statements)	FY 2020-21 FY 2021-22 FY 2022-23
8	Bank Account Details	Bank Name: Account Number: IFSC Code:

SECTION - 'F'
TECHNICAL BID

• **Scope of Work:**

1. Supply of **Force Traveller, 17-seater capacity (17+D), Air conditioned, Diesel driven, BS-VI compliant**, commercial Vehicle – **01 No.** and including the driver.
2. Monthly committed vehicle running – 1700 Kilometers.
3. Daily duty time – 12 Hours from 06:25 AM to 06:30 PM (Or as per the duty schedule provided by the Institute).
4. The Institute shall provide a daily duty schedule. The successful bidder should strictly follow the schedule.
5. A vehicle shall be provided one day of weekly off and holiday as per the Institute's norms.
6. The provided vehicle should be in excellent condition **New** or not older than **03 years** till publication of this tender.
7. The provided vehicle should not have run more than **30,000 kilometers** as of the publish date of this tender.
8. The deputed driver should have an appropriate driving license and experience driving similar vehicles for at least **03 years**. The driver shall be between the age limit of **25 to 40** years.
9. The driver should fulfill all the rules of the Department of Road Transport and Traffic. The successful should provide two sets of uniforms as per the applicable norms.
10. The successful bidder should submit a copy of a Valid document like Vehicle Registration, Road tax receipt, Fitness certificate, Insurance, etc. before start of service.
11. In case of a vehicle breakdown, the successful bidder should immediately provide a similar replacement vehicle in good condition.
12. All legal obligations regarding a vehicle, i.e., Road Tax, RTO registration, permissions, etc., and the driver, i.e., minimum wages as per Govt. Regulation, social security, etc., will be the successful bidder's responsibility. The successful bidder will be responsible for maintaining a vehicle with up-to-date tax payments, police/RTO formalities, Insurance (including third-party Insurance), PUC, etc., and being compliant under the Motor Vehicles Act, 1988, as amended from time to time. At no point will the services be hampered due to non-compliance with any of these formalities.
13. The vehicle will be kept neat and clean and in perfect running condition. The successful bidder shall also provide the seat covers in a vehicle.
14. In the event of a vehicle breakdown or a driver's absence, the successful bidder shall provide a substitute Vehicle /driver immediately. In case the vehicle does not report on time/does not report at all,

the Institute would have a right to hire a substitute vehicle from the market & the additional cost incurred by the Institute will be borne/ reimbursed from the successful bidder or deducted from his monthly bill.

15. The vehicle will always be parked in the Institute after completing its duty.
16. The successful bidder will have to carry out the work as per instructions issued by IGIDR authorities from time to time. In case any damage is caused to properties belonging to IGIDR or any other agency within the campus by the employees of the successful bidder, the appropriate amount shall be deducted from his bill.
17. The vehicle provided by the successful bidder for IGIDR duty should not be allowed for any other usage or outside business.

• **Eligible vendors, operators, agencies, or parties should provide the following information in the Performa enclosed with this tender document:**

1. Name & address of the bidder.
2. Nature of business.
3. Number of vehicles presently owned by the vendor, along with proof of ownership of each vehicle.
4. The bidder should own a sufficient number of vehicles when making the application for the Contract and produce evidence to that effect.
5. The Bidder should have the experience of running a fleet of vehicles on a hiring basis for at least three years.
6. Kindly fill in the details in the below sheet and submit it with duly attested supporting documents.

TECHNICAL BID		
(Information is required to be submitted in the following format with adequate supporting proof thereof)		
Sr. No.	Particulars	
1	Name, address & telephone No. of the Bidder	
2	Number of vehicles presently owned along with proof of ownership	
3	Turnover in the past three years, along with Documentary evidence (F.Y.)	
4	Details of hiring of vehicles done in the past:	

a.	Name & address of the parties to whom vehicles were given on hire;			
b.	Period for which the vehicles were hired out;			
c.	Number of vehicles given on hire.			
5	Whether the vendor has been blacklisted by Any Govt. office/department in the last 5 years if yes, details thereof			
6	Number of Vehicles: the vendor is presently bidding for the Model of the Vehicles (attach RC copy)			
7	Details of Year of make and mileage done by the vehicle bided for in above point No. 6			
	Sr. No.	Model of Vehicle	Year of Registration	Mileage (in Kms)
	1			

