

**NATIONAL INSURANCE ACADEMY
BALEWADI, PUNE 411 045.**



TENDER DOCUMENT
FOR HIRING OF CAR SERVICE
ON 24 HOURS BASIS

2017 - 2019

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

TENDER NOTICE

No. NIA/CAR-SER/ 2017-2019 dated 12 /06 /2017

- 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 CAR SERVICE ON 24 HOURS BASIS**” 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 CAR SERVICE ON 24 HOURS BASIS” and “**FINANCIAL/PRICE BID**” for “HIRING OF CAR SERVICE ON 12 HOURS BASIS” 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 CAR SERVICE ON 24 HOURS BASIS” 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 **12.06.2017 to 03.07.2017** 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.
- 3) 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 **05.07.2017 at 17.00 hrs.**
- 4) 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: 12 /06 /2017 to 03 /07 /2017
up to 17.00 hrs. |
| (ii) Pre-bid Meeting | : | 27 /06 /2017 at 15.00 hrs. |
| (iii) Last date for Tender Submission | : | 05/07 /2017 at 17.00 hrs. |
| (iv) The date and time for opening of
Technical Bid | : | 06/07 /2017 at 15.00 hrs. |
| (v) 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.			
Sl. No.	Description of requirement	Yes/No	Please mention the Page No.
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.		
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.	Service Tax – Registration number.	Yes/No	
8.	RPFC - Registration number (Provident Fund)	Yes/No	
9.	ESI – Registration number) Employee's State Insurance	Yes/No	
10.	Income Tax Acknowledgement for last three year	Yes/No	
11.	List of present and past clients with Documentary Evidence	Yes/No	

Sl. No.	Description of requirement	Yes/No	Page No. (Please mention the Page No.)
12.	Any Special award or recognition / certificate from PSU / Govt. Bodies / Training Institutions with Documentary Evidence.	Yes/No	
13.	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 02 separate envelopes of both the Technical Bid Envelope and Financial Bid Envelope super scribed as “ HIRING OF CAR SERVICE ON 24 HOURS BASIS ” 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 CAR SERVICE ON 24 HOURS BASIS” at NIA
Balewadi, Pune - 411 045.**

**Ref. : Tender Notice published in National Insurance Academy website
www.niapune.org.in on 12/06/2017**

With respect to the tender notice published in above mentioned NIA website, 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 31/12/2016 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 04 (four) cars with **atleast 02 (Two) Swift Dzire AC Car manufactured on or after 01.01.2015**. (Please attach attested copies of Registration certificate of the cars in the 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** 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 **₹50,000/- (Rupees Fifty Thousand 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 **₹50,000/- (Rupees Fifty Thousand 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) <ul style="list-style-type: none">• Registration number of the firm. (As per Shop and Establishment act.)• PAN No.• Service Tax – Registration number.• RPFC - Registration number• ESI – Registration number	

8	Financial Capabilities. Last three years audited statement of Accounts by C.A. from <u>FY 2013-14</u> giving following details:			
	Details	<u>FY 2013-2014</u>	<u>FY 2014-2015</u>	<u>FY 2015-2016</u>
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

TERMS AND CONDITIONS OF CONTRACT FOR HIRING OF CAR SERVICE ON 24 HOURS

A. GENERAL CONDITIONS

- 1) The contracting party whether it be a Proprietor / Individual, Partnership firm, Company/corporation, society, they shall be, for the purpose of this contract, be known as “the Agency” and the National Insurance Academy shall be known as “Academy”.
- 2) The contract will be for a period of two years. However, the Contract may be extended for a further period of one year on the same terms and conditions, subject to satisfactory performance of the Agency during the original term of the contract without any levy of penalty on account of any breach or unsatisfactory performance. The Director of the Academy will alone have absolute discretion in this regard and the Agency shall have no vested right to seek extension of the contract.
- 3) The Academy, however, reserves the right to terminate the said contract at any time on the ground of ineffective services rendered by the agency. The Academy will be the sole judge to determine these facts. The contract could be terminated by the Agency by giving one month’s notice.
- 4) Successful Agency will have to deposit a Security Deposit of Rs. 50,000/- (Rs. Fifty Thousand only) at the time of award of the contract, otherwise the contract will be cancelled and EMD will be forfeited.
- 5) The successful tenderer's EMD will be converted into performance security deposit and unsuccessful tenderers EMD will be released after the finalization of the contract.
- 6) On award of contract, the Agency will be required to enter into an agreement / contract and also to submit indemnity bond on stamp paper of appropriate value in the form approved by the Academy.
- 7) The vehicle having manufacturing date on or after 01.01.2015 only should have proper Registration Certificate, Road tax payment certificate, Fitness, Insurance (Including the Driver) and valid taxi permit. Priority will be given to latest model vehicle.
- 8) The vehicle offered should conform to the Emission norms laid down by Pollution Control Board and should possess the certificate “Pollution under Control” issued from the concerned authority.
- 9) The vehicle offered for hire should be free from litigation.

