

National Insurance Academy, Pune

7th February 2018

Application for Empanelment of Hire car services on call basis and as and when require

National Insurance Academy, Pune invites the application for technical evaluation (prescribed format enclosed) from the various vendors for empanelment of Hire car services on call basis and as and when require. Subsequently will call price quotation.

The price quotations of only those vendors will be opened who are found eligible for empanelment, after scrutiny of the technical evaluation criteria.

The competent authority will decide to empanel the firm in the approved list of vendors for a period two years extendable by one year if service found satisfactory for Hire car services on call basis and as and when require.

Important Dates

Submission of Application	-	12/02/2018 to 27/02/2018 (in office timing)
Last date of Application	-	27/02/2018 up to 05.00 pm at NIA Pune
Opening of Application -	-	28/02/2018 at 04.00 pm at National Insurance Academy Pune

You are requested to send us your application on or before 27th February 2018 by 5.00 P.M in a sealed envelope superscribing “**Application for Empanelment of Hire car services on call basis and as and when require**” on the following address. National Insurance Academy 25, Balewadi, Baner Road, NIA PO, Pune – 411045.

If any changes in above regards will inform on our website www.niapune.org.in

Chief Administrator

National Insurance Academy, Pune

Annex I

General Instructions & Conditions

1. The applicants having minimum 3 (three) years' experience of 'Car Rentals' with reputed Govt. / Public Sector Enterprises / Banks / other reputed agencies (provide work certificate in this regard)
2. The Company / applicant should own & possess cars in good working conditions like Maruti Swift Dzire, Toyota Innova Crysta, Honda, City/Hyundai Verna, Corolla Altis (all AC) and all should have registration for commercial use.
3. The Company / applicant should own at least two three cars each of Honda City, Innova, D'Zire (documentary proof is required) and they should not be more than 3 (three yrs old)
4. All the vehicles should be owned by the Company / applicant and have valid tax permit.
5. The company should have its Office & Garage at Pune and Mumbai manned with adequate staff for round the clock service.
6. All the drivers should have Company uniforms, ID Cards, and mobile phones & driving licence in their own name.
7. The applicants should have applicable tax registrations (PAN, TIN, VAT, GST, etc)
8. Price bids (as and when called) are to be submitted for each category of vehicles for both per k.m and per hour basis as also indicating night charges, minimum charges and applicable taxes
9. The empanelled vendor/s shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment is received in the National Insurance Academy (NIA) against the empanelled vendor/s, the complaint will be referred to the appropriate committee constituted under the said Act. The empanelled vendor/s shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
10. The empanelled vendor/s shall not disclose directly or indirectly any information, material and details of the National Insurance Academy, (NIA) infrastructure/systems/equipments/Security Area/system and modalities of distribution of currency etc, which may come to the possession or knowledge of the empanelled vendor/s during the course of discharging its contractual obligations to any third party and shall at all times hold the same in strictest confidence. The

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empanelled vendor/s shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The empanelled vendor/s shall indemnify the National Insurance Academy (NIA) for any loss suffered by the National Insurance Academy (NIA) as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the empanelled vendor/s and the vendor/s shall be liable for damages. The empanelled vendor/s shall take all appropriate actions with respect to its employees to ensure the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The empanelled vendor's obligations with respect to non-disclosure and confidentiality will survive the expiry or the termination of this agreement for whatever reason.

- 11. L1 rates for each category of vehicle will be computed. Vendors willing to provide all vehicles at these L1 rates will be empanelled.**
12. Car/Cars may be hired from any empanelled car hire agencies as and when we require.
13. The National Insurance Academy (NIA) and the Empanelled vendors will have to execute a rate contract that will remain valid for two years, extendable by one year if service found satisfactory. The Contract shall be executed in duplicate. The National Insurance Academy (NIA) and the Vendor shall be entitled to one copy each.
14. The National Insurance Academy (NIA) reserve the right to terminate the contract of any empanelled vendor, giving one month's notice, without assigning any reason whatsoever. Vendor intending to discontinue the service may do so by giving 1 months' notice.
15. Tenders are divided in 2 parts, Part-1 (Technical Evaluation – Annex 3) containing information about the applicant and Part-2 containing Price Quotation only.
16. Price Quotation of only those Tenderers will be opened who are found eligible after scrutiny of Part-1.
17. Vendors will be asked to be present during the opening of bids.

