

TENDER DOCUMENT

For

NOTICE INVITING TENDERS (NIT) FOR Empanelment and Hiring of DLY Taxi services

Important

Last Date of Submission of Tender	20th July, 2018 (5 pm)
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Note:

Bidders should read, sign and understand terms & conditions carefully before submitting the tender



TIFAC

TECHNOLOGY INFORMATION, FORECASTING &ASSESSMENT COUNCIL (TIFAC)

(An Autonomous body under Department of Science and Technology, Govt. of India)

Vishwakarma Bhawan, A-Wing, Shaheed Jeet Singh Marg, New Delhi-110016

Signed with seal

**NOTICE INVITING TENDERS (NIT) FOR Empanelment and h
Hiring of DLY Taxi services**

TERMS AND CONDITIONS

1. Technology Information Forecasting & Assessment Council (TIFAC), **an Autonomous Organization under Department of Science & Technology**, New Delhi, invites '**Sealed Bids**' for Empanelment and hiring of DLY Taxi services (AC/ Non AC) from reputed agencies/firms fulfilling the criteria laid down in Techno-commercial bid format as given at **Annexure-I & II**. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent basis on the same terms and conditions on yearly basis.
2. The contract will be valid for one year from the date of award the contract and extendable for one year by mutual consent of the parties. It may be noted that no request of hike in approved rates for supply of DLY Taxis will be entertained during the period of contract for any other reason what so ever.
3. The Tender document can be downloaded from the website of TIFAC: www.tifac.org.in
4. This tender shall be processed in two bids system – namely (i) Technical/Prequalification and (ii) Commercial/Financial Bids. The bidder shall submit both the bids simultaneously with the same date of receipt i.e. **20th July, 2018 (5 pm) addressed to the In-charge (F & A), TIFAC**. The commercial bid will be opened on the date to be fixed later on and made known to the qualified bidding firm only after technical evaluation of all the offers received for prequalification bids are completed and eligible bidders meeting the criterion as mentioned in the prequalification bid. Those firms that does not meet the requisite criterion/ non-fulfilling the precondition requirements, their financial bid shall not be opened. Bids received after the prescribed deadline will not be considered.
5. Earnest Money (EMD) of Rs.50,000/- (Rupees Fifty thousand only) should accompany the **Techno-Commercial Bid document**. The EMD shall be paid in the form of Demand Draft/ Pay Order of any nationalized bank/Scheduled commercial bank in favor of TIFAC payable at New Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected out rightly by TIFAC.

EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract.
6. **Performance Security:** The EMD of the successful bidder will be converted into the performance security deposit to be retained by TIFAC.
7. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity.
8. Both bids should be submitted in separate envelopes duly sealed, Envelope No.1 (Superscribed as "**Technical bid for Empanelment and Hiring of DLY Taxi services**") shall

contain only Technical Bid of Tender Document along with EMD, i.e. **Annexure-I** of Terms & Conditions of Tenders duly filled in and signed by the bidder.

The envelope no 2 should contain the format of providing Schedule of Rates to be filled by the bidder in enclosed Annexure-II i.e. commercial/ financial bid. This envelope shall be Superscribed as “**Commercial/financial bid – for Empanelment and Hiring of DLY Taxi services**”.

Both the above bids should be enclosed in the third envelope duly sealed and superscribed “**Bid for Empanelment and Hiring of DLY Taxi services**”.

9. Conditional/ hypothetical/incomplete bid will not be accepted.
10. **Validity:** This tender shall be kept valid for acceptance by TIFAC for a period of 90 days after opening of the bids.
11. The contract is not transferable. No sub-letting of the contract is permissible.

12. Services Required:

Monthly Basis: The DLY taxi services are required on all working days from Monday to Friday. Under this category, certain number of DEDICATED Taxi would be hired with chauffeurs on monthly basis. The entire maintenance and running cost (like repairs, fuel cost, etc.) will be borne by the Taxi operator, and he would be paid on kilometer basis, subject to minimum of 2500 kms per month with 260 hours, such vehicles, along with driver would remain at the disposal of TIFAC for use on any working/non-working day with a provision for at-least one weekly off for the driver. However, the services may also be required on all the seven days in a week and also on National holidays. The contractor shall be bound to deliver the services on all days under the Annual Rate Contract.

Day to day basis: Besides the agency is also required to provide few taxis to TIFAC on demand on day to day basis.

13. Terms of Payments

- i. The determining point for Reporting and Relieving of the vehicle shall be the TIFAC, (Vishwakarma Bhawan). The payment for journey from TIFAC to garage & back (dead mileage) would not be paid.
- ii. Payment will be made in the month next to the month of service. Advance payments will not be made under any circumstances. The Travel Agency may submit their Bills for the service rendered during the calendar month by the end of the first week of the next calendar month
- iii. Income tax deduction at source shall be made from the payments as per govt. norms and certificate of TDS will be issued to the Travel Agency.