Place:

Signature of the Bidder with seal

Date:

**The bidder should submit on their letterhead with a sign & stamp on it.*

SECTION 'G'
FINANCIAL BID

Tender Name: Supply of a 17-seater (17+D), AC, Diesel driven, BS-VI, Traveller Vehicle on monthly hire basis at IGIDR

NIT No. IGIDR/Tender/2024/ED/01

Date: 3rd December 2024

Rate Chart for Vehicle:

Type of Vehicle: Force Traveller, BS-VI, _____
(*Specify the vehicle Model & Manufacturing Year)

Seating Capacity (*Specify): _____

Sr. No.	Description	Unit Rate (Rs.)
1	Charges for 1700 kms per month	
	Total amount per month Rs.	

Total quoted amount in words rupees

Sr. No.	Rates quoted for extra duty of vehicle	Unit Rate (Rs.)
1	For every extra Kilometer (as per above)	
2	For every extra hour beyond 12 hours per day	

Note:

1. The above quoted rates are exclusive of applicable Goods & Service Tax (GST).
2. Applicable GST is @ ____ %.
3. The quoted rate of the successful bidder should be same for three years in case of contract extension.
4. The quoted rate shall be all-inclusive like fuel charges, driver salary (As per minimum wages), PF & ESIC contribution, Bonus, Uniform, Reliever charges, etc.

Date:

Signature of the bidder with seal

**To be submitted on letterhead with signature & stamp on it.*

SECTION 'H'

ARTICLES OF AGREEMENT

Agreement for the Annual Contract for providing a Traveller vehicle

THIS AGREEMENT made and executed at Mumbai on this _____ day of _____, **Two Thousand Twenty-Four (2024)**.

BETWEEN

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, a Society established by Reserve Bank of India and registered under the Societies Registration Act, 1860 and located at General Arun Kumar Vaidya Marg, Goregaon (E), Mumbai- 400065, hereinafter referred to as **"IGIDR"** (which expression shall, unless it be repugnant to the meaning or context thereof, be deemed to mean and include its successors and assigns) of the One part;

AND

M/s _____ a sole proprietary concern of **Mr. _____** and having his office at _____, hereinafter referred to as **"the Contractor"** (which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include the heirs, executors and administrators) of the Other Part.

WHEREAS IGIDR desirous of awarding the the annual contract for **"providing a 17-seater Force Traveller, AC, Diesel Driven vehicle"** for its campus situated at Gen. A.K. Vaidya Marg, Santosh Nagar, Goregaon (East), Mumbai 400065, issued a Tender for **providing a 17-seater Force Traveller, AC, Diesel Driven vehicle at IGIDR** bearing **NIT No.:** IGIDR/Tender/2024/ED/01 dated 3rd December, 2024 (hereinafter referred to as **"the Tender"**) inviting bids from Vendors/firms/contractors as stated therein.

AND WHEREAS the Contractor submitted its Tender Bid and Financial Bid on, 2024 and upon the representations made by the Contractor, IGIDR issued its Work Order bearing Ref. No. W.O. No. IGI/ED/2024/..... dated, 2024 to the Contractor (hereinafter referred to as **"the Work Order"**).

AND WHEREAS the Parties have thought it expedient to put forth the terms and conditions in writing as hereinafter appearing.

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. SCOPE OF THE CONTRACTOR'S WORK:

Based on the representations and warranties of the Contractor as set out in the Tender Bid pursuant to the Tender issued by the Institute, the Institute hereby appoints the Contractor for providing a traveler vehicle on a monthly basis on terms and conditions stated herein. The Tender, the Tender Bid and Work Order shall form an integral part of this Agreement.

