

**NATIONAL INSURANCE ACADEMY
BALEWADI, PUNE 411045.**



*** TENDER DOCUMENT ***

FOR

- 1. HIRING OF NON AC BUS SERVICE ON MONTHLY BASIS**
- 2. HIRING OF AC / NON AC BUS SERVICE ON CALL BASIS**

2018 - 2020

INDEX

Sr. No.	Particulars	Page Nos.
1.	Tender Notice	3 - 4
2.	Check-list	5 - 6
PART I – TECHNICAL BID		
3.	Draft of letter to be submitted by the agency along with the tender. Annexure – I	7
4.	Eligibility Criteria Annexure – II	8 - 9
5.	Details to be submitted by the Agency Annexure – III	10 - 12
6.	Terms and Conditions Annexure – IV	13 - 18
7.	Evaluation Sheet	19 - 21
8.	Specimen Format of Agreement	22
9.	Specimen Format of Indemnity Bond	23 - 24
PART II – PRICE BID		
8.	Financial / Price Bid	25 - 26

**NATIONAL INSURANCE ACADEMY, 25, BALEWADI,
BANER ROAD, NIA POST OFFICE,
PUNE 411045,**

TENDER NOTICE

No. NIA/BUS-SER/08/2018 dated 08.08.2018

- 1) National Insurance Academy, Pune, an autonomous Institution established by the Life Insurance Corporation of India and General Insurance Corporation of India and the four Public Sector Insurance Companies like NIACL, NICL, OICL and UIICL having its office at 25, Balewadi, Baner Road, NIA P.O., Pune 411045 invites sealed tenders through advertised tender enquiry for the “**HIRING OF AC & NON AC BUS SERVICES AT NIA CAMPUS**” as per the details given in the **Annexure IV** of the Tender Document from reputed Individuals / Firms / Companies / Corporation / Association / Society having sound technical and financial capacity who fulfills the eligibility criteria as per **Annexure II** to Tender Document and preferably operating their business in and around Pune City.
- 2) The offers should be submitted in **TWO-BID SYSTEM** in two separate sealed envelopes superscribing in the respective envelopes “**TECHNICAL BID**” for “HIRING OF AC & NON AC BUS SERVICES AT NIA CAMPUS” and “**FINANCIAL/PRICE BID**” for “HIRING OF AC & NON AC BUS SERVICES AT NIA CAMPUS” duly addressed to The Director, National Insurance Academy, 25 Balewadi, Baner Road, NIA P.O., Pune 411045.
- 3) The Tender Document containing the terms & conditions for “HIRING OF AC & NON AC BUS SERVICES AT NIA CAMPUS” can be obtained in person or by post from the Administrative Reception of National Insurance Academy on any working day between 11.00 am to 1.00 pm and 2.00 p.m. to 5.00 p.m. from **8th August 2018 to 27th August 2018** on payment in cash of **₹500/-** (Rupees Five Hundred Only) (add **₹100/-** in case to be sent by Post) (non-refundable) towards cost of the same, for which Cash Receipt will be issued and the Agency shall annex a copy of the Cash Receipt while submitting the tender. The tender document can also be downloaded from NIA’s website **www.niapune.org.in**. Those who downloaded the tender document from website shall sent along with the tender a DD/Pay Order for **₹500/-**(Rupees Five Hundred Only) drawn in favour of National Insurance Academy, Pune.
- 4) The Tender Documents shall be submitted intact in a sealed cover either in person or by post without tampering with any of the folios thereof & duly filled in and duly signed at the bottom of each folio, by the Agency or his / their authorized representative and it should reach the Office of The Director, National Insurance Academy, 25 Balewadi, Baner Road, NIA P.O., Pune 411045 on or before **28th August 2018 at 17.00 hrs.**
- 5) While submitting the Tender Documents, the Agency shall deposit **₹10,000.00 (Rupees Ten Thousand only)** towards the earnest money (EMD) through Demand Draft / Pay Order drawn in favour of National Insurance Academy, Pune. EMD of all unsuccessful Agencies will be returned after finalization of tender. No interest shall be payable on the Earnest Money Deposit.

- 6) The Director, NIA Pune reserves the right to award contract for the above services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason and he shall not be bound to accept the lowest tender. The decision of the Director, NIA Pune in this regard shall be final and binding on all.
- 7) The Agency may note that while evaluating the tender, weightage will be given to technical bids particularly in the area of past performance in the similar contracts as to the quality of performance, promptness and compliance with statutory provisions and non-breach of contractual terms. etc. and therefore, the Agency whose financial bid is lowest or competitive shall not have any vested right / claim for award of tender only for reason of their bid is lowest or competitive. The NIA reserves their right to reject the tender of such Agency and the Agency shall not have any right of action against NIA.
- 8) Tenderer are advised to read the Tender Document carefully and Tender submitted must be complete in all respects duly signed by the Authorized Representative and accompanied by all the required documents. Incomplete Tender or Tender not signed by the Authorized Representative and/or not accompanied by the required documents is liable to be rejected. Further, Tender must be accompanied by Receipt/ DD/PO towards cost of Tender and DD/Pay Order towards required Earnest Money. (Please go through the check list attached with the tender document)

