

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY

(An ISO 9001 : 2008 Certified Organization)

(An Autonomous Society under Ministry of Electronics & Information Technology, Govt. of India)

F.No. 1(1)2007 DOEACC/VOL-IV

NOTICE INVITING TENDER FOR HIRING OF TAXI SERVICES

Schedule of Events

Nature of the Work (Procurement of Services/ Goods) Outsourcing	Hiring of Taxi Services for the NIELIT HQs
Mode of Tendering	e-Tender (online) on URL https://eprocure.gov.in/eprocure/app http://nielit.gov.in/tender
Publishing Date and Time	17.07.2018, 6:00 PM
Cost of Tender Document	NIL
Details of Contract Person for clarifications/ queries	Sh. Satish Chandra Kandpal, Assistant Director NIELIT HQs, NIELIT Bhawan, Plot-3, PSP Pocket, Industrial Area, Sector-8, Dwarka, New Delhi-110077 E-mail: skandpal@nielit.gov.in
Estimated cost of contract/ work	Rs.12.00 Lakhs
Earnest Money Deposit (EMD)	Rs.60,000/- (Rupees Sixty Thousand only) Through DD/RTGS/NEFT
Bank Details of NIELIT	Bank of India SB A/C No. 604820100000012 IFSC Code-BKID0006048 (on or before bid submission closing time as mentioned in the tender document)
No. of Bids	a) Technical Bid b) Financial Bid
Bid Submission Start Date & Time	17.07.2018, 6:00 PM
Bid Submission Closing Date & Time	07.08.2018, 03:00 PM
Technical Bid Opening Date & Time	08.08.2018, 03:00 PM
Venue for Technical Bid opening	NIELIT HQs, NIELIT Bhawan, Plot-3, Industrial Area, Sector-8, Dwarka, New Delhi
Date, time and Venue of opening of Financial bids	Will be intimated later to the technically qualified bidders.
Bid Validity	90 Days from the closing date of bid submission

IMPORTANT NOTE

1) Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-1 regarding "Procedure for submission of the Proposal".

2) Bidder can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app>.

3) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

Sub: Invitation of the bids for providing the taxi services to NIELIT HQ

TENDER CLOSES ON AUGUST 06, 2018 AT 1700 Hrs.

NIELIT (An Autonomous Scientific Society of Ministry of Electronics and Information Technology, Govt. of India invites tenders for Hiring of Taxi Services from reputed experienced and eligible agencies based in Delhi and NCR only as per terms and condition attached.

2. The interested firms may submit their offers (consisting of Technical and Financial Bids) through e-procure portal in the prescribed Proforma enclosed with the Tender Document. However, before submitting the offers the firm must thoroughly go through the terms and conditions stipulated in the Tender Document.

3. In case of any queries, the undersigned may be contacted with prior appointment on any working day between 10.00 AM to 4.00 PM before the closing date for submission of this Tender.

4. Technical Bid in the proforma at APPENDIX- 'I' and Financial Bid in the Proforma at APPENDIX- 'II' must be uploaded in e-procure portal before last date and time of submission of bid. The Technical Bids would be opened on **August 08, 2018 at 03:00 PM.** in this Institute. Your Technical Bid in the Proforma at APPENDIX- 'I' with each page signed by the authorized signatory of the quotation in token of acceptance of the terms and conditions must be uploaded in e-procure portal before last date & time of submission of bid. Financial Bid as Proforma at APPENDIX- 'II' with columns of the Proforma should be correctly and clearly filled in the form of BOQ file as provided in e-procurement Portal.

Yours Sincerely,

(Satish Chandra Kandpal)
Assistant Director
E-mail: sckandpal@nielit.gov.in
Ph.- 25308375

TENDER DOCUMENT

[A] BACKGROUND

The National Institute of Electronics and Information Technology (NIELIT), an Autonomous Scientific Society of Ministry of Electronics and Information Technology, Govt. of India is mandated with carrying out HR development and related activities in the areas of Information, Electronics and Communications Technologies. NIELIT was earlier known as DOEACC Society and the main objective of which has been to carry out the DOEACC Scheme consisting of courses at four levels, namely; 'O' level - Foundation equivalent, 'A' level - Advanced Diploma equivalent, 'B' level - MCA equivalent and 'C' level - conceived to be M.Tech. equivalent. The activities of NIELIT have increased in the recent past which includes R&D Projects, consultancy services, turnkey projects, software development, capacity building and recruitment etc.

