

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-08-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-08-2026 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Autonomous Body
विभाग का नाम/Department Name	Department Of Atomic Energy
संगठन का नाम/Organisation Name	Ncra Tifr Pune
कार्यालय का नाम/Office Name	Pune
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod2.tifr.mh@gembuyer.in Buyer Email id: buyer2.ntp.mh@gembuyer.in
वस्तु श्रेणी /Item Category	Custom Bid for Services - Providing one tourist Permitted five Seater Sedan vehicle Petrol or Diesel Fueled twenty four hours with drivers possessing valid driving license
समान श्रेणी/Similar Category	Vehicle Hiring Service - Per Vehicle-Day basis
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	3 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience	Yes Partial Experience - 1 year (s)
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/ Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/ Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/ Bid to RA enabled	No
बिड का प्रकार/ Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / Time allowed for Technical Clarifications during technical evaluation	5 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	935000
मूल्यांकन पद्धति/ Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/ Arbitration Clause	No
सुलह खंड/ Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	Bank of India
ईएमडी राशि/EMD Amount	18700

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	Bank of India
ईपीबीजी प्रतिशत (%) / ePBG Percentage (%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) / Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Centre Director
Pune, Department of Atomic Energy, NCRA TIFR pune, Autonomous Body
(Centre Director Ncra Tifr Pune)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
4. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st

March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

5. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

6. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

7. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1785914877.pdf](#)

Payment Terms:[1785914886.pdf](#)

Penalties:[1785914900.pdf](#)

GEM Availability Report (GAR):[1785914931.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1785914945.pdf](#)

Introduction about the project /services being proposed for procurement using custom bid functionality:[1785933820.pdf](#)

Instruction To Bidder:[1785933826.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1785933849.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1785933861.pdf](#)

Custom Bid For Services - Providing One Tourist Permitted Five Seater Sedan Vehicle Petrol Or Diesel Fueled Twenty Four Hours With Drivers Possessing Valid Driving License (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Providing one tourist Permitted five Seater Sedan vehicle Petrol or Diesel Fueled twenty four hours with drivers possessing valid driving license
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Vikas Dhondiba Dhindle	411007,National Centre for Radio Astrophysics (NCRA) TIFR, SP Pune University Campus, Ganeshkhind PO, Pune	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Dear Bidders,

Kindly refer to the **ATC** provided in the attached ATC document and ensure compliance with all the requirements.

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main

item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

GeM- निविदा सूचना
GEM-TENDER NOTICE

Date 05.08.2026

निविदा क्रमांक / NCRA Tender No.: NCRA:WF058:GeM:2026-27

एनसीआरए-टीआईएफआर, सावित्रीबाई फुले पुणे विश्वविद्यालय परिसर, गणेशखिंद, पुणे - 411007, महाराष्ट्र में 24 घंटे की अवधि हेतु वैध ड्राइविंग लाइसेंस धारक चालक सहित 01 पर्यटन परमिट युक्त 5-सीटर सेडान (4+1) पेट्रोल अथवा डीज़ल चालित वाहन उपलब्ध कराने के संबंध में सेडान से अभिप्राय 05 (4+1) सीटों वाले वाहन से है, जैसे – Honda Amaze, Maruti Suzuki Dzire, Honda City, Maruti Suzuki Ciaz, Hyundai Aura, Hyundai Verna अथवा समकक्ष मॉडल।

Tender for: Providing 01 tourist Permitted 5-Seater Sedan vehicle Petrol or Diesel Fueled, 24 hours with driver possessing valid driving license. Sedan means 05 **(4+1) seater vehicles** e.g. Honda Amaze, Maruti Suzuki Dzire, Honda City, Maruti Suzuki Ciaz, Hyundai Aura, Hyundai Verna at NCRA – TIFR Savitribai Phule University Campus, Ganeshkhind, Pune – 411007, Maharashtra



टाटा मूलभूत अनुसंधान संस्थान (TIFR) के तहत एक संस्था, नेशनल सेंटर फॉर रेडियो एस्ट्रोफिजिक्स (NCRA), जो भारत सरकार के परमाणु ऊर्जा विभाग के प्रशासनिक नियंत्रण में है, पुणे स्थित सावित्रीबाई फुले पुणे विश्वविद्यालय परिसर में स्थित है और रेडियो खगोलभौतिकी के क्षेत्र में अनुसंधान कार्य में संलग्न है। NCRA ने विशाल मीटरवेव रेडियो टेलीस्कोप (GMRT) का निर्माण पुणे जिले के जुन्नर तालुका के नारायणगांव के पास खोडद गांव में किया है। GMRT परिसर में कार्यालय भवन, कैंटीन, कार्यशाला, हॉस्टल, गेस्ट हाउस, उद्यान/सेंट्रल स्क्वायर आदि सुविधाएं उपलब्ध हैं, साथ ही 30 एंटीना शेल खोडाड गांव और नारायणगांव आवासीय कॉलोनी परिसर के आसपास स्थित हैं।

The National Centre for Radio Astrophysics (NCRA) of the Tata Institute of Fundamental Research (TIFR), an Institution under the administrative control of Department of Atomic Energy, Govt. of India, is located in the Savitribai Phule Pune University Campus, Pune and is engaged in research in the field of radio astrophysics. NCRA has built the Giant Metrewave Radio Telescope (GMRT) at Khodad near Narayangaon, Taluka Junnar, Dist. Pune. GMRT has an Office Building, Canteen, Workshop, Hostel, Guest House, Garden Lawns / Central Square etc. including 30 Antenna Shells, which are located in and around village Khodad in Junnar and Ambegaon Taluka, spread over the 25km of radius and the housing colony premises in Narayangaon.

