

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
(A Grant – In - Aid Institute Under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai – 410210
www.actrec.gov.in, e-mail- anavkarsa@tmc.gov.in
022-27405000 Ext-5141

NOTICE INVITING E-TENDER

**CONTRACT FOR HIRING 01 NO. OF SHUTTLE BUS SERVICE FOR BOTH PERMANENT
AND CONTRACT STAFF OF ACTREC, KHARGHAR**
For The Period of Two Years from 01st December, 2023 To 30th November, 2025
(Extendable by One Year Subject to Satisfactory Performance)



Sr. No.	Particular	Amount
01	EMD by Demand Draft to be Drawn in Favour of Director ACTREC or TMC ACTREC	Rs.1,22,000/-

Notes:-

1. Tender Notification and Documents are available on GEM Portal: - <https://gem.gov.in>
2. Interested agencies /firms may visit this website for registration.

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
 (A Grant – In - Aid Institute Under Department of Atomic Energy, Government of India)
 Sector-22, Kharghar, Navi Mumbai – 410210

Ref:-TMC/ACTREC/Admin./Vehicles/Bus/6645/2023

Date : 08/09/2023

Sub:- Tender for Hiring 01 No. of Shuttle Bus Service for Both Permanent and Contract Staff of ACTREC, Kharghar for the Period of Two Years from 01st December, 2023 To 30th November, 2025 (Extendable By One Year Subject To Satisfactory Performance)

Sealed E-Tenders /offers are Invited from Bidders for Quoting of Rates for Hiring of Buses

Sr. No.	Name of Work	Approx. cost (Rs.)	EMD (Rs.) Refundable
1	Providing for Hiring 01 No. of Shuttle Bus Service for Both Permanent and Contract Staff of ACTREC, Kharghar, Navi Mumbai -410 210	Rs.61,00,000/-	Rs.1,22,000/-

Contact Person: - Mr. S. A. Anavkar, Jr. Administrative Officer (EM)

Critical Date Sheet:

Published Date	08 th September 2023
Bid Document download/sale start date	08 th September 2023
Bid Online Submission Last Date & Time	29 th September 2023
Pre Bid Meeting	14 th September 2023
Technical Bid Opening Date	29 th September 2023

(S. A. Anavkar)
 Jr. Admin. Officer (EM)

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
(A Grant – In - Aid Institute Under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai – 410210

TENDER DOCUMENTS

SR.NO.	PARTICULAR
1.	Notice for Invitation of E-Tender
2.	Tender Documents Undertaking (to be filled by Tenderer)
3.	Instructions to the Bidder
4.	Technical Bid: Tender Application Form
5.	General & Special Terms and Conditions
6.	Acceptance
7.	Details of Buses Owned by The Tenderer
8.	Solvency Certificate
9.	Agreement
10.	Format of Notary Affidavit On Non- Judicial Stamp Paper of Rs.100/- Stating Their in as Under
11.	Format of Indemnity Bond
12.	Schedule for Financial Bid (BOQ)

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
 (A Grant – In - Aid Institute Under Department of Atomic Energy, Government of India)
 Sector-22, Kharghar, Navi Mumbai – 410210

Ref:-TMC/ACTREC/Admin./Vehicles/Bus/6645/2023

Date: 08/09/2023

NOTICE INVITING E-TENDER

Tender is invited in Two Bid system through online mode – Technical and Financial – are invited from competent, authorized agencies duly registered with Income Tax (PAN) Authorities, Goods and Services tax, for passenger transport vehicle services for transporting to staff members and patients of ACTREC, Kharghar, Navi Mumbai – 410 210 as proposed.

Schedule of Work			
For Hiring 01 No. of Shuttle Bus Service for Both Permanent and Contract Staff of ACTREC, Kharghar.			
<u>Schedule of 45 +1 Seater Bus</u>			
<u>(ACTREC to CBD Belapur/Kharghar Station and Back):</u>			
From Monday to Friday (22 days in month) this service runs 156 kms. per day as follows:			
Sl. No	From ACTREC	To CBD Belapur	To Kharghar
01	0615 Hrs.	0635 Hrs.	xxx
02	0730 Hrs.	0745 Hrs.	xxx
03	0810 Hrs.	Xxx	0820 Hrs.
04	0845 Hrs.	Xxx	0905 Hrs.
05	1245 Hrs.	1300 Hrs.	xxx
06	1430 Hrs.	1445 Hrs.	xxx
07	1515 Hrs.	1530 Hrs.	xxx
08	1645 Hrs.	Xxx	1655 Hrs.
09	1750 Hrs.	Xxx	1805 Hrs.
10	1900 Hrs.	Xxx	1920 Hrs.
11	2010 Hrs.	2030 Hrs.	xxx
For Saturday this service runs 150 kms. per Saturday as follows:			
Sl. No	From ACTREC	To CBD Belapur	To Kharghar
01	0615 Hrs.	0635 Hrs.	xxx
02	0730 Hrs.	0745 Hrs.	xxx
03	0835 Hrs.	0855Hrs.	0905 Hrs.
04	1245 Hrs.	1300 Hrs.	xxx
05	1430 Hrs.	1445 Hrs.	xxx
06	1515 Hrs.	1530 Hrs.	xxx
07	1645 Hrs.	Xxx	1655 Hrs.
08	1735 Hrs.	Xxx	1745 Hrs.
09	1900 Hrs.	Xxx	1920 Hrs.
10	2010 Hrs.	2030 Hrs.	xxx

For **Sunday and Holidays** this service runs **148 kms.** per Sunday and Holidays as follows:

Sl. No	From ACTREC	To CBD Belapur	To Kharghar
01	0615 Hrs.	0635 Hrs.	xxx
02	0730 Hrs.	0745 Hrs.	xxx
03	0900 Hrs.	0915Hrs.	xxx
04	1245 Hrs.	1300 Hrs.	xxx
05	1430 Hrs.	1445 Hrs.	xxx
06	1515 Hrs.	1530 Hrs.	xxx
07	1645 Hrs.	Xxx	1655 Hrs.
08	1735 Hrs.	Xxx	1745 Hrs.
09	1900 Hrs.	Xxx	1920 Hrs.
10	2010 Hrs.	2030 Hrs.	xxx

1. The bidders has to apply through the portal of <https://gem.gov.in> only and requested to read the E-Tender Guidelines carefully. The tender document is also available on ACTREC-TMC web site www.actrec.gov.in for information/view which can be downloaded by the bidders. The bidder shall pay the EMD Rs. 1,22,000/- (Rupees One Lakh Twenty Two Thousand Only) through Demand Draft in Favour of **Director, ACTREC** or **TMC-ACTREC** at the time of submission of tender.
2. The rates must be quoted in Indian Rupees inclusive of all taxes except Goods and Services Tax. GST will be paid to the contractor on basic rates as per Government Norms. Incomplete or tenders submitted after the due date would summarily be rejected. ACTREC reserves the right to cancel any or all tenders without assigning any reason thereof.