- 10) The driver employed by the Agency should be under insurance cover of “Workman Compensation” and “Accident Policy” for loss of life/injury etc. and compensation if any in this regard, if awarded will be the responsibility of the Agency.
- 11) The driver should not have any past history of rash driving, negligence of traffic rule, criminal records, Alcoholism, Drug Addiction, etc.
- 12) Any loss of property caused by the Driver would be recovered from the monthly bill of the Agency.
- 13) The Agency would manage shifts of drivers in such a manner that the services should not be interrupted.
- 14) The wages of the driver will be borne by the Agency along with other allowances applicable. The driver so deployed by the Agency shall not be the employee of the Academy. He will not be entitled to get any amount from the Academy as allowances, wages, bonus, gratuity or retrenchment compensation etc.
- 15) Academy shall not be liable for any damage of vehicle during the course of use.
- 16) Agency shall be fully responsible for theft, burglary, fire, accidents, traffic rule violations or any other harmful deeds by his staff.
- 17) The Agency shall be fully responsible for any loss or damage to the vehicle and also liable to pay full compensation for any injury or any other loss to passengers and others.
- 18) In case of breach of any terms and conditions attached to the contract, the security deposit of the Agency will be forfeited by the Academy besides termination of the contract.
- 19) The Agency will comply with all statutory legal requirements and for obtaining license under contract labor, if required. Academy shall not be responsible in any way for any breach of the rules and regulations governing the running of such establishment by the Agency.
- 20) The Agency will at all times duly observe the provisions of Employment of Children Act XXVI, 1938.
- 21) The Agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.
- 22) The Agency submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry verbal or written shall be entertained in r/o acceptance / rejection of the tender.

- 23) Unsatisfactory or unprofessional behavior shall result in termination of the contract. Non-adherence to the quality of service and terms and conditions mentioned herein shall result in termination of the contract immediately, with forfeiture of Security Deposit.
- 24) Agency shall be directly responsible for any/ all disputes arising between him and his personnel and keep the Academy indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
- 25) All labor and/or personnel employed by the Agency shall be engaged by him/ them as his/ their own employees in all respect implied or expressed. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various labor laws of the country shall be that of the Agency and the Academy shall, in no way, be responsible or liable for their wages, salaries, bonus, gratuity or any other allowances, leave salary, wages for holidays or any compensation, notice pay etc. The Agency shall specifically ensure compliance with the provisions of following labor laws/acts and their enactment /amendments.
- a) The Payment of Wages Act 1936
 - b) The Payment of Minimum Wages Act 1948
 - c) The Workmen's Compensation Act, 1923
 - d) The Employee's State Provident Fund Act, 1952
 - e) The Contract Labor (Regulation & Abolition) Act, 1970
 - f) The Payment of Bonus Act, 1965
 - g) The Payment of Gratuity Act, 1976
 - h) The Employee State Insurance Act, 1948
- 26) Evaluation will be based on technical qualifications fixed in the tender and the financial quote.

B. SERVICES REQUIRED:

The contracting agency will deploy **one Swift Dzire AC Car on 24 hours basis with the Driver at the Academy.** The services of the car will be availed by the Academy as and when required during the period of 24 hours.

C. TECHNICAL SPECIFICATION OF CARS:

Agency has to indicate the details of the Swift Dzire AC model e.g., date of manufacture (on or after 01.01.2015), Registration no., tourist permit, Comprehensive Insurance Particulars, Driver related details, AC cars running on Diesel / Petrol / CNG etc.