1. निविदा आमंत्रण

NCRA-TIFR, पुणे, भारत निम्नलिखित कार्य के लिए दो भागों में मुहरबंद निविदाएं आमंत्रित करता है:

भाग – I: तकनीकी व वाणिज्यिक बोली (Techno-commercial Bid)

भाग – II: मूल्य बोली (Price Bid)

Notice Inviting Tender

NCRA-TIFR, Pune, India, invites sealed bids in two parts, Part– I: Techno-commercial Bid & Part – II: Price Bid for the following:

NCRA Tender No.: NCRA:WF058:GeM:2026-27

कार्य का विवरण / Description of Work	ईएमडी और निविदा सुरक्षा घोषण / EMD and Bid Security Declaration.		
एनसीआरए-टीआईएफआर, सावित्रीबाई फुले पुणे विश्वविद्यालय परिसर, गणेशखिंड, पुणे – 411007, महाराष्ट्र में 24 घंटे की अवधि हेतु वैध ड्राइविंग लाइसेंस धारक चालक सहित 01 पर्यटन परमिट युक्त 5-सीटर सेडान (4+1) पेट्रोल अथवा डीज़ल चालित वाहन उपलब्ध कराने के संबंध में। सेडान से अभिप्राय 05 (4+1) सीटों वाले वाहन से है, जैसे – Honda Amaze, Maruti Suzuki Dzire, Honda City, Maruti Suzuki Ciaz, Hyundai Aura, Hyundai Verna अथवा समकक्ष मॉडल। Providing 01 tourist Permitted 5-seater Sedan vehicle Petrol or Diesel Fueled, 24 hours with driver possessing valid driving license. Sedan means 05 (4+1) seater vehicle e.g. Honda Amaze, Maruti Suzuki Dzire, Honda City, Maruti Suzuki Ciaz, Hyundai Aura, Hyundai Verna at NCRA – TIFR Savitribai Phule University Campus, Ganeshkhind, Pune – 411007, Maharashtra	EMD: Bidders shall submit an Earnest Money Deposit (EMD) of ₹18700/- (Rupees eighteen thousand seven hundred) along with the bid. The EMD shall be in the form of a Demand Draft / Banker's Cheque / FDR / Bank Guarantee from any scheduled commercial bank in favour of "Centre Director, NCRA-TIFR, Pune", payable at Pune. Exemption from EMD will be allowed for MSE, NSIC-registered, and DPIIT-recognized Start-ups, subject to submission of valid supporting documents. Bids without EMD or valid exemption proof will be rejected. The EMD shall be valid for 45 days beyond the bid validity period		
Estimated Cost: ~ Rs. 9.35 Lakhs for One Year including GST	Number and Type of Tourist Vehicle		
Period of Contract: 1 year.	Sr	Details of Vehicle	Qty
Type of Tender: Two Bid Bid Publish Date : 05.08.2026	1	One Diesel or Petrol fueled Tourist Permitted 5-Seater Sedan vehicle with Driver	1 No

DURATION OF THE CONTRACT:

The contract shall be for a period of One (1) year from the date of commencement, subject to satisfactory performance of services and with no increase in the **charges**/rates during the contract period.

The Centre reserves the right to terminate the contract at any time by giving one (1) month's prior notice, on grounds of unsatisfactory performance, non-compliance with terms and conditions, or for any administrative reasons.

2. **Eligibility Criteria:** Bidder must meet the eligibility criteria specified in **Annexure B** and must submit documents in support of the same.
3. Bidders are required to carefully review the Scope of Work, Eligibility Criteria, and all other terms and conditions of the tender, and to refer to the Additional Terms & Conditions (ATC) for a summary of key requirements, before submitting their offer on the GeM portal.

4. General Information about Bidding:

- a. **RIGHT TO REJECT ANY OR ALL BIDS:** NCRA reserves the right to accept or reject any or all bids without assigning any reasons there for. NCRA also reserves right to reject bids during technical evaluation, based on past performance, experience or any other criteria. Price bid will be considered only for those bidder who qualifies technical evaluations.
- b. NCRA is not responsible for delay or loss of tender document / bids in transit.
- c. Bidders who have not accepted our order awarded to them or who have withdrawn from the tender process OR whose **Bid Security / Performance Guarantee** has been forfeited by us in the past one year are not eligible to bid.

4. MSE:

As per Public Procurement Policy (PPP) for Micro and Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Govt. of India, MSEs must have valid UDYAM registration as on due date for submission of bid.

The MSEs who have applied for registration or renewal of registration with any of the agencies / bodies, but have **not obtained the valid certificate** as on close date of the tender, are **not eligible for exemption / preference**.

ADMINISTRATIVE OFFICER-C (P&S)
NCRA-TIFR, PUNE

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CHAPTER 1

A - Opening and Evaluation of Bids

1.1 Confidentiality

- 1.1.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 1.1.2 Any effort by a Bidder to influence Centre in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of their Bid.

1.2 Clarification of Bid

- 1.2.1 To assist in the examination, evaluation, comparison and post qualification of the bids, Centre may, at its discretion, ask the Bidder for a clarification on their bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation in respect of prices shall be held except with the lowest bidder, (is) the discretion of Centre. Any clarification submitted by a bidder in respect to their bid which is not in response to a request by Centre shall not be considered.

1.3 Preliminary Examination

- 1.3.1 Centre shall examine the bids to confirm that all documents and technical documentation requested have been provided to determine the completeness of each document submitted.
- 1.3.2 All the bids received will first be scrutinized to see whether the bids meet the basic requirements as incorporated in the bid document. The bids, which do not meet basic requirements, will be treated as unresponsive and ignored. ***The following are some of the important points, for which a bid will be declared as unresponsive and will not be considered for further evaluation:***
 - (i) The Bid is unsigned.
 - (ii) The Bidder is not eligible.
 - (iii) The Bid validity is shorter than the required period.
 - (iv) Tender Fee and/or Bid Declaration not submitted with technical bid.
 - (v) Bidder has not agreed to give the required Performance Guarantee.
 - (vi) Against the schedule of Requirement (incorporated in the bid), the bidder has not quoted for the entire requirement as specified in the price.
 - (vii) The bidder has not agreed to some essential condition(s) incorporated in the bid.
 - (viii) **“If a bidder quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered”.**
 - (ix) The bidder had not completed previous contract of NCRA satisfactorily.

1.4 Responsiveness of Bids

- 1.4.1 Prior to the detailed evaluation, Centre will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:
- (a) Affects in any substantial way the scope, quality, or performance of Services specified in the Contract; or
 - (b) Limits in any substantial way, inconsistent with the Bidding Documents, Centre's rights or the Bidder's obligations under the Contract; or
 - (c) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 1.4.2 Centre's determination of a bid's responsiveness will be based on the contents of the bid itself.
- 1.4.3 If a bid is not substantially responsive, it will be rejected by Centre and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation or omission.