Important Dates:

- | | | | |
|-------|---|---|--|
| (i) | Issue of tender forms | : | From: 08.08.2018 to
27.08.2018 up to 15.00 hrs. |
| (ii) | Pre-bid Meeting | : | 20.08.2018 at 15.00 hrs. |
| (iii) | Last date for Tender Submission | : | 28.08.2018 at 17.00 hrs. |
| (iv) | The date and time for opening of
Technical Bid | : | 29/08/2018 at 15.00 hrs. |
| (vi) | The date and time of opening of
Commercial Bid | : | will be announced. |

**Director
National Insurance Academy, Pune.**

CHECK-LIST

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Relevant Page No to be filled by the bidder

[The bidders should note that each and every page of Technical Bid should contain its page number in sequential order starting from Number 1 till the last page number. There should also be documentary evidence for each compliance as stated below]

• Following documents are mandatory and need to be submitted.			
I	In case of Company, copy of board resolution authorizing the person for signing the tender document		
II	In case of Company, a copy of certificate of incorporation issued by the Registrar of Companies.		
III	In case of Partnership Firm, Power of Attorney in favour of partner authorizing for signing tender document.		
IV	Copy of Partnership deed.		
V	In case of Co. Op. Society, resolution passed by the Committee/ board authorizing the person for signing the tender document.		
VI	In case of Co. Op. Society a copy of the registration certificate.		
VII	A copy of the Memorandum and articles of association of the Company.		
VIII	In other case of Sole Proprietor, authorization to the person signing tender document.		
Sl. No.	Description of requirement	Yes/No	Page No.
A	TECHNICAL BID ENVELOPE		
1.	Cost of Tender Document Deposited NIA's Cash Receipt / Demand Draft / Pay Order	Yes/No	
2.	Earnest Money Deposit - Demand Draft / Pay Order	Yes/No	
3.	Original Tender Document – Annexure I to IV duly filled and signed and stamped by the authorized person on each page.	Yes/No	
4.	Evaluation Sheet of the tender	Yes/No	
5.	Registration number of the firm. (As per Shop and Establishment act.)	Yes/No	
6.	PAN No.	Yes/No	
7.	GSTIN – Registration number.	Yes/No	
8.	RPFC - Registration number (Provident Fund)		
9.	ESI – Registration number) Employee's State Insurance		
10.	Income Tax Acknowledgement for last three year	Yes/No	
11.	List of present and past clients with Documentary Evidence	Yes/No	
12.	Last three years audited statement of Accounts certified by C.A. from FY 2014 -15.	Yes/No	

13.	Any Special award or recognition / certificate from PSU / Govt. Bodies / Training Institutions with Documentary Evidence.	Yes/No	
14.	Affidavit on stamp paper stating that “The firm has not been blacklisted by any State/Central Government Departments/ PSUs/ Autonomous Bodies and their contract has not been cancelled before expiry of contract period”.	Yes/No	
B	COMMERCIAL BID ENVELOPE		
1	Original Tender Document – Financial / Price Bid duly filled, signed and stamped by the authorized person on each page.	Yes/No	
C	One larger Envelope containing both the Technical Bid Envelope and Financial Bid Envelope super scribed as “ HIRING OF AC & NON AC BUS SERVICES AT NIA CAMPUS ” duly addressed to The Director, National Insurance Academy, Balewadi, Baner Road, NIA P.O., Pune 411045	Yes/No	

PART – I
ANNEXURE – I
TECHNICAL BID

The Director
National Insurance Academy
S.No. 25, Baner Road,
Balewadi,
N.I.A Post office,
Pune - 411045.

Dear Sir,

Sub : Tender for “HIRING OF AC & NON AC BUS SERVICES AT NIA CAMPUS” Balewadi, Pune - 411 045.

**Ref. : Tender Notice published in Daily newspaper ----- and -----
----- on -----**

With respect to the tender notice published in above mentioned daily newspapers, I / We hereby submit my / our tender in a required format.

I / We have adhered to the requirements prescribed by NIA Pune. I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alternations / modifications.

I / We understand & accept that you are not bound to accept the lowest or any tender you may receive.