Director, ACTREC

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
(A Grant – In - Aid Institute Under Department of Atomic Energy, Government of India)
Sector-22, Kharghar, Navi Mumbai – 410210

TENDER DOCUMENT UNDERTAKING

The Director,

Advanced Centre for Treatment, Research & Education in Cancer
Tata Memorial Centre
Kharghar, Navi Mumbai-410 210

Tender Ref.: -TMC/ACTREC/Admin./Vehicles/Bus/6645/2023

Date:

Name of Service/Work: Tender for Hiring 01 No. of Shuttle Bus Service for Both Permanent and Contract Staff of ACTREC, Kharghar for The Period of Two Years from 01st December, 2023 To 30th November, 2025 (Extendable by One Year Subject to Satisfactory Factory Performance).

Sir,

I/We read the conditions from the tender including general/ Special conditions and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of 180 (One Eighty Days) from the date of opening. I/We will be liable for forfeiture of my/our "SECURITY DEPOSIT" to Tata Memorial Centre, ACTREC, Kharghar in case I/We could not execute the awarded work. I/We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are bound to undertake work within 1 week from the date of issue of letter of award.

A sum of Rs. ----- /- (Rupees) is forwarded as Earnest Money Deposit in the form of Demand Draft/Debit card through Receipt No _____ dated _____. The full value of the Earnest Money Deposit shall stand forfeited if I/We do not commence the work within the specified time after issue of the letter or do not at all execute the work until formal agreement is executed, this acceptance of tender shall constitute as binding contract on us.

Signature of Tenderer with Stamp

Name:

Address:

INSTRUCTIONS TO BIDDERS

Bidders are requested to take note of the following instructions while filling the Tender form for submission of Technical and Commercial/financial offer:

1. The bidder must note that Tenders are accepted only through online mode on <https://gem.gov.in>
2. For due performance of obligations under the contract, the successful tenderer shall have to deposit 3% amount of total value as security deposit by Demand Draft or by way of Bank Guarantee or FDR in favour of **Director, ACTREC** with the absolute right. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind, if any.
3. The tenderer should read the General & Special Terms and Conditions of the Centre and give their acceptance to that effect.
4. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
5. Failure to fulfill any of the conditions given above shall render the tender for rejection.
6. The **Director, ACTREC** does not bind himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to accept and perform the same at the rates quoted.
7. The bidder should be having a legal entity either of individual/partners or a body corporate which may sue or may be sued.
8. The bidder should be competent enough to deal with the business of the tendered item / services technically and financially and should have adequate man-power (skilled/semi-skilled/unskilled and technical) required for managing the business awarded.
9. The bidder shall pay the **EMD Rs. 1,22,000/-** (Rupees One Lakh Twenty Two Thousand Only) through demand draft in favour of **Director, ACTREC** or **TMC-ACTREC**.
10. The bidder should be able to submit the solvency certificate approx. Rs.24,40,000/- (Rs. Twenty Four Lakhs Fourty Thousand Only) value from the any schedule bankers.
11. The bidder should have necessary licence issued by the Competent Authority/transport department to run the transport services.
12. The bidder should have tax payment capability by producing 3 years IT Return as and when asked for in addition to PAN certified by C.A.
13. The bidder should provide Goods and Services Tax No. as required for providing the services to be used for managing the work.
14. Experienced bidder should attach certificate of their past three years' experience in support of their capability in the field of dealing with the services tendered.
15. The successor / heirs in office will be responsible for the liabilities created by the bidder in respect to the manpower, services etc. offered by bidder.
16. The bidder will be solely responsible for the activities if found fraudulent for cheating or swindling the money by way of advance payment or breach of terms and conditions.
17. The bidder will be responsible by abiding itself by the national law including rules relating to manpower, services etc. offered by the bidder.
18. The bidder is also advised to ensure that the all Commercial offer and the Technical offer papers are signed by the authorized person and rubber stamp should be put wherever asked for.

19. The offers should be submitted within the scheduled time limits and delay if any occurred in submission on account of any reason, whatsoever, shall not be condoned and such delayed offers received late shall be liable for rejection.
20. The **Director, ACTREC** reserves the right of cancellation, adding, reducing or deferring the tender in total or partially without assigning any reason thereof and claim in this behalf in any way shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the earnest money deposit without any payment of interest.
21. In case of the acceptance of the tender, the tenderer will have to enter into an agreement / contract as per the specimen of the agreement / contract attached herewith.
22. The prices quoted in the tender must be valid for two years and extension period.

Certified that I have read the above instructions carefully and taken note of them.

Signature
Name of Authorized Person for Bidder with Seal

TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
 (A Grant – In - Aid Institute Under Department of Atomic Energy, Government of India)
 Sector-22, Kharghar, Navi Mumbai – 410210

TENDER APPLICATION FORM

Ref:-TMC/ACTREC/Admin./Vehicles/Bus/6645/2023

Date:

Name of the Services/Work	<u>Hiring 01 No. of Shuttle Bus Service for Both Permanent and Contract Staff Of ACTREC.</u>
Due date of the submission of the tender	
Cash Receipt No. for EMD Amount, Date and drawn at	
Name/ Title of the Bidder	
Full Address	
	E-mail
	Tel. No. & Mobile No.
	Fax
Legal entity of the bidder whether Firm/Society/Company/Other entity	
a) Registration No.	b) Authority with whom registered
c) License No. _____ Granted by _____ For the purpose of _____	
Name & Address of the Bankers of the Bidders	
PAN No.	
TAN No.	
Registration No. granted by Central Excise Commissioner for Service Tax	
CST No./VAT No./ ST No.	
Central Excise License No.	

