

MADHYA PRADESH NURSES REGISTRATION COUNCIL, BHOPAL

12 Daftar Road, Jawahar Chouck Gomantika Parisar, 3rd Floor Bhopal, (M.P.) Pin 462003

E-mail:- mpnursing.estt@gmail.com

mpnursingnoc@gmail.com

Website: www.mpnrc.mp.gov.in



Contact No. :-0755-2770562, 2770047

No. M.P.N.R.C./2022/...3318...

Bhopal, Dated. 10/3...../2022

TENDER NOTICE

Sealed tender is invited for hiring car/loading vehicle on daily / monthly rent basis for use in the Office, Madhya Pradesh Nurses Registration Council, Bhopal. Detailed terms and conditions of tender can be seen in www.mpnrc.mp.gov.in Copy of the same can be obtained from 01 March, 2022 from the O/O the Registrar, Madhya Pradesh Nurses Registration Council, 12 Daftar road, Jawahar chowk Gomantika parisar, 3rd floor, Bhopal (M.P) Pin-462003 on payment of Rs. 500/- (Rupees Five hundred) only in the form of Demand Draft/Pay order in favour of Registrar, Madhya Pradesh Nurses Registration Council, Bhopal. Closing date and time for submission of tender in 17/03/2022 by 1700 hrs.


Registrar

**M. P. Nurses Registration Council
Bhopal**

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General terms and conditions of Empanelment of Hiring of Car on daily / monthly basis

1. **Scope of Work:** The tender is for empanelment of transport/tour & travel agents for hiring of cars on daily/monthly basis for official use by MPNRC as per requirement.

MPNRC may need the following type of vehicles:

Indica Cars (Non-A/C) or equivalent

Indica Cars (A/C) or equivalent

Indigo (A/C) or equivalent

MarutiDzire or equivalent

Ciaz or equivalent

SX4 or equivalent

Toyota Innova or equivalent

Toyota Fortuner or equivalent

Bolero Pickup or equivalent

2. **Period of Contract:**

The empanelment will be initially valid for a period of one year and the rates once finalized will remain valid throughout the period of contract. No claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of the transporter to bear such additional expenses.

3. **Earnest Money Deposit (EMD):**

The bidder shall have to deposit EMD of Rs.5000/- (Rupees Five Thousand) only in the form of Demand Draft/Pay order in favour of Registrar Madhya Pradesh Nurses Registration Council, Bhopal, along with the tenders. Tenders received without EMD will not be considered.

4. **Forfeiture of EMD:**

The bidder will not be allowed to withdraw the tender after the same is received by MPNRC. In case the tenderer withdraws from the process, the EMD deposited by him will be forfeited.

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5. Refund of EMD:

EMD will be refunded to the unsuccessful tenderer within thirty days from the date of finalization of list of empanelment. No interest shall be payable on EMD.

6. Security Deposit:

The successful bidder(for daily basis vehicle) will have to deposit a security of Rs.10,000/- (Rupees Ten Thousand) in the form of a Demand Draft/Pay Order in favour of Registrar, Madhya Pradesh Nurses Registration Council, Bhopal. The security deposit will be refunded to the contractor within sixty days from the date of completion of the contract and no interest will be paid on the security deposit.

7. The tenderer should have a registered and well established Transport Agency/Firm. It should have the minimum experience of 1 year as supplier to any Govt. Department / PSU/SPSU. Proof of this effect to be enclosed alongwith the tender.

8. The vehicles should be in a very good running condition with clean interior and good upholstery and valid Pollution under Control (PUC) certificate.

9. Drivers: The firm must ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be well behaved, properly uniformed and well conversant with the traffic/regulations and road/routers in Madhya Pradesh localities.

10. The firm should have adequate number of telephones for contact round the clock. MPNRC can request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of MPNRC's request in writing/over phone.

11. MPNRC may need the vehicles to be hired. as per requirement. The vehicles requisitioned should reach the stipulated destination located within Madhya Pradesh and surrounding localities, within a maximum time of 30 (± 10) minutes depending on the location. It may be noted that the number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirements.