Thanking you,

Yours faithfully,

Signature and Seal of tenderer

Date:

Address:

PART – I

ANNEXURE II

ELIGIBILITY CRITERIA

- 1) The Agency should have the minimum experience of **three years** as on **31/03/2018** in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution like college, university, or any other commercial training centers, etc. The tenders of those Agency's who lack this experience are liable for rejection. The Agency has also to give **Affidavit on stamp paper** stating that "The firm has not been blacklisted by any State/Central Government Departments/ PSUs/ Autonomous Bodies and their contract has not been cancelled before expiry of contract period".
- 2) The Agency/firm/company should be based at Pune or having its office in Pune.
- 3) The Agency should have its own fleet of minimum **06 (six)** passenger vehicles / buses. (Please attach attested copies of Registration certificate of the vehicles in name of company / proprietor.
- 4) The Agency should submit Technical Bid & Financial / Price Bid in separate sealed Envelopes super scribing "Technical Bid" and "Financial / Price Bid" as the case may be as mentioned in the Tender Notice.
- 5) The Technical Bid should accompany a DD / Pay Order of ₹10,000/- (Rupees Ten Thousand only) drawn on any **Nationalized Bank / Cooperative Bank** in the Name of National Insurance Academy, Pune payable at Pune towards Earnest Money Deposit (EMD). Tender received without EMD or lesser amount will be summarily rejected. No exemption will be granted.
- 6) Agency/s shall keep his / their offer valid for a period of at least 6 months (180 days) from the date of opening of the tender. If any Agency withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited.
- 7) The Agency shall clearly specify whether the tender is submitted on his own behalf or on behalf of partnership / company or society etc. In case the tender is submitted on behalf of partnership firm / company / corporation / society, then he should submit the certified true copy of the Registered Partnership Deed, Certificate of Incorporation, and Registration Certificate etc along with the tender document. If these documents are not submitted along with the tender document or if any such documents are found to be not in order or invalid, the tender of such Agency shall be treated as invalid and or liable for rejection.
- 8) The Agency whether an Individual / Sole Proprietor, a Partnership Firm or a Limited / Private Limited Company or Corporation or Society, if they want to act through their agent / authorized representative or individual / Partner, should submit along with the tender, a Power of Attorney duly stamped and authenticated by a Notary Public or by the Magistrate in favour of the specific person whether he / they be individual / partner and in case of the Company / Society, a resolution of the company / society duly authorizing such representative to submit the tender,

sign agreements and to receive money and manage the contract.etc. The tender document shall be signed by such authorized representative of the Agency duly indicating their full name and status below the signature along with official stamp of the Proprietorship / Partnership firm / company / society.etc. Those tenders which do not accompany such Power of Attorney, Resolution.etc shall become invalid and or liable for rejection.

- 9) ACADEMY may at any time after opening of the tender depute a team of its' officials to the site / work place / office of the Agency to get the credentials of the information furnished by the Agency verified by collecting the spot information as to the status, workmanship & quality of the services rendered by them. If any information furnished by the Agency is found to be incorrect, the tender of such Agency shall be liable for rejection.
- 10) The successful Agency whose tender is accepted shall, within seven days from issuing / receiving the Letter of Acceptance, be required to deposit an amount of **₹1,00,000/- (Rupees One Lakh only)** by Demand Draft in the Name of National Insurance Academy, payable at Pune and to attend in person or through a duly authorized representative at the Office of ACADEMY and execute the Contract Agreement with the ACADEMY as per the General Conditions / Special conditions enumerated in the tender documents, on a **Non-Judicial Stamp Paper of ₹500/-**. If he / she / they decline/s or fail/s to remit the Security Deposit or to execute the contract agreement within the stipulated time, the entire amount of **₹10,000/- (Rupees Ten Thousand only)** of EMD shall stand forfeited, without prejudice to ACADEMY's right to rescind the contract and other rights and remedies warranted by the law.
- 11) The Security Deposit of **₹1,00,000/- (Rupees One Lakh only)** will be refunded to the Agency within 60 days of completion of the contract subject to satisfactory performance of the Agency's obligations under the contract and subject to such deductions as may be necessary for making up ACADEMY's claims against the Agency.
- 12) The tenders of the agency/firm/company not in possession of valid statutory sanctions / registrations / permits are liable for rejections.

PART – I

ANNEXURE III

TECHNICAL BID

1. Earnest Money Deposit (EMD)		Demand Draft No. _____ dated _____ for ₹ ----- drawn on (Name of the Bank) _____ in favour of National Insurance Academy, Pune payable at Pune (To be enclosed with Technical Bid)
INDIVIDUAL / FIRM / COMPANY PROFILE		
Sr. No.	Required Information	
1	Name and registered address of the Individual/firm/company	
2	Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc. (Attach a self-attested copy of the certificate of incorporation / registration / copy of Partnership deed in case of company / corporation / co-operative society / partnership firm and any certificate issued by any statutory authority in case of Proprietor.)	
3	Name, designation, and telephone nos. of the contact person / persons. Fax No. E-mail id	
4	Month and Year of commencement of service business.	
5	Statutory details (Photocopies to be attached) 1. Registration number of the firm. (As per Shop and Establishment act.) 2. PAN No. 3. GSTIN No. 4. RPFC - Registration number 5. ESI – Registration number 6. Existing total passenger vehicles / buses (make, year of manufacture 2014 onwards)	

