



Tender No.: NIELIT/RANCHI/TENDER/063/2016

National Institute of Electronics & Information Technology (NIELIT)
An Autonomous Scientific Society of Ministry of Electronics & Information Technology,
Government of India

Ranchi Centre
RIADA Bhawan, 2nd Floor, Main Road, Ranchi - 834001

Website: <http://www.nielit.gov.in/ranchi>

Contact No.- 0651-2332554

Tender for Hiring of Taxi Services at
National Institute of Electronics & Information Technology, (NIELIT)
Ranchi Centre

Price of bid document-NIL

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No. NIELIT/RANCHI/TENDER/063/2016

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION
TECHNOLOGY**

Ranchi Centre

NOTICE INVITING TENDERS FOR HIRING OF TAXI SERVICES

The National Institute of Electronics & Information Technology (NIELIT), is an Autonomous Scientific Society of Ministry of Electronics & Information Technology, Government of India. NIELIT Ranchi Centre invites tender in two bid system (Technical and Financial) from well established and duly registered firms/agencies etc. based in Ranchi for Hiring of Taxi Services at NIELIT, RIADA Bhawan, 2nd Floor, Main Road, Opposite GEL Church, Ranchi – 834001.

For details of services to be provided, terms and conditions and documents/ information to be submitted, please log on to nielit.gov.in/ranchi

Bidders interested in providing taxi services to NIELIT and who fulfill the basic requirements may apply for Technical and Financial bids. The tender document will be downloaded from the website <http://www.nielit.gov.in/ranchi> or <http://www.eprocure.gov.in>.

**Director-In-Charge
NIELIT Ranchi**

NOTICE/DETAILS OF THE TENDER

Tender No.	NIELIT/RANCHI/TENDER/063/2016
Nature of the Work	Tender for hiring of Taxi Services
Details of Contact Person for clarifications/queries	Shri Rabin Karmakar, Scientist Bq NIELIT RIADA Bhawan, 2 nd Floor, Main Road, Ranchi - 834001 Email: rabink@nielit.gov.in
Cost of Tender Document	Nil
Estimated cost of contract over a period of one year	Rs 2.5 to Rs. 3 Lakhs
Earnest Money Deposit (EMD)	Rs.5,000/-
Publishing Date	17/10/2016
Website for downloading Tender Document, Corrigendums, Addendums Etc.	http://www.nielit.gov.in/ranchi http://www.eprocure.gov.in
Date & time upto which the queries on the Tender Document will be received	04/11/2016, 17.00 hrs
Bid Submission Start Date & Time	17/10/2016, 15.00 hrs
Bid Submission Closing Date & Time	08/11/2016, 13.00 hrs
Technical Bid Opening Date & Time	08/11/2016, 14.30 hrs
Address where the Tenders are to be submitted	Director-In-Charge NIELIT Ranchi RIADA Bhawan, 2 nd Floor, Opp- GEL Church, Main Road Ranchi . 834001
Venue for Technical Bid opening	NIELIT Ranchi Centre
Date, Time and Venue of opening of Financial bids	Will be intimated later to the technically qualified bidders
Bid Validity	180 Days from the closing date of bid submission

IDENTIFICATION OF AN AGENCY FOR HIRING OF TAXI SERVICES AT NIELIT RANCHI

I. BACKGROUND

NIELIT, Ranchi is located at RIADA Bhawan, 2nd Floor, Main Road, Opposite GEL Church, Ranchi – 834001. For the operations at NIELIT Ranchi Centre, the Institute has decided to float this Tender Enquiry and invite quotations. It may be mentioned here that on present scale, the annual Taxi bill of the Centre is approx . Rs.2,25,000. This includes hiring charges for different types/categories of vehicles booked on daily basis, as and when the need arises. In future we shall also require an AC Indigo/Swift Dezire car to be hired on monthly basis. It is, however, clarified that the no. of vehicles hired may vary depending upon the need of the organization.