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12. It will be responsibility of the Drivers of the respective vehicle to carry the proper Registration Certificate and valid insurance at all times in respect of the vehicles being driven by him. The Driver must have one mobile phone with him always as a necessary condition of contract.

13. MPNRC shall be liable to pay the hiring charges only. Any other liability shall be borne by the contractor. If during the course of engagement of the vehicles to MPNRC, any harm due to accidents, etc. is caused either to the vehicle or to the third party, MPNRC will not be responsible. Any liability arising out of such accident will be the responsibility of the firm only. All incidental expenditure towards repair will be borne by the contractor.

14. No advance payment will be made by MPNRC. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the following month. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the officer/staff on a day to day basis. No payment will be made for unsigned duty slips with proper log book. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, time from, end of duty, places visited etc.

15. The rates quoted should be exclusive of the service tax. The service tax will be paid additionally only after receiving the photocopy of the service tax registration certificate duly attested by the firm. No service tax will be paid if the operator fails to provide proof of valid service tax registration. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.

16. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be responsibility of the firm to provide a replacement immediately. If no replacement is provided on time alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.

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17. Toll tax, Entry tax, permit fee. for crossing border, if any, parking charges will be paid by MPNRC for which the original receipts should be submitted monthly.
18. The vehicles provided should fulfill the norms prescribed by the Government of Madhya Pradesh, Department of Transport of hired vehicles.
19. The disputes, if any, arising out of this contract will be subject to the jurisdiction of the courts in Bhopal only.
20. In case of dispute of any kind, the decision of the Coordinator, MPNRC, Bhopal shall be final and binding.
21. Submission of tender: Sealed tenders in the form prescribed in Annexure-I,II& III contained in an envelope duly superscribed – “Tender for Empanelment of Transporter for Hiring of cars/loading vehicle on daily/monthly basis for official use by MPNRC” Madhya Pradesh Nurses Registration Council, 12 Daftar road, Jawahr chouck Gomantika parisar, 3rd floor, Bhopal (M.P) Pin-462003 should reach by 05:00 PM on 15/03/2022. In case that day happens to be holiday, the next working day shall be deemed to be the last date of submission of tender. Any request for extension of submission date of tenders will not be considered.
22. Opening of tenders: The tenders received will be opened at 5.00 PM of the last date of submission of tender as mentioned in the above para. The authorized representative of the quoting firm (one member only) may remain present during opening of tender, if desires so.
23. The tenders of only those firms who satisfy all the requirements/conditions stipulated in this Document will be considered. Quotation with any cutting or overwriting in the figures will not be considered.
24. The contract so awarded will commence from the date of consent of the firm to the term and conditions. The contract so awarded can be terminated by MPNRC at any time without giving any reason.

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SPECIAL TERMS & CONDITIONS FOR MONTHLY HIRING OF VEHICLE**MOBILIZATION PERIOD:**

The bidder shall place the vehicle in the services of the Corporation within 15 (fifteen) days from the date of issue of formal order. The vehicle shall be placed in the services of the officers, staff, departments, offices at whatsoever location in Madhya Pradesh, whose names, designations, etc along with the addresses will be indicated in the formal order or as desired subsequently by the tendering Authority or his authorized representatives. In case the supplier fails to deliver the vehicle within the above stipulated period, his/her EMD/Bid Security will be forfeited.

DURATION OF THE CONTRACT:

The vehicle shall be hired preferably for a period of 3(three) years subject to review of performance at the end of every year and may be terminated if the performance of the vehicle and the driver is not found satisfactory, i.e. the vehicle is not maintained and the driver is not punctual, refuses instructions of controlling officer or driving is not safe.

SCOPE OF WORK:

The Vehicle shall be utilized purely for services of MPNRC and during non-duty hours, it shall be stationed at the parking bay in our office premises. The vehicle shall ply within the NCR region of India as per the direction of the Officer in Charge. Use of vehicle for supplier's personal interest shall not be permitted. The driver shall be provided by the supplier at no extra cost to MPNRC, and shall maintain the daily log book properly.