1.5 Non-Conformity, Error and Omission

- 1.5.1 Provided that a bid is substantially responsive, Centre may waive any nonconformity or omissions in the bid that do not constitute a material deviation.
- 1.5.2 Provided that a bid is substantially responsive, Centre may request the bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformity or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of their bid.
- 1.5.3 Provided that the bid is substantially responsive, Centre shall correct arithmetical errors on the following basis:
- (a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected;
 - (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 1.5.4 Provided that a bid is substantially responsive, Centre may request that a bidder may confirm the correctness of arithmetic errors as done by Centre within a target date. In case, no reply is received then the bid submitted shall be ignored.
- 1.5.5 In case of any tender where unit rate of any item/items/ service / Services quoted is unrealistic, such a bid is liable for rejection.

1.6 Examination of Terms & Conditions, Technical Evaluation

- 1.6.1 Centre shall examine the Bid to confirm that all terms and conditions specified in the bid document have been accepted by the Bidder without any material deviation or reservation.

- 1.6.2 Centre shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
- 1.7 *Evaluation and comparison of bids*
- 1.7.1 Centre shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 1.7.2 To evaluate a Bid, Centre shall only use all the factors, methodologies and criteria defined in the bid documents.

B- Award of Contract

- 1.8 Centre's right to vary the Quantities at the time of Award
- 1.8.1 Centre reserves the right to decrease or increase the quantity of goods and services originally specified in the Schedule of Requirements in which case Centre may ask for confirmation of rates in a sealed envelope before a fixed date.
- 1.9 Centre's right to accept Any Bid and to reject any or all Bids without assigning any reasons and for any purposes, decision deemed fit by the centre.
- 1.9.1 The Centre Director, NCRA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- 1.10 Notification of Award
- 1.10.1 Prior to the expiration of the period of bid validity, Centre may notify the successful bidder in writing by registered letter or fax or e mail that the bid has been accepted and a detailed work order shall follow.
- 1.10.2 Until a formal order is prepared and sent, the notification of award constitutes a binding contract.
- 1.11 Order Acceptance
- 1.11.1 The successful bidder should submit Order acceptance within **21 days** from the date of issue of order and complete all formalities within the same period.
- 1.11.2 Centre has the powers to extend the time frame for submission of order confirmation and submission of Performance Guarantee. Even after extension of time, if the order confirmation and Performance Guarantee are not received, **interest @ 12 percent per annum** will be levied till date of receipt of Performance Guarantee.
- 1.11.3 If the successful bidder fails to submit order acceptance and Performance Guarantee even after repeated reminder Centre reserves the right to cancel the order and in which case bidder will be debarred from participating in any tender for a period one year.
- 1.12 PLACING OF ORDER: Institute reserves the right to place the order for part/full/reduced quantity /increase quantity / reduced period than what is specified in the tender.
- 1.13 Successful bidder should give the undertaking / affidavit, after accepting the order, in the prescribed format.

CHAPTER 2

GENERAL CONDITIONS OF CONTRACT (GCC)

2.1 Amalgamation/Acquisition

- 2.1.1 In the event the bidder proposes for amalgamation, acquisition or sale of its business to any firm during the contract period, the Buyer/Successor of the Principal Company are liable for execution of the contract and also fulfillment of contractual obligations.

2.2 Application

- 2.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

2.3 Change Orders and Contract Amendments.

- 2.3.1 Centre may at any time, by written order given to the Supplier pursuant to Clause on Notices of the GCC make changes within the general scope of the Contract in any one or more of the following:

- (a) Date for commencement and completion of work.
- (b) Quantity of manpower.

- 2.3.2 No change in rates/service charges will be admissible on account of the above.

- 2.3.3 No variation or modification in the terms of the contract shall be made except by written amendment and subject to acceptance.

2.4 Assignment

- 2.4.1 The contractor shall not assign, in whole or in part, its obligations to perform under the Contract to a third party.

2.5 Termination for Default

- 2.5.1 Centre may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractor, terminate the Contract in whole or part

- (a) If the contractor fails to deliver any or all of the Goods / Services within the period(s) specified in the contract, or within any extension thereof granted by Centre; or
- (b) If the contractor fails to perform any other obligation(s) under the Contract.
- (c) If the contractor, in the judgment of Centre has engaged in corrupt or fraudulent or collusive or coercive practices as defined in instruction to bidder on Fraud or Corruption in competing for or in executing the Contract.

- 2.5.2 In the event Centre terminates the contract in whole or in part, it may take recourse to any one or more of the following action:

- a) Forfeiting Performance Guarantee.
- b) Centre may procure, upon such terms and in such manner as it deems appropriate, item / equipment similar to those undelivered, and the supplier shall be liable for all available actions against it in terms of the contract.
- c) However, the contractor shall continue to perform the contract to the extent not terminated.

- 2.6 *Force Majeure*
- 2.6.1 Notwithstanding the provisions of GCC Clauses relating to extension of time, penalty and Termination for Default the Supplier shall not be liable for forfeiture of their Performance Guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 2.6.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the contractor that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the contractor. Such events may include, but not be limited to, acts of Centre in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, earthquakes, storms and freight embargoes.
- 2.6.3 If a Force Majeure situation arises, the contractor shall promptly notify Centre in writing of such conditions and the cause thereof within 21 days of its occurrence. Unless otherwise directed by Centre in writing, the contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 2.6.4 If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of force majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussions on either side.
- 2.7 *Termination for Insolvency*
- 2.7.1 Centre may at any time terminate the Contract by giving written notice to the contractor, if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to Centre.
- 2.8 *Termination for Convenience*
- 2.8.1 Centre, by written notice sent to the contractor, may terminate the Contract, in whole or in part, at any time. The notice of termination shall specify that termination is for the Centre's convenience, the extent to which performance of the contractor under the Contract is terminated, and the date upon which such termination becomes effective.
- 2.8.2 The Job that are complete and ready for completion within 30 days after the contractor's receipt of notice of termination shall be accepted by Centre at the Contract terms and prices. For the remaining Goods/services, Centre may elect:
- (a) To have any portion completed and delivered at the Contract terms and prices; and/or
 - (b) To cancel the remainder and pay to the contractor an agreed amount for partially completed Jobs and for materials and parts previously procured by the contractor.

2.9 Discrepancies & Order of Preferences:

In case of ambiguities or discrepancies following order of preferences shall hold good :

- a. Work Order.
- b. Schedule of Quantities
- c. Technical Specifications
- d. Special Conditions of contract.
- e. General Conditions of Contract.

2.10 Governing Language

- 2.10.1 The contract shall be written in English language which shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the English language only.