D. DUTIES AND RESPONSIBILITIES OF THE AGENCY:

- 1) The Agency will provide well-behaved drivers having knowledge of different routes in Pune and Pimpri- Chinchwad Areas and Mumbai, as well as minor repair of cars.

- 2) The cars should preferably be owner driven or good driver should be available for 24 hours.
- 3) Car should be in good running condition at all times and should be neat & clean.
- 4) In case of breakdown of regular vehicle, the Agency will provide alternate car on the spot of breakdown within one hour and should inform the Academy accordingly.
- 5) It is compulsory for the driver to wear neat & clean uniform always and he should drive the car safely.
- 6) The cars will be parked at the premises of the Academy, but at owner's risk.
- 7) The entire responsibility of the proper maintenance and upkeep of the car including fuel will be of the Agency. Refilling of fuel should be done on the way or if there is any diversion for refilling of fuel the extra kms will be on borne by the Agency.
- 8) In case the timings of the assignment given to the driver are not observed, the additional cost that may be required to be incurred by Academy under such circumstance will be fully on Agency's account.
- 9) The cars with drivers will be required to be available at the Academy's campus or as per the instructions given, all at time during 24 hours.
- 10) The Agency will ensure that the alternate drivers with valid driving license will be provided in case of regular driver's are sanctioned any leave by the Agency, with prior intimation to the Academy.
- 11) A daily log book will be maintained by the driver, which will be signed by an authorized person of the Academy.
- 12) Payment will be made on monthly basis through RTGS after the receipt of bills and verification by the concerned officer of the Academy.
- 13) The car will be utilized on actual running basis and no minimum guarantee will be given whenever we do not have any training activity at the Academy.
- 14) The Agency should produce original documents viz., valid driving license, comprehensive insurance policy, RC book and tax to the competent authority of the Academy. The copies of all the documents should be submitted to the office.
- 15) **Driver should have mobile phone with him and he should be available on phone round the clock. Refusal/non-attendance of call will amount to termination of contract.**

- 16) The Agency will be responsible for the violations of rules and regulations by the driver and will bear the penalty cost, if any.
- 17) The Owner / Manager should visit Academy twice a week.
- 18) The Security staff on duty will record the time and mileage when vehicle enters the NIA premises. The Driver has to tell the K.M. reading to the security staff at main gate after completion of each trip during the day.
- 19) Drivers should be medically fit, courteous experienced and should be able to read and write English. Character and antecedents of the drivers should be checked from the Police authorities by the contractor.

E. FINANCIAL SPECIFICATIONS:

- 1) The Agency should quote the rates on the basis of running of the car for 2000 kms on monthly basis and should also quote rate for the extra kms over and above the assured kms of 2000, except during the lean period where the payment will be on the basis of actual running.
- 2) Agency has to quote the rate for Swift Dzire A.C car only.
- 3) All columns of the Technical Specification of Car are to be filled.
- 4) The owner / agency will be responsible for providing and bearing the cost of the driver, maintenance etc.
- 5) Cost of Diesel/ Petrol/ CNG, maintenance of the car, comprehensive insurance including travelers of the car will be the responsibility of the Agency.

H. PAYMENTS:

- 1) **The Agency shall submit bills once a month, along-with all supporting documents i.e., Motor log book, Toll & parking receipts etc. Bill should be in tax invoice.**
- 2) The Agency has to enclose certified copy of Income Tax, PAN Card No. Income tax as applicable from time to time will be deducted while making every payment. Service Tax or any other tax will be the responsibility of the Agency. Agency has to comply with KYC (Know your Customer Document) norms.
- 3) The Agency shall be made Payment of their Bill on or before 15th of the following 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.

I. TERMINATION OF 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 30 days notice in writing. For this purpose the decision of the Academy will be final whether the performance of the Agency is satisfactory or not and shall be final conclusive and binding on the Agency. The Agency shall not be entitled to any compensation in this regard.

J. MISCELLANEOUS:

- 1) Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to /sought from the Academy, whose decision in the matters shall be final and binding on the Agency. Any other matter relevant to but not covered in the contract shall also be decided by mutual consent of both the parties.
- 2) If the Dispute is not resolved, a reference of the same shall be made to a Sole Arbitrator to be appointed by the Director, NIA Pune for adjudication of the same in accordance with the provisions of Arbitration & Conciliation Act-1996 and any statutory modification there under from time to time. There shall be no objection if the Sole Arbitrator to be appointed is a Competent Officer of the Academy at the discretion of the Director, NIA Pune.

