

National Institute of Electronics and Information Technology (NIELIT)

An Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India, Delhi Centre
2 nd Floor, Parsvnath Metro Mall, Inderlok Metro Station, Inderlok, Delhi-110052

No. 02/001/2016/NDL/GDC

Dated: 4th January, 2017

Tender document for empanelment of Taxi Service Provider

[A] BACKGROUND

The National Institute of Electronics and Information Technology (NIELIT), an autonomous Scientific Institute of Ministry of Electronics and Information Technology (MeitY), Govt. of India is mandated with carrying out HR development and related activities in the areas of Information, Electronics and Communications Technologies. NIELIT conducts 'O', 'A' 'B' and 'C' Level Courses, carries out R&D Projects, Consultancy Services, Turnkey Projects, Software Development, Capacity Building and Recruitment Exams etc.

NIELIT has a presence at 32 locations all over the country through its own Centres/Extension Centres/Branch Offices/Regional Offices etc., while its Headquarters is presently located in Electronics Niketan, 6, CGO Complex, New Delhi. For the operations at the NIELIT Delhi Centre located at Parsvnath Metro Mall, 2nd Floor, Inderlok Metro Station, Delhi – 110052, the Institute has been hiring vehicles from the taxi service provider empanelled for the purpose. The term of contract with the existing service provider has been completed and hence this Tender Enquiry is being floated. It may be mentioned here that the annual taxi hiring charges of this office is around Rs. Three Lakhs. This includes hiring charges for different types/categories of vehicles booked on daily basis, as and when the need arises.

[B] GENERAL TERMS & CONDITIONS

1. The envelope containing the bids should be in sealed cover and must be marked "**Quotation for empanelment of taxi service provider**".
2. The bids should be submitted in the proforma provided for Technical Bid and Financial Bid packed in separate covers duly superscribed with 'Technical Bid' or 'Financial Bid' as the case may be and then sealed in a single cover duly superscribed with "Quotation for empanelment of taxi service provider".
3. **The bids will be accepted till 2.00 PM on Jan. 24, 2017** and the Technical Bids will be opened at 3.00 PM on Jan. 24, 2017 in the presence of bidders if present.
4. The sealed envelope containing the bids should be addressed to the Director, NIELIT Delhi Centre, Parsvnath Metro Mall, 2nd Floor, Inderlok Metro Station, Delhi – 110052 and should reach his Office on or before the due date & time.
5. Late bids shall not be entertained and no correspondence in this regard shall be entertained.

6. **EARNEST MONEY DEPOSIT (EMD):** All bidders are required to enclose a Pay Order/Bank Draft of Rs.10,000/- in favour of NIELIT Centre, Delhi as EMD. Bids received without EMD shall be rejected. The EMD submitted by unsuccessful bidders would be refunded within one month of the finalisation/identification of the bidder/contractor. No interest shall be payable on the amount of EMD.
7. Incomplete bids are liable to be rejected. All the columns in the Proforma provided for Rates (Appendix II) must be filled failing which the bid would be rejected.
8. **PERFORMANCE SECURITY:** Successful bidder will be required to furnish Performance Security @7% of the estimated value of the contract in the form of DD/Bank Guarantee/ FDR within 10 days of award of contract. The DD/Bank Guarantee/ FDR should be valid for a period of 14 months from the date of award of contract. In case, the successful bidder fails to deposit Performance Security within the above schedule, the EMD shall be forfeited. Further, if the successful bidder fails to provide satisfactory service, Performance Security is liable to be forfeited. In this regard, the decision of NIELIT will be final and binding upon the firm to which the contract has been awarded.
9. The Technical Bid should be furnished as per the proforma at Appendix 'I', while the rates must be quoted in the Financial Bid as per the proforma enclosed at Appendix 'II'. In case the bids are not submitted as per the above prescribed proformae, the same is liable to be rejected.
10. The bidder has to ensure that the vehicle deployed is comprehensively insured and claim, if any, shall be directly entertained by the bidder from the Insurance Company. NIELIT shall bear no liability for any damage claim.
11. The rates quoted by the successful bidder will remain valid for a period of one year from the date of award of contract and can be extended for further period on mutual consent.
12. The firms should have the arrangements for repairing their vehicle in a short time and during the repair time, the firm should provide a substitute vehicle of same model/level immediately so that there is no inconvenience/disruption in the work of this Institute. In case the contractor fails to provide substitute vehicle within two hours of failure, a penalty of Rs.50/- per hour shall be levied in addition to deduction of monthly charges on pro-rata basis.
13. NIELIT reserves the right to accept or reject any bid without assigning any reason whatsoever.
14. Successful bidder will have to arrange latest model [not older than Year 2013] vehicles to ensure that the vehicles provided are in good condition.
15. Payment will be released on monthly basis against pre-receipted bills after rendering satisfactory services.
16. This office will bear the parking charges/passengers tax etc., if any, paid while performing duties of this Institute.
17. The contract can be terminated at any time without assigning any reason by giving a notice of one month by either party.
18. The rates quoted in the proforma should be clearly legible and free from fluiding/overwriting as far as possible. All fluidings/overwritings should be signed by the

authorized signatory signing the quotation. The Bids containing corrections without signatures of the authorised signatory would be summarily rejected.