	owned in the name of agency / firm / company (attach registration certificates & Insurance Policies)					
5A	Income Tax Acknowledgement for the last 3 years commencing from A.Y. 2015 - 2016 along with gross taxable income declared in income tax returns.		A.Y. <u>2015 - 2016</u> <u>2016 - 2017</u> <u>2017 - 2018</u>		Gross Income	
6	Existing manpower with the Agency & deployed in such services & whether existing as on date.					
7	List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid.					
Sr. No.	Name of the organization with complete postal address mentioning Private Sector / Govt. Body / PSU / Training Institute.	Name and designation of the contact person with Tel. / Mobile No (s)	Period for which the contract is / was awarded	No. of buses / passenger vehicles deployed by your firm / company on site	Vehicle make / model	Monthly basis / call basis
8	Financial Capabilities. Last three years audited statement of Accounts by C.A. from FY 2014-2015 giving following details:					
	Details	FY 2014-2015	FY 2015-2016	FY 2016-2017		
i.	Annual Turnover					
ii.	Net Profit					
iii.	Cash and bank balance including (FDR). Confirmation certificate from Bank is required to be produced.					
iv.	Fixed Assets / Investments					
v.	Capital Accounts Balance					

9	Any Special award or recognition / certificate from PSU / Govt. Bodies / Training Institutions.	
10	Bank Details	
	Name of Bank	
	Branch	
	Account No	
	IFSC Code	

ANNEXURE IV

HIRING OF AC & NON AC BUS SERVICES ON CONTRACT BASIS AT NATIONAL INSURANCE ACADEMY, BALEWADI, PUNE - 411 045

A. GENERAL TERMS AND CONDITIONS OF THE TENDER

Please read the following Terms & Conditions carefully before filling up the Tender Document. Incomplete Tenders will be rejected.

1. The contract shall be initially for a period of two years and may be extended for a further period subject to satisfactory performance at the discretion of competent authority of NIA Pune on the same terms and conditions or with some addition / deletion / modification for a further period of maximum up to 3 years.
2. The contracting agency/firm/company shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, noncompliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and their performance security deposit shall also be forfeited.
3. The Director, NIA Pune reserves the right to terminate the contract at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
4. If any contracting agency/firm/company intends to discontinue the bus service after the contract for any reasons, they have to give 3 months advance notice to NIA of the date of termination of contract.
5. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of NIA Pune.
6. The contracting agency/firm/company shall get suitable instructions from the Chief Administrator / Designated Official of NIA Pune and shall provide the services promptly as per requirement. The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.
7. The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Maharashtra / India particularly applicable to the transport business.
8. The contracting agency/firm/company shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles provided on NIA Pune site and will obtain requisite licenses, sanctions & permits as per Motor Vehicle Act which should be valid during the tenure of contract.
9. The kilometer age for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches NIA to vehicle leaves NIA. No mileage will be allowed to drivers for lunch / breakfast or for filling fuel etc. The agency will ensure that the fuel tank of vehicles provided is completely filled up before deputing vehicle for duty.
10. The agency shall ensure that the odometer of the vehicles supplied is properly sealed so that no tampering could be done with a view to inflate the distance traveled.
11. The vehicles to be supplied should be in excellent condition and mechanically sound as well as getup wise i.e. outer look / upholstery etc. should be decent looking and are well

maintained during the contract period. The vehicle used at NIA Pune should not be older than three years at any point of contract.

12. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same level of vehicle. All expenses will have to be borne by the agency in case of breakdown of the vehicle provided.
13. In case of accident of the vehicle, the contracting agency will provide other bus in place of accident bus and the agency will be responsible for any police case, claim and insurance to that effect.
14. In case a vehicle is requisitioned and the same does not reach at the designated time and place, NIA will be free to call required vehicle from any other supplier from open market and the expenses on this account will be debited to the contracting agency/firm/company or will be recovered from the dues / pending bills etc.
15. The drivers of the vehicles deployed at NIA Pune should be fully conversant with the routes of Pune City and the suburbs and should possess valid driving license (T) in his name. The drivers must wear uniform while on duty, proficient in speaking local languages, well mannered, courteous with proven integrity and healthy and should always carry a mobile phone with him. In the event of misbehavior on the part of drivers, NIA may impose penalty as deemed fit on the contracting agency/firm/company.
16. The contracting agency/firm/company shall deploy drivers at NIA Pune only after police verification. All drivers deployed at NIA will carry Identity Card issued by the contracting agency.
17. The contracting agency/firm/company and the NIA Pune shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Pune. The resultant contract will be interpreted under Indian Laws.
18. In case, the drivers employed by the successful agency / firm / company commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from site, if required by NIA Pune.
19. Upon receiving necessary orders from the competent Official of NIA Pune, the successful agency / firm / company shall immediately replace any of its drivers who is found unacceptable to the NIA Pune.
20. The successful agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with NIA Pune so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays / Sundays also for satisfying vehicle requirements.
21. All the charges towards repair / servicing, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the vehicles deployed at NIA Pune shall be borne by the successful agency / firm / company.
22. The vehicles deployed at NIA Pune should be insured in all respects by the successful agency / firm / company. In case of any accident or theft etc. all the claims arising out of it will be met by the agency / firm / company. NIA Pune shall not be liable in any matter whatsoever.
23. Vehicles deployed at NIA Pune with the driver shall be at the disposal of NIA as and when required. NIA shall be free to use the hired vehicles in any manner for carrying officials,

material etc. as per its requirements and the contracting agency / firm / company shall not have any objection to it.