- Supply of Force Traveller, 17-seater capacity (17+D), Air conditioned, Diesel driven, BS-VI compliant, commercial Vehicle – **01 No.** and including the driver.
- Monthly committed vehicle running – 1700 Kilometers.
- Daily duty time – 12 Hours from 06:25 AM to 06:30 PM (Or as per the duty schedule provided by the Institute).
- The Institute shall provide a daily duty schedule. The Contractor should strictly follow the schedule.
- A vehicle shall be provided one day of weekly off and holiday as per the Institute's norms.
- The provided vehicle should be in excellent condition and new or not older than **three years** till publication of this tender.
- The provided vehicle should not have run more than 30,000 kilometers as of the publish date of this tender.
- The deputed driver should have an appropriate driving license and experience driving similar vehicles for at least **03** years. The driver shall be between the age limit of 25 to 40 years.
- The driver should fulfill all the rules of the Department of Road Transport and Traffic. The successful should provide two sets of uniforms as per the applicable norms.
- The Contractor should submit a copy of a Valid document like Vehicle Registration, Road tax receipt, Fitness certificate, Insurance, etc.
- In case of a vehicle breakdown, the Contractor should immediately provide a similar replacement vehicle in good condition.
- All legal obligations regarding a vehicle, i.e., Road Tax, RTO registration, permissions, etc., and the driver, i.e., minimum wages as per Govt. Regulation, social security, etc., will be the successful bidder's responsibility. The successful bidder will be responsible for maintaining a vehicle with up-to-date tax payments, police/RTO formalities, Insurance (including third-party Insurance), PUC, etc., and being compliant under the Motor Vehicles Act, 1988, as amended from time to time. At no point will the services be hampered due to non-compliance with any of these formalities.
- The vehicle will be kept neat and clean and in perfect running condition. The Contractor shall also provide the seat covers in a vehicle.
- In the event of a vehicle breakdown or a driver's absence, the Contractor shall provide a substitute Vehicle /driver immediately. In case the vehicle does not report on time/does not report at all, the Institute would have a right to hire a substitute vehicle from the market & the additional cost incurred by the Institute will be borne/ reimbursed from the Contractor or deducted from his monthly bill.
- The vehicle will always be parked in the Institute after completing its duty.

- The successful bidder will have to carry out the work as per instructions issued by IGIDR authorities from time to time. In case any damage is caused to properties belonging to IGIDR or any other agency within the campus by the employees of the successful bidder, the appropriate amount shall be deducted from his bill.

2. TERM

This Agreement shall be valid for a period of **one year** from, **2024 to, 2024**. The same can be extended for a further 02 (two) years based of review of the performance of the contractor on a yearly basis on the same rates, terms & conditions unless terminated in terms of Clause No. 9, section 'D' of the tender.

3. PAYMENT TERMS:

- 2.1 IGIDR will pay an aggregate sum of **Rs./- (Rupees only) per month** exclusive of GST @% to the Contractor for the services to be rendered by the Contractor under this Agreement. The other charges payable by IGIDR are Rs./- per kilometer over above 1700 Kms and extra hour Rs. .../- after duty hours.
- 3.2 Payment shall be made to the Contractor after successful completion of month within 7 days of submission of the certified invoice along with supporting documents. IGIDR shall make applicable deductions or withholdings of taxes as prescribed under Income Tax Act, 1961 or other applicable laws out of the payments to the Provider. TDS certificate shall be issued on a quarterly basis.
- 3.3 The Contractor shall/has deposit/deposited an amount of Rs...../- (Rupees Thousand Only) as Performance Security Deposit (PSD) being 5% of the total value of contract amount for one year. The Performance Security Deposit should remain valid for 60 (sixty) days beyond the completion date of all the contractual obligations of the Contractor. This Institute shall be entitled to forfeit the Performance Security Deposit if the Contractor, fails to discharge his duties/commitments or upon pre-mature termination of this Agreement.

4. CONTRACTOR'S COVENANTS

The Contractor covenants with IGIDR as under:

