

**TENDER NOTICE**

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

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Technology Bhawan, New Mehrauli Road,  
New Delhi-110016.  
Dated:28.01.2014.

**Subject: Tender Notice for hiring of DLY Taxis for use in the Department of Scientific & Industrial Research - regarding.**

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SEALED TENDERS are invited from reputed Tours & Travels Operators/Agencies/Companies located in New Delhi/Delhi, for hiring of DLY taxis for the official use of Department of Scientific & Industrial Research [DSIR] for a period of one year from 1.4.2014. Firms which fulfill the following criteria may only apply:-

- i. The firms should be registered with relevant authorities;
- ii. The firms should have annual turnover of not less than ₹25 lakh in the last financial year;
- iii. The firms should have at least 10 nos. of DLY taxis/cars registered in their own names; The vehicles should not be manufactured and registered earlier than 1.4.2011.
- iv. The firms should have three years experience of providing taxis to Government organizations/PSU etc.;
- v. Bid should be valid for a period of 60 days;
- vi. Bidder should have a well established office, located within Municipal limits of Delhi.
- vii. Tenderers 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.

2. The quotations should contain two parts: Technical Bid and Financial Bid. Technical Bid and Financial Bid may be placed in separate **sealed covers** superscribed as "TECHNICAL BID" and "FINANCIAL BID" respectively and thereafter both the covers should be placed in a bigger third sealed cover superscribed as "Quotations for supply of

DLY cars" and addressed to the Under Secretary (Gen.Admn), Department of Scientific and Industrial Research, Room No.38, TIFAC Hutments, Technology Bhawan, New Mehrauli Road, New Delhi-110016.

3. The Technical Bids should be submitted along with information/document as per Annex.I. A checklist (Annex.II) to ensure that the proforma containing technical parameter is properly filled up should be attached along with Technical Bid. It may be ensured that Self attested copies of the following documents are enclosed along with Technical Bids:

- i. Annual turnover of the firm for the last three financial years duly signed by the concerned Chartered Accountant.
- ii. Copy of details of past experience of last three years providing services in the same field in Government Ministries/Departments/ PSUs/Reputed Corporate Sectors, with contact persons and their telephone numbers.
- iii. Performance Certificates issued by each of organization where cars/taxis of the transporter are presently engaged should be enclosed with the bids.
- iv. Copies of Certificates of Incorporation of firm, PAN No. and Service Tax registration.

4. The Financial Bids in separate envelope should be strictly as per the format given in the Annexure-III. The rates quoted in the Financial Bids should be both in words and figures. Quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The Financial Bid should be properly sealed and signed.

5. Financial Bids of only those firms will be opened, who are shortlisted on the basis of the Technical Bids and after inspection of their vehicles by the Competent Authority of the Department of Scientific & Industrial Research. The firms would be required to bring their vehicles for inspection along with original RCs as and when intimated by the Department before the Financial Bids are opened. The date of opening of the Financial Bids would be intimated to the bidders after scrutinizing of the Technical Bids.

6. EMD will be returned to the unsuccessful bidders without interest after the tender is finalized. EMD without interest to the

successful bidder will be returned on receipt of Performance Guarantee / Security.

7. The successful bidder will have to deposit with DSIR a Performance Guarantee / Security of ₹50,000/- (Rupees Fifty Thousand) only in the form of Fixed Deposit Receipt/Bank Guarantee from any commercial bank in favour of "D.D.O., Department of Scientific & Industrial Research, New Delhi" which shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security is refundable without any interest on termination of the contract after deducting any penalty/any liability of any kind imposed by DSIR on account of unsatisfactory services etc.


8. The power to accept tender rests with the Department. The Department will not entertain any request of the vendors for revision of rates during the tenure of the contract.