Sealed tenders are invited from reputed agencies under **"Two-bid" system- Technical Bid (unpriced) and Financial Bid (priced)** for Hiring Taxi Services at National Institute of Electronics & Information Technology (NIELIT), Ranchi Centre.

Detailed information of the Tender Document can be downloaded from the NIELIT Ranchi website <http://www.nielit.gov.in/ranchi> or <http://www.eprocure.gov.in>. Technical Bid will be opened on **08/11/2016 at 14:30 Hrs at NIELIT, Ranchi Centre**. The tenders received late/Conditional tenders/Incomplete Tenders in any respect would be rejected. NIELIT reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the NIELIT before rendering its services.

II. PROCEDURE

1. The tender shall be submitted in two parts, viz., technical bid and price bid.

a. Technical Bid - The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document:

i) A copy of the valid Service Tax Registration No. of the bidder from Service Tax Department of the Government of India, a copy of the valid registration number of the firm along with the CST/VAT No. allotted by the sales tax department, as well as PAN number of the firm allotted by the income tax department and Tender Acceptance Letter (Annexure-2) failing which bidder's bid may be rejected.

b. Financial Bid - Schedule of price bid in the form at Appendix- II

The Financial Proposal/Commercial bid format is provided along with this tender document. Bidders are advised to quote their offer/rates in the permitted column and submit the bids. **Bidder shall not tamper/modify 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.

2. The Bids must be submitted on or before the due date, i.e., **08/11/2016** by **13:00 Hrs.** Bids, submitted after the due date & time are liable to be rejected. 'Technical Bid' of all the Bidders received by the closing time will be opened on the same day, i.e. on **08/11/2016** at **14:30 Hrs.**
3. The Bidder shall acquaint himself fully with NIELIT premises conditions and the working environment before quoting the rates. He is advised to do a complete survey at his own of the premises before offering rates. No compensation on account of any difficulties will be entertained at a later date after award of works.
4. The technical bid shall be opened first and opening of financial bids of shall be communicated after finalization of technical bids.
5. In case the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.
6. An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.
7. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled.
8. In case two or more agencies are found to have quoted the same rates, the Tender Committee shall recommend about the Bidder to which the offer shall be granted based on the NEGOTIATIONS to become lowest rate bidder. The decision of the Centre-In-Charge, NIELIT Ranchi shall be final.
9. Any changes with respect to this tender will be notified through website <http://www.nielit.gov.in/ranchi> and <http://www.eprocure.gov.in>.
10. NIELIT Ranchi reserves the right to accept or reject any or all the tenders without assigning any reason.

III GENERAL TERMS & CONDITIONS

1. The bids should be submitted through the Performa provided for Technical Bid and Financial Bid
2. The bids will be accepted till 1 .00 PM on 08/11/2016 and will be opened at 02.30 PM on 08/11/2016.
3. Late bids shall not be entertained and no correspondence in this regard shall be entertained.

4. Incomplete bids are liable to be rejected.
5. The Technical details should be furnished as per the Performa at Appendix 'I', while the rates must be quoted as per the Performa enclosed at Appendix 'II'. In case the bids are not submitted as per the Performa, the same is liable to be rejected.
6. 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 Ranchi shall bear no liability for any damage claim.
7. 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.
8. 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 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.
9. The Society reserves the right to accept or reject any bid without assigning any reason whatsoever.
10. Successful bidder will have to arrange latest model [year 2014-15] vehicles. The vehicle should not have run more than 70,000 Kms. Payment will be released on monthly basis against pre-receipted bills after rendering satisfactory services.
11. This office will bear the parking charges etc., if any, paid while performing duties of this Institute. No extra mileage will be given for Breakfast, Lunch or filling the fuel for the vehicle.
12. The contract can be terminated at any time without assigning any reason by giving a notice of two months by either party.
13. The rates quoted in the proforma should be clearly legible and free from fluiding/overwriting. The Bids containing corrections would be summarily rejected.
14. The driver has to be well mannered, experienced and well acquainted with Ranchi and nearby areas and should have clean track record. The age of the driver should not be less than 25 years and not more than 60 years.
15. Police verification of the driver deployed with the vehicle on monthly/regular basis has to be ensured by the successful bidders.
16. The driver, while on duty, has to be neatly dressed.
17. In case, condition of the car is not found to be satisfactory, the same shall be returned for immediate replacement.