Attach Solvency Certificate duly issued by the Banker to the bidder	
No. of manpower employed by the bidder in its officer	a. Administrative b. Technical
Experience of the bidder in dealing with the tendered services (attach copies of work orders)	
Whether provided services to TMC/ACTREC in past, if yes indicate the work order No. & Date	
Any other relevant information wish to submit	

I certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case any information is found incorrect, I the under signatory will be personally responsible for the same.

Signature

Name of Authorized Person for Bidder with Seal

Date:

TERMS AND CONDITIONS

Hiring 01 No. of Shuttle Bus Service for Both Permanent and Contract Staff

(Please read the following instructions carefully and give acceptance for the same at the end)

A) ELIGIBILITY FOR SUBMISSION OF TENDER:

The Tenderer must provide following necessary documentary proof: -

1	The tenderer must be the first owner of at least Two (02) Big Buses (Non AC, Diesel 45+1 Seater) of 2019 and later model.
2	Proof of 3 years' experience in the field (please enclose copies of certificates issued by companies for whom the services are being/have been rendered.
3	Demand Draft for Earnest Money Deposit of Rs.1,22,000/- (All Micro & Small Enterprises Units (MSE) registered with National Small Industries Corporation (NSIC)/KVIC, coir board or Directorate of industries or any other designated authority as notified by the Central Government will be exempted from paying Tender Fee, Earnest Money Deposit (EMD) etc. as applicable under policies or rules of Government of India. Proofs must be enclosed.)
4	Proof of registration with Regional Labour Commissioner (Central) for carrying out contract (if applicable).
5	Proof of legally entitled to carry out the transport business and requisite license and permit issued by appropriate authorities.
6	Proof of residential as well as officer address of tenderer : Xerox of ration card / Electricity bill / Aadhaar card registration certificate in case of firm
7	Copy of latest of last three years IT return, Profit & Loss and Balance Sheet with average annual financial turn over (gross) of Rs. 30,50,000/- (Last three consecutive financial year ending on 31 st March, 2022) certified by C.A.
8	Copy of GST registration.
9	Copy of Permanent Account Number (PAN).
10	The vendor at the time of applying for the tender should submit all the particulars of the vehicles such as Registration Certificate, Transfer Certificate, Fitness Certificate, Permit, Insurance and valid PUC, to establish the ownership of the vehicle by the firm.
11	An undertaking (self-certificate) on stamp paper that the bidder hasn't been blacklisted by a central / any state government institution and there has been no litigation with any government department on account of similar services is to be submitted.
12	Solvency Certificate of Rs. 24,40,000/- (Rs. Twenty Four Lakhs Fourty Thousand Only)

B) SPECIFICATION OF VEHICLES

1. The present requirement of Shuttle Bus is to be obtained as per work schedule. The vehicles mentioned at schedule of work are required on need and as when requirement basis. However, ACTREC may increase or decrease the number of buses during the period of contract on the same rates, terms and conditions as fixed based on the rates and rates for other routes of similar distances.
2. The contractor, every time during the currency of contract shall provide only 2019 or later model buses. The seating capacity of Non-AC big bus should be as decided at the time of award of contract and as per the actual requirement at the discretion of ACTREC management.
3. All buses should be registered in the name of Contractor / Firm. The colour of the buses preferably should be same.
4. The contractor shall produce the bus for physical inspection before ACTREC authority's along with original documents of the buses viz. RC books, Insurance policies (Comprehensive), Passenger Permit, Road Permit etc. for verification prior to deployment on the specified dates. If the Contractor fails to produce the bus / documents for inspection / verification on the specified date, the work order for supply of bus will not be issued in his favour and EMD will be forfeited.
5. The contractor shall make the bus available for transportation of employees on all working days. Place, route and timing of plying the bus will be provided and shall be subject to changes at the discretion of ACTREC management to meet with the requirements.
6. The bus should be in road-worthy conditions, in all respect, for operation in accordance with Motor Vehicle Act, 1989 and rules made there under by the States and existing laws as may be applicable and amended from time to time. Valid documents viz. Registration Certificate, Insurance Certificate, Route Permit, Passenger Permit, Fitness Certificate etc.) Should be available in the bus with the driver during operation of the bus. Responsibility for any lapses in this regard shall be that of contractor.
7. The bus should be neat and clean from inside and outside, in perfect mechanical condition and the general get-up of the bus such as body, paint, upholstery, tin work, windows panes appearance, etc. should be good commensurate with the image of ACTREC. The bus will be inspected periodically for road worthiness and any defect pointed out by ACTREC should be rectified immediately and contractor shall provide another bus not earlier than 2019 in good condition, as replacement, during the period of repair.
8. The Contractor shall provide and maintain First Aid Box and Fire Extinguisher, one bus as per the prescribed norms.
9. The contractor shall also observe the safety and maintenance provisions indicated in Motor Vehicle Act which is in force.

C) GENERAL TERMS AND CONDITIONS

10. The contract entered into will be for a period of two years (Extendable for one more year on same rates, terms and conditions subject to satisfactory services) with effect from 1st December, 2023 to 30th November, 2025. ACTREC may, if required,

increase or reduce the number of buses and size (seating capacity) of buses with an advance notice of 07 days.