9. The tender/contract is further subject to the terms and conditions attached at 'Annexure-A'.

10. This 'Tender Document' can be downloaded from the Department's website [www.dsir.gov.in](http://www.dsir.gov.in) or can be collected from the Section Officer(Gen.Admn.), Room No. 37, TIFAC Hutments, Technology Bhawan, New Mehrauli Road, New Delhi-110016.

11. Sealed quotations may be dropped in the Tender Box of DSIR kept near the Reception of Technology Bhawan, New Delhi, latest by 1.00 PM on 18.2.2014 or sent by Post / courier so as to reach the undersigned by the due date and time. Tenders sent by FAX/e-mail will not be considered. The Technical Bids will be opened on the same day at .00 PM in Room No.38, Technology Bhawan, New Mehrauli Road, New Delhi, in the presence of tenderers/agencies or their authorized representatives who may wish to be present.

12. Hindi version will follow.

  
(JAMES VANLALHLIR)  
DEPUTY SECRETARY TO THE GOVT. OF INDIA  
☎ 26859460

TERMS & CONDITIONS

1. Cars to be supplied should be registered in the name of the firm/owner/partner.
2. Vehicles hired on regular basis are normally expected to remain with the Department for official use from 8.30 am to 6.30 pm on all working days, i.e., Monday to Friday and may be required for longer hours and may also be required on Saturdays, Sundays and closed Holidays. Therefore, the service provider shall be bound to deliver the services on all days under the Annual Rate Contract.
3. Cars to be provided should not be of earlier than 1.4.2011 model.
4. The vehicles to be supplied should be excellent mechanically as well as physically i.e. outer body/upholstery etc.
5. Cars should be well maintained during the contract period. Cars offered should be properly cleaned and washed daily before reporting for duty. In the event of the Department not being satisfied with the functioning of the vehicle, its maintenance or cleanliness, the agency shall be bound to provide alternate vehicles. The decision of 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.
6. The vehicles hired shall be for the exclusive use of this Department and sharing with any other user or the service provider will not be allowed under any circumstances.
7. The contract would be initially for one year and may be considered for extension on yearly basis, up to 2 years, based on satisfactory performance and without any revision of rates, if agreeable to both the parties.
8. The firm should have at least 3 years of experience in tours and travel business and in providing vehicles/taxis to Government/PSU Sector. The firms/owners/partners should own at least 10 vehicles of the make/model namely Tata Indigo, Maruti Swift Dzire/SX4, Hyundai Accent, Ford Ikon, Toyota Etios etc. Copies of work orders in respect of their existing contract with Government/PSU Sector may be enclosed.
9. The drivers of the vehicle must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be conversant with all important places in Delhi and NCR.
10. It shall be the responsibility of the Service Provider to ensure the fitness level of the drivers. The drivers deployed should possess a valid Driving Licence, a good knowledge of operating portable fire

extinguishers equipped in the taxi, traffic rules. They should escort the officers to office / other buildings with torchlight at night or with umbrella during rains etc.

11. The firm shall ensure proper conduct of Drivers while on duty and enforce prohibition of consumption of alcoholic drinks /drugs, chewing of paan/gutka/smoking/listening of music while driving.
12. The firms should ensure that the drivers being provided must possess valid driving license in their names with at least three years of experience. They should be adequately trained in safe driving skills, should be in uniform / well mannered and courteous. They should always carry mobile phone with them, to enable the officers to contact them at any time. They should carry all the necessary documents (Registration Certificate, Insurance Papers, PUC Certificates etc.) with them.
13. 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 service condition of the driver.
14. Vehicles must be made available at any given time and day as desired by the Officer with whom the vehicle is attached. Drivers deployed by the firm should be paid as per prevailing Minimum Wages Act of NCT of Delhi. The Department shall not be a party in any dispute whatsoever regarding wages and allowances of drivers.
15. The antecedents of drivers to be deployed should be properly verified and their details (names, address, telephone nos. photo etc.) will have to be provided to this office.
16. The vehicle and driver deployed with the Department shall not be changed except under compelling circumstances and only with prior consent of the Department.
17. The duty point would be Technology Bhawan or any other place intimated by the Department from time to time and the kilometer/mileage/time will commence from Technology Bhawan and will terminate at Technology Bhawan. No mileage will be allowed to drivers for lunch/breakfast or for drawl of diesel / CNG etc.
18. The vehicle should be insured comprehensively and should have necessary valid permits from the Transport Department/Authority.
19. All charges towards repair/servicing/salary of driver, fuel expenses or any other incidental expenses on operation and maintenance of the hired vehicles would be borne by the firm
20. All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the Firm.