NIELIT has a presence in more than 30 locations all over the country through its own Centres/Extension Centres/Branch offices/Regional offices etc., while its Headquarters is presently located at **NIELIT Bhawan, Plot No. 3, PSP Pocket, Industrial Area, Sector -8, Dwarka, Delhi-110077** with an office at **Electronics Niketan, 6 CGO Complex, New Delhi**. For its operations at its Headquarters' locations, the Institute has been hiring vehicles from the taxi service provider empanelled for the purpose. The term of contract with the existing service provider is nearing completion very soon because of which the Institute has now decided to float this Tender Enquiry and invite quotations. It may be mentioned that on present scale, the annual taxi bill of the Society is around Rs.12.00 Lacs. This includes hiring charges for different types/categories of vehicles booked on daily basis, as and when the need arises, as also the charges for AC vehicle/s hired on monthly basis. At present there is a requirement of 2 AC vehicles (in the category of Deziere/ Etios/ Indigo/SX4/Ascent) on monthly basis. It is, however, clarified that the no. of vehicles hired may vary depending upon the need of the organization

[B] GENERAL TERMS & CONDITIONS

1. Bids are invited on a two bid system basis (Part A- Technical Bid and Part B-Financial Bid)
2. The bids will be accepted till 03.00 PM on August 07, 2018 and will be opened at 03:00 PM on August 08, 2018 in the presence of bidders, if present.
3. Late bids shall not be entertained and no correspondence in this regard shall be entertained.
4. **EARNEST MONEY DEPOSITE (EMD):** The Technical Bid must be accompanied by scanned copy of NEFT/DD/RTGS towards EMD of Rs. 60,000/-

(Rupees Sixty thousand only) drawn on any nationalized bank/ scheduled bank in favor of NIELIT and payable at New Delhi. Bids received without EMD shall be summarily rejected. In case the successful bidder fails to deposit performance security as stipulated in Clause 6, hereunder, within 10 days of awarding of contract, the EMD may be forfeited. The EMD submitted by other bidders would be refunded within one month of the finalisation/ identification of the vendor/contractor. No interest shall be payable on the amount of EMD. Our bank details for submission of EMD through RTGS/NEFT are as under:

1	Beneficiary Name and Address	National Institute of Electronics and IT (NIELIT), NIELIT Bhawan, Plot no. 3, PSP Pocket, Institutional Area, Sector -8 Dwarka-77
2	Name of Bank	Bank of India
3	Bank Branch and Address	Electronics Niketan, 6 CGO Complex, New Delhi-110003
4	Beneficiary Account no.	604820100000012
5	IFSC Code	BKID0006048

If the EMD has been paid in the form of the DD, then the DD in physical form duly sealed in envelop superscribed with “EMD towards tender no. <Tender_No> for ‘Provision of Taxi Services in the NIELIT HQ’ ” should be dispatched / submitted to the following address before the last date/ time of the submission of the bids:

The Registrar, National Institute of Electronics and IT (NIELIT), NIELIT Bhawan, Plot no. 3, PSP Pocket, Institutional Area, Sector -8 Dwarka-77

5. Incomplete bids are liable to be rejected. All the columns in the Proforma provided for Rates (APPENDIX- II) must be filled in the BOQ file failing which the bid would be rejected.
6. **PERFORMANCE SECURITY:** Successful bidder will be required to furnish performance security @7% of the estimated value of the contract in the form of Bank Guarantee. The Bank Guarantee should be valid for 14 months from the date of award of contract. In case 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. It is mandatory that for Bank Guarantee to be acted upon must be routed through Structure Financial Messaging System (SFMS) from issuing Bank to our Bank by sending IFM 760 COB Bank Guarantee Advice Message. Thereafter, only physical Bank Guarantee will be taken as submitted and become operational. Our Bank details for this purpose are as under:

1	Beneficiary Name and Address	National Institute of Electronics and IT (NIELIT), NIELIT Bhawan, Plot no. 3, PSP Pocket, Institutional Area, Sector -8 Dwarka-77
2	Name of Bank	Bank of India
3	Bank Branch and Address	Electronics Niketan, 6 CGO Complex, New Delhi-110003
4	Beneficiary Account No.	604820100000012
5	IFSC Code	BKID0006048

7. Procedure for submission of the proposal:

- a. The vendors desirous of participating in the tender process shall have to upload its bid online in two parts, viz., Technical Bid as per Performa at APPENDIX- 'I' and Financial Bid as per Performa at APPENDIX- 'II'.
- b. Technical Bid - The following documents are to be furnished/ uploaded by the bidder along with technical Bid as per the tender document:

- i. Scanned copy of the valid GST No. of the firm allotted by the Government, as well as PAN number of the firm allotted by the income tax department failing which bidder's bid may be rejected.
- ii. Scanned copy of documents like copies of DDs/RTGS/NEFT for Earnest Money Deposit should be uploaded on the portal. The original payment instruments like Demand Draft etc as specified in this tender document have to be sent to the following address by post/speed post/courier/by hand on or before Bid submission Closing Date & Time, otherwise the tender will be summarily rejected without assigning any reason:

The Registrar
National Institute of Electronics and Information
Technology
NIELIT Bhawan, Plot No. – 3, PSP Pocket
Institutional Area, Sector – 8, Dwarka New Delhi-110077

- iii. Self attested copies of Certificate of Registration/ Incorporation of the firm (in case the bid is submitted by a firm)
- iv. Self attested copies of complete audited balance sheet or CA's certificate as proof of the turnover of last 3 financial years i.e. 2014-15, 15-16, 16-17(refer clause 23.3).
- v. Scanned copies of the work experience of similar work during the last 5 years (requisite proof thereof)
- vi. Scanned copy of the undertaking that his/ her firm is not black listed by an Govt. Dept./ organization (APPENDIX- 'III')
- vii. Self attested scanned copies of the Registration Certificates of vehicles in the name of the bidder/ firms as the case may be

- towards proof of the no. of vehicles owned by the bidder/ firm (refer clause 23.1)
- viii. Self attested scanned copies of the satisfactory completion of the similar kind of contract in other organizations during the last 2 years in terms of the **clause no 23.4**
 - ix. Self attested scanned copy of the Rent/ lease certificate towards proof of distance from NIELIT HQ at Dwarka (refer clause 23.2)
 - x. List of the clients being served in and around Delhi on the date of submission of the bid with details (as per clause 11 of Financial Bid)
- c. **Financial Bid-** All columns of the Performa should be correctly and clearly filled in the BOQ_Taxi.xls. NIELIT shall not be responsible for any erroneous value entered during filling of Financial bid.

8. Financial Bid:

- a. Schedule of Financial bid in the form of BOQ_Taxi.xls
- b. The Financial Proposal format is provided as BOQ_Taxi.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ_Taxi.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited
- c. The Bids must be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. on or before the due date. Bids, submitted after the due date & time shall be summarily rejected.
- d. Tenderer is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- e. NIELIT reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- f. Incomplete quotations shall summarily be rejected.
- g. Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- h. Any attempt of direct or indirect negotiation on the part of the tenderer with the authority who is competent to finally accept it after the submission of the tender; or any other endeavor to secure any interest or any influence by the tenderer by any means for acceptance of a particular tender will render the tenderer liable to be excluded from consideration.