24. Hired vehicles will report at NIA Pune at designated timings for the designated hours. In exceptional cases, NIA Pune may call vehicles before designated time or retain vehicles after designated time to cater to sudden work exigencies.
25. In case of delay in reporting the vehicle, a penalty of ₹100/- per 15 minutes delay shall be imposed.
26. Vehicles supplied by the firm/agency will be regularly inspected by nominated officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice of the Inspecting Officers by the users, a penalty of ₹500/- on each fault will be imposed.
27. Bus breakdown problems should be minimum (not more than 3 times in a quarter). If breakdowns are higher, you are liable for penalty for missing trips.
The details are as under.
 - Up to 5 breakdowns in a quarter - 5% as per number of missing trips
 - 6 to 10 breakdowns in a quarter - 10% as per number of missing trips
 - Beyond 10 breakdowns in a quarter - 25% as per number of missing trips
28. The drivers of the vehicles deployed on NIA Pune site will obtain the duty slips every day from NIA Pune officials and Drivers shall maintain the log book (timings and mileage for vehicle) on daily basis. NIA officials may demand this log book at any time for inspection.
29. NIA Pune will not be responsible for any kind of fine / challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost.
30. The contracting agency / firm / company shall ensure that vehicles and drivers of the vehicles provided at NIA Pune are not changed. Frequent changes of vehicles and drivers will not be permitted. In case of change, the contracting agency / firm / company will educate the driver to be replaced about NIA Pune requirements.
31. In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
32. It shall be the responsibility of the service providing agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it at NIA Pune and NIA shall have no liabilities in this regard.
33. For all intents and purposes, agency / firm / company shall be the “Employer” within the meaning of different Labour Legislations in respect of drivers so employed and engaged at NIA Pune. The Drivers deployed by the agency / firm / company at NIA Pune shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against NIA Pune.
34. The agency / firm / company shall be solely responsible for the redressal of grievances /resolution of disputes relating to drivers engaged by them at NIA Pune. NIA Pune shall, in no way responsible for settlement of such issues.
35. NIA Pune shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers deployed by agency / firm /company in the course of their performing the functions/ duties, or for any payment as compensation.
36. The drivers employed by the successful agency / firm / company shall be medically fit. If and when required, NIA Pune also reserves the right to get the drivers of the agency / firm / company working on NIA site medically examined.

37. The drivers deployed by the contracting agency / firm / company shall not claim nor shall be entitled for pay, perks and other facilities from NIA Pune. On termination of contract on its expiry or otherwise, the staff engaged by the agency / firm / company shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in NIA Pune.
38. The Company / Firm / Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, working hours etc. in respect of the drivers deployed by it at NIA Pune site.
39. The Company / Firm / Agency shall submit the bills as per the agreed rates immediately after completion of the calendar month to the Administration Department of NIA Pune along with duly signed duty slips, photocopy of the extract of the log book.
40. Payment against Bill shall be made only after satisfactory services to be certified by the Official Incharge. No interest will be payable on the nonpayment due to delayed submission of bill and non-satisfactory services. No advance payment will be made. The payment will be made by bank transfers only.
41. NIA Pune shall not be responsible for payments for the services provided by Company / Firm / Agency to the staff on their personal requests.
42. The Company / Firm / Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to NIA Pune to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
43. The Contracting Agency must ensure use of the bus service by bonafied users / pass holders of NIA. Transportation of unauthorized users in the bus at any point of time will attract heavy penalty and termination of contract.
44. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by NIA Pune to the agency.
45. In case, the Company / Firm / Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof NIA Pune is put to any loss / obligation, monetary or otherwise, NIA Pune shall be entitled to get itself reimbursed out of the outstanding bills or the Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
46. If required, NIA Pune may make arrangements for parking space for vehicles deployed on monthly basis at its Campus.
47. The Company / Firm / Agency shall submit along with "Technical Bid" the type of passenger vehicles owned by them in the following format:

Sr. No.	Name of the Vehicle	Year of Manufacturing

48. The successful tenderer will have to make agreement with NIA Pune broadly covering scope of work, requirements, terms and conditions of the services to be provided to the NIA Pune on a judicial stamp paper of ₹500/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company. The tenderer has also to submit indemnity bond as per given format.
49. NIA reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

B. SCOPE OF WORK

(PART – I)

1. NIA's Bus service (**17 Seater – Non AC Tempo Traveler**) commences from NIA campus at 6.30 am and terminates at NIA campus at 10.00 pm on every day basis.
2. The tentative schedule of bus service every day shall be as under.