21. Legal disputes, if any, arising out of the contract shall have exclusive jurisdiction of Courts in Delhi only.
22. The approved rate will not be enhanced during the currency of the contract.
23. The successful bidder will also be required to submit within five days copies of the Registration Certificates/Insurance Papers, PUC, permits etc. for the cars proposed to be given to the Department.
24. Bidders shall enclose an ink signed copy of the Terms and Conditions [signed on each page], conveying the acceptance of the same, while submitting their bids.
25. 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.
26. The transporter must have all the required clearance certificates etc. from the concerned Government agencies as per rules.
27. For each hired vehicle, drivers are required to maintain separate Log Books/Duty slips i.e. details of various journeys performed during the day since morning till last duty separately and all the entries be got attested from the user(s). The Log Books/Duty slips will have to be got countersigned from the Transport In-charge or Section Officer (General Administration) next day for verification of kms/Hours of duty.
28. The bills for hiring of cars would be submitted after the completion of the month. The payment shall be made on monthly basis against a bill duly supported by the monthly summary of the Log Book and duly signed by the user(s) and countersigned by Transport In-charge/ Section Officer (General Administration) from DSIR.
29. No advance payment, in any case, would be made to the Firm.
30. A certificate is to be recorded by the transporter on the body of Bill that the "Odometer"/trip meter is functioning properly.
31. The rates quoted in the Financial Bids shall be inclusive of all expenses such as POL, Taxes, Fuel, maintenance, repair and servicing etc.
32. Service Tax as applicable will be paid on billing.
33. The firm should be in a position to supply taxis/cars on short notice as and when needed. The Firm would also be required to provide additional taxis/cars at the quoted rates on demand.

34. The owner/senior representatives of the firm should be available round the clock on direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The mobile number should also be given.
35. All relevant papers duly updated shall be available in the vehicle at all times during the service rendered to DSIR.
36. All the charges towards repair/servicing, salary of the Driver, fuel expenses and any other incidental expenses on operation and maintenance of the hired car would be borne by the firm.
37. Tampering of Km/mileage meter/actual distance covered if any found, in course of duty will be taken seriously; contract of the erring service provider will be terminated and the security deposit forfeited in such event.
38. In case of dispute of any kind and in any respect whatsoever the decision of HOD, DSIR, shall be final and binding. Any relaxation in terms and conditions in the Tender Notice will be at the sole discretion of DSIR.
39. No payment shall be made in advance nor any loan from any bank or financial institution be recommended on the basis of the order of award of work.
40. The car with the Driver should be placed at the disposal of DSIR as and when required. DSIR would be free to use the hired car in any manner for carrying officials, materials etc. as per its requirement and the firm will not have any objection to it.
41. No compromise will be made by this Office towards punctuality, cleanliness, obedience, promptness, behavior etc. If the firm, at any point of time during official duty, fails to perform duties as directed by DSIR, the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice, by the Competent Authority.
42. 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.
43. DSIR will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
44. In the event of the firm backing out of the contract midstream, without any explicit consent of this Department, the Department reserves the right to recover the higher rates vis-à-vis the

contracted rate which may have been incurred by the Department on transportation of officers for the remaining period of contract through alternative means. The bill amount of the month would also be forfeited.