2.11 Applicable Law/Jurisdiction

- 2.11.1 The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction as specified in SCC i.e. Pune Jurisdiction only.

2.12 Notices

- 2.12.1 Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by e-mail or confirmed in writing to the other party's address specified in the SCC.

- 2.12.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

2.13 Lien in respect of claims in other contract

- 2.13.1 Any sum of money due and payable to the Contractor (including the Security deposit / Performance Guarantee returnable to him) under contract may be withheld or retained by way of lien by the Centre against any claim of the Centre or such other person or persons in respect of payment of a sum of money arising out of or under any other contract made by the contractor with the Centre.

- 2.13.2 It is an agreed term of the contract that the sum of money so withheld or retained under this clause by the Centre will be kept withheld or retained as such by Centre till this claim arising out of in the same contract or any other contract is either mutually settled or determined by the arbitrator, and that the contractor shall have no claim for interest or damages whatsoever on this account or on any other ground in respect of any sum of money with-held or retained under this clause and duly notified as such to the contractor.

- 2.13.3 With-holding and lien in respect of sums claimed

- 2.13.4 Whenever any claim or claims for payment of a sum of money arises out of or under the contract against the contractor, Centre shall be entitled to withhold and have a lien to retain to the extent of the such claimed amount, from any sum or sums found payable or which at any time thereafter may become payable to the contractor under the same contract or any other contract with the Centre.

- 2.13.5 It is an agreed term of the contract that the sum of money or money so withheld or retained under the lien referred to above by the Centre will be kept withheld or retained as such by the Centre till the claim arising out of or under the contract is determined by the Arbitrator and that the contractor will have no claim for interest or damage whatsoever on any contract in respect of such with-holding or retention under the lien referred to and duly notified as such to the contractor.

2.14 Settlement of Disputes

- 2.14.1 Centre and the contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 2.14.2 If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either Centre or the contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.
- 2.14.3 The dispute settlement mechanism/arbitration proceedings shall be concluded as under:
(a) In case of Dispute or difference arising between Centre and contractor relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to a sole arbitrator mutually acceptable to contractor and owner. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order. Charges of the arbitrator will have to be shared equally by the Contractor and the Centre.
- 2.14.5 The venue of the arbitration shall be the place at Pune.

CHAPTER - 3

SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

3.1 Bids will be evaluated by a Tender Committee (TEC).

3.2 Terms of the Tender Evaluation Committee

- 3.2.1 On the due date the bids will be opened and bids meeting the eligibility criteria and will be referred to a tender evaluation Committee.
- 3.2.2 All bids will be evaluated with reference to the tendered specifications, performance of similar works carried out elsewhere by the bidder.
- 3.2.3 A committee will go through all the aspects of the tender and short list such firms whose bids are found technically acceptable.
- 3.2.4 Centre representatives will proceed through a detailed evaluation of the bids in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, Centre will examine the information supplied by the Bidders, and shall evaluate the same as per the specifications mentioned in this tender.
- 3.2.5 During the evaluation, the TEC can ask for relevant documents from the bidder necessary for evaluation.
- 3.2.6 After the evaluation is completed and approved, Centre shall inform the bidders whose bids have been rejected with the reasons for rejection.
- The Committee will examine all the Technical aspects of the bids received. Further, the Committee may seek additional information / feedback from other organizations where the bidder has carried out similar works.
- 3.2.7 The recommendation/decisions of the Evaluation Committee is final and binding on all the bidders.

3.3 Bid Security Declaration :

If the bidder withdraws or amends or impairs or derogates their bid during the period of bid validity, Centre reserves the right to suspend the vendor from participating in any tender for a period of **One year**.

- 3.3.1 Bid Security
Bid Security Declaration as per **Annexure** enclosed, should submitted on the company letter head duly signed by officer authorized to submit the bid.

3.4 Performance Guarantee

Performance Guarantee to be furnished by the successful bidder for satisfactory performance of the contract. “Satisfactory performance of the contract here means satisfactory completion of work in respect of works, assigned to them.

3.4.1 Quantum of Performance Guarantee

Performance Guarantee of **5% of order value (including Taxes)** or as applicable as per Govt. Notification from time to time.

Successful bidder, shall deposit an amount equal to 5% of the value of the work including taxes as Performance Guarantee within **21 days** of award of work, valid till completion of work plus Two months for proper fulfillment of the Contract.

In case Performance Guarantee is not submitted within **21 days interest @ 12%** per annum will be levied till the date you submit the Performance Guarantee.

If the successful bidder fails to submit the Performance Guarantee / Performance Guarantee with interest or refuses to submit the Performance Guarantee even after reminders, Centre reserves the right to cancel the order without notice and such bidder will be debarred from participating in any tender for a period of **one year**.

3.4.2 Forms in which Performance Guarantee can be submitted

Performance Guarantee should be in the form of Demand Draft in favour of TIFR, Pune OR Fixed Deposit Receipt (FDR) pledged in favour of TIFR, Pune OR Bank Guarantee (BG) in favour of Centre Director, NCRA-TIFR, Pune as per the prescribed format. The Bank Guarantee should be from any one of the nationalized banks or Scheduled Bank and to be executed on non-judicial stamp paper of appropriate value. The Bank Guarantee should be valid upto at least 2 months beyond the contractual date for completion of the order.

3.4.3 Refund of Performance Guarantee

Performance Guarantee shall be released / returned to the contractor after the completion of the work/contract period without any interest.

3.4.4 Forfeiture of Performance Guarantee

Performance Guarantee is taken for due performance of the Contract and can be forfeited in the event of a breach of contract.

Bank Guarantee / Fixed Deposit Receipt obtained towards Performance Guarantee will be invoked when there is a specific breach on the part of the Contractor.

3.5 **Duration of Contract:**
One Year from the date of commencement of order

3.6 Payment:-

3.6.1 *The payment will be made as follows:*

- (a) *Payment will be made on monthly basis for the service provided in the previous month, after due checking / verification of the bill, as per the price bid format.*
- (b) The bidder/contractor shall submit the bill on monthly basis along with copy of log book/sheet duly signed by our users at NCRA Administrative Office in the 1st week of every month for the services provided in the previous month. The payment will be made after scrutiny of all documents.
- (c) No advance payment will be made.
- (d) The contractor while raising the bill should clearly mention that the rate charged/quoted are for petrol or diesel run vehicle
- (e) The contractor should submit details of Bank Account for making payments through NEFT/RTGS after deductions of Income Tax applicable and any other dues
- (f) Payment will be made from NCRA-TIFR, Pune.
- (g) *Contractor shall submit all your bills with all necessary documents to :*

Administrative Officer,
National Centre for Radio Astrophysics
Tata Institute of Fundamental Research
Savitribai Phule Pune University Campus, Ganeshkhind,
Pune - 411007, Maharashtra, India
Phone: +91 20 2571 9000/9111

Payment will be made by NEFT/RTGS after deduction of

- (i) GST TDS if applicable.
- (ii) Income tax as applicable and
- (iii) any other dues.