TRIP NO	DEPARTURE FROM NIA	ARRIVAL AT LIC DO	DEPARTURE FROM LIC DO	ARRIVAL AT NIA
01	06.30	07.00	07.15	07.45
02	08.00	08.30	08.35	09.25
03	10.15	11.00	13.00	13.30
04	14.00	14.30	17.00	17.40
05	18.05	19.15	19.30	20.15
06	20.30	21.15	21.30	22.00

3. The trip commencing from LIC DO at **08.35 am** and from NIA at **18.05 pm** will be via Karve Road (Nal Stop) on working days from Monday to Friday except holidays, Saturdays and Sundays or as instructed by the designated official.
4. One single to and fro trip from NIA to LIC DO is around 24 KMs. The bus facility is for the participants of training programmes, NIA employees, campus residents, visitors, PGDM students and contract employees working at NIA.
5. The minimum assured mileage per month would be **4200 KMs**. The contracting agency has to quote rate on the basis of 4200 KMs per month. It is likely that the total mileage in a month may exceed 4200 KMs. The contracting Agency has therefore to quote rate per KM in excess of 4200 KMs.
6. The contracting agency is expected to pick up the commuters from NIA Pune in the morning and drop them at LIC DO, Shivajinagar, Pune. Likewise pick up the commuters from LIC DO and drop them at NIA, Pune as per scheduled trips during the day.

(PART – II)

1. NIA requires additional **Non AC bus of 49 seater** on call basis (as and when required) as per following schedule.

TRIP NO	FROM NIA TO SHANIWAR WADA PUNE	FROM LIC DO PUNE TO NIA
01	06.00 pm	9.00 pm

2. On every Tuesday and Thursday the Bus will leave at 6.00 pm from NIA and will go to Shaniwar Wada (Pune City). The same bus will halt at LIC DO, Shivaji Nagar, Pune and leave to NIA Pune at 9.00 pm.
3. The contracting agency will have to quote lumpsum rate per trip considering the distance and time required for the trip.

4. In case the trip of Shaniwar Wada is cancelled due to administrative reason twice in a month, then 50 % of the per trip charges will be payable for all the cancelled trips.

(PART – III)

1. On frequent occasions NIA requires bus service for sightseeing, industrial visits, outbound trainings at the places like Garudmachi, Panchgani, Mahabaleshwar and areas in and around Pune and Mumbai. For such occasions charges are to be given considering road permit and entry taxes etc.
2. For the above purpose contractor has to quote for AC and Non-AC bus service as required as per the Schedule given in the **Financial – Bid**.
3. **The buses deployed at NIA either on call basis or on monthly basis will have to be provided with the following mandatory accessories/utilities.**
 - **Provision of Fire Extinguishers.**
 - **Provision of First Aid Box.**

C. TERMINATION OF THE AGREEMENT

During the currency of this agreement, the Academy shall have the right to terminate this agreement if it is not satisfied with the performance of the agency by giving it minimum 30 days notice in writing. For this purpose, the Academy shall be the sole Judge to decide whether the performance of the agency is satisfactory or not and such decision of the Academy shall be final, conclusive and binding on the agency and the agency shall not be entitled to any compensation in that regard. Furthermore if on account of non-renewal of the contract and/or termination of this contract, the agency has to terminate its employees (drivers), then it shall be the responsibility of the agency to pay the legal dues to its employees. In the event of non-compliance of legal requirements agency it shall be liable for all the costs and consequences.

D. PAYMENTS

1. The Agency shall submit bills once a month, along-with all supporting documents by 5th of every month.
2. Income tax as applicable from time to time will be deducted while making every payment. GSTIN, Excise or any other tax will be the responsibility of the Agency. Bill should be tax invoice. Agency has to comply with KYC (Know your Customer Document).
3. Payment will be made on or before 15th of every month, after making all necessary deductions of dues & penalties as contemplated under the contract. The certificate of the Officer In charge of the Academy as to the bill amount payable to the Agency after all deductions, shall be final and binding on the Agency.



NATIONAL INSURANCE ACADEMY, PUNE

EVALUATION SHEET

TECHNICAL BID FOR “HIRING OF AC & NON AC BUS SERVICES AT NIA CAMPUS”

(Marks are Progressive)

Sr. No.	Description	Maximum Allocative Marks	Actual Marks
1.	TECHNICAL COMPETENCY	5	
	Statutory Requirement compliance as per item No. 5 of Annexure III		
	1. Registration number of the firm. (As per Shop and Establishment act.) 2. PAN No. 3. RPFC - Registration number 4. ESI – Registration number 5. GSTIN – Registration number.		
2.	No of Passenger Vehicles Buses deployed in the Transportation Services. (17/27/32/49 Seater) The details of each vehicle including make, model, mfg. year, registration certificate, insurance policy etc. are to be enclosed.	5 Marks	5
	Up to 06 Vehicles	1 mark	
	07 to 10 Vehicles	2 marks	
	11 to 15 Vehicles	3 marks	
	16 to 20 Vehicles	4 marks	
	Vehicles 21 and above	5 marks	
3.	Existing manpower deployed in services (As Item No. 6)	4 marks	10
	Employees up to 10	1 mark	
	Employees 11–20	2 marks	
	Employees 21-30	3 marks	
	Employees 31 & above	4 marks	
	No. of Office / Administrative Staff / Mechanics	3 marks	
	1 to 3	1 mark	
	3 to 5	2 marks	
	5 and above	3 marks	
	Drivers / Cleaners	3 marks	
	5 to 10	1 mark	
	10 to 15	2 marks	
15 and above	3 marks		