14. **Misconduct/Sexual Harassment:** TIFAC has strong stance against any form of Sexual Harassment/misconduct to any of its employees at workplace/journey in accordance with Prevention, Prohibition and Redressal Act, 2013 (SHW Act). The staff should be aware of the

Act and comply with its provisions. Sexual harassment/ misconduct will attract appropriate disciplinary action on the concerned person to the extent of cancellation of contract & forfeiture of earnest money.

15. Notice for Contract

- i. If the Firm/agency is not in a position to continue the contract and propose to withdraw, they should give three months prior notice.
- ii. The TIFAC has absolute powers to cancel the contract at any time by giving one month prior notice.
- iii. Canvassing in any form will be viewed seriously and if any bidder is found to be resorting to such practices, the tender of such firm will be rejected.

iv. PENALTY CLAUSE:

The Time schedule should be strictly followed by the agency. If the service is not made on stipulated times/dates, penalty will be levied as mentioned below:

- i. In case of any irregularity, substandard service, mal-practices noticed, the appropriate warnings will be issued to the Travel Agency. If such acts are found to continue than penalty in monetary terms will be levied.
- ii. In the event of failure of Travel Agency to execute the work to the full satisfaction of the TIFAC, the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposited.
- iii. If on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle
- iv. No employee of contractor will use drugs, alcohol or any other toxic substance, cigarette, bidis, pan, masala etc. on duty and if found doing so, appropriate penalty will be imposed by TIFAC on that individual as well as the Travel Agency. The decision of TIFAC will be final in such cases.
- v. The following penalties (indicative) will be imposed in the below mentioned circumstances:

Sending a vehicle older than 01.01.2013 registered	Rs. 1000/- per occasion
Sending a vehicle / driver not approved by TIFAC	Rs. 500/- per occasion

Signed with seal

Rash and negligent driving. Driver found smoking/chewing tobacco, pan or under influence of alcohol while driving	Permanent removal of driver deployment in institute and fine of Rs. 1,000/-per occasion on agency.
If a particular vehicle is identified for a particular route, only that vehicle to be sent failing which penalty would be levied.	Rs. 500/- per occasion.
If the driver does not know the place in Delhi or NCR	Rs. 500/- per occasion.
Late reporting of driver	Rs. 500/- per occasion
Driver without uniform	Rs. 500/- per day.
Misconduct, misbehave during working for TIFAC	Permanent removal of driver deployment in TIFAC and fine of Rs. 1000/- per occasion on agency

The tender accepting authority has a full right to reject any or all bids without assigned any reason what so ever. Tender will be opened in the presence of bidders, date & time would be inform later, please indicate the address and Contact no. at the main envelop. The work shall be awarded to the agency which qualifies technically and whose rates are found lowest & capable to work at TIFAC. The rates should be inclusive of all taxes.

16. **Disputes:** The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes shall be within the jurisdiction in Delhi. Any disputes/ differences arising shall be settled through arbitration. The TIFAC and contractor shall first try to resolve the differences/ disputes amicable by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then depending upon the position of the case, either the TIFAC or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

GENERAL TERMS AND CONDITIONS

17. The Travel Agency shall be responsible to provide a trained driver with each vehicle provided for service that must hold a valid driving license throughout the entire rate contract period. The driver provided should be adequately trained with good driving skills, courteous and polite, and should be well acquainted with traffic rules and city streets & routes (Delhi/NCR). Travel Agency shall be responsible to ensure the fitness level of the drivers. Drivers aged above 55 years will not be acceptable. The driver deployed should possess a good knowledge of operating portable fire extinguishers equipped in the taxi, escorting the staff to office / other building with torch at night or umbrella during rains etc.
18. Security check verification of the driver provided shall be carried out by Travel Agency. However, TIFAC will be free to conduct police verification of the driver at any time during the contract period. The driver provided should have an unblemished record of accident

free driving during the past five years. The driver should always be in uniform at the time of service.

19. The drivers made available should be provided the working mobile phone. In case of any misbehavior by the driver or any deficiency noticed in the working of the driver, the Travel Agency will provide immediately an alternate driver. The firm has to ensure that no dispute will be raised regarding unsatisfactory service of the driver.
20. The driver provided should be educated enough to maintain logbook entries showing opening kilometer, closing kilometer, distance covered, time consumed for journey, places visited etc. For each journey of the officer /Staff traveling the duty slips need to be signed by the officers/staff on a day to day basis and this should be ensured by the driver. A format for the same will be provided by TIFAC. All relevant papers duly updated shall be available in the vehicle at all times during the service rendered to TIFAC.
21. The driver should not be changed frequently. The mobile phone charges, salary of the driver and night charges etc. shall be borne by the Travel Agency and no separate charges shall be borne by TIFAC.
22. The Travel Agency is required to provide service at very short notices i.e. 30 minutes.
23. The Firm/Agency shall be responsible for any violation of the provisions of the contract.
24. The taxi hired shall be for the exclusive use of TIFAC and no sharing with any other user will be allowed under any circumstances.
25. The taxi offered for service shall be of the latest model or at least 2016 model in the name of the firm. Vehicles with DLY/DLZ/ commercial registration numbers shall only be accepted for service. Private cars owned by the firm and not bearing DLY/DLZ/ commercial numbers will not be allowed to be put in service. And even if such vehicle is put into service, no payment for the same will be made by TIFAC.
26. In the event, a journey is commenced but not completed due to breakdown, TIFAC will be at liberty to hire another taxi from the market. In such an event, any excess amount paid shall be deducted from the bill.
27. The taxi offered for service shall be maintained in excellent running condition. The taxi offered should be properly cleaned & washed daily before reporting for duty. In the event TIFAC is not satisfied with the condition/ functioning of the taxi, its maintenance or cleanliness the firm shall be bound to provide an alternate taxi immediately. The decision of TIFAC shall be final in this regard and any objection shall be deemed to be a violation of the contract and shall render for termination of the rate contract with TIFAC.
28. Availability of fuel has to be ensured by the Travel Agency before providing Taxi to TIFAC.