11. The contractor may discontinue the services by giving 90 days notice in writing. The contract can be terminated by ACTREC by giving 07 days notice without assigning any reason thereof.
12. The contractor should declare and warrant that they are legally entitled to do the business of providing transport and hold the requisite licence and/or permit for the same from the appropriate authorities.
13. The contractor should produce all documents issued by RTA relating to each bus for verification. If bus is not registered in the name of contractor, it will not be accepted.
14. The bus should have a seating capacity as detailed in financial bid with standard seats of model 2019 and later and should be comprehensively insured to cover the risk of injury and loss of life of the commuters, drivers, attendant and third parties by law including damages to property belonging to them.
15. The rates should be submitted against each route on monthly lump sum basis as per Annexure-I for running of the bus on the route both in the morning and evening at the stipulated timings. The rates given in the schedule attached herewith should be inclusive of all statutory taxes, toll charges etc. Except GST which will be payable to the contractor on the bills as per government norms.
16. Award of contract to successful tenderer will not entail him/them exclusive right to supply all the buses for which the tender has been submitted by the tenderer. ACTREC reserves the right to award the job to one or more tenderers or reject any or all the tenders without assigning any reasons.
17. Once the buses are fixed on a particular route, shall not be changed in the normal course. However, ACTREC may direct to change the bus on any route if it is found to be not meeting with requirements.
18. The agreed charges shall remain firm and fixed during the contract. Increase in RTO taxes will be reimbursed at actual and also increase in fuel prices upto increase rate 5% will not change the present rates. However, increase/ decrease, if any, over and above 5% will be reimbursed on the basis of average run for buses, the average run will be considered as under.

1. For 46 Seater Bus

@ 4.50 kmpl.

The above will be considered provided the contractor submits the details of the mileage of each route together with the quantity of fuel supported with documentary evidence along with its monthly bill. In case the contractor does not submit the requisite information, the claim for such increase in fuel prices shall not be entertained. The price of diesel from any retail outlet at Navi Mumbai/ Mumbai Municipal areas will be taken into account for the purpose of revised rate for comparison [Rupees /- Fuel rate (Diesel) will be the same rate on the date of LOI issued date].

19. The contractor shall not be paid extra hire charger up to 10 kms. For both side due to change in the route etc.
20. All repairs including major overhaul and maintenance, servicing and other expenses for the up-keep of the vehicle, running expenses such as diesel, oil, tyres, batteries etc. shall be borne by the contractor.

21. The bus shall follow the routes and rallying points as specified in the schedule of work (NIT) and no deviation will be allowed unless it is due to some unforeseen reasons such as traffic jam or diversion of the route by the Traffic Police or Municipal Authorities. However, ACTREC reserves the right to change the schedule / route at any time.
22. The contractor shall display signboard of ACTREC name, destination, route number and route name prominently on the front and rear side of the bus while on ACTREC duty. The contractor shall not display ACTREC signboard when the bus is not on ACTREC duty.
23. All permission as may be required for obtaining different permits and license in contractor's line of business will be obtained by the contractor at his cost.
24. The contractor shall not carry passengers other than employees authorized by ACTREC/TMC situated at Kharghar/Parel, while on ACTREC duty.
25. The contractor shall make the buses available 15 minutes in advance before their actual departure timings on both sides.
26. The contractor shall ensure that drivers deployed on the buses are qualified and competent, possess valid professional Heavy Transport Vehicle (HTV) License with badge and are always in uniform, wearing black shoes and also well-disciplined. They should behave properly with the officials, well conversant with the route/roads of Greater Mumbai and its surroundings and should not report for duty under influence of alcohol or any narcotics, etc.
27. The driver shall not change the route of the bus once fixed at any stage at his own or without intimation of ACTREC management.
28. The contractor shall not sublet, transfer or assign the contract to any other party.
29. The contractor shall produce the original documents of the vehicles and drivers under contract for verification as and when called for by ACTREC management.
30. If the contract is terminated on the basis of non-compliance of terms and conditions of the contract, security deposit shall stand forfeited.
31. The contractor shall execute an agreement on Non judicial stamp paper of appropriate value accepting all the terms and conditions mentioned in the tender document at the time of award of the contract for supply us of buses/vehicles.
32. In case of requirement of additional bus (s) the vendor to supply the same on the existing rate contract.
33. Management reserves the right to operate/not operate any or all the trips.
34. Management reserves the right to stop any of the above trip with immediate effect.
35. While filling the tender, the vendor / firm should submit the registration certificate of the firm.
36. The vendor to ensure that buses are cleaned and sanitization after each trip.

D) COMPLIANCE OF LABOUR LAWS AND SAFETY RULES

37. The contractor shall declare and warrant that they are legally entitled to do the business of providing transport and hold the requisite license and/or permit for the same from the appropriate authorities.
38. The bus should comprehensively be insured to cover the risk of injury to any loss of life of the passengers and driver and third parties by law including damages to property belonging to them, and such insurance policy shall always be kept valid during the term of this agreement.
39. The contractor shall employ his own drivers, cleaners during the period of contract and shall pay their wages and comply with the statutory provisions and ACTREC shall not, in any manner, be responsible for the same. The contractor shall make payment of wages to the workmen employed by him in the presence of representative of ACTREC by 7th of every month, in fulfillment of payment of wages act and minimum wages act and maintain the register of wages paid to workmen and shall produce the same to ACTREC authorities or any statutory authorities for verification as and when called for.
40. It will be the sole responsibility of the Contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
 1. Child Labour (Prohibition & Regulation) Act
 2. Employees's Compensation Act, 1923 (Workmen's Compensation Act)
 3. Industrial Employment (Standing orders) Act
 4. Contract Labour Abolition and Regulation Act 1970
 5. Minimum Wages Act
 6. Employee Provident Fund Act
 7. Any other act or legislation which may govern the nature of the contract.
 8. ESIC Act.
 9. Any other law or act or rule as may be in forced and made applicable to the workmen/ supervisor/ other persons as may be deployed by the Contractor for carrying out the assigned jobs involving use of skilled, semi-skilled or unskilled workers.
41. Payment of GST shall be as per Govt. order from time to time. Relevant documents and GST Registration number shall be submitted before execution of work.
42. All payment as may be required for obtaining different permits and licence in contractor's line of business will be obtained by the contractors at their cost.
43. In order to avoid mishap / accident, contractor shall ensure that only skilled drivers (having driving license to drive heavy vehicles / passenger vehicles) with sufficient experience in the trade are deployed on buses and they observe all rules / precautions in this regard.
44. The contractor shall maintain such documents as may be necessary by law and as instructed by ACTREC from time to time. These should be available for inspection at any time.
45. If the bus is involved in any accident or mishap and as a result thereof any employee or employees of ACTREC suffer any injury or death, then the contractor shall be liable to pay compensation or damages as may be assessed by the competent authority and ACTREC will not be liable for any criminal or civil consequences.