Sr. No.	Description	Maximum Allocative Marks	Actual Marks	
4.	Income tax acknowledgement for last 3 years with gross taxable income of individual / firm / companies / cooperative societies as per Item No. 5A	6		
	(a) Gross Taxable Income	3 marks		
	Up to ₹ 2 lakhs	1 mark		
	₹ 2 lakhs – 4 lakhs	2 marks		
	₹ 4 lakhs & above	3 marks		
	(b) Income tax acknowledgement copy commencing from AY 2015-16, 2016 -17 & 2017 -18 as per Item No. 5A	3 marks		
5.	Financial Capabilities <i>(Last 3 years audited statement of accounts commencing from financial year 2014-15, 2015-16 and 2016-17. (as per Item No. 8)</i>	9		
	i) Turnover (average of 3 years)	3 marks		
		Up to ₹ 5 lakhs	1 mark	
		₹ 5 lakhs to ₹ 10 lakhs	1.5 marks	
		₹ 10 lakhs to ₹ 20 lakhs	2 marks	
		Above ₹ 20 lakhs	3 marks	
	ii) Net profit (average of 3 years)	3 marks		
		Up to ₹ 2 lakhs	1 mark	
		₹ 2 lakhs to ₹ 4 lakhs	1.5 marks	
		₹ 4 lakhs to ₹ 10 lakhs	2 marks	
		Above ₹ 10 lakhs	3 marks	
	iii) Cash & Bank Balance (including SB accounts, current account, FDR or other cash- equivalent)	3 marks		
		Up to ₹ 1 lakhs	1 mark	
		₹ 1 lakhs to ₹ 3 lakhs	1.5 marks	
		₹ 3 lakhs to ₹ 5 lakhs	2 marks	
₹ 5 lakhs & above		3 marks		
6.	Experience in Passenger Transport Business (as per Item No. 7)	5 marks	5	
	3 to 5 years	1 mark		
	5 years to 10 years	2 marks		
	11 years to 15 years	3 marks		
	16 years to 20 years	4 marks		
	Above 21 years	5 marks		

Sr. No.	Description	Maximum Allocative Marks	Actual Marks
7.	No. of Institutions/ entities served for last 15 years, including entities being served presently (as per item No. 7)	5 marks	5
	1 to 3 institutions	1 mark	
	4 to 6 institutions	2 marks	
	7 to 9 institutions	3 marks	
	10 and above	5 marks	
8.	Any other details like Awards, felicitation, certificates of merits / good work (At least five)	5 marks	5
	For every document	1 mark	
Total Marks		50	

Committee Member's Signature

Place:

Date:

(To be executed by the Contracting Agency on a Non-Judicial Stamp Paper of ₹.500/-, as per the draft.)

AGREEMENT FOR TRANSPORT SERVICES ON CONTRACTUAL BASIS AT NIA

Agreement made at Pune on ----- between National Insurance Academy, Baner Road, Balewadi, NIA P.O., Pune – 411 045 hereinafter called ‘**Academy**’ represented by the Chief Administrator, Authorized Representative, on the one part and M/s. -----
-----address -----
-----, hereinafter called the ‘**Agency**’ (Which expression shall be deemed to include his / their representative heirs, assigns, executors. etc) represented by its Director **Shri.** ----- address -----
----- on the other part.

Whereas the Agency has agreed to perform all the jobs/services set forth in the tender document and its’ annexures, which shall be treated as an integral part of this agreement, upon the terms and conditions governing the contract annexed.

In consideration of the payment to be made by the Academy, the Agency shall duly perform the work set forth in the tender documents and its annexure and shall execute the same with great promptness, care and diligence in a prudent manner to the satisfaction of the Academy and will carry out the performance in accordance with the terms and conditions of contract with effect from ----- to --
----- and will observe, fulfill and honour all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth herein) and the Academy hereby agrees that if the Agency observes and honours the said terms and conditions of the contract, the Academy will pay or cause to be paid to the Agency for the performance, on the completion thereof, the amount due in respect thereof at the rates accepted.

IN WITNESS WHEREOF BOTH THE PARTIES HAVE SET THEIR HAND TO THIS AGREEMENT AT PUNE ON THE DAY, MONTH AND YEAR WRITTEN FIRST ABOVE.

WE HAVE CAREFULLY READ EACH AND EVERY WORD OF THIS AGREEMENT AND HEREBY AGREE TO EXECUTE THE CONTRACT ACCORDINGLY.

Chief Administrator / FM

M/s. _____.

NIA

WITNESS:

WITNESS:

1. _____

1. _____

2. _____

2. _____

INDEMNITY BOND

(On ₹.500/- Stamp Paper)

FOR TRANSPORT SERVICES ON CONTRACTUAL BASIS AT NIA.

