

No. D.26011/1/2011-Estt.(Vol.II)
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH

Technology Bhawan, New Mehrauli Road,
New Delhi-110016.

Dated: 29th August, 2014.

Sub: Hiring of DLY cars (AC & Non-AC) for official use in the Department of Scientific & Industrial Research, New Delhi – calling for quotations - reg.

Sealed quotations are invited from reputed Tours & Travel Agencies for conducting Annual Rate Contract for hiring of Chauffeur driven DLY taxis viz. Toyota/Tata Indigo/Maruti Dzire etc. for the official use of the Department of Scientific & Industrial Research, New Delhi, on daily and as and when required basis for a period of one year from 1.10.2014 or the date of conclusion of contract, whichever is later. The cars should be in good condition and conform to the relevant motor vehicles rules.

2. Offers of only those Service providing Companies/Firm/Concerns etc. who hold a valid registration certificate issued by the Transport Department, Delhi Government/ State Government on the date of tender opening shall be taken into consideration. Offers of the unregistered firms shall be rejected straightaway.
3. Only those operators who have at least five DLY cars should quote their rates. Before finalizing the rates, their bonafide of possession of 5 DLY cars shall be verified. In case it is found that the operators do not own the stipulated number of cars, the tender shall be rejected (attested photocopies of the R.Cs. and permits must be enclosed with the tender).
4. The operator should be registered with the Central Excise Department and have a 15 digit Service Tax code and paying Service Tax.
5. The quotations should contain two parts, Technical Bid and Financial Bid. Technical and Financial Bid may be placed in separate sealed covers and thereafter both the covers should be placed in the third sealed cover superscribed as '**Quotations for Supply of DLY Cars**' and addressed to the Under Secretary (Admin.), Department of Scientific & Industrial Research, Room No. T-38, Technology Bhawan, New Mehrauli Road, New Delhi-110016. Tenderer should invariably furnish **earnest money of ₹ 25,000/- (Rupees Twenty-five Thousand only)** by D.D./Pay Order/Bank Guarantee drawn at Delhi in favour of D.D.O., DSIR, Technology Bhawan, New Mehrauli Road, New Delhi-110016, failing which the tender will not be entertained.
6. EMD will be returned to the unsuccessful tenderer without interest after the tender is finalized. EMD without interest to the successful bidder will be returned on receipt of performance security.
7. Erasing/mutilating of the rates quoted will render the tenders void. All alterations should be ink signed in full, otherwise the tender will not be considered.



8. The power to accept tender rests with the Department and the Department is not bound to accept the lowest rates. The Department will not entertain any request of the vendors for revision of rates during the tenure of the contract unless and until it becomes inevitable.

9. The Department reserves the right to reject any or all tenders without assigning any reason thereto. The Department also reserves the right to accept any tender as a whole or any part of it.

10. The tender/contract is further subject to the terms and conditions attached at **Annexure-I**.

11. This 'Tender Document' can be downloaded from the Department's website www.dsir.gov.in or can also be collected from the Section Officer (GA), Department of Scientific & Industrial Research, Room No. T-37, Technology Bhawan, New Mehrauli Road, New Delhi-110016.

12. Quotation should be submitted in the proforma, attached as **Annexure-II & III**.

13. Sealed quotation may be dropped in the Tender Box of DSIR kept near the Reception of Technology Bhawan latest by **3.00 PM on 19.9.2014**. The quotations will be opened on the same day at 3.30 PM in Hall-B, Room No. 1, Technology Bhawan, New Delhi in the presence of tenderers/agencies or their authorized representatives who may wish to be present.

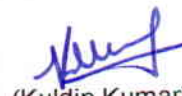


(Kuldip Kumar)

Under Secretary to the Govt. of India
Tel.26528472

Encls. As above.

Copy to Shri V.K. Varun, Scientist 'F', for uploading this tender document on the website of DSIR.

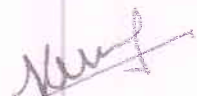


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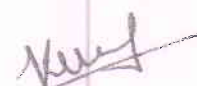
Under Secretary to the Govt. of India