HIRER CHARGE:

Hiring charge shall be on monthly basis and shall be inclusive of all charges, i.e. POL, repair and maintenance, periodical servicing, driver's salary and other expenses like insurance, registration of vehicle, accommodation of driver, all taxes (excluding service tax), watch and ward, any other incidental expenses, etc of the vehicle and will remain firm for the entire period of contract. Service tax will be paid extra in

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compliance of Service tax laws/ notification issued by the concerned Authority from time to time. The hire charge bill will be raised in form of tax invoice showing service tax elements clearly and separately. Reverse charge mechanism (RCM), as applicable, shall be followed. The monthly hire charge against the respective vehicle should be quoted only at Annexure-III. Toll tax, Entry tax, permit fee, for crossing border, if any, and parking charges will be reimbursed by MPNRC for which the original receipts should be submitted monthly.

SECURITY DEPOSIT:

Security deposit of one month's of the monthly hire charge in the shape of Demand Draft from any Nationalized/ Schedule Bank in favour of Registrar Madhya Pradesh Nurses Registration Council, Bhopal., is to be submitted by the successful bidder. The Security deposit shall be retained by the Corporation till one month after expiry of contract period.

JURISDICTION:

Normally, the hired vehicle shall be utilized by MPNRC and stationed in Madhya Pradesh. However, the vehicle may be required to go outside Madhya Pradesh sometime on official tour.

INSURANCE AND REGISTRATION :

The vehicle must have valid and proper insurance policy including under comprehensive policy to cover all risks and to be renewed from time to time by the owner at his cost. Vehicle without having valid and proper insurance and registration will not be taken on hire.

AVAILABILITY:

The hired vehicle shall be available for all the seven days in a week for round the clock use as per requirement of work. No extra charges for holidays and Sundays will be entertained.

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COMPLIANCE OF REGULATIONS:

The supplier shall accept full responsibility for compliance of statutory regulations/rules/acts/Payment of Min. Wages act, etc of whatsoever nature of the central Govt./State Govt./Local Bodies, District and Municipal Authority for taxes, toll tax, road permit, pollution control, service tax, insurance policy etc. +

11.0 The driver of the vehicle should be in possession of valid driving license and carry the necessary registration papers, security check verified and should be well behaved, properly uniformed and well conversant with the traffic rules/regulations and road/routes in Delhi/NCR localities. He should have a mobile phone. He should be capable to write log book properly in English. In case the service of the driver is not found satisfactory, he shall be replaced by a amicable driver immediately on receipt of such written complaint from the ordering authority, or else the vehicle shall be considered to be under breakdown and hire charge shall be recovered from the supplier at double the rate.

PAYMENT:

12.1 On completion of a calendar month, the supplier shall submit monthly hire charges bill for the period of use by the Corporation along with the night halt charges of the driver for outside duties, in triplicate along with a copy of the log book to the designated officer of the Corporation. Every effort will be made by the ordering authority for timely release of payment. All taxes will be deducted at source as per statutory requirement. Payment shall be made through RTGS and bank charges, if any, shall be to the supplier's account.

12.2 On receipt of the bill, the Officer in charge will verify the bill and will arrange payment within 15 (fifteen) days of receipt of correct bill. Taxes at prevailing rates shall be deducted at source from the monthly bill.

12.3 On receipt of the payment, the Supplier will submit a Stamped Money Receipt for record of Corporation. For part engagement of the vehicle in a calendar moth, payment will be made on pro-rata basis.



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12.4 The speedometer should be in working condition at all times, otherwise, the vehicle shall be considered to be under breakdown and conditions already mentioned earlier shall apply. **Proper record of kilometer and place run should be made in the Log Book.**

12.5 Detailed supply order for hiring of the vehicle will be issued on receipt of unconditional acceptance of Letter of Intent from the Supplier and acceptance of the Security deposit by the Corporation. The Supplier is required to place the vehicle for the service of the ordering authority within 15 (fifteen) days from the date of issue of the detailed supply order.

TERMINATION OF THE CONTRACT:

The contract may be terminated by either party on a written notice of 1(one) month without cost to either party and without assigning any reasons.