IV. ELIGIBILITY CRITERIA

1. The Bidder must be a legally constituted Proprietary firm, Partnership firm, Limited Company or Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 3 years from the date of the opening of tender for providing Taxi Services.
2. The Bidder shall have experience of providing Taxi Services for at least 3 years ending March, 2016.
3. Financial Turnover during the last 3 years ending 31st March 2016 should be at least 05 lakhs per year.
4. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Bidder). An undertaking in this regard is to be provided.
5. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:(i) Company Registration (ii) Service Tax Registration (iii) PAN Number

Note: Copy of Proof in support must be submitted along with the Tender document.

6. The firm should have at least three years experience in the tour & travel business and possess vehicles in the name of firm or proprietor or partner.
7. The garage of the firm should be within a radius of 08 kilometres from NIELIT Ranchi.
8. 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).
9. The firm should be registered with Service Tax Authority and should submit a copy of Registration Certificate showing 16 digit number.
10. 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 submitted with the Technical Bid.
11. Change of the vehicle 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 Centre, the firm should ensure that all the necessary documents [Registration Certificate, Insurance Papers, PUC etc.] are in the personal custody of the licensed drivers.
12. 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 reputed responsible person should have direct telephone [office as well as residence] and should also be available on a mobile phone 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 during duty hours at NIELIT.

13. 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.

14. Irrespective of the location of the selected vendor, the vehicle supplied (including regular vehicles) would be considered to have started from NIELIT and as such the mileage would be calculated from NIELIT office at RIADA Bhawan, 2nd Floor, Main Road, Opposite GEL Church, Ranchi - 834001 unless the same is being asked to be provided at location other than the above said location and released at a location different than NIELIT Ranchi.

15. Firms will ensure that the vehicles and the drivers are not normally changed.

16. Vehicles supplied by the firm will be regularly inspected by the representative of this Centre for good condition and in case of non-compliance of any of the conditions, a penalty of Rs.100/- per occasion shall be imposed on the defaulting firm.

17. In case the firm is registered under partnership, a copy of the 'Partnership Deed' will have to be submitted along with the technical bid. In case of the firms registered under Registration of Societies Authorities or under Companies Act must submit a copy of the Certificate of Incorporation.

18. 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 the Centre on actual basis and rates should be quoted accordingly.

19. Drivers have to maintain daily duty slips, duly signed/verified from the officers using the car. Such duty slips will be required to be submitted to the Institute along with the bill.

20. A copy of this Tender Document with each page, duly signed, by authorized signatory in token of acceptance of terms and conditions should be submitted with the quotations in prescribed Proforma.

21. The contract under this Tender shall be interpreted as per Indian Laws and shall have exclusive jurisdiction of Ranchi Court.

22. 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 Ranchi.

23. All penalties shall be subject to a maximum of 5% of the value of contract and in case the amount of penalty crosses the ceilings, the contract awarded shall be terminated with due notice.

24. NIELIT Ranchi 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 shall be settled by the Agency and NIELIT shall not be brought in picture.

