

Ref:NCB/CF25-7/250138

May 07, 2025

ENQUIRY

To

=> By Speed Post/Courier

Dear Sirs

Please let us have your **Quotation** for the following:

S.No.	Item Description	Qty	UOM
1	Hiring of 11 seater electric buggy with driver on 12 hour basis with RFID card reader to cater the students/staff to ply between Mandara Housing and NCBS and back as per scope of work.	12.00	NO

1. The quotation shall be submitted in a sealed envelope duly superscribed with the enquiry number, and the due date for Ref No: 250138. The bids should be addressed and to be mailed/couriered (sent by post/courier) to 'THE HEAD-PURCHASE'.

The bids are liable to be rejected if the sealed envelope is not addressed to “THE HEAD-PURCHASE? with Tender Ref No. and Item Description and due date. The bids delivered in person shall be dropped in Purchase Section. If the bids are sent through courier or mail, it should reach by submission date and time and NCBS will not be responsible for the delay.

2. DUE DATE FOR SUBMISSION OF QUOTATION AGAINST THIS ENQUIRY IS 29/05/2025 BY 5.30PM.

3. QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL BE REJECTED.

4. The validity of your quotation should be for 60 days from the due date.

5. All duties, taxes, surcharge and cess as currently applicable must be stated in your quotation, separately. Otherwise your quote is liable to be rejected.

6. Your quotation should indicate delivery period & warranty period.

7. Delivery to be made to our stores. Please indicate charges, if any extra. Transit Insurance should be done upto NCBS Stores.

8. If you are unable to supply the quality, specifications or brand as mentioned in our enquiry, please state so and then offer alternative to quality/specifications.

9. Payment: within one month after delivery & acceptance/satisfactory installation.

10. Please ensure that the enquiry number and the due date is superscribed on the envelope failing which your quotation is liable to be rejected.

11. Since we are a public funded research institution, we are exempted from paying Customs duty (Except ad valorem duty of 5% + 2% Cess and 1% Cus Sec & High Edu. CESS vide Notification No. 51/96 with latest amendments) and excise duty vide Notification No. 10/97 CENTRAL EXCISE dated 01-03-1997 for all scientific equipments, technical instruments, equipments (including computers), their accessories, spares, consumables and software. Hence, please offer your prices

12. If the item is covered under DGS&D rate contract, please quote the rate as per the DGS&D rate contract with xerox copy of the DGS&D order.

13. Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time shall apply. The courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

14. Liquidity Damages: If the equipment/ items as per specifications in our P.O. is not supplied (shipped) within the specified delivery schedule, then liquidated damages (not in terms of penalty) will be imposed automatically and shall be deducted from the bill at the rate of 0.5% per week subject to a maximum of 10% of the order value.

15. Income Tax at the applicable rates as per the Indian Income Tax Act 1961 will be deducted at source for the services availed / ordered. In case of service provider, the rate of tax deduction shall be at 2% as per Section 194C, and in case of fee for professional / technical services under section 194J, the tax deduction shall be at the rate of 10%. In case service provider does not provide PAN number, the deduction shall be at 20% under section 206 AA.

-Tax Deduction Certificates will be provided on request for non PAN holders & Foreign Vendors and PAN holders could avail them through NSDL site dealing with 26AS.

Yours faithfully
For and on behalf of
National Centre for Biological Sciences

Head Purchase



Ref: NCB/W-250138/2025-2026 (N)

Date: May 7, 2025

Hiring of 11-seater buggy to ply between Mandara Housing and NCBS as per schedule initially for a period of one year. Based on the Services, the contract can be extended for further period.

Scope of Work

Supply of battery operated ecofriendly Electric Buggy Cars.

1. NCBS intends to outsource the services for hiring of Electric Buggy Cars.
2. We need Electric Buggy (1 No), 11-seater with provision for carrying bicycles . One Electric Buggy with one driver on 12 hour basis with RFID card reader..