- 4.1 The Contractor shall take all the required/necessary precautions and observe all the essential safety measures during the work to cause the least inconvenience to the occupants of the hostels and buildings while working.
- 4.2 The Contractor shall employ a skilled worker as agreed to by IGIDR for the satisfactory fulfilment of its contractual obligations. The workers shall have good character and be well-behaved.
- 4.3 The Contractor shall furnish in writing the names, age, residential addresses, qualifications, specimen signature or thumb impression, and Photograph of all workers whom the Contractor proposes to employ for the purpose of this agreement before they are so employed. IGIDR shall have the right to forbid the employment of any person it may consider undesirable for any reason.
- 4.4 The Contractor shall ensure that the workers engaged by him shall be under the general discipline of the authority and shall conform to such directions as may be issued by IGIDR in respect of points of entry or routes of access to and from the premises and in respect of the use of toilet and wash basin/rooms. The Contractor shall ensure that the workmen engaged by it for the purpose of this agreement adhere to the Code and Rules of Conduct of IGIDR.
- 4.5 The Contractor shall carry out the work as per the instructions issued by IGIDR authorities from time to time and submit work schedule for their approval. In the event any damage is caused to properties belonging to IGIDR or any other agency within the campus by the employees of the Contractor, the appropriate amount shall be deducted from his bill.
- 4.6 If any or all workers fail to attend the job, the appropriate amount shall be deducted from his bill.
- 4.7 It is specifically agreed that neither Contractor nor any of the workmen engaged by the Contractor, shall at any time claim any benefit of employment, lien on employment or permanency of employment with IGIDR, by virtue of having worked as Contractor and his workmen having worked as his contract workmen as per this agreement.
- 4.8 The Contractor shall ensure that the Contractors' employment by contract labour or otherwise shall be in accordance with the provisions of the relevant labour laws, and the Contractor shall discharge responsibilities as the employer as provided in the said labour laws. In particular but not limited to, the Contractor shall pay to the contract workmen, wages not below the minimum wages as announced by the appropriate Government as may be applicable to the different categories of workmen engaged by the Contractor. The Contractor shall also be responsible for granting the workmen the statutory benefits as appropriate to them under the provisions of the relevant labour laws, including but not limited to provident fund, gratuity etc.
- 4.9 In case any of the workmen, engaged by the Contractor, meets with fatal accident or injury arising out of or in the course of their employment, then the Contractor shall be responsible for the payment of compensation as may be determined under the provisions of appropriate law.

- 4.10 The Contractor shall maintain up-to-date records required to be maintained under the provisions of the Contract Labour Act, as well as any other Act applicable to the contract workmen. The Contractor shall also keep all such records in the premises of IGIDR at Goregaon (East) and produce them, on-demand, before any authorized officer of IGIDR or any authorized Government Officer for inspection.
- 4.11 In case of default by the Contractor in payment to any Government authority in breach of Contract of employment or breach of any statutory provisions as applicable, the IGIDR shall be at all times entitled to recover the said amount from the Contractor as debit payable by the Contractor to the IGIDR and the Contractor will be liable for the debt of such amount to the IGIDR.
- 4.12 In addition to the above, the Contractor may take out necessary insurance cover at his cost, the premium amount of which will be reimbursed to the Contractor as per the norms followed.
- 4.13 The Contractor shall transfer salary to the employee in their respective bank account and ensure that the employee/worker should be holding the saving bank account, which should be recorded.
- 4.14 The Contractor shall provide copies of ESIC, EPF Challan, GST Challan, and the previous month's bank statement, indicating payment made to the labourers, with the bill.
- 4.15 The Contractor shall provide IGIDR with copies of the certificates showing details such as Name of employee, Bank Account No., ESIC No, PF No., Amount of salary paid, Amount of employee, and employer contribution towards PF & ESIC.
- 4.16 The Contractor shall maintain records of all such payments made by him and produce the same to IGIDR on demand. The Contractor may take out necessary cover for the Workmen Compensation Policy at his cost, the premium amount of which will be reimbursed to the Contractor as per the norms followed, and provide the necessary proof to IGIDR.
- 4.17 The Contractor shall maintain a proper record of its activities at the campus.

5. IGIDR's Covenants and Rights

- 5.1 IGIDR shall pay the monthly fee at the "Payment Terms" clause within 14 days upon the Contractor providing the monthly bill for the services rendered under this agreement.
- 5.2 IGIDR shall have the right to forbid the employment of any person whom it may consider undesirable. The workers engaged by the Contractor shall be under the general discipline of the Institute and shall conform to such directions as may be issued by IGIDR in respect of points of entry or routs of access to and from the premises and in respect of the use of toilet and wash basin/rooms.
- 5.3 IGIDR shall have the right to inspect all records pertaining to the payment and compliance of the relevant labour laws as and when desired. IGIDR shall also have the right to inspect the said records

after the term of this agreement for any reason whatsoever, and the Contractor shall not deny the same.