29. Any losses or injuries due to road accident etc. arising during the course of engagement of vehicles for the services to TIFAC, shall be fully handled by the Travel Agency. TIFAC or its users will not be involved in any manner and pay liabilities arising out of such accidents. Travel Agency will be bound to render complete indemnity to the TIFAC against any liability criminal or civil arising on account of hiring taxis by TIFAC.
30. The Travel Agency must ensure availability of proper and valid insurance in respect of the vehicle as well as the insurance coverage to Driver & Staff. Travel Agency shall indemnify to TIFAC against all losses and claims arising out of any negligence or misconduct of the driver / staff of travel agency.
31. **Vehicle Service in NCR:** DLY Cars as have to visit Delhi-NCR on frequently basis so entry tax and permit fee etc need to be paid by the travel Agency. All vehicles provided to TIFAC to compulsorily have such permits in advance for travel to Delhi-NCR. Toll tax, parking charges etc, if any, will be borne by TIFAC on surrendering the original receipts to TIFAC along with monthly bills.
32. **The bidder should submit a certificate/ letter along with bids that all the terms and conditions of the tender are acceptable to the firm.**
33. In case TIFAC may need additional number of DLY vehicles on specific days in connection with any conference/ meeting, the Contractor should be responsible to arrange for additional demand of DLY Taxi taxis and such additional vehicles should be supplied at the same rate as agreed in the work order.
34. Rate should be quoted separately for AC and Non AC taxis.
35. The contractor should have at least two years experience of providing vehicles to Govt./Semi Govt./PSUs. Satisfactory service certificate from the concerned organization/ Department need to be furnished along with technical bid otherwise tender document will be treated as not acceptable.
36. The contractor shall observe all security provisions as applicable to the offices of TIFAC. Any violation shall be his responsibility.
37. All pages of Tender document must be signed with seal.

In-charge (F&A)

TECHNICAL BID

1.	Name of the firm / Company /Agency	
2.	Copy of Registration No. / License No. of the firm	
3.	Complete Address & Telephone Number of the Firm	
4.	Location of the Garage with telephone No. and address	
5.	Annual Turnover of Rs. 10 Lakh or more of the agency for last two years (Balance sheet of last 2 financial years to be enclosed with CA certification).	
6.	Self certified copy of documents of two years' experience in providing Travel Services in the Govt. Sector/PSUs/Private Sector/Corporate Sector	
7.	Name & Address of the Department/ Ministries and other organizations where, at present, taxis are engaged.	
8.	Copy of GST	
11.	Self certified copies of RCs of 08 DLY Cars owned by the agency (1.1.2016 onwards)	
12.	Details of drivers on payroll	
13.	Self attested photocopies of latest income tax return of the agency/ firm for last financial years	
14.	EMD details	Rs. DD No: Date:

This is to certify 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 these terms and conditions. I also understand if I do not enclose all the documents required in the tender document, my bid would be rejected without any further correspondence in this regard.

(Signature with Name & Address)

FINANCIAL BID

Name of Company : _____

Office Address : _____

Telephone No. : _____

TARRIF SHEET

Sl. No.	Description	Tata Indigo/ Swift Dzire/ Hyundai Xcent/ Toyota Etios		Innova, Scorpio, Xylo	
		AC	Non AC	AC	Non AC
1.	2500 Kms. and 260 Hrs per month				
2.	4 hrs. 40 Kms. (half day)				
3.	10 hrs. 80 Kms. (full day)				
4.	Per hrs. extra charge (for s. no. 1 & 3)				
5.	Per Kms. extra charge (for s. no. 1, 2 & 3)				
6.	Outstation charges per Kms. (min. limits 250 Kms.)				
7.	Per Kms. extra charge (Above 250 Kms.)				
	Night charges (after 11.00pm to 5.00 am)				

Note: Rate quoted should be inclusive of all the taxes

We agree to abide by the terms & condition as given in tender document unconditionally.

Signature with Name & Seal

Name:

Contact No:

Signed with seal