3.7 **OTHER CONDITIONS OF CONTRACT:**

3.7.1 The Centre and the place where services are required:

National Centre for Radio Astrophysics
Tata Institute of Fundamental Research
Savitribai Phule Pune University Campus, Ganeshkhind,
Pune - 411007, Maharashtra, India
Phone : +91 20 2571 9000/9111
Fax : +91 20 25692149
E-mail : purchase@ncra.tifr.res.in

Contact Person : Shri D.V.Pawar dvpawar@ncra.tifr.res.in
Shri.Vinod Verma vinod.verma@ncra.tifr.res.in
Tel: 020-25719000/222/227

3.8 Safety & Security:

Contractor will be responsible for the safety and security of all their workmen and staff and will ensure to maintain necessary records for payment and other details as per the prevailing Procedures and Acts. Contractor will be fully responsible for any personal injury, accident, death of your personnel and shall take proper precautions against any such loss or damages. Contractor is full responsible for legal compliances, legal procedures, statutory payments applicable etc. without involving NCRA for its execution.

The contractor is fully responsible to make good all losses / thefts damages, to the institute property by their workers.

3.9 Indemnity Bond

As per **Annexure I** to be submitted by the contractor before commencement of the work.

3.10 Applicable Law and Jurisdiction of Court

3.10.1 Only the competent Courts of Law in Pune will have the jurisdiction in respect of any dispute, concerning this contract, over the arbitration proceedings etc.

3.11 Contact Person:

For co-ordination of work kindly contact

Contact Person: *Shri D.V.Pawar* dvpawar@ncra.tifr.res.in
Shri.Vinod Verma vinod.verma@ncra.tifr.res.in

National Centre for Radio Astrophysics
Tata Institute of Fundamental Research
Savitribai Phule Pune University Campus, Ganeshkhind,
Pune - 411007, Maharashtra, India
Tel: 020-25719000/222/227

CHAPTER – 4
SCOPE OF WORK

FOR PROVIDING ONE TOURIST PERMITTED SEDAN VEHICLE
WITH DRIVERS AT NCRA-TIFR PUNE

1. Scope of the Work:

The bidder/contractor shall provide 01 tourist Permitted Sedan vehicle, 24 hours with drivers possessing valid driving license. Sedan means 05 **(4+1) seater vehicle** e.g. Honda Amaze, Maruti Suzuki Dzire, Honda City, Maruti Suzuki Ciaz, Hyundai Aura, Hyundai Verna etc.

2. The bidder should note that the requirement of the vehicle mentioned above is for 24 hours. However, NCRA may change this one plus 01 combination (12 hours shift for each vehicle) as per requirement of the organization.
3. **The vehicle should be registered in the name of the contractor/bidder at the time of bidding.** The bidder should submit the proof of ownership of all required type of vehicle with the technical bid document.
4. All vehicle provided for the purpose of this contract may be diesel-fueled or petrol fueled vehicle. EV vehicle may not be preferred as the vehicle may need to go long distance travel as per the requirement of the Institute.
5. At present the time and distance of duty shall normally commence from/terminate at office of NCRA Pune, unless otherwise specified by Admin. Officer, NCRA. The duty slip/Log Book/sheet for this purpose shall be filled up and submitted along with the bills while claiming monthly payment.
6. All Parking charges and Toll Tax will be paid (as and when applicable) by the contractor which can be claimed in the Bills submitted on monthly basis. Toll charges and parking charges will be paid at actual based on the original receipt.
7. **Escalation in rate due to increase / decrease in price of Peterol/Diesel:**
No additional charges will be paid except for increase in diesel price of more than Rs.1/- per litre, in future, as per formula mentioned below:

Fuel Price as on 15th Aug 2026 may be taken as a base price for the calculation.

[Increased diesel price per litre – (less) diesel price per litre at the time of work order] X [actual kilometres consumed at NCRA during the month ÷ average KMPL*].

** Average KM = 15km per liter for Tourist permitted Sedan.*

8. The successful bidder/contractor shall supply the vehicle throughout the week including Sunday. On Sunday of every week the total requirement of the jeeps will be five. However Center reserves right to change the requirement as and when necessary.
9. **For general maintenance of the vehicle one day OFF will be given to the contractor. It will be the contractor's duty to manage the vehicle accordingly keeping in mind the matching total of monthly kilometer and hours.**
10. In-case of non-availability of the vehicle/s on any particular day/half a day/fully or partially etc. due to whatsoever the reason (breakdown/service appointments etc.), the rate per day of the vehicle/s (calculated on the basis of monthly rate/30) for the day, fully or partially, will be deducted from the monthly bill of the contractor, if, the contractor fails to provide replacement for the vehicle/s within one hour of the instance.