19. The drivers of the vehicles should be well educated, well mannered, experienced and well acquainted with Delhi area and should have clean track record. The age of the drivers should not be less than 25 years and not more than 60 years.
20. Police verification of the drivers deployed with the vehicle on monthly/ regular basis has to be ensured by the successful bidders.
21. The drivers, while on duty, have to be in proper uniform and shall possess valid licenses. The original documents must be available in the vehicles and whenever required, the drivers shall produce the same to the concerned authorities.
22. In case, the condition of the car is not found to be satisfactory, the same shall be returned for immediate replacement and it shall be complied with.

23. ELIGIBILITY CRITERIA:

- 23.1 The firm should have at least five years' experience in the tour & travel business and possess more than 15 vehicles [out of which at least seven should be less than one year old] in the name of firm or proprietor or partner(s). As a proof, a copy of Registration Certificate in respect of each vehicle may be attached along-with the Technical Bid failing which, the bid shall be rejected.
- 23.2 The Garage of the firm should be located within a radius of eight kilometers from this office. The firm will have to submit copies of rent receipt/ lease agreement etc. in order to establish his claim failing which, the bid shall be rejected.
- 23.3 The firm should have an average annual turnover of Rs.6,00,000/- during last three years (2013-14, 2014-15 and 2015-16). The firm must submit self attested copies of the Income Expenditure Statements duly certified by Chartered Accountant failing which, the bid shall be rejected.
- 23.4 During last two years (2014-15 and 2015-16), the firm should have satisfactorily completed similar contracts for either of the following and should submit certificate(s) of satisfactory completion of the contract(s) from the respective client(s) failing which, the bid shall be rejected:
 - a) A single contract for an annual value of at least Rs.4,00,000/-; or
 - b) Two contracts for an annual value of Rs.3,00,000/- each; or
 - c) Three contracts for an annual value of Rs.2,00,000/- each.
- 23.5 The firm should be registered with Service Tax Authority and should submit a self certified copy of Registration Certificate showing 16 digit number failing which, the bid shall be rejected.
- 23.6. The firm should have PAN, in case of a proprietorship firm, the PAN of the proprietor is acceptable. A self certified copy of PAN should be submitted with the Technical Bid failing which, the bid shall be rejected.
- 23.7 In case, the firm is registered under partnership, a copy of the 'Partnership Deed' will have to be attached along with Tender Document. In case of the firms registered under Registration of Societies or under Companies Act, the firms must attach a copy of the Certificate of Incorporation with the Technical Bid failing which, the bid shall be rejected.

24. Change of the vehicle/s (including driver/s) deployed on monthly rental basis will be allowed only under exceptional circumstances. As these vehicles are to be used by the senior officers and also for some general purposes of NIELIT, the firm should ensure that all the necessary documents [Registration Certificate, Insurance Papers, PUC etc.] are in the personal custody of the licensed drivers.
25. The names and addresses of the drivers, who will attend the duty in a vehicle must be furnished as soon as the contract is awarded. The owner/any responsible person should have direct telephone [office as well as residence] and e-mail services available and he/she should also be available on a mobile phone round the clock so as to ensure prompt attendance to calls in case of emergency. The drivers of the vehicles must also be provided with mobile phones and should be available on phone all the time.
26. The firm shall be responsible for providing the required number of vehicles at any time even at short notice. The services should be available round the clock.
27. In case, the vendor fails to make available any vehicle on the Institute's demand, a penalty of an amount equivalent to the half day's fare (i.e 4 hrs. and 40 kms.) in respect of the category of vehicle demanded for that day would be imposed on the vendor and the amount would be deducted from the monthly bills.
28. The vehicles provided by the firm may be required to ply in NCR areas, such as Noida, Ghaziabad & Gurgaon and therefore, vehicles supplied, including vehicles provided on monthly basis, should be fit to ply in NCR.
29. Irrespective of the location of the selected vendor, the vehicles supplied (including regular vehicles) would be considered to have started from and been released at NIELIT and as such the mileage would be calculated at NIELIT Delhi Centre, Parsvnath Metro Mall, Inderlok Metro Station unless the same is being asked to be provided/released at a location other than Parsvnath Metro Mall, Inderlok Metro Station.
30. Vehicles supplied by the firm will be regularly inspected by the representative of this Institute for good condition and in case of non-compliance of any of the conditions, a penalty of Rs.500/- per occasion shall be imposed on the defaulting firm.
31. In case, there is a delay of more than 20 minutes from the receipt of telephonic orders in reaching the desired destination, a penalty of Rs.50/-per 15 minutes delay shall be imposed on the firm.
32. Bidder has to ensure that refilling of fuel has to be managed from the nearby petrol pump and no additional mileage for this purpose shall be permissible. Taxes & levies, if any, shall be paid extra by NIELIT on actual basis (on production of receipts) and rates should be quoted accordingly.
33. All the vehicles, demanded on occasional basis, will have to maintain daily duty rosters, duly signed/verified from the officers using the car. Such duty rosters will be required to be submitted to the Institute along with the bills.
34. A copy of this Tender Document with each page, duly signed, by authorized signatory as token of acceptance of "Terms and Conditions" should be submitted with the quotations in prescribed proforma.
35. The contract under this tender shall be interpreted as per Indian Laws and shall have exclusive jurisdiction of Delhi Court.
36. All disputes or differences between the parties hereto arising out of or from relating to anything contained in this Tender Document including any dispute or differences arising out of termination or implementation of the obligations arising here from, shall be