Signature of the Tenderer

TECHNICAL SPECIFICATIONS OF CAR

Name of Agency :- _____

Address :- _____

Name of owner :- _____

S. No.	Technical Specifications	Particulars
1	Make of Car	SWIFT DZIRE
2	Registration No. *	
3	Registration Date	
4	Year of Manufacturing (on or after 01.01.2015)	
5	Tourist Permit No. *	
	Valid up to	
6	Comprehensive Insurance Particulars *	
	Insurance Company	
	Policy No.	
	Valid up to	
7	Driver's Name	
8	Driver's Badge No. *	
	Driver's License No.*	
	License Validity up to *	
9	Diesel / Petrol/ CNG	
10	No. of Cars with Tourist Permit in your fleet (Agency should have minimum 4 cars (Atleast 02 Swift Dzire AC car), not having manufacturing dates prior to 01.01.2015) (Details to be attached in a separate sheet)	

- Photocopies of all Technical details to be enclosed.
- All columns to be filled in.
- All the supporting documents should be properly signed by the competent authority along with the seal.

NATIONAL INSURANCE ACADEMY, PUNE

EVALUATION SHEET

FOR HIRING OF CAR SERVICE ON 24 HOURS FOR HIRING OF CAR SERVICE ON 24 HOURS 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. Regional Provident Fund Commissioner - Registration number 4. ESI – Registration number 5. Service Tax – Registration number.		
2.	No of Cars deployed in the Transportation Services. The details of each car including make, model, mfg. year, registration certificate, insurance policy etc. are to be enclosed.	5 Marks	5
	Up to 4 Cars	1 mark	
	5 to 10 Cars	2 marks	
	11 to 15 Cars	3 marks	
	15 to 20 Vehicles	4 marks	
	Cars 21 and above	5 marks	
3.	Existing manpower deployed in services (As Item No. 6)	4 marks	10
	Employees up to 4	1 mark	
	Employees 5–10	2 marks	
	Employees 11-15	3 marks	
	Employees 16 & above	4 marks	
	No. of Office / Administrative Staff / Mechanics	3 marks	
	1 to 2	1 mark	
	3 to 5	2 marks	
	5 and above	3 marks	
	Drivers / Cleaners	3 marks	
	1 to 4	1 mark	
	5 to 10	2 marks	

Sr. No.	Description	Maximum Allocative Marks	Actual Marks
	11 and above	3 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 2014-15, 2015-16 & 2016 - 17 as per Item No. 5A	3 marks	
5.	Financial Capabilities (Last 3 years audited statement of accounts commencing from financial year 2013-14, 2014-15 and 2015-16. (as per Item No. 8)	9	
	i) Turnover (average of 3 years)	3 marks	
	₹ 4 lakhs 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 Car / 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	

Sr. No.	Description	Maximum Allocative Marks	Actual Marks
	16 years to 20 years	4 marks	
	Above 21 years	5 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 ₹.500/00, as per the draft.)

AGREEMENT FOR HIRING OF CAR SERVICE 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 / ZM

M/s. _____.

NIA

WITNESS:

WITNESS:

1. _____

1. _____

2. _____

2. _____

INDEMNITY BOND

(On ₹.500/- Stamp Paper)

FOR HIRING OF CAR SERVICE ON CONTRACTUAL BASIS AT NIA.

This deed of indemnity executed at Pune at this _____ day of the month on _____ the year 2017. 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 _____ 2016 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
FIRST PARTY

For _____
SECOND PARTY

WITNESS: -

WITNESS: -

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |

PART – II

FINANCIAL / PRICE BID

A. Rates (including all taxes and levies except service tax) in Rupees for HIRING OF AC CAR SERVICE ON 24 HOURS BASIS.

S.N.	Vehicle Type	Monthly Fixed KMs	Monthly Charges for Fixed 2000 KMs ₹	Charges for Extra KMs In excess of 2000 KMs ₹
01	MARUTI SWIFT DZIRE AC	2000		
	Make	MARUTI SWIFT DZIRE AC		
	Model	<i>(specify)</i>		
	Year of Manufacturing	<i>(specify)</i>		

(a) Toll & Parking charges will be paid on actual by the Academy.

(b) Service Tax as applicable will be paid extra.