45. 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.
46. In case of breakdown of the vehicle or non-availability of driver, the firm must provide replacement immediately at its own cost.
47. The Service Provider should ensure that vehicles registered under Taxi quota are provided.
48. In case of breach of any terms and conditions mentioned above Department will have the Right to cancel the work order without assigning any reason thereof and nothing will be payable by this Department in that event and security deposit in the form of performance Bank Guarantee shall be encashed.
49. Bidders should provide their 15 digits Service Tax Code Number while submitting their bids.
50. The quotation has to be accompanied by an Earnest Money Deposit of Rs.25,000/- (Rupees Twenty Five Thousand) only in the form of Demand Draft/ Pay Order/ Bank Guarantee drawn in favour of "DDO, Department of Scientific & Industrial Research, New Delhi". The successful bidder will have to deposit with DSIR a Security Deposit of Rs.50,000/- (Rupees Fifty Thousand) only in the form of Fixed Deposit Receipt/Bank Guarantee from any commercial bank in favour of "DDO, Department of Scientific & Industrial Research, New Delhi" which shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security is refundable without any interest on termination of the contract after deducting any penalty/any liability of any kind imposed by DSIR on account of unsatisfactory services.
51. If the contractor, after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, the Department will have the right to forfeit the EMD or the performance security, if deposited by the bidder.
52. Performance Certificates issued by each of organization where cars/taxis of the transporter are presently engaged should be enclosed with the bids.
53. Bids incomplete in any respect shall be liable to be rejected.
54. The Department reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month's notice of its intention to do so.



55. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheets(s) duly signed by the concerned officers or his PS/PA.
56. Income Tax and other taxes as applicable from time to time will be deducted from the bills of the firms.
57. Envelope containing quotations in Annexure should be dropped in the Tender Box of DSIR kept in the Facilitation Counter of the Department by 1.00 PM on 18.2.2014 or sent by post to reach by the said date/time. Bids sent by fax will not be considered. To avoid any confusion/complication with regard to receipt of bids, it may be noted that responsibility rests with bidders to ensure that their quotations reach this Office before due date/time. Late quotes will be rejected outright.
58. The Tender Bids will be opened in the room of Under Secretary (General Admn.), Department of Scientific & Industrial Research, at 3.00 PM on 18.2.2014 in the presence of bidders/their representative who may like to be present. The financial bids will be opened on the same day at 4.00 hrs. in Room No.38, TIFAC Annex, Technology Bhawan of those bidders whose Technical Bids are found to be qualified.
59. The envelope should be superscribed as "**Quotation for supply of DLY cars**". Quotations received without earnest money will not be considered.
60. The L1 firm will be decided on sum total of service, material, applicable taxes and duties (including exemption sought/granted). The L1 will be determined on total cost basis.
61. It would be open for bidders to question the bidding conditions and bidding process. Communications in this regard may be sent to Under Secretary (General Admn.), Department of Scientific & Industrial Research and the Department will respond to such references as are received till 11.2.2014, i.e., earlier than 7 days prior to the deadline for submission of bids. The responses thereto would be sent to the bidder(s) who sought the clarifications and it also would be uploaded in the Department's website simultaneously without revealing their identity(identities).
62. The reasons for rejecting a tender or non-issuing a tender document to a prospective bidder would be disclosed where enquiries are made.
63. Toll Tax, Entry Tax, Permit Fee for crossing borders, if any, or Parking charges will be borne by DSIR on surrendering the original receipts verified by the officer concerned to DSIR along with monthly bills.

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

S. 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 (40 Kms. / 4 Hours)						
3.	Daily (50 Kms. / 5 Hours)						
4.	Daily (80 Kms. / 8 Hours)						
5.	Daily (100 Kms. / 10 Hours)						
6.	Extra charges per hour in excess of 8/10 hours						
7.	Extra charges per km. in excess of 80 kms.						
8.	Any other charges (i.e. Toll Tax, Parking charges etc.)						
9.	Night Stay charges (after 12.00 Midnight)						
	<b>TOTAL</b>						

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