11. Jeeps provided under this contract should possess valid RTO tourist permit registration of Aug 2024 or thereafter. Mere age of the vehicle shall not be a criteria for the deployment/fitness of the vehicle. All the vehicle will be inspected e.g. tyres and tools, seats and seating arrangements, cleanliness, color, interiors, working of various lights, electrical instruments, ride quality, suspension, engine noise etc. by the Administrative Officer, NCRA/his team etc. before deployment of the vehicle under this contract, if found fit, will be accepted for the deployment. In case of rejection, the successful bidder shall provide suitable replacement.
12. Valid documents like current RTO tax paid, valid comprehensive insurance policy, First-Aid box, Fire Extinguisher, Current pollution norms with certificate full-time in the Jeep during the entire contract period/whenever asked by the competent RTO Authority.
13. The contractor shall clearly understand that the vehicle shall be plying in any kind of place and terrain where a vehicle can ply with reasonable effort within the state of Maharashtra. This includes fields, kuccha roads etc. No claim of what so ever nature will be admitted on account of condition of road and damage to vehicle on account of the same.
14. The rates quoted shall be inclusive of consumables like fuel (diesel), items like tyres/ tubes / battery etc., salary and allowances to drivers, any maintenance & repair of vehicle, statutory taxes etc. The vehicle shall be covered with a comprehensive insurance policy, the cost of the same shall be borne by the contractor.
15. All the vehicle provided under this contract should be in good, sound and road worthy condition all the time while on duty with sufficient fuel for the day's duty (say a Minimum 20 Litres.). The contractor should ensure that the drivers should hold an appropriate amount with them (say Rs. 1000/-) all the time to cater any unforeseen emergency e.g. puncture, purchase of consumables etc.
16. All necessary accessories like wipers, horn, spare tyre, tool box and critical spares like fan belt fuses, bulbs etc., should be available in the vehicle.
17. Vehicle shall be supplied with good seat covers which shall be washed and changed periodically without fail.
18. In case of repairs, servicing or maintenance etc. of the vehicle, contractor should plan in advance and supply alternate/substitute vehicle during the period of repair/servicing, subject to approval of Admin. Officer, NCRA. For the replacement, no extra charges will be paid by the office.
19. Frequent change of vehicle/driver will not be acceptable and will be done only in case of repairs or emergencies. Change of vehicle/driver shall be done only with prior permission of Admin. Officer/Authorized official, NCRA.
20. Inspection of Vehicle/drivers shall be carried out from time to time by officers concerned at NCRA, Pune. In case of untidy/unclean condition of the vehicle, the same shall be rejected for the day and the contractor shall supply another substitute vehicle of same specifications. Failing which the charges incurred for hiring another vehicle by NCRA will be recovered from bidder's/contractor's monthly bill.
21. In case NCRA, Pune has any specific objection/complaint regarding a particular driver for duties/behavior, such person will have to be replaced by the bidder/contractor within 24 hours.
22. The drivers shall be provided with a mobile phone all the time to enable easy communication (basically for receiving calls).

- 23.** The bidder/contractor should make arrangement to provide relief to the drivers on their off days/holidays or leave at no extra cost to NCRA.
- 24.** The deployed drivers should be neatly dressed, healthy, punctual and well behaved. They should under no circumstances to be under the influence of alcoholic drinks or drugs when on duty. The drivers should not smoke, chew Pan/Pan masala/Tobacco inside the Jeep, while driving and otherwise. Contractor should immediately replace any driver found violating these norms.
- 25.** The drivers should be conversant with the routes of all Government buildings and important roads within Maharashtra.
- 26.** The bidder/contractor shall provide names, addresses of the drivers along with their valid driving license photo copies within one week of the award of the contract.
- 27.** The driver shall maintain a log-sheet of vehicle specifying the date, opening time, opening km reading, closing time, closing km reading, place of visit etc. The driver shall be responsible to get these details certified by NCRA representative on daily basis. The duly certified sheet should be submitted along with monthly bill. It will be the driver's responsibility to maintain the logbook on a day to day basis and obtain signatures of the concerned officer.
- 28.** Drivers shall carry followings documents at all times:
- i) Driving License
 - ii) Registration Book
 - iii) Road Tax Challan
 - iv) PUC Certificate
 - v) Insurance Policy
 - vi) Fitness Certificate by RTO
 - vii) Other documents as and when they are mandatory by RTO
- All above documents should be in ORIGINAL and valid/current at all times during the contract period.
- 29.** If the vehicle does not reach in time as intimated to the bidder/contractor by Admin. Officer/ Authorized official, NCRA, it will be sent back and the charges incurred for hiring another Jeep by NCRA will be recovered from bidder's/contractor's monthly bill.
- 30.** The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on NCRA-NCRA.
- 31.** The contractor has to ensure working hours of drivers as per the Minimum wages act.
- 32.** The vehicle and Drivers shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
- 33.** The bidder/contractor must obtain due police verification for the drivers before actual deployment on duty.

34. The NCRA-TIFR will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of contract period and the NCRA-TIFR recognizes no employer-employee relationship between the NCRA-TIFR and the personnel deployed by the contractor/agency.
35. Any person who is in Government service or an employee of this NCRA-TIFR should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
36. The NCRA-TIFR reserves the right to vary the numbers of Jeeps hired as well as to relax the terms and conditions.
37. Operation and function of vehicle and Drivers shall be governed by Motor vehicle Act or any other applicable laws and these shall be the responsibility of the contractor.
38. In case of any untoward incident, a joint enquiry under the orders of Centre Director, NCRA-NCRA will be held and decision will be arrived at in mutual consultation between both the parties. In case of any difference in opinion, the decision of the Centre Director, NCRA, Pune will be final and binding. If any loss or damage is caused to the property of NCRA, Pune due to negligence on the part of the drivers/vehicle, NCRA reserves the right to impose appropriate penalty for such loss or damage on the contractor.
39. **Provision of Cancellation of Contract:**
- (a) The Institute reserves the right to cancel the contract at any time by giving one month's written notice. Similarly, if the Contractor wishes to withdraw his services he may do so by giving three months' notice in writing.
- (b) The contract can be terminated with immediate effect for reasons of non-compliance of any of the terms & conditions mentioned in the contract or any instructions given by the office from time to time or misbehavior of any of your drivers in the Institute's premises either on duty during working hours or during off duty hours. No compensation will be given for the same by the institute.
40. **Penalties:**
- (a) In case of breach of contract or violation of any of the terms of the contract by the contractor, NCRA-TIFR shall terminate the contract. The right of action will rest with the authority entering into the agreement. The following acts may attract penalty.
- i) Non-supply of the vehicle on the said day and timings.
- ii) Breakdown / failure of the vehicle during travel / after deployment.
- iii) Non-supply of the substitute vehicle in case of breakdown of the vehicle.
- iv) Misbehavior of the driver.
- v) Non-receiving / attendance of phone calls by driver and contractor (repetitively).
- vi) Negligence of orders of the authorities.
- vii) Improper / delay in filling log book entries (repetitively).
- viii) Non-submission of log book (sheets) before due date.
41. **Settlement of dispute:**
- (a) Any dispute with regards to any point in connection with hiring of Jeeps will be referred to Admin. Officer, NCRA, Pune who will arrange to settle the dispute amicably.
- (b) In the event of any dispute or difference arising between parties pertaining or relation to this agreement, the same shall be referred to the Centre Director, NCRA, Pune & his decision will be final and binding.
41. **Jurisdiction of Court :** Only the Courts of Law in Pune will have jurisdiction in respect of any dispute concerning this contract.