This deed of indemnity executed at Pune at this ----- day of the month on -----
-- the year 2018. Between National Insurance Academy registered under the Public Trust Act having its
office at the chief place of business at Baner Road, Balewadi, Pune 411 045. (herein after called as the
"First Party") represented by Mr. -----

AND

M/s. -----, having its office and place of business at -----
----- (herein after called as the "Second Party")
represented by Mr. -----.

WHEREAS THE FIRST PARTY AND THE SECOND.PARTY have signed an agreement on -----
----- 2018 for providing ----- services at NIA to the First party
by the Second Party

AND WHEREAS the First Party wanted the second party to execute an indemnity bond in order to
indemnify the First party against all claims for compensation under the provision of any law for the time
being in force brought into force by or in respect of any workmen employed by the Second Party while
carrying out the contract and against all costs and expenditure incurred out the contract and against all
costs and expenditure incurred by the First Party in the said connection.

NOW THIS DEED OF INDEMNITY WITNESSED THAT, the Second Party hereby agrees and
undertakes to indemnify and keep indemnified the First Party / against all the claims for compensation
under the provision of any law for the time being in force brought into force by or in respect of any of the
workman employed by the Second Party in connection with execution of the contract and against all costs
and expenses incurred by the First Party in connection therewith. The First Party Shall intimate in writing
immediately any such damage, loss or costs incurred by it to the Second Party stating the quantum thereof
along with the detailed particulars or as to how and in what circumstances the said costs, damage of loss
was incurred. The First Party shall further be entitled to deduct any loss due from the Second Party from
all the money paid or payable by way of

Compensation as aforesaid and costs or expenses in connection therewith.

This indemnity bond shall be in force from _____ to _____

IN WITNESS THEREOF THE PARTIES HAVE SIGNED THE INDEMNITY BOND ON THIS -----
-- DAY OF _____ MONTH OF _____ YEAR.

For NIA, Pune

For _____

FIRST PARTY

SECOND PARTY

WITNESS: -

WITNESS: -

1. _____

1. _____

2. _____

2. _____

PART – II

FINANCIAL / PRICE BID

A. Rates in Rupees for HIRING OF NON AC BUS SERVICE ON MONTHLY BASIS.

S.N.	Vehicle Type	Monthly Fixed KMs	Monthly Charges for Fixed <u>4200 KMs</u> ₹	Charges for Extra KMs In excess of <u>4200 KMs</u> ₹
01	Tempo Traveler 17 Seater Non-AC	<u>4200</u>		
	Make	<i>(specify)</i>		
	Model	<i>(specify)</i>		
	Year of Manufacturing	<i>(specify)</i>		

GSTIN as applicable will be paid extra.

B. Basic Rates (including applicable taxes - GSTIN) in Rupees for HIRING OF NON AC BUS SERVICE

S.N.	Vehicle Type	Please quote Lump sum rate per trip (to and fro) ₹
01	Extra Trip at 06.00 pm on Tuesday and Thursday by 49 Seater Non-AC Bus	
	Make	<i>(specify)</i>
	Model	<i>(specify)</i>
	Year of Manufacturing	<i>(specify)</i>

GSTIN as applicable will be paid.

SIGNATURE:

NAME: _____

Seal of the Agency/Firm/Company.

C.I Basic Rates (including applicable taxes - GSTIN) in Rupees for HIRING OF NON AC BUS SERVICE ON CALL BASIS

S.N.	PARTICULARS	17 Seater T. Traveler	27 Seater Bus	32 Seater Bus	49 seater Bus
1	Make	(Specify)	(Specify)	(Specify)	(Specify)
2	Model	(Specify)	(Specify)	(Specify)	(Specify)
3	Year of Manufacturing	(Specify)	(Specify)	(Specify)	(Specify)
4	Charges for 8 Hrs. / 80 KMs				
5	Charges - Extra per KM				
6	Charges - Extra per Hr.				
7	Charges for Outstation Minimum 300 KMs				
8	Charges - Extra per KM				

GSTIN as applicable will be paid.

Toll and Parking Charges will be paid at actuals on production of receipts.

C.II Basic Rates (including applicable taxes GSTIN) in Rupees HIRING OF AC BUS SERVICE ON CALL BASIS

S.N.	PARTICULARS	17 Seater T. Traveler	27 Seater Bus	32 Seater Bus	49 seater Bus
1	Make	(Specify)	(Specify)	(Specify)	(Specify)
2	Model	(Specify)	(Specify)	(Specify)	(Specify)
3	Year of Manufacturing	(Specify)	(Specify)	(Specify)	(Specify)
4	Charges for 8 Hrs. / 80 KMs				
5	Charges - Extra per KM				
6	Charges - Extra per Hr.				
7	Charges for Outstation Minimum 300 KMs				
8	Charges - Extra per KM				

GSTIN as applicable will be paid.

Toll and Parking Charges will be paid at actuals on production of receipts.

SIGNATURE:

NAME: _____

Seal of the Agency/Firm/Company.