46. If the contractor at any stage refuses or is unable to provide the bus for any reasons whatsoever or his performance is found to be otherwise unsatisfactory, ACTREC will have the right to terminate the contract and recover from the contractor, the amount of losses and liquidated damages suffered by the ACTREC due to termination of the contract. This will be in addition to the recovery of losses which shall have to be reimbursed to the authorized commuters for to and fro journey (coming / going) from their respective places.
47. All letters posted through postal authorities (P&T) to Contractor on the address given by him will be considered to have been delivered in time.

E) RESOLUTION OF DISPUTES

48. Notwithstanding anything contained, all questions, disputes or differences whatsoever, between the parties to the Contract, arising out of or relating to the construction, meaning and operation or interpretation of provision of the contract or matters related thereto, whether during the currency of the Contract, or its failure or after the completion of the Contract, shall be settled by sole arbitrator to be nominated and appointed by the **Director, ACTREC**. It will be no objection that the arbitrator is an employee of ACTREC and that he had to deal with matters related to the Contract or that in the course of his duties as an employee of ACTREC had expressed views on all or any other matters in question dispute or difference. The award of the arbitrator shall be final and binding on the parties to the Contract. In an arbitration invoked at the instance of either party to the contract, the arbitrator would be free to consider the counter claim of the other party even though they are not mentioned in the reference to arbitration. The provisions of the Arbitration and Conciliation Act, 1996, and Rules made there under and/or any statutory modifications or re-enactment thereof for the time being in force shall apply to such arbitration proceedings. Notwithstanding the commencement or continuance of the arbitration, the parties shall continue performance of the Contract with due diligence.

F) COMPLIANCE WITH RTO RULES

49. The contractor shall ensure that the drivers carry valid driving license while on duty. They shall possess good credentials with working knowledge of Hindi and Marathi.
50. The contractor shall ensure that the drivers do not carry any inflammable / contraband material in the buses.
51. The contractor shall be liable to bear all taxes, toll charges, levies, fines, penalties, etc. payable in respect of the aforesaid buses. The contractor shall be liable and responsible for non-fulfillment / compliance of all or any of the statutory requirements under the Motor Vehicle Act, 1988 or any other Act for the time being in force.
52. Entire expenditure towards maintenance of Buses, taxes, insurance, POL, consumables, drivers wages etc. shall be borne by you. ACTREC shall have no liability other than monthly charges towards use of the Bus.
53. Contractor shall ensure that the drivers employed behave themselves in a temperate and courteous manner, besides attending duties in good attire.
54. Contractor is required to adhere the statutory obligations of Motor Vehicles Act and to produce receipts of payments of road tax and all the original/ photo-stat copies of document. The same shall be kept with the driver, facilitating production to RTO whenever demanded.

55. Prevailing statutory requirements such as minimum wages, Provident fund and ESI shall be made applicable to the personnel being deployed.
56. All rules of RTO to be strictly followed.

G) SAFETY AND SECURITY

57. In order to avoid any Mishap / Accident, contractor shall ensure that only skilled drivers (having driving license to drive heavy vehicles / passenger vehicles) with sufficient experience in the trade are deployed on buses and they observe all rules / precautions in this regard. Contractor shall ensure that drivers do not exceed normal speed limit and shall further ensure that his crew is deployed on duty after adequate rest to avoid accidents due to over fatigue. The contractor shall be solely responsible for violation of the above stipulations.
58. The contractor shall engage the drivers for ACTREC duty whose character and antecedent verification has been done by the Police Department, possess valid driving license, having adequate driving experience on passenger buses, having thorough knowledge of traffic rules / road safety precautions, aware with the routes of Greater Mumbai and its surroundings.
59. The drivers of the vehicles / bus/es should follow the traffic rules prominently.
60. The contractor shall make his own arrangement for parking the buses after closing the duties. No parking will be allowed in the ACTREC premises after closing the duties. Parking vehicles in ACTREC premises will be at his own risk.
61. The contractor shall always abide by the rules and regulations of ACTREC pertaining to Security and Safety.
62. The Contractor or his representative shall not divulge to any one, any confidential information obtained during the course of work.
63. The Contractor shall be responsible for the safety and security of buses.
64. The Contractor shall be responsible for any damages to the buses or any death or injury to the driver or any other person travelling in the vehicle in case of any accident.
65. Any indiscipline by the contractor's workmen within the premises, while on duty, will make them liable for penalty and ACTREC will also be entitled to terminate the contract. The security rules as framed from time to time shall be strictly complied with by them.
66. The contractor will make arrangement to fix jalis to both side windows, back and front side windows and to the door if needed or as per need of the situation at his own cost to ensure safety of the persons travelling in the buses.

H) SPECIAL CONSENT

With regards to passengers, we may have to inform categorically that it is their own volition and option to avail the transport service, on their risk and consequences.

I) SET-OFF CLAUSE

67. Whenever any claim or claims for payment of a sum of money arise(s) out of or under this contract against the contractor, ACTREC shall be entitled to withhold and retain such sum or sums in whole or in part from the security deposit of the contractor pending finalization or adjudication of any such claim, in the event of the security deposit being insufficient to cover the claimed amount or if no security deposit has been taken from the contractor, ACTREC shall be entitled to withhold and have a lien to retain the extent or the such claimed amount or amounts referred to supra from any sum or sums found payable or which at any time thereafter may become payable to the contractor under the contract or any other contract with ACTREC or Government or any person contracting through ACTREC pending finalization or adjudication of any such claim. During the period of this contract any sum of money or moneys so withheld or retained by ACTREC will be kept, withheld or retained as such by ACTREC, till the claim arising out of or under the contract is determined by ACTREC or Arbitrator or by the Competent Authority, as the case may be and that the contractor will have to claim for interest or damages whatsoever on any account in respect of such sums.