- i. The rates are to be quoted by the bidders in Indian Rupees only and payment shall be made to successful bidders in Indian Rupees only. The quoted rates should be inclusive of all levies, statutory taxes (GST) and charges.
9. The Technical details should be furnished as per the proforma at APPENDIX- 'I', while the rates must be quoted as per the proforma enclosed at APPENDIX -'II' in the form of BOQ_Taxi.xls. In case the bids are not submitted as per the proformae, the same is liable to be rejected.
10. The vendor has to ensure that the vehicle deployed is comprehensively insured and claim, if any, shall be directly entertained by the vendor from the Insurance Company. NIELIT shall bear no liability for any damage claim.
11. The rates quoted by the successful bidder (vendor) 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 contract.
12. The vendor shall 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 vendor fails to provide substitute car 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. This Institute reserves the right to accept or reject any bid without assigning any reason whatsoever.
14. Successful bidder (vendor) shall have to arrange latest model [year 2016-17-18] vehicles. The vehicles provided on monthly basis should not have run more than 50000 Kms. to ensure that the vehicles provided are in good condition. All the vehicles provided should have GPS facility available in them.
15. Payment will be released on monthly basis against pre-receipted bills after rendering satisfactory services. The monthly bills will have to be supported with the copies of log book for the respective months wherein details (including purpose) of the journey performed by the NIELIT officials should be indicated.
16. This office will bear the parking charges/passengers tax etc., if any, paid while performing duties of this Institute subject to production of proof.
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 authorized signatory as above would be summarily rejected.

19. The driver has to be well educated, well mannered, experienced and well acquainted with Delhi and NCR area and should have clean track record. The age of the driver should not be less than 25 years and not more than 60 years.
20. Police verification of the driver deployed with the vehicle on monthly/ regular basis has to be ensured by the vendor.
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 vehicle and whenever required the driver shall produce the same to the concerned authorities.
22. In case, 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 20 own vehicles [out of which at least 5 should be less than one year old] in the name of firm or proprietor or partner. As a proof, a copy of Registration Certificate in respect of each vehicle shall be uploaded along with the Technical Bid.
 - 23.2 The Garage of the firm should be located within a radius of 15 kilometers from NIELIT's office in Dwarka. **The firm will have to upload the copies of rent receipt/ lease agreement etc. in order to establish their claim** in this regard. However, irrespective of the location of the vendor, the mileage covered by the vehicles reporting at/ released from any of the locations of NIELIT HQ would be considered as dead mileage and hence would not be counted while processing the claims of the vendor.
 - 23.3 The Firm should have an average **turnover of Rs.18,00,000/-** for past three years (2014-15, 2015-16 and 2016-17). The firm must upload a self attested copy of the Income and Expenditure Statement duly certified by Chartered Accountant or a Chartered Accountant's Certificate in support of the statement.
 - 23.4 During the past two years, the firm should have satisfactorily completed the similar contracts for either of the following and should submit certificate(s) of satisfactory completion of the contract(s) from the respective client(s):
 - a) A single contract for an annual value of at least Rs.12,00,000/-; or
 - b) Two contracts for an annual value of Rs.8,00,000/- each; or
 - c) Three contracts for an annual value of Rs.5,00,000/- each
 - 23.5 The firm should be registered with **GST Authorities** and should upload a self attested copy of Registration Certificate showing valid registration number.

- 23.6. The firm should have a PAN No. In case of a proprietorship firm, the PAN of the proprietor is acceptable. A copy of PAN card should be uploaded with the Technical Bid.
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 the Institute, the vendor should ensure that all the necessary documents [Registration Certificate, Insurance Papers, PUC etc.] are up to date/ valid and in the personal custody of the licensed drivers.
25. The names and addresses of the drivers, who will attend the duty in a vehicle hired on monthly rental basis are to be furnished as soon as the contract is awarded. The owner/any responsible person should have direct telephone [office as well as residence] and email 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 phones all the time.
26. The vendor 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 vendor may be required to ply in NCR areas, such as Noida, Ghaziabad and 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 any of the offices of NIELIT HQ (where the vehicle is reporting) as the case may be unless the same is being asked to be provided at location other than the NIELIT offices' locations and released at locations difference from NIELIT offices.
30. The vendor will ensure that the vehicles and the drivers are not normally changed.
31. Vehicles provided by the vendor 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.