V. EVALUATION CRITERIA

The evaluation criteria will consist of:

- a) Opening of the Technical Bids as per **Appendix 'I'**
- b) Opening of the Financial Bids as per **Appendix 'II'** of the vendors who have been short listed after opening of the Technical Bids.
- c) **Evaluation of Bids:** A single vendor will be awarded the contract based on the quotations. For ascertaining the lowest bidders, in case of monthly rates (@2000 KMs and 240 hrs), rates for Indigo/Dzire/Eitos AC Car only will be taken into consideration and the same will carry 50% weightage and though the bidders will have to quote monthly charges (2000 KM and 240 Hrs) for other kind of vehicles, such rates would not be considered for evaluating the Bids. For other kind of vehicles the rates quoted by each bidder for Out-station bookings only will be considered and will be given weightage @ 50% for AC Indigo/Dzire/Eitos. Additional mileage/extra hour charges shall be paid on actual basis as per the rate quoted in the format.

XXXXXXXX

XXXXXXXX

Instructions for Bid Submission:

1. The envelope containing the bids should be in sealed cover and must be marked "Quotation for Hiring of Taxi".
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 Bids' as the case may be and then sealed in a single cover duly superscribed with "Quotation for Hiring of Taxi".
3. The bids will be accepted till 01.00 PM on November 8th, 2016 and will be opened at 02.30 PM on November 8th, 2016 in the presence of bidders if present.
4. The sealed envelope containing the bid should be addressed to the Director-In-Charge, NIELIT Ranchi Centre, RIADA Bhawan, Main Road, Opposite GEL Church, Ranchi - 834001 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 DEPOSITE (EMD):** All bids are required to enclose a Pay Order/Bank Draft of Rs.5,000/- in favour of NIELIT, Ranchi as EMD. Bids received without EMD shall be rejected. In case the successful bidders fail to deposit performance security as stipulated in Clause 8, 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 finalization/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. The DD/Bank Guarantee/ FDR 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.
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 case the bids are not submitted as per the proforma, 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 contract.

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Sub: **Acceptance of Terms & Conditions of Tender.**

Tender Reference No: _____

Name of Tender / Work: -

Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' namely:

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department / organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Appendix 'I'**Performa 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 upload Certificate of Registration / Incorporation / Partnership deed etc.] :
5. Name of the C.E.O. / Proprietor :
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 copies of Balance Sheet / I.T. Returns / C.A.'s Certificate] : 2013-14
2014-15
2015-16
9. Service Tax No. [Upload 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] [Please upload a copy]. :
11. Details of the organizations being served with similar services, which fulfill the eligibility condition stipulated in Clause 23.3 of the Tender Document:

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

-
12. Number of clients being served in and around Ranchi on the date of submission of bid [please enclose a comprehensive list with address 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. (enclose D.D.) : D.D. No. _____ dated _____ for Rs.5,000/- drawn on _____ Bank in favour of NIELIT Ranchi, payable at Ranchi.

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.
- C] A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- D] We understand that the decision of the NIELIT Ranchi to accept/reject "the bids would be final and binding.
- E] The signatory to this Bid is authorized to sign Bids on behalf of the organization.

Signature:**Name:****Designation:****Seal of the Company:** _____**Date:**

NIELIT, RANCHI
An Autonomous Scientific Society of Ministry of Electronics and Information Technology,
Govt. of India

PROFORMA FOR QUOTING THE RATES FOR PROVIDING HIRED VEHICLES

Name & Address of the Party:

It is mandatory to provide rates (in Rs.) for all the below given particulars

Particulars	Indica equivalent	or	Indigo/Dzire/Eitos	Honda City/Ciaz	Innova/Xylo/Sc orpio or equivalent
Local (Ranchi & surroundings)	A/C*		A/C*	A/C*	A/C*
40 kms & 4 hrs					
80 kms & 8 hrs					
Extra per km after 40 kms or 80 kms as the case may be.					
Extra per hr. after 4 hrs/8 hrs					
Out-station					
Per km for 12 hrs					
Extra per km after 12 hrs					
Night stay charges [after 10.00 P.M]					
Monthly rate					
2000 kms + 240 hrs					
B] Extra kms					
C] Extra hrs.					

***A/C:- Air Conditioned Vehicle**

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.*

Signature _____

Name _____

Date _____

Designation _____

Seal of the organization