J) CORRUPT PRACTICES

68. The contractor shall not offer or agree to give any person in the employment of ACTREC any gift or consideration of any kind as "Inducement" or "Reward" for doing or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the contracts. Any breach of the aforesaid condition by the contractors or any one employed by them or acting on their behalf (whether with or without the knowledge of the contractors) or the commission of any offence by the contractors or by any one employed by them or acting on their behalf which shall be punishable under the Indian Penal Code or the Prevention of Corruption by Public Servants, shall entitle ACTREC to cancel the contracts and all or any other contracts and then to recover from the contractor the amounts of any loss arising from such cancellation of contract.

K) PENALTIES

69. The bus is required to be ply on specified routes and any failure to operate the buses as per the above schedule; the contractor is required to bear actual expenses incurred by ACTREC in transportation of the employees. In addition, a penalty of Rs.1000/- for each such failure will be recovered from Contractor's next monthly bill. The decision of the ACTREC regarding the amount of actual expenses incurred will be final and binding on the contractor and the contractor shall not challenge the same.
70. In case of breakdown, a substitute bus of the same or later model in good condition shall be deployed within half an hour. If the contractor does not provide a substitute bus within half an hour, he shall be liable to pay ACTREC the charges and expenses that may be incurred by ACTREC, for procuring a bus or for arranging other mode of transport for its employees.
71. If the commuters have to make their own arrangement for their transportation to reach the office due to non-availability of bus in time at their rallying point on any day for any reasons, the ACTREC will reimburse the actual expenses incurred by the commuters for performing their journey to reach the office and shall be recovered from the bill of the contractor. In addition, a penalty of Rs.1000/- per bus for one side on failure will be imposed and recovered from Contractor's bill. The decision of the ACTREC regarding the amount of actual expenses incurred will be final and binding on the contractor and the contractor shall not challenge the same.

72. If the contractor is not able to provide the fixed bus of any route on any day(s) due to maintenance / repairing work or for any other reason, it should be immediately brought to the notice of the Transport-in-charge in writing, failing which a penalty of Rs.500/- will be imposed and recovered from the bill of the contractor.
73. The buses will be inspected by ACTREC authorities periodically for read-worthiness and if any defect is pointed out the contractor shall provide a substitute bus of the same or later model in good road-worthy condition till its rectification.
74. If the bus is not made available after repair or if a substitute bus is not provided for the next working day, then the contractor shall be liable to pay ACTREC the charges and expenses that may be incurred by ACTREC, for hiring a bus or for arranging other mode of transport for its employees in addition to the penalty of Rs.2000/- per bus per day. If the contractor at any stage refuses or is unable to provide the buses for any reasons whatsoever or his performance is found to be otherwise unsatisfactory, ACTREC will have the right to terminate the contract and recover from the contractors, the amount of losses and liquidated damages suffered by the ACTREC due to termination of the contract. The loss and damages so charged shall be not more than 10% of the contract value. This will be in addition to the recovery of losses which shall have to be reimbursed to the authorized commuters for (to and fro journey for coming to / going) from ACTREC, Kharghar to their rallying points.

L) FORFEITURE OF THE E.M.D.

If for any reason whatsoever any bidder withdraws his bid at any time prior to expiry of the validity period or after issue of the letter of Rate Contract, LOI / Work Order, refuses to execute the LOI / Work Order or furnish the Security Deposit and Performance Guarantee for faithful performance of the contract within the stipulated time, the amount of E.M.D/ Security Deposit is liable to be forfeited.

M) REFUND OF E.M.D.

The original E.M.D. receipt along with written request letter needs to be submitted in the Administration Dept. for Refund of E.M.D.

N) TURN OVER

The applicant should have average annual financial turn over (gross) of Rs. 30,50,000/- on transport services during immediate last three consecutive financial years ending 31st March, 2022. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

O) SECURITY DEPOSITS

75. The contractor may submit a bank guarantee or FDR of any corporate or nationalized bank for value towards the security deposit within 15 days after acceptance of LOI / Work order.

P) BILLING AND PAYMENT

76. The bill shall be submitted for each calendar month duly completed in all respects by 5th of succeeding month so as to enable the ACTREC for arranging payment at the earliest possible. The bill will be supported by a statement showing the details of date wise run of the bus, receipt of toll charges, parking charges, if any. The payment to the contractor shall be made by ACTREC through NEFT/RTGS only within 15 days

from the date of receipt of the bill and the contractor shall not be entitled to claim any interest for delay in payment due to unforeseen reasons.

77. If the bills are sent back for any correction to the contractor, the date of re-submission of the bill after correction will be considered the date of actual submission of the bill.
78. The bills will be raised once in a month in the format prescribed by ACTREC (the succeeding month for the operation performed in the previous month) and as such the payment will be made by cheque against the bill.
79. Recoveries towards TDS (Income-Tax) and applicable GST TDS will be made as per Government Orders in this respect and certificate to that effect will be issued by the ACTREC.
80. The rates offered in the schedule of rates (Annexure-I) includes all the expenses of POL, salary payable of drivers, road tax, passenger permit charges, insurance of bus, maintenance charges, PUC, Motor vehicles tax, fuel, GST etc. Toll tax and parking charges extra at actuals, will be reimbursed as per rules on payment of submission of original receipt.

Q) FORCE MAJEURE

81. Force Majeure is herein defined as any cause which is beyond the control of the contractor and the ACTREC, as the case may be, which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affects the performance of the contract, such as Natural Phenomena, including but not limited to floods, droughts, earthquakes and epidemics. Other phenomena including but not limited to hostilities, riots, civil commotion and declared lockout in contractor's works.