referred to Arbitrator appointed as per the provisions of the Arbitration and Conciliation Act, 1996 or any statute modification or enactment thereto for the time being in force. The award made by the Arbitrator shall be binding on the parties hereto and the venue/jurisdiction of the Arbitration shall be at New Delhi.

- 37 All penalties shall be subject to a maximum of 10% of the value of contract and in case, the amount of penalty crosses the ceilings, the contract awarded shall be terminated with due notice.
38. NIELIT shall not be responsible for any issues pertaining to pay, perks, service conditions etc. between the agency and the drivers deployed by the agency on NIELIT duty. All matters between the driver and the agency (including accidents of vehicles and drivers) shall be settled by the Agency and NIELIT shall neither be responsible for anything nor it be brought to the notice of NIELIT.

39. EVALUATION CRITERIA:

- a) Technical Bids: The Technical Bids will be opened & evaluated with reference to the Eligibility Criteria mentioned in this Tender Document.
- b) Financial Bids: Financial Bids of only those vendors who have been shortlisted after opening of the Technical Bids shall be opened. The vendor would be evaluated as per the criteria prescribed in this Tender Document and the award would be given to the lowest bidder based on the rates quoted (excluding taxes) for 80 Kms& 8 Hours of duty as Full Day and 40 Kms& 4 Hours of duty as Half Day. Rates for picking/dropping and additional per km/hr would not be considered for evaluation.

Proforma for furnishing Technical Bid

1. Name, Address, e-mail & Telephone Number :
(s) of the Organization
2. Date of commencement of Business [Please :
furnish proof in support of your statement]
3. Status of the organization [Proprietorship, :
Partnership, Private Limited/Public Limited
Company, Registered under Societies
Registration Act, etc.]
4. Registration Number of the Organization :
[Please attach Certificate of Registration /
Incorporation / Partnership Deed etc.]
5. Name of the C.E.O. / Proprietor/Partner :
6. Name, designation and address including :
phone / mobile number & , e-mail of the
Contact Person
7. Date of commencement of Tour & Travel :
business [Enclose evidence]
8. Annual Turnover [Attach photostat copies of : 2013-14
Balance Sheet / I.T. Returns / C.A.'s 2014-15
Certificate] 2015-16
9. Service Tax No. [Enclose a copy of ST :
Registration]
10. PAN of the Organization / Owner [in case of :
proprietorship organization where no PAN has
been issued in the name of the
organization][Enclose a copy]
11. Details of the organizations being served with similar services, which fulfill the Eligibility Criteria stipulated in Clause 23.4 of the Tender Document:

S.No	Name & Address	Name & Phone No. of the contact person	Annual cost of contract (Rs.)	Since when the services are being provided

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12. Number of clients being served in and around Delhi on the date of submission of bid[Enclose a comprehensive list with addresses and telephone numbers]
13. Number of vehicles owned by the organization : [please enclose a comprehensive list of vehicles clearly indicating Model, Name & Make, Regn. No. and Year of Registration of each vehicle]
14. Details of E.M.D. enclosed : D.D./Pay OrderNo._____dated_____ for Rs.10,000/- drawn on _____ Bank in favour of NIELIT, payable at New Delhi
15. Proof of location of the organization/garage (please refer clause 23.2) : Lease Agreement/ Rent Receipt/ Any other

DECLARATION:-

- A] It is certified that the information furnished above is correct.
- B] I/We have gone through the Terms and Conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed as token of acceptance of the “Terms and Conditions” is enclosed.
- C] The signatory of this Bid is authorized to sign Bids on behalf of the organization.

Signature:_____

Name:_____

Designation:_____

Seal of the organization:_____

Date:_____

Proforma for furnishing Financial Bid

Name, Address, e-mail & Telephone Number(s) of the Organization:

Particulars	Etios (Liva)/WagonR / Swift/Ritz(AC) (Rs.)	Indigo / Dzire/ Etios (AC) (Rs.)	Innova /Xylo/Duster (AC) (Rs.)
80 km & 8 hrs.			
40 Km & 4 hrs.			
Extra per km after 40 Kms/80 Kms as the case may be			
Extra per hr. after 4hrs./8 hrs			
Picking/Dropping rate per km			
Taxes			

1. It is confirmed that we have read the Terms and Conditions stipulated in the Tender Document and we undertake to abide by these Terms and Conditions.
2. A copy of the Tender Document with each page, duly signed, is enclosed herewith.

Date _____

Signature _____

Name _____

Designation _____

Seal of the organization