32. 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 vendor.
33. In case the firm is registered under partnership, a copy of the 'Partnership Deed' will have to be uploaded along with Tender Document. In case of the firms registered under Registration of Societies or under Companies Act must attach a copy of the Certificate of Incorporation.
34. **Evaluation of Bids:** A single vendor will be awarded the contract based on the quotations. For ascertaining the lowest bidder, in addition to the monthly rates (@3000 KMs and 300 hrs) in respect of the Dezire/Etios/Indigo/Ascent/SX4 etc. only (which will carry 40% weightage) the rates quoted by each bidder for daily bookings (i.e half day and full day) in all the categories will be taken into account. For daily rates, weightage given to other categories would be @ 10% for Honda City/Ciaz/Corola or equivalent, 10% for Innova/Xylo/Duster/Mahindra XUV or equivalent, 10% for Tempo Traveller (12 seater), 30% for Non-AC Tata Indica/ WagonR or equivalent. Although the bidders shall have to quote monthly charges (3000 KM and 300 Hrs) for other kind of vehicles, such rates would not be considered for evaluating the Bids. Additional mileage/extra hour charges shall be paid on actual basis as per the rate quoted in the format. So the formula applied to arrive at the L1 would be:

“40 % weightage of the monthly and daily rates quoted towards Dezire/Etios/Indigo/Ascent/SX4 + 10% weightage each of the full day and half day rates quoted for Honda City/Ciaz/Corola or equivalent +10% weightage each of the full day and half day rates quoted for Innova/Xylo/Duster/Mahindra XUV or equivalent+ 10% weightage each of the full day and half day rates quoted for Tempo Traveller (12 seater)+30% weightage each of the full day and half day rates quoted for Non-AC Tata Indica/ WagonR or equivalent”

35. The vendor 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.
36. 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. The driver/s of the monthly vehicle/s will have to maintain logbook on every day basis and must be instructed to get all the information filled from the user including the 'purpose' of the journey failing which the mileage covered towards the same may not be counted while processing the payment.

37. A copy of this Tender Document with each page, duly signed, by authorized signatory in token of acceptance of terms and conditions should be uploaded in the portal with the quotations in prescribed proforma. Each page of the complete tender document must be numbered before submission and reference of the corresponding page no. must be indicated in the Check List provided along with the Tender document.
38. The contract under this Tender shall be interpreted as per Indian Laws and shall have exclusive jurisdiction of Delhi Court.
39. All disputes or differences between the parties hereto arising out of or from relating to anything contained in this 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.
40. 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.
41. NIELIT shall not be responsible for any issues pertaining to pay, perks, service conditions etc. between the agency and the drivers deployed by them 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 not be responsible for anything nor it be brought into notice of NIELIT.
42. The vendor shall at all times indemnify and keep indemnified NIELIT and its officers, guests etc. against all third party claims, whosoever, including but not limited to property losses/damages, personal accident, injury or death of persons of any sub-contractor and/or agents of the contractor and/or of NIELIT, damages to property of NIELIT arising out of the use of hired vehicle. The vendor shall at his own cost and initiative at all times till the successful completion of the contract period, indemnify NIELIT of all insurable liabilities, under Indian Motor Vehicle Act, Workmen's compensation Act, etc and other such acts.
43. The vendor shall be responsible for fulfilling the requirements of all the statutory provisions of contract labour (Regulation & Abolition) Act. Minimum wages Act, Payment of wages Act, Factories Act, Bonus Act, terms relating to Employee P.F. Act, Gratuity Act, Industrial Dispute Act and all other labour and industrial enactments at his cost and risk for all his staff.

44. EVALUATION CRITERIA

The evaluation criteria will consist of:

- a) Opening of the Technical Bids as per **APPENDIX- 'I'**. The Technical Bid will be evaluated with reference to the Eligibility Criteria mentioned in the Tender Document.
- b) Opening of the Financial Bids as per **APPENDIX- 'II'** of the vendors who have been shortlisted after opening of the Technical Bids. **The vendor would be evaluated as per the criteria mentioned at Clause 34 and the award would be given to the lowest bidder on the basis of the sum total of the weightage points. Rates for additional per km would not be considered for evaluation.**

45. The tenderer shall ensure the following before submission of the bids:

- The rate should not be provided as a percentage figure.
- The Bidder is advised to quote rate in absolute Indian Rupees (INR).
- The rate quoted will be valid for the period of contract from the date of opening of financial bid. The period can be extended with mutual agreement. No condition will be entertained and conditional bid will be liable to be rejected.
- The rates quoted shall be reasonable and at par with the prevailing market rates and the tendered rates should not be more than the price usually charged for activities of same nature/class or description from any Private or Government Purchaser.
- If it is found at any stage that the rates quoted by any firm/ agency are not reasonable and as per the prevailing market rates, the tender may be cancelled/rejected.