All Vehicles should have GPS devices with RFID facility. Pl. quote your rates separately for installation and maintenance of GPS device with RFID.

GPS device with RFID- Vehicle Tracking- GPS should be with the provision of RFID so as to enable our staff to Punch-in (Pick-up) Punch-out (Drop) for Official/Personal use on daily basis. The installation and maintenance charge should be borne by the Contractor only. Without GPS, the vehicles will not be allowed for NCBS operations.

Payment: Agency to provide the bill every month in duplicate. The bill should be approved by the Administrative Officer (Estt), NCBS and process to accounts for payment by the 15th of the following month.

Drivers: Drivers deployed should be well-trained/skilled drivers and provide substitute driver in case the drivers are one leave or otherwise.

Expenditure: All expenditure on maintenance of the vehicle, driver salary or any other privileges to the drivers as per Govt. norms etc., should be borne by the agency no additional payment on any of the accounts will be made to the agency except agreed rates per month and will be as per the contract.

Charging: Electricity for charging the batteries will be provided by the institute and suitable electric meter will be installed. Appropriate charges will be recovered as per the usage. It may be considered while quoting.

Vehicle Maintenance: Supplier shall ensure service and maintenance of buggies on timely basis. If buggies fail to operate due to mechanical/ any other problem, supplier to arrange alternate buggies without interruption to the existing schedule.

Contractors shall undertake to implement the following terms:

1. Ensuring buggy drivers mark there in and out time at the reception.
2. Guaranteeing that the drivers comply with the Institute's rules and regulations and they should be preset for all the trips as per the schedule.
3. Taking full responsibility for the conduct of the drivers while they are off-campus during this period.
4. In case of change of driver, the contractor is solely responsible to train and ensure newly deployed drivers are acquainted/familiar with the buggy route for ensuring the smooth transition.
5. For any breach the contractor shall be deemed to be solely responsible for the same and shall be liable for administrative/legal actions to be levied in this regard by NCBS without any contest from my/our side.

BUGGY SCHEDULE – NCBS TO MANDARA AND BACK				
BUGGY No.	FROM NCBS	TO MANDARA	FROM MANDARA	TO NCBS
Buggy-1	8.15 AM	8.30 AM	8.30 AM	8.45 AM
Buggy-2	8.30 AM	8.45 AM	8.45 AM	9.00 AM
Buggy-1	8.45 AM	9.00 AM	9.00 AM	9.15 AM
Buggy-2	9.00 AM	9.15 AM	9.15 AM	9.30 AM
Buggy-1	9.30 AM	9.45 AM	9.45 AM	10.00 AM
Buggy-2	9.45 AM	10.00 AM	10.15 AM	10.30 AM
Buggy-1/Buggy-2	12.00 PM	12.15 PM	12.30 PM	12.45 PM
Buggy-1/Buggy-2	1.30 PM	1.45 PM	2.00 PM	2.15 PM
Buggy-1/Buggy-2	3:30 PM	3:45 PM	4:00 PM	4:15 PM
Buggy-1/Buggy-2	5.30 PM	5.45 PM	5.45 PM	6.00 PM
Buggy-1/Buggy-2	6.00 PM	6.15 PM	6.15 PM	6.30 PM
Buggy-1/Buggy-2	6.30 PM	6.45 PM	6.45 PM	7.00 PM
Buggy-1/Buggy-2	7.00 PM	7.15 PM	7.15 PM	7.30 PM
Buggy-1/Buggy-2	7:15 PM	7:30 PM	7:30 PM	7:45 PM

The Schedule is only indicative and not exhaustive is subject to change as per the requirement.

Instructions to the Drivers

1. Wear Neat and Clear tidy Uniform
2. Maintain punctuality
3. No mobile phones while driving
4. To be polite with buggy users
5. No Rash driving
6. For any concern they should approach NCBS reception/ NCBS Establishment officer
7. To co-ordinate with reception and follow the instructions given by NCBS reception
8. Maintain campus discipline & Integrity. No Loose talking about the campus activities.
9. Should not keep the vehicle accessories/Diesel/Distilled water/any other items related to buggy in the vicinity of the vehicle.
10. Should have a spare tyre with tools. First aid kit in the vehicle.