TERMS AND CONDITIONS

1. The Rate Contract shall be valid for the period 01.10.2014 to 30.09.2015 or one year from the date of awarding the Contract, whichever is later. However, the Rate Contract may be extended for another one year on the same terms and conditions including rates subject to mutual agreement of both the parties. No guarantee can be given as to the minimum or actual services or actual services usage.
2. Normally, the private taxi services are required on all working days from Monday to Friday. However, the services may also be required on all the seven days in a week and also on National Holidays. The services provider shall be bound to deliver the services on all days under the Annual Rate Contract.
3. The taxi hired shall be for the exclusive use of this Department and no sharing with any other user will be allowed under any circumstances.
4. The taxis offered for service shall be maintained in excellent running condition. The taxi offered should be properly cleaned and washed daily before reporting for duty. In the event of DSIR not being satisfied with the functioning of the taxi, its maintenance or cleanliness the bidder shall be bound to provide an alternate taxi immediately for acceptance by DSIR. The decision of this Department shall be final in this regard and any objection by the Service Provider shall be deemed to be a violation of the Contract and shall render such Service Provider to termination of the Rate Contract with this Department.
5. The contract so awarded will commence from the date of consent given by the firm to the terms and conditions and deposit a bank guarantee of Rs.50,000/- in the prescribed format (**Annexure-IV**) as performance security from a commercial bank, which shall be allowed to be withdrawn on the expiry of the contract. The performance security should be valid for a period of 60 days beyond the period of **rate contract**. The contract so awarded can be terminated by the Department at any time without any notice or assigning any reason thereof. No compensation will be payable to the contractor on this account. The decision of the Department in the matter will be final and binding.
6. The normal working hours will be 10 hours per day.
7. Prices allowed shall remain firm and fixed during the entire contract period and price variation on any account will not be admitted.
8. In case the services are found not satisfactory during the course of the contract, the security deposit shall stand forfeited. Dispute, if any, arising out of this contract shall be subject to the jurisdiction of the Delhi courts only.
9. In the event, a journey is commenced but not completed due to breakdown etc., DSIR will be at liberty to hire another taxi from the market. In such an event, any excess amount paid shall be deducted from the monthly bill of the Service Provider.
10. Firm should be in a position to provide standby cars within half an hour of reporting any breakdown to the contractor telephonically. All expenses are to be borne by the firm, in case of breakdown of a vehicle supplied. **A penalty of Rs.500/- per car per day shall be imposed if the transporter fails to provide car on any particular day.**
11. It shall be the responsibility of the Service Provider to provide a trained driver with each vehicle offered for service who should hold a valid driving licence throughout the entire Rate Contract period. The driver provided should be adequately trained in safe and defensive driving skills,



- courteous customer handling, operating device and possessing a good knowledge of the city streets and routes. It shall be the responsibility of the Service Provider to ensure the fitness level of the drivers. The driver deployed should possess a good knowledge of operating portable fire extinguishers equipped in the taxi, traffic rules, escorting the customer to office/other building with torch at night or umbrella during rains etc.
12. Security check verification of the driver provided shall be carried out by the Service Provider. However, DSIR will be free to conduct police verification of the driver at any time during the currency of the Rate Contract. The driver provided should have an unblemished record of accident free driving during the past five years. The driver should always be in uniform for the service and maintain courteous behavior with the users.
 13. The driver made available should be provided with working mobile phone put in switch on mode during the period of service provided to DSIR. In case of any misbehavior by the driver or any other deficiency noticed in the working of the driver, the bidder shall provide an alternate driver within 24 hours. No dispute can be raised by the Service Provider about unsatisfactory service of the driver.
 14. The driver provided should be educated enough to maintain logbook entries showing start kilometer, end kilometer, distance covered, time consumed for journey, places visited etc. for each occasion of journey signed by the office/staff traveling and duty slips signed by the officers/ staff on a day to day basis.
 15. The cost of fuel, maintenance of the cars, mobile phone charges and salary of the driver etc. shall be borne by the Service Provider and no separate charges shall be allowed by DSIR.
 16. Availability of fuel has to be ensured by the Service Provider. Any Excuse for non-availability of the taxi running on fuel type for which order is placed or admission of charges for running the vehicle on another fuel will not be acceptable.
 17. Any losses or injuries due to road accident etc. arising during the course of engagement of the vehicles for the services to DSIR, shall be handled fully by the Service Provider, DSIR or its users will not be involved in any manner and any liabilities arising out of such accidents will be the responsibility of the Service Provider alone. The bidder/Service provider shall be bound to render complete indemnity to the DSIR/DSIR users against any liability criminal or civil arising on account of hiring taxis by DSIR.
 18. Service Provider must ensure availability of proper and valid insurance at all times in respect of the vehicle as well as the insurance coverage to the passengers.
 19. Toll tax, Entry tax, Permit fee for crossing border, if any, or parking charges will be borne by DSIR on surrendering the original receipts to DSIR along with monthly bills.
 20. All relevant papers duly updated shall be available in the vehicle at all times during the service rendered to DSIR. The driver should not be changed frequently.
 21. Service provider may submit their bills for the service rendered during the calendar month by the end of the first week of the ensuing calendar month.
 22. The time and distance in respect of hired taxis will commence from Technology Bhawan, New Delhi and will terminate at Technology Bhawan itself.