46. PERIOD OF CONTRACT

The contract shall be valid for a period of one year which can be extended for a maximum of one year (beyond the original contract) in the spells of 6 months each subject to the requirement of the Institute and satisfactory performance of the vendor.

Proforma for Furnishing Technical Bid

1. Name, Address and Telephone Number :
of the Organization.
2. Date of commencement of Business :
[Please furnish proof in support of
your statement]
3. Status of the organization [i.e. whether :
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 of
the Contact Person
7. Date of commencement of Tour & :
Travel business [Please enclose
evidence].
8. Annual Turnover [Attach Photostat : 2014-15
copies of Balance Sheet / I.T. Returns 2015-16
/ C.A.'s Certificate] 2016-17
9. PAN. of the Organization / Owner [in :
case of proprietorship organization
where no PAN. has been issued in the
name of the organization][Please
enclose a copy].
10. Details of the organizations being served with similar services, which fulfill the
eligibility condition stipulated in Clause 23.4 of the Tender Document:

	Name & Address	Name & Phone No. of the Contact person	Annual cost of contract	Since when the services are being provided.

-
11. Number of clients being served in and around Delhi on the date of submission of bid [please enclose a comprehensive list with address and telephone numbers].
12. 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]. :
13. Details of E.M.D. [RTGS/ NEFT/DD] : RTGS/ NEFT/DD
No._____dated_____ for
Rs.60,000/- drawn on _____
Bank in favour of NIELIT, payable at
New Delhi.
14. Location of the Garage (from where the vehicles would be supplied to NIELIT) :
15. Distance of Garage from NIELIT :
16. Proof of location of the 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] 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, in token of acceptance of the Terms and Conditions, is enclosed.
- C] The signatory to this Bid is authorized to sign Bids on behalf of the organization.

Signature:_____

Name:_____

Designation:_____

**Seal of the
Company:**_____

Date: _____ **PROFORMA FOR FINANCIAL BID** *(all columns to be filled)*

Tender Inviting Authority: Sh. Janak Raj, Registrar, NIELIT
Name of Work: Providing the Taxi Services to NIELIT HQs

Contract No: 1(1)2007-DOEACC/Vol-IV

Name of the Bidder/ Bidding Firm / Company : _____

PRICE SCHEDULE

(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only. Incomplete bids are liable to be rejected. All the columns in the Proforma provided for Rates must be filled in the BOQ file failing which the bid would be rejected.)

NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Weightage (%) (A)	Monthly Charges (3000 kms/ 300 hrs.) - [Inclusive of all Taxes] In Figures To be entered by the Bidder in Rs. P (B)	Full Day (8 hrs./ 80kms) [Inclusive of all Taxes] In Figures To be entered by the Bidder in Rs. P (C)	Half Day (4 hrs/40kms.) [Inclusive of all Taxes] In Figures To be entered by the Bidder in Rs. P (D)	For every extra km. [Inclusive of all Taxes] In Figures To be entered by the Bidder in Rs. P (E)	For every extra hr. [Inclusive of all Taxes] In Figures To be entered by the Bidder in Rs. P (F)	Night Stay charges (per day) [Inclusive of all Taxes] In Figures To be entered by the Bidder in Rs. P (G)	Out station charges (per km) [Inclusive of all Taxes] In Figures To be entered by the Bidder in Rs. P (H)	Any other charges [Inclusive of all Taxes] In Figures To be entered by the Bidder in Rs. P (I)	TOTAL AMOUNT (Note: for evaluation purpose, the charges towards Dzire/ Etios/Indigo/Ascent/SX4 etc. only will be considered in monthly charges, although agency will have to quote charges towards other vehicles. For more details, please refer the tender document.) A) For S. No. 1.01 : [J = A of (B+C+D)] B) For S. No. 1.02 TO 1.05 : [J = A of (C+D)]	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9	10	11	12	13	15
1.01	Dzire/Etios/Indigo/Ascent/ SX4 or equivalent (Category - AC)	40.00	For indication only and not to be filled here. Financial bids as per BOQ (BOQ_Taxi.xls) document to be submitted in eProcure portal only)										Is calculated based on the values entered by the bidders in BoQ document in eProcure Portal.
1.02	Honda City/Ciaz/Corola or equivalent (Category - AC)	10.00											
1.03	Innova/Xylo/Duster Mahindra XUV or equivalent (Category - AC)	10.00											
1.04	Tempo Traveller (Category - AC)	10.00											
1.05	Tata India / WagonR or equivalent (Category - Non-AC)	30.00											
Total in Figures			Is calculated based on the values entered by the bidders in BoQ document in eProcure Portal.										