Chapter 5

Standard forms

	Table of Contents
Sl. No.	Contents
1	Bidders Details – Annexure ‘A’
2	Eligibility Criteria – Annexure – ‘B’
3	Application Form – Annexure – ‘C’
4	Schedule of Experience – Annexure – ‘D’
5	C.A Certificate – Annexure – ‘E’
6	Acceptance of Terms & Conditions of Tender- Annexure – ‘F’
8	Format of Indemnity Bond* – Annexure – ‘G’
9	Format of Performance Guarantee* - Annexure – ‘H’

Chapter -6 – Price Bid detail Format (to be submitted with price bid only)

(To be printed on letterhead)

Bidder's Details

1	Name of the Firm/ Company		
2	Address of the Firm/ Communication Address:		
3	Name and Designation of Authorized Signatory		
4	Mobile No.:		
5	Telephone No.:		
6	E-Mail ID:		
7	Website:		
8	GST Registration Number:		
9	PAN Number:		
10	Firm's Bank Account details	Bank Account No.:	
		Name of the Bank:	
		IFSC Code No:	
		Name of Branch:	
11	Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry		
a)	Name of Person:		
b)	Designation:		
c)	Mobile No:		
d)	E-Mail ID:		

Authorized Signatory (signature in full):

Name:

Designation:

Seal of the Firm/Company:

ANNEXURE- B

Page 1 of 1

ELIGIBILITY CRITERIA

Sr. No.	Description	Details to be furnished by the contractor, enclosing relevant documents in the technical bid.
1	Contractor should submit Valid GST Registration Certificate, PAN, Short Act Certificate etc.	
2	The bidder shall deploy diesel or petrol-fueled tourist vehicle under this contract. Electric Vehicle (EVs) shall not be considered, as the vehicle may be required to undertake long-distance travel based on the operational requirements of the Institute.	
3	Bid must be valid for a minimum period of 120 (One Hundred Twenty Days) from the due date for submission of bid.	
4	The average annual financial turnover of the bidder during the last three years ending on 31.03.2025 should be at Rs. 3 Lacs (Rupees Three Lakh only) as per the audited balance sheet and profit & loss account of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant. The net worth of the bidder firm should not be negative as on 31.03.2025.	As per the format specified in the tender document Turnover certificate must be issued by a Chartered Accountant / Cost Accountant as per the audited balance sheet and profit & loss account of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant
5	The bidder shall submit copies of contract completed showing date of commencement and completion during the past three years (Completion certificate). The bidder must have executed similar work (similar work means providing tourist permitted jeeps with drivers + commercial utility vehicle with drivers) of value stated below three years prior to 31.07.2026 i.e. between 01.07.2023 to 31.07.2026.	
	One similar work completed costing not less than 80 % of tender value or	
	Two similar works completed costing not less than 50 % of tender value each; Or	
	Three similar works completed costing not less than 40 % of tender value;	
6	All vehicle should be registered in the name of the bidder. The bidder should submit the proof of ownership of the vehicle with the technical bid document.	
7	All the vehicle must be in good conditions and should possess valid RTO tourist permit registration of <u>August 2024 or thereafter.</u>	
8	Driver should possess valid:	
	Driving License	
	Registration Book	
	Drivers WC Policy	
	Road Tax Challan	
	PUC Certificate	
	Insurance Policy	
	Fitness Certificate by RTO	
	Other Documents as and when the are mandatory by RTO.	
9	Successful bidder must be able to submit: - Performance Guarantee of 5% of the order value, Performance Guarantee, Indemnity Bond etc. as specified in the tender document.	

NOTE: Bidder is required to submit documents in support of each of the above failing which their bid is liable to be rejected.

Signature of the Bidder : Name & Designation : Company Seal : Date :

ANNEXURE- C
APPLICATION FORM

[On the letterhead of the applicant, including full postal address, email address and telephone no.]

Bid Ref. No.: _____

Date: _____

To,
The Centre Director
National Centre for Radio Astrophysics (NCRA)
Tata Institute of Fundamental Research (TIFR)
Savitribai Phule Pune University Campus
Ganeshkhind, Pune – 411007, Maharashtra, INDIA

Sir,

Being duly authorized to represent and act on behalf of (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification criteria provided, the undersigned hereby applies to be pre-qualified by yourselves as a tenderer for award of work(s) for Providing 01 tourist Permitted 5-Seater Sedan vehicle Petrol or Diesel Fueled, 24 hours with drivers possessing valid driving license. Sedan means 05 **(4+1) seater vehicle** e.g. Honda Amaze, Maruti Suzuki Dzire, Honda City, Maruti Suzuki Ciaz, Hyundai Aura, Hyundai Verna at NCRA – TIFR Savitribai Phule University Campus, Ganeshkhind, Pune – 411007, Maharashtra

1. Attached to this letter are copies or original documents defining:
 - A. the applicant’s legal status
 - B. the principal place of business
 - C. the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
 - D. All Annexure.
2. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
3. Your agency and its authorized representatives may contact the following persons for further information on general, personnel, technical and financial enquiries.

Contact 1: Name, email and Phone no.

Contact 2: Name, email and phone no.

4. This application is made with the full understanding that:

- A. Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding.
- B. Your agency reserves the right to:
 - amend the scope and value of the contract/bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and
- C. Your agency shall not be liable for any such actions and shall be under no obligation to inform the applicant.

The undersigned declares that statements made and the information provided in the duly completed application are true and correct in every detail.

Authorized Signatory (signature in full):

Name:

Designation:

Seal of the Firm/Company:

ANNEXURE- D

Page 1 of 1

SCHEDULE OF EXPERIENCE SHOWING WORKS COMPLETED As on 31.07.2026.

Customers (full Address)	Order No. and date	Work and location	Value of order (Rs.)	Date for completi on of work as per contract	Date of actual compl etion of work	Remarks indicating reasons for late completi on of work	Has the work been completed Satisfactory? (Attach a copy of order and completion certificates from the Centre)	Contact person Along with Telephone No., FAX No. and email address

Signature of the Bidder

Name & Designation

Company Seal

Date:

ANNEXURE- E

Page 1 of 1

Chartered Accountant's Certificate

(To be printed on CA letterhead)

Financial Capabilities

Financial Year	Turnover	Net Worth
2022-23		
2023-24		
2024-25		

Signature of Chartered Accountant / Cost Accountant

Name:

Designation:

Date:

Place:

Seal of the Firm:

ANNEXURE- F

ACCEPTANCE OF TERMS & CONDITIONS OF TENDER

(To be printed on letterhead)

Enquiry / Tender No.: _____

To,

The Centre Director
National Centre for Radio Astrophysics (NCRA)
Tata Institute of Fundamental Research (TIFR)
Savitribai Phule Pune University Campus
Ganeshkhind, Pune – 411007, Maharashtra, INDIA

Sub.: Acceptance of Terms & Conditions of Tender -reg.