6. INDEMNITY

6.1 The Contractor shall keep IGIDR indemnified in case any action is taken against IGIDR by any authorities on account of contravention of any of the provisions of any act or rules made there under, regulations, or notifications including amendments. If IGIDR is caused to pay or reimburse such amounts as may be necessary to cause or observe or for non-observance of the provisions stipulated in the notifications/bye-laws/acts/rules/regulations, including amendments, if any, on the part of the Contractor, IGIDR shall have the right to deduct any money due to the Contractor. IGIDR shall also have the right to recover from the Contractor any sum required or estimated to be required for making good the loss or damage suffered by IGIDR.

7. TERMINATION

7.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the Contractor in the performance of this Agreement or in the discharge of any contractual obligations arising out of this Agreement or if the Contractor commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the Contractor, the Institute may terminate this Agreement by giving a 30(thirty) days written notice of intended termination to the Contractor

7.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the Contractor subject to clause 7.5 hereunder.

7.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the Contractor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The Contractor may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.

7.4 Forthwith on the expiry or earlier termination of this Contract, the Contractor shall, return to the Institute all materials and equipment, belonging to the Institute with regard to this Contract. The Institute shall also intimate to the Contractor a time when it can collect his equipment stored in the Institute and the Contractor shall collect the same. In the event that the Contractor does not collect his equipment by the appointed time, the Institute shall not be liable for the same thereafter.

7.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the Contractor the extra charges, if incurred, after adjusting the same against the Performance Security Deposit made by the Contractor.

7.6 On the earlier termination of this Contract due to failure to discharge his duties, the Performance Security Deposit shall stand forfeited by the Institute.

8. WAIVER:

No forbearance, indulgence or relaxation by any Party at any time to require the performance of any provision of this agreement shall in any way affect, diminish or prejudice the right of such party to require the performance of that provision, and any waiver by any party or any breach of any provisions of this agreement shall not be construed as a waiver or an amendment of the provisions itself, or a waiver of any right under or arising out of this agreement.

9. ASSIGNMENT:

The Contractor shall not assign or otherwise deal with all or any of his rights and obligations under this agreement without the prior written consent of IGIDR.

10. SEVERABILITY:

If any clause of this agreement is found to be unenforceable under the applicable law, then that clause shall be deemed to be deleted as if it never formed part of the agreement as long as such unenforceability subsists. However, the parties shall, to the maximum extent possible strive to achieve the commercial meaning of such deleted clause to the maximum extent possible under the applicable law.

11. AMENDMENT

This agreement may be amended, modified or supplemented only by a written instrument duly executed by a duly authorized representative of each of the parties.

12. DISPUTE RESOLUTION

12.1 In the event of any dispute regarding the present agreement's subject matter, the parties hereto shall submit to mediation before the Registrar of IGIDR. In the event either party is dissatisfied with the decision of the Registrar, the dispute shall be resolved in accordance with clause 12.2 below.

12.2 In the event that the Contractor disagrees with the decision made by The Registrar, Indira Gandhi Institute of Development Research, Goregaon, the dispute shall be settled by arbitration in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of a Sole Arbitrator appointed by the Institute. The place of arbitration shall be Mumbai, and any award, whether interim or final, shall be made and deemed for all purposes between

the parties to be made in Mumbai. The Arbitration Proceedings shall be conducted in English, and any Award or Awards shall be rendered in English. The procedural law of the arbitration shall be the Indian Law. The Award of the Arbitrator shall be final, conclusive, and binding upon the Contractor and IGIDR.

13. GOVERNING LAW AND JURISDICTION

The law governing this agreement shall be the laws of India, shall be limited to the Courts in Mumbai, irrespective of the place of the cause of action and rights and liabilities of the Parties hereto.

14. STAMP DUTY

The Parties agree that stamp duty payable on this agreement shall be borne and paid by the Contractor alone.

IN WITNESS WHEREOF the parties have hereto set and subscribed their respective hands and seals the day, month and year first above written.

Signed, sealed and delivered
For and on behalf of IGIDR.

for and on behalf of
M/s

Name _____

Name-

Designation _____

Designation:

Counter-signed by:
In the presence of witnesses:

1. _____

1. _____

2. _____

2. _____

ANNEXURE - A

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTERHEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

**To be submitted on the company/firm letterhead.*