(Note: for evaluation purpose, the charges towards Dzire/ Etios/Indigo/Ascent/SX4 etc. only will be considered in monthly charges, although agency will have to quote charges towards other vehicles)

- It is confirmed that I/we have read the terms and conditions stipulated in the Tender Document and we undertake to abide by these terms and conditions.
- A copy of the Tender Document with each page, duly signed, is enclosed herewith.
- Rates quoted have to be inclusive of all taxes.

Date _____

Seal of the Agency

Signature _____

Name _____

Designation _____

Name and Address of the Agency:

CHECK LIST FOR TECHNICAL BIDS SUBMITTED TOWARDS TAXI SERVICES IN NIELIT HQ

(to be filled by the agency)

AGENCY NAME:

ITEM	PERFORMANCE Y/N	PAGE NO. (must be provided by the agency, wherever indicated)
Whether EMD of Rs. 60000/- submitted?		
Technical Details uploaded as per the proforma?		
Any overwriting/ fluiding is there?		
Whether overwriting signed?		
Whether proof w.r.t date of commencement of tours and travel Business given?		Page no....
Total Experience in years		
Whether eligible in terms of experience (to be filled by NIELIT)		
No. of vehicles owned by the agency? Whether No of vehicles less than 1 year old is 5 or more? Whether copy of Registration Certificate given in respect of required vehicles?		Page no.s...
Whether eligible in terms of above point (to be filled by NIELIT)		
Distance of garage from NIELIT Whether proof of distance enclosed (Lease agreement/ rent agreement) Whether distance within 15 Kms.		Page no....

Whether eligible in terms of distance (to be filled by NIELIT)		
Whether average turnover for last three years more than Rs. 18 lacs and whether proof has been given? Whether Income/ expenditure statement enclosed signed by CA? or CA certificate is there		Page no.... Page no....
Whether eligible (to be filled by NIELIT)		
Whether during the past two years, the firm has satisfactorily completed the similar contracts for either of the following: (tick mark against what is relevant in your case) a) A single contract for an annual value of at least Rs.12,00,000/-; or b) Two contracts for an annual value of Rs.8,00,000/- each; or c) Three contracts for an annual value of Rs.5,00,000/- each		Page no.... Page no.... Page no....
Whether certificate(s) of satisfactory completion of the contract(s) from the respective client(s) enclosed?		Page no....
Whether eligible (to be filled by NIELIT)		
Whether registered with GST authority and whether a copy of registration enclosed		Page no....
Whether eligible(to be filled by NIELIT)		
Whether PAN card copy submitted?		Page no....
Whether email service available		
Whether GPS facility available		
Whether the vendor is a partnership firm?		

If yes, the partnership deed uploaded?		Page no....
Whether firm registered under Registration of Societies act?		
If yes, copy of certificate of incorporation uploaded?		Page no....
Whether copy of the tender document is signed on each page and the signed copy uploaded?		

Signature

Seal of the Agency

**SELF – DECLARATION - NO BLACKLISTING
(Scanned copy to be uploaded in e-procure portal)**

To
The Registrar
National Institute of Electronics and Information Technology (NIELIT),
NIELIT Bhawan, Plot No.- 3,PSP Pocket Institutional Area,
Sector – 8, Dwarka
New Delhi- 110 077.

In response to this Bid, I/We hereby declare that presently our Company/firm M/s_____ is having unblemished record and is not declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

We further declare that presently our Company/firm M/s_____ is not blacklisted and not declared ineligible for reasons including corrupt & fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our security deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

Place: _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Seal of the company

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal

to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the

scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the prices bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.