R) COMPLIANCE WITH THE TERMS AND CONDITIONS

82. The contractor shall comply with all the laws applicable including the Minimum Wages Act, Payment of wages, Contract (labour & regulation) Act, and the rules made there under, EPF Act, ESI Act and shall indemnify ACTREC against any action brought against it for any violations / non-compliance of any of the Act, rules etc. The performance of the contract shall be monitored periodically and in case services are found unsatisfactory i.e. the condition of buses deteriorates, frequent break-down, improper maintenance, use of retreaded tyres, unavailability of fuel in the bus, non-displaying of ACTREC sign board, misuse of ACTREC board, non-availability of documents of the Bus, license etc. with the driver, non-availability of spare wheel and tools, non-availability of first aid box and medicine therein, unpunctuality in duty, non-wearing of uniform by the driver / cleaner, misbehavior of the driver / cleaner with the employees, driver / cleaner under influence of alcohol, disobey of the transport staff / traffic rules and other violations covered explicitly and implicitly under this contract. ACTREC reserves the right to terminate the contract at any time without assigning any reason by giving 24 hours notice in writing and the contractor shall not be entitled to any compensation, whatsoever by reason of such termination and security deposit will be forfeited.

- S) ACTREC-TMC reserves the right to accept or reject any or all tenders without assigning any reason whatsoever thereof, TMC reserves the right to cancel the contract even after acceptance without assigning any reason whatsoever thereof. TMC is not bound to accept the lowest tender. TMC also reserves the**

right to extend the validity of the Rate Contract for more than one year as mutually agreed upon.

T) SUBMISSION OF TENDER

83. The tenderer shall submit the tender document in original duly completed in all respects and signed and stamped on each page along with documents as has been asked in NIT. Incomplete and incorrect tenders are liable to be rejected. The tenderers shall be deemed to have carefully read, studied and understood all the clauses of the tender documents. The tender documents should be submitted along with Technical Bid should be sealed in a separate envelope duly super scribed on the envelope as **"Tender for Hiring 01 No. of Shuttle Bus Service for Both Permanent and Contract Staff of ACTREC, Kharghar"** along with all relevant documents"

U) OPENING OF TENDER

84. **Financial Bid:** After opening the technical bid, based on the online submitted documents, If required-an inspection will be carried out of bus, facilities, garage etc. of the tenderer to determine the technical capability of the tenderer and financial bid will be opened only of short-listed tenderers. Bidders must quote their rates in the online financial bid Annexure – I. The financial bid will be evaluated based on the lowest offer on monthly charges clubbing all the routes and contract will be awarded to L1 bidder fulfilling terms and conditions.
85. ACTREC reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever thereof. ACTREC reserves the right to cancel the contract even after acceptance without assigning any reason whatsoever thereof. ACTREC is not bound to accept the lowest tender.
86. Non submission of supporting PDF in exact same format as below shall result in rejection of the financial bid of the bidder and Tata Memorial Centre-ACTREC reserves the right to treat the next successful bidder as L1 for award of contract through GeM or outside GeM
87. Company / Firm already engaged for such business with government departments or public undertakings will be given preference. They shall have to submit evidence and performance certificate to that effect.
88. The EMD of unsuccessful tenderer shall be refunded within the reasonable time after final decision on the tender without any interest thereon.
89. Bidders are requested to read and understand the terms and conditions of the tender mentioned in the foregoing paragraphs before sending the quotation, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this office. Tender acceptance Letter is annexed with tender notice.
90. All Micro & Small Enterprises Units (MSE) registered with National Small Industries Corporation (NSIC)/KVIC, coir board or Directorate of industries or any other designated authority as notified by the Central Government will be exempted from paying Tender Fee, Earnest Money Deposit (EMD) etc. as applicable under policies or rules of Government of India. Proofs must be enclosed. However, tender processing fee will be payable to the service provider.

91. Debarment from bidding: A bidder shall be debarred if he has been convicted of an offence under the prevention of corruption Act 1988 or the Indian Penal Code or any other law for the time being in force for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
92. A bidder debarred under clause no. 91 or any successor of the bidder shall not participate in a tendering process of this center for a period not exceeding three years commencing from the date of debarment.
93. The centre may debar a bidder or any of its successors from participating in any Tendering process undertaken by then Centre, for a period not exceeding two years. If it determines that the bidders has breached the code of integrity.
94. If a firm/bidder quotes nil charge/considerations the bid shall be treated as unresponsive and will not be considered.
95. The resultant contract will be interpreted under Indian Laws.
96. In the event of any disputes arising out or in connection with this contract where during subsistence of the contract or thereafter the matter shall be referred to Director, TMC or any other officer nominated by the Director TMC for arbitration, whose decision shall be final and binding on the parties. The contractor should agree that the arbitrator could be an employee of the center and shall not have any objection in this regards. The proceeding before the arbitrator could be governed by the provision of the Indian Arbitration Act 1996 and amendment thereof. The place of such arbitration should be Mumbai or Navi Mumbai and cost of such arbitration will be equally shared by the both parties.
97. It is also certified that this agency is not black listed by any government department nor any criminal case is registered/pending against the agency/firm/owner/ partner anywhere in India.

ACCEPTANCE

I have read the General and Special Terms and Conditions of the contract given above. I agree to abide by them.

Signature of the Contractor and Seal

Name of Authorized Person

Name of the Firm

Date:

Address for Correspondence

DETAILS OF BUSES OWNED BY THE TENDERER

Sr. No.	Registration No.	Date of Registration	Seating Capacity	Chassis No./Engine No.	Road Permit Valid upto	Insurance Valid upto	PUC Valid upto	Fitness date	Name of owner

Note: Vendor should submit the above details in the prescribed format.

Signature with officer Seal

Name:

Date:

SOLVENCY CERTIFICATE

This is to certify that M/s. _____ is a firm of Proprietorship / Partnership / body corporate (give legal entity) duly registered under the provisions of Act (give the name of Statutory Act) for which we are the authorized bankers and having bank transactions for their business through us and have good reputation.

Based on their financial transactions, we certify that financial position of the above named organization is sound and the solvency to the extent of amount Rs. _____ may be admitted.

Signature of Manager

Name of the Bank with Seal

Date:

AGREEMENT

This deed of agreement is made on this _____ day of _____ 2023 between _____ having its registered office _____ which expression shall include its successors / assignees hereinafter called the supplier of the one part AND The Tata Memorial Centre (TMC) and ACTREC is part of TMC which is a society incorporated under the Societies Registration Act 1860 having its registered office Parel, Mumbai and branch at Sector-22, Kharghar, Navi Mumbai represented by the Director on the authority of the Society on the second part.