Micro and Small Enterprises (MSEs):

1. Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME)
2. The MSEs are exempted from payment of earnest money and tender fees subject to furnishing of relevant valid certificate for claiming exemption as per privilege rules of Government of India.
3. The bidder submits registration of Udyog Adhar Memorandum (UAM) by Ministry of Micro Small and Medium Enterprises (MSME) vendors on Central Public Procurement Portal (CPPP). The bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order 2012 issued by MSME.

PRICE

The Tenders to be quoted in INR. For imported goods, to be quoted in currency of the approved currency from RBI. The price/s quoted shall be firm till the complete execution of the order. All details relating to price, price breakup, inland transportation, documentation, taxes and duties, levies, freight charges, delivery terms, mode of payment, mode of Despatch, Insurance should be clearly stated.

This invitation is only for Class “1” and Class “2” Suppliers as prescribed in “Public Procurement (Preference to Make in India) order 2017 of GOI. Dept of DIPP” (OM No. P-4502/2/2017-PP(BE-II) dated 04th June, 2020. Necessary certification for local content must be submitted by the prospective bidders strictly as per Annexure – 2 attached with the tender document.

For indicating the price, the tenderers may choose any/all of the following: **The ‘Class-I Local Supplier’ / ‘Class-II Local Supplier’ at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for ‘Class-I Local Supplier’ / ‘Class-II Local Supplier’ as the case may be.**

As per O.M No. F.No.6/18/2019-PPD, dt.23/07/2020, the following condition to be fulfilled and the bidder to submit the following declaration on their Letter head.

I. 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.

II. “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

III. “Bidder from a country which shares a land border with India” for the purpose of this Order means:-

- a. An entity incorporated, established or registered in such a country; or
- b. A Subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

Bid Security Declaration for Order Value > Rs.5 Lakh
(to be submitted on Company's Letter Head)

I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document or fail to execute the contract, we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids.

Name and Signature
of Authorized Signatory
and Company Seal

Certificate for Local Content

“We (name of manufacturer) hereby confirm in respect of quoted item(s) that Local Content is equal to or more than 50% and come under “Class-I Local Supplier” Category. As being “Class – I Local Supplier”, we are eligible for Purchase Preference under “Make in India” Policy vide GOI Order No.P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020).

OR

“We (name of manufacturer) hereby confirm in respect of quoted item(s) that Local Content is more than 20% but less than 50% and come under “Class-II Local Supplier” Category.

The details of the location (s) at which the local value addition made is/are as under:

- 1.
- 2.
- 3.

*Strike out whichever is not applicable

Date:

Seal & Signature of the Bidder

NOTE:

1. Self-certification that the item offered meets the minimum local content (as above) giving details of the location(s) at which the local value addition is made in case the bidder wishes to avail the benefits under the make in India policy, if applicable.
2. In cases of procurement for a value in excess of Rs.10 crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content to avail the benefits under the make in India Policy, if applicable.

Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dtd 23-Jul-2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General conditions. Definitions, Govt Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 & prescribed tender conditions).

DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM

I, the undersigned, (full names), do hereby declare, in my capacity as of M/s. (name of bidder entity), that:

- 1) The facts contained herein are within my own personal knowledge.
- 2) I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order.
- 3) I certify that M/s. (name of bidder entity) **is not from such a country or, is from such a country (strike out whichever is not applicable)**, has been registered with the Competent Authority. I hereby certify that the SUPPLIER fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority is attached).
- 4) I understand that the submission of incorrect data and / or if certificate / declaration given by M/s. (name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017.

AUTHORISED SIGNATURE: _____ **DATE:** _____

Seal / Stamp of Bidder