23. Tempering of Km/mileage meter/actual distance covered, if any found, in course of duty will be taken seriously, accordingly contract of the erring service provider will be terminated and the security deposit forfeited.
24. Private vehicles will not be entertained for duties. Only vehicles holding commercial permit should be sent for duties. Registration number of the vehicle mentioned in the bill sent to this Department for payment, will be sent to the Transport Authority, Government of Delhi, whenever called for.
25. The service provider should have the capacity of repairing their vehicle in a short time. Whenever, there is any demand from Department, they should be in a position to provide vehicles immediately.
26. The owner/service provider should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to ensure to attend calls in emergency cases.

NMF

TECHNICAL BID

S.No.	Particulars	
1.	Name of the Firm/Company/Agency	
2.	Address of Firm/Company/Agency	
3.	Telephone No.	
4.	Year of Registration/Incorporation Certificate to be enclosed	
5.	Number of Employees as on 1.4. 2013	
6.	Annual Turnover (along with proof) as on 1.4. 2013	
7.	15 Digits Service Tax Code No. and PAN No. (Proof to be attached)	
8.	Whether EMD of Rs.25,000/- enclosed in the form of Bank Draft/Pay Order (No. and Date)/Bank Guarantee.	
9.	Name and Address of the Departments/Ministries and other organizations where, at present, vehicles are engaged on regular/monthly basis (self certified and duly stamped copies of contract letter be attached)	
10.	Satisfactory Service Certificates from at least three Government Ministries / Departments/PSU/ Corporate	
11.	Name, Designation and Address of the person to whom all references shall be made regarding this tender	
12.	Telephone No.	Office:
		Residence:
13.	Mobile No.	
14.	Total number of DLY taxis registered with the Agency	
15.	Name, Address and Telephone Number of the proprietor	

It is hereby certified that I/we, before signing this tender, have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date:

Place :

(Signature of the Authorized person)

Name
Designation
Business Address
Seal

Check List for Technical Parameters

S.No.	Documents to be submitted	Yes	No	Page Nos.	Remark
1.	Annual turnover of the firm for the last financial year				
2.	Details of the past experience of providing services in the same field in Government Ministries/Departments/PSUs/ Reputed Corporate Sectors, with contact persons and their telephone numbers				
3.	Satisfactory performance certificate from all Government Ministries/Departments/Major PSUs/Corporate, where the transport services are being provided at present				
4.	Copies of certificates of Incorporation of firm, PAN No. and Service Tax registration				
5.	Total number of DLY Taxis/cars registered with the Agency				
6.	EMD of Rs.25,000/- in the form of DD/Pay Order/ Bank Guarantee				

DSIR Tender Enquiry No.D-26011/1/2011-Estt. dated _____
FINANCIAL BID

Regarding supply of DLY Taxis on hire basis Regular Basis

Sl. No.	Description	Amount (in Rs.) for Non-AC Car. [In figures and in words] - any make		Amount (in Rs.) for AC Small Car. [In figures and in words] (e.g. Tata Indica / Maruti Wagon R)		Amount (in Rs.) for AC Sedan Car. [In figures and in words] (e.g. Tata Indigo /Maruti Swift Dzire / SX4 / Hyundai Accent / Toyota Etios / Ford Ikon etc.)	
		Diesel	CNG	Diesel	CNG	Diesel	CNG
1.	Charges for vehicle engaged on monthly basis. 2500 Kms./ 250 Hrs.						
2.	Daily (50 Kms. / 5 Hours)						
3.	Daily (100 Kms. / 10 Hours)						
4.	Per km charges for extra kms for sl. No.1,2 & 3.						
5.	Per hour rates for extra hours for sl. No. 1,2 & 3.						
6.	Night Stay charges (after 12.00 Midnight)						
	TOTAL						

2. I/We accept the terms and conditions stipulated in your above quoted tender enquiry and agree to abide by the same.

Date:

(Signature of the Bidder)
 Name of the Taxi Stand/firm
 Address and office stamp/seal
 with telephone number

DSIR Tender Enquiry No.D-26011/1/2011-Estt. dated _____

Model Bank Guarantee for Performance Security

To

The President of India

WHEREAS _____ (name and address of contactor) (hereinafter called "the service provider") has undertaken, in pursuance of contract No. _____ dated _____ to provide DLY Cars on as and when required basis (hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the service provider shall furnish you with the bank guarantee by a schedule commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the service provider such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the service provider, up to a total of _____ (amount of guarantee) _____ (in words), and we undertake to pay you, upon your first written demand, declaring the service provider to be in default under the contract and without cavil or argument any sum or sums within the limits of _____ (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the service provider before presenting us with the demand.

We further agree that no change or addition to or other modification or the terms of the contract or of the works to be performed thereunder or of any of the Contract documents which may be made between you and the service provider shall in any way release us from the liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the _____ Day of _____ 20

Signature of the Authorized Officer of the Bank
Name and Designation of the officer
Seal, Name & Address of the Bank and address of the Branch