SCOPE OF WORK

1. The Vendor will provide AC Cars Maruti Swift Dzire, Toyota Innova Crysta, Honda, City/Hyundai Verna, Corolla Altis (all AC) and all should have registration for commercial use
2. The Company / applicants should own at least 2 to 3 cars each Maruti Swift Dzire, Toyota Innova Crysta, Honda, City/Hyundai Verna, Corolla Altis (all AC) (documentary proof is required) and they should not be more than 3 (three yrs old)
3. All vehicles must have clean interior, upholstery, well maintained exterior & noiseless drive.
4. All vehicles must provide a) one newspaper b) one bottle of branded packaged drinking water and c) face tissue paper.
5. All the drivers should have valid driving licences, uniforms, ID Cards & mobile phones. They should be courteous, well conversant with roads / routes around Pune and Mumbai & suburbs and able to converse in English / Hindi & preferably Marathi.
6. The driver should report for duty at specified time and remain with the car during duty hours. He must ensure to fill the duty slip details – garage out time k.m release time k.m , parking charges etc and have it signed by the guest
7. All the papers viz. insurance, registration, road tax, pollution control certificate related to the vehicle must remain with the drivers
8. Vendors should convey, without fail, at least 3 hours before reporting time, the car no, driver's name and mob no to officials of car desk and to the guest by SMSes
9. In case the vendor fails to provide cab / vehicle on our request, the National Insurance Academy (NIA) shall be free to cancel the contract of the vendor and de-list him from the panel without any notice
10. In case of any break down of the vehicle en-route, replacement should be immediately sent
11. The rate quoted should exclude all taxes. However, all applicable taxes should be mentioned separately.
12. Bills may be submitted to the National Insurance Academy (NIA), along with duty slips, fortnightly for payment by NEFT/RTGS only. Bank account details to be provided to NIA. While making payment, National Insurance Academy (NIA) will deduct applicable taxes at source and issue certificate in this regard.

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Annex 3

Part – I – Technical Bid

TENDER/APPLICATION FOR EMPANELMENT OF CAR HIRING AGENCIES / COMPANIES FOR PROVIDING VEHICLES TO NATIONAL INSURANCE ACADEMY, PUNE

The Director
National Insurance Academy,
25 Baner Road Balewadi NIA PO
Pune 411 045

BASIC INFORMATION

S.No.	Information Required	Information submitted by the Applicant (Attach Separate Sheet if Required)
1	Name of the Organisation	
2	Type of Organisation, whether Proprietorship, Partnership, Company, Society etc.	
3a	Name of the Proprietor/ Partners/Directors PAN Card DIN No. of Directors	
3b	Authorised Person of the tenderer to make commitment to the NIA (Name, Contact details including telephone/fax/e-mail) Communication with regard to the tender would be done on Telephone/FAX/e-mail given in this column.	
4	Registration (firm, company etc.) Registration Authority: Registration Date : Registration Number :	
5	Experience in supply of required service?	_____ years

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S.No.	Information Required	Information submitted by the Applicant (Attach Separate Sheet if Required)														
6	Name and Address of the Bankers and Bank Account Details	Banker's Name : Branch Address : Contact No : Type of Account : Account No. : IFSC No :														
7	Copies of Audited Balance Sheet & P & L A/C statement for last 3 yrs (indicating separately turnover through supply of cars on hire)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S. No</th> <th style="text-align: center;">Year</th> <th style="text-align: center;">Amount (in Rs. Lakhs)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2014-2015</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">2015-2016</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">2016-2017</td> <td style="text-align: center;"></td> </tr> </tbody> </table>			S. No	Year	Amount (in Rs. Lakhs)	1	2014-2015		2	2015-2016		3	2016-2017	
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1		2014-2015														
2		2015-2016														
3	2016-2017															
8a	Registered office address and telephone number															
8b	Office address through which the work will be handled															
8c	Address of Garage															
9a	Whether working with any of the Government/semi-government undertaking/s as approved supplier and if so furnish details															

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S.No.	Information Required	Information submitted by the Applicant (Attach Separate Sheet if Required)
10	PAN/TAN/TIN No/GST No.	
11	Whether the organization is registered under Shops & Establishment Act and has necessary certificate to run Tours & Travels? Please enclose the registration certificate.	
12	List of cars owned in the name of the applicant with Registration Number/s, Permit Number/s, Date of purchase, Insurance Policy. Copies of the documents should be attached. The list should be category wise (categories as indicated in Price Bid) and in descending order of date of purchase, with documentary evidence.	

Copies of documents to be submitted:-

1. Trade Licence
2. Registration under Shops and Establishment Act.
3. Feedback from at least two clients (Government/Semi-government/public sector undertakings, banks/MNC s) also indicating the period of car hire service provided by the contractor.
4. TAN/PAN/
5. GST Registration
6. List of owned cars (category wise) with details viz. Model, Registration Number, Date of Purchase etc.
7. Audited Balance Sheet & P & L A/C statement for last 3 yrs (indicating separately turnover through supply of cars on hire)

The NIA reserves the right to call for proof/verify the furnished information.

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DECLARATION OF THE TENDERER

- 1) The above information is true to the best of my knowledge and if any information is found untrue or false. I/we may be debarred from the tender process/being given the contract.
- 2) I/We agree to abide by the terms and conditions stipulated by the National Insurance Academy (NIA) and mentioned in Annex IB and Annex IC.
- 3) I/We understand that the National Insurance Academy (NIA) reserves the right to accept or reject any or all the tender/s either in full or in part without assigning any reason there for.
- 4) I/We understand that after empanelment, I/We would be under the obligation to supply cars to National Insurance Academy, Pune at the lowest quote given in the price bid by the co-bidders, under each category.
- 5) **No other firm/company having one of our Partners/Directors as its Partner/Director has applied for empanelment.**
- 6) I/We understand that i) Prices will be all inclusive (except applicable taxes) ii) cost of mineral water bottles, face tissue papers, first aid box and newspapers in the vehicle will not be paid extra. iii) Parking / Toll charges shall be reimbursed to the VENDOR on production of valid receipts.

Signature

Name and Seal of the Vendor

Dated this _____ day of _____ 2018