Sir,

I/We hereby certify that I/we have read the entire technical specifications, bid-specific terms and conditions and buyer-added terms and conditions of the subject bid (including all documents like annexure(s), etc.), which form part of the contract agreement and I/we shall abide by the terms/conditions/clauses contained therein.

I/We hereby unconditionally accept the tender conditions of the above-mentioned bid document(s) / corrigendum(s) in its totality/entirety.

I/We hereby accept the eligible similar Work(s) have not been executed through another contractor (or by third parties) on back to back by basis.

I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department / Public Sector Undertakings.

Thanking you,

Authorised Signatory and Seal of the Firm/ Company

Name :

Designation :

Email Address :

ANNEXURE – G

Format of Indemnity Bond

(to be executed on **Rs. 500** Non-Judicial Stamp Paper by the successful bidder before commencement of work at site)

Work Order No. _____ Dt. _____

In consideration of National Centre for Radio Astrophysics, Tata Institute of Fundamental Research (NCRA/TIFR) having office at Pune University Campus, Ganeshkhind, Pune 411 007, hereinafter referred to as “ The Institute”, which expression shall unless it be repugnant to the context or meaning thereof, include its successors and assignors having awarded to M/s. _____ having registered office at _____, a firm carrying in such name and style the business of _____ (hereinafter referred to as “The Contractor “ which expression shall unless it be repugnant to the context or meaning; thereof, include its partner(s) / proprietor(s) for the time being or its surviving partner(s) or its heirs and executors, administrators and assignees, its successors and assignors) the contract for _____ and in compliance with the terms and conditions of the said contract.

We M/s. _____ being the contractor shall save harmless and indemnify the Institute in respect of:

- a. Any expenses arising from any injury or accident or death of workers hired for this work or damage to property of any third party.
- b. Any claim made under any Act of Government or otherwise in respect of injury or damage as aforesaid.
- c. Any award of compensation or damages upon any claim as above.
- d. Any claim against the Institute by any member of the public or other third party in respect of anything, which may arise in respect of the works or in consequence thereof.
- e. Any claim which may be made upon the Institute whether under the Workman’s Compensation Act or any other statute in force during the currency of this contract or of common law in respect of any worker of the contractor/or their family member(s) or of his sub-contractor(s).
- f. Any costs, charges or expenses arising out of any claim or proceeding and in respect of any award of compensation of damages arising therefrom.

We also hereby confirm that we have taken Workman’s Compensation Policy No. _____ dtd. _____ valid till _____ for _____ persons deployed for work awarded to us against the above-cited order form M/s. _____.

For and on behalf of M/s. _____

Date:

S E A L

Accepted By

for and behalf of NCRA (TIFR) Pune

FORMAT OF BANK GUARANTEE FOR PERFORMANCE GUARANTEE

(to be executed on appropriate value of stamp paper)

(To be used by Successful bidder after placement of order)

To,
 Centre Director
 National Centre for Radio Astrophysics
 Tata Institute of Fundamental Research
 Post Bag No. 3, University of Pune campus,
 Ganeshkhind, Pune 411 007.

In consideration of National Centre for Radio Astrophysics, Tata Institute of Fundamental Research , Post Bag No. 3, University of Pune campus, Ganeshkhind, Pune 411 007 (hereinafter called "Centre") having agreed under the terms and conditions of Contract No. Dated made between them and (hereinafter called: The said Contractor(s)) for (hereinafter called "the said Contract") having agreed to provide an irrevocable bank Guarantee for Rs. (Rupees only), as a Security / Guarantee from the Contractor(s) for compliance of obligations in accordance with the terms and conditions in the said contract, we (indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the Centre an amount not exceeding Rs. (Rupees only) on demand by the Centre.

2. We (indicate the name of Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the centre stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupees only).

3. We, the said bank, further undertake to pay to the centre any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the contractor(s) shall have no claim against us for making such payment.

4. We (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and that it shall continue to be enforceable till all the dues of the Centre under or by virtue of the said contract have been fully paid and its claim satisfied or discharged or till Engineer on behalf of the Centre certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We (indicate the name of Bank) further agree that the Centre shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Centre or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Centre against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the Centre or any indulgence by the Centre to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or of the Contractor.

7. We (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Centre in writing.

8. This guarantee shall be valid up to unless extended on demand by Centre. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupeesonly) and unless a claim in writing is lodged with us on or before the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Signed and Sealed

Dated the day of for
(indicate the name of Bank).

Signature :

Name of the Officer :
with No.

Seal :

Email ID :

Phone No. :

Chapter 6

TABLE -A (To be strictly included with the Price bid submission only)

Price Bid Details (Part II of tender document)

Page 1 of 2

Rates for Providing 01 tourist Permitted 5-Seater Sedan vehicle Petrol or Diesel Fueled, 24 hours with drivers possessing valid driving license. Sedan means 05 (4+1) seater vehicle e.g. Honda Amaze, Maruti Suzuki Dzire, Honda City, Maruti Suzuki Ciaz, Hyundai Aura, Hyundai Verna at NCRA – TIFR

To be uploaded in Part-II Price bid section of Tender.

Sr No	Description –	Rs.
1	Rate for minimum 2400 km per month per vehicle (vehicle will be available for 24 hours with NCRA)	
2	Rate for extra km beyond 2400km (in a month)	
3	Rate/km if vehicle is underutilized i.e. less than min. 2400km (for deduction) (in a month)	
Total Rs.		
Add GST %:		
Total Rs. (including GST)		

**** Rates quoted shall be firm and inclusive of all charges and GST for the full contract period of one year.** The above quoted rates are final and cover all obligations under the tender, inclusive of fuel, driver charges, maintenance, insurance, applicable taxes, and any other incidental expenses for the full contract period of One year. No escalation will be permitted.

Date : Signature of Bidder :

Name & Designation :

Place : Company Name & Address :

Company Seal & Phone No. :