PENALTY ON ACCOUNT OF ABSENCE:

15.1 If a vehicle is taken out from duty for repair or for any other reason and fails to report for duty within the time mutually agreed upon by both the parties, a penalty equaling ½ % of the total contract value for 3(three) years will be imposed for each 7 (seven) days of absence or part thereof. The penalty amount shall not exceed 10 (ten) percent of the total hiring charges (for 3 years). In addition to the penalty so imposed, no hire charge will be paid for the period of absence.

RECESSION OF CONTRACT:

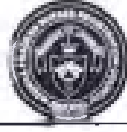
16.1 In case, under any clause or causes of this contract the Supplier shall render himself unable to pay compensation amounting to 10% of the total contract value, the Corporation shall have the power to rescind the contract by issuing a rescission notice in writing to the supplier by the ordering authority which shall be final and conclusive and in such case the Security deposit of the Supplier shall stand forfeited and be absolutely at the disposal of the Corporation.

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16.2 In the event of action taken under the above clause, the Supplier shall have no claim for compensation for any loss sustained by him. 16.3 In case the contract stands rescinded under the provision of aforesaid clause (s) the Supplier shall not be entitled to recover or be paid any hire charge for actually performed duty as per contract agreement unless certified by authorized representative of the Corporation.

REQUISITION OF VEHICLE:

In case of requisition of the vehicle by police or any public authority, the corporation shall not take any responsibility for the vehicle. For that period the Supplier will be liable to provide alternate vehicle and will not be liable for penalty.

ACCIDENT / DAMAGE CLAIMS AND LIABILITIES:

In the event of any accident or damaged caused to the vehicle while the vehicle is on duty of the Corporation, the corporation shall not take any responsibility for the loss or damage and the insurance claim thereof. The Supplier shall be exclusively responsible for any loss/damage to the vehicle or any person. The Supplier shall be solely responsible for any consequences under the laws, arising out of any accident caused by the vehicle(s) to the third party/ parties/occupants of the vehicle and compensation thereof.

DRAWAL OF AGREEMENT:

The Supplier shall attend the office of the Coordinator, MPNRC, Bhopal within 7 (seven) days after receipt of the detailed order issued to him by the Corporation, for signing the formal agreement on non-judicial stamped paper of Rs. 100.00 (Rupees Hundred) only as per prescribed format. The stamped paper would be supplied by the Supplier.

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ANNEXURE-I

The details in respect of the Bidder:

S.No.		
1	Name of the Bidder	
2	Address of the Bidder	
3	Year of Registration/Incorporation (Proof to be attached)	
4	Service Tax Registration No. (Proof to be attached)	
5	Income Tax Clearance Certificate (Proof to be attached)	
6	Whether EMD enclosed (Details of Demand Draft/Pay Order)	
7	Name(s) of the Govt. Dept/Ministries along with their address and details of contact person to be whom vehicles were provided during the last one year	
8	Name, Designation and Address of the person to whom all references shall be made regarding this tender	
9	PAN and Service Tax details	
10	Telephone with STD Code	
11	Mobile Telephone No.	

Yours faithfully,

Signature of Authorized person)

Name : _____

Designation: _____

Seal: _____

Dated: _____

Place: _____

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ANEXURE-II

RATES QUOTED FOR HIRING OF CARS ON DAILY BASIS

S.No.	Model of Car	Rate for Daily Basis	Rate of monthly Basis per Km	Additional rate per km	Night Halt for the driver
01	Ciaz (A/C) or equivalent				
02	Ciaz (non-A/C) or equivalent				
03	MarutiDzire(A/C) or equivalent				
04	MarutiDzire(non-A/C) or equivalent				
05	Innova (A/C) or equivalent				
06	Innova (non-A/C) or equivalent				
07	Tata Indigo (A/C) or equivalent				
08	Tata Indigo (non-A/C) or equivalent				
09	Bolero Pickup (non-A/C) or equivalent				
10	Bolero Pickup (non-A/C) or equivalent				
11	Mini Truck or equivalent				

Yours faithfully,

Signature of Authorized person)

Name : _____

Designation: _____

Seal: _____

Dated: _____

Place: _____

[Handwritten signatures and initials]