WHEREAS, the second party published notice inviting tenders for providing transport services at ACTREC, Kharghar, Navi Mumbai;

AND whereas, the first party applied and offered its offer in response of the notice of invitation for tender and the offer whereas, found acceptable by the second party who has issued Letter of acceptance / Letter of Intent to the supplier on first part;

WHEREAS, the terms & conditions duly stipulated in the tender form under the Schedule of terms & conditions (general as well as special) have been found acceptable by the first party to abide by them and the second party has found the first party competent and capable supplier and letter of intent has been issued by the second party;

Now it is therefore, parties here un-to have agreed mutually to abide by the terms and conditions of the work order and now this deed WITNESSETH that:

1. The first party shall abide by the general terms and conditions as well as the special terms and conditions as have been stipulated in the tender for the transport services to commence the as awarded with effect from the given date and time.
2. That the technical Bid containing technical specifications of the techniques to be used for maintaining the work schedule will be ensured by the first party and will be acceptable to the second party.
3. That the upward price variation will not be acceptable to the second party whereas the first party will be under the liability to revise the price downward if it happens due to reduction of taxes leviable by the Central / State Government.
4. The maintenance of the vehicles / tools during currency period of the contract shall be the sole responsibility of the contractor. The alternative vehicles shall be provided by the contractor in case of failure of any of the vehicles required for maintaining the awarded jobs.
5. That the notice inviting tender, tender form, technical bid, commercial bid together with schedule of quantity and specifications including general terms and conditions and special terms & conditions schedule shall be construed as the part of this agreement.
6. That the mode of payment & currency for the supplies shall not be changed unless otherwise mutually agreed by the parties and if found permissible under the Law of the land.
7. That the first party shall be liable for the liquidated damages to be paid to the second party for the defaults on the part of the contractor for commissioning and maintenance is delayed and the second party will be free to recover such liquidated damages as may be determined in the terms of the work order conditions from the

due amount of supplies or EMD or Performance Deposits / Guarantee including Bank Guarantee.

8. That the first party / contractor shall be responsible to provide alternate manpower in case of any the workmen or group of workmen remain absent from the work on account of one reason or the other or refuse to execute the work or adopt delay tactics by one way or the other or any other unforeseen circumstances occurred or created on account of actions of the personnel of the contractor deployed at ACTREC. Failure of the contractor shall render him liable for all consequences as may be occurred to save life of patients in the hospital and recover the cost together with damages as may be occurred on actual basis.

In WITNESS whereof, the first party - contractor and through its authorized representative has hereinto set his hands and authorized representative for and on behalf of the second party has hereinto set his hands, executed and signed this deed in presence of.

First Party

Second Party

Witness: 1. _____

Witness: 1. _____

2. _____

2. _____

**FORMAT OF NOTARY AFFIDAVIT ON NON- JUDICIAL STAMP PAPER OF
RS.100/- STATING THEIR IN AS UNDER**

1. Confirming that no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
2. That the firm is never being blacklisted /penalized /defaulted by any government Institution / Hospitals with in last 5 years.
3. That the firm has deposited up to date all the statutory taxes levied as per the law of land. (Upload scanned copy of clearance / Return certificate).

Signature

Name of Authorized Person for Bidder with Seal

FORMAT OF INDEMNITY BOND FOR GUARANTEED PERFORMANCE
(To be furnished in Stamp paper as per Stamp Act)
(At presents not less than Rs. 100/- stamp paper)

This deed of Indemnity executed byhereinafter referred to as 'Indemnifier ' or 'Contractor' which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representative and assignees in favour of Tata Memorial Centre (ACTREC), hereinafter referred to as the 'Indemnified' or 'Purchaser' which expression shall unless repugnant to the context of meaning thereof, include its administrators, successors and assignees.

Witness as to:

Whereas the Purchaser herein has awarded to the Contractor herein a contract for Tata Memorial Centre ACTREC (Tata Memorial Centre), on terms and conditions set out inter alia in the NIT/work order contract/Award of contract no..... for a contract valued at Rs. (Rupeesonly) and whereas, clause _____ of the above mentioned contract/Award provides for an indemnity bond to be given to the Indemnified.

The indemnifier hereby irrevocably agrees to indemnify the indemnified against all or any liabilities arising out of conducting the contract towards the employees of the contractor assigned for carrying out the job of running the laundry from time to time at ACTREC, including the quantum and payment of salaries, allowances, statutory liabilities and any other payments to the contractors employees or on behalf of the contractor's employees or on behalf of the Indemnifier shall be the sole responsibility of the Indemnifier.

The indemnifier further irrevocably agrees to indemnify the indemnified against any liability and/or penalty by whatever name it may be called arising out of any demand for or on behalf of the employees of the contractor, or on account of any demand by any statutory authorities. This indemnity shall be in force for a period of two years after the end of the date of the contract period or one year after the end of any litigation arising out of this contract whichever is later.

Name the Indemnifier :

Designation :

Name and address of the contractor :

WITNESSES

1.

2.

SCHEDULE FOR FINANCIAL BID (BOQ)					
Annexure – I					
Contract Period 01/12/2023 to 30/11/2025					
	NAME OF FIRM				
Sr. No	Route (Reporting as per schedule of work)	Seating capacity / type of vehicle in good condition not before the model of 2019	Monthly charges (In Rupees)	GST (In %)	Total
1.	1 No of 45 +1 Seater Bus (ACTREC to CBD Belapur/Kharghar Station and Back): From Monday to Friday (22 days in month) - One round trip (156 KMs) For Saturday (Every Month) - One round trip (150 KMs) For Sunday & Holidays (Every Month) - One round trip (148 KMs)	45+1 Seater bus			
Total					
Grand Total for the Contract Period (24 Months)					
Monthly charges including all taxes, motor vehicle tax, fuel, GST etc. Toll tax & parking charges extra at actuals, will be reimbursed as per rules on payment of proof to the Govt.					