

**REGIONAL CENTRE FOR BIOTEHCNOLOGY
FARIDABAD**

Tender No. RCB/04/2016/Taxi Services/Admn

NOTICE INVITING TENDER

I. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

- i. The RCB requires the services of a reputed, well established and financially sound taxi service Company registered under Indian Companies Act for providing taxi services to RCB on monthly basis and should provide an undertaking which should comply with all relevant statutory norms like Registration , State Insurance and Service tax etc.
- ii. The contract will be initially awarded for a period of one year. The period of the contract may be further renewed subject to satisfactory completion of contract for a period of three years, provided the requirement of the Centre for augmenting its present taxi service are justified at that time or else the contract may be curtailed / terminated before the contract period in case of deficiency in service, of/and substandard quality of vehicles deployed by the selected Company. The Centre however, reserves right to terminate initial contract at any time after giving one month's notice to the selected service providing Company.
- iii. In the assessment of this Centre, the initial requirement is for 03 numbers of vehicles.
- iv. The interested Company may submit the tender document, complete in all respects, along with Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) in favour of RCB 3rd milestone, Faridabad and other requisite documents to the Senior Manager (F&A), RCB Faridabad. **TENDERS NOT ACCOMPANIED WITH EMD/BID SECURITY ALONGWITH THE TECHNOCOMMERCIAL BID SHALL BE SUMMARILY REJECTED.**

- v. The tendering Company is required to submit attested copies of the following documents, duly attested by a Gazetted Officer, along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:

PAN/GIR No.
Service Tax Registration No.
Documents showing completing at least one service contract of value not less than Rs. 15 lakh or two service contract of value not less than Rs. 10 lakh per annum or at least three service contract of value not less than Rs. 6 lakh per annum related to providing human resources in a single contract, during the last three years.
Details of the major similar contracts handled by the tendering Company on behalf of PSUs and Government Departments during the last three years.
Affidavit stating that the Company is /has not been black listed by Central / State Government /PSU

- vi. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in inked rubber stamp of the company.
- vii. The envelope containing Technical Bid shall be opened on 07.10/2016 at 3PM at RCB, in the presence of the representatives of the Company, if any, who wish to be present on the spot at that time. The Technical Bids shall be evaluated by a Technical Evaluation Committee. Financial bids of technically qualified eligible bidders meeting all the requisite criteria only shall be considered or in presence of their authorized representatives.
- viii. The bidder shall quote the technical & financial bids as per the format enclosed at Annexure I & II.

II. TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY

The tendering service Provider Company should fulfil the following technical specifications:

1. The Registered Office or one of the Branch Offices of the Service Provider Company should be located either in Delhi / Faridabad or in any of the satellite towns of Delhi.
2. The Service Provider Company should be registered / incorporated under Indian Company Act.
3. Service Provider Company should have at least five years experience in providing Taxi services to private and /or public sector Company / Banks and Government Departments.
4. Service Provider Company should have its own Bank Account.
5. Service Provider Company should be registered with Income Tax and Service Tax departments.
6. The Service Provider Company shall submit affidavit stating that the Company is not / has not been black listed by Central / State Government / any PSU. Non compliance with any of the above conditions by the Service Provider Company will amount to non-eligibility for the services for which tender has been floated and the tender will be ignored summarily.
7. The service provider must have at least 15 vehicles not older than 2 years (as on 07.10.2016) on roll on the date of submission of bids, registered in the name of Company / Proprietor. Copies of registration of all vehicles must be submitted along with the technical bid otherwise the tender will stand rejected.
8. Documentary evidence in support of having satisfactorily completed jobs of providing minimum three vehicles each to at least two organisation (preferably Govt/PSU/ Research organisation) during the past three years should be accompanied with the tender.
9. List of drivers on role with copies of their valid driving licenses should accompany the tender.

III. TERMS AND CONDITIONS

1. The contract will be initially awarded for a period of one year, unless it is curtailed or terminated by this Centre owing to deficiency of service, sub-standard quality of contract, reduction or cessation of the requirements of work.
2. The contract shall automatically expire after one year from commencement of the contract unless renewed further by the mutual consent of contracting Company and this Centre.
3. The contract may be renewed, on the same terms and conditions or with some additions / deletion / modification for a further period not exceeding one year for a maximum of two additional tenures. The contracting Company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company without the prior written consent of this Centre.
4. The tenderer will be bound by the details furnished by it to this Centre, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.
5. Financial bids of only those tenderers who are declared qualified technically shall be evaluated.
6. The Executive Director, RCB, Faridabad reserves the right to terminate the contract during initial period also after giving a week's notice to the contracting Company.
7. Vehicle model should not be older than 2 years. Vehicles are required to be provided for a maximum period of three years at our institution, Faridabad.
8. Drivers deployed shall be educated preferably (Matric & above) and shall possess Heavy duty licence. Police verifications of the drivers deployed shall be the responsibility of the service provider.
9. One day weekly off for drivers shall be allowed. However, the vehicle shall be provided for all seven days in a week as per the actual requirements.

10. The vehicle shall ply for minimum of 3000 km per month beyond which extra per kilometre shall be paid. The vehicle shall ply for minimum of 12 hours per day beyond which extra per hour shall be paid.
11. Taxes and statutory levies (at Toll) shall be reimbursed during official plying hours (subject to production of documentary evidence). All other taxes / duties / levies etc. shall be borne by the service provider.
12. Vehicles deployed shall be a **commercial vehicle** and must **bear yellow board**.
13. Vehicles deployed shall be cleaned and well maintained by the service provider and will be subject to periodical/ weekly inspection, failing which a penalty up to Rs. 500/- on each occasion will be imposed at the discretion of the competent authority.
14. If any of the vehicles found break down/ not provided on time, the institute has the right to hire any vehicle from the outside source and the cost borne on this account shall be recovered from the monthly bill of the service provider. Any complaint of repair/ service shall be attended within 24 hours and during the period substitute vehicle should be provided.
15. In case, the Driver (s) employed by the successful Company commits any act of omission / commission that amounts to misconduct /indiscipline / incompetence and security risks, the successful Company will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the Centre within 2 days of being brought to their notice.
16. Vehicles should report for duty at RCB at 8 AM and after normal duty hours ends at 8 PM at RCB. Any instructions to report beyond this hours should be honoured and is subject to be paid on extra hours basis. The drivers, irrespective of duties, are expected to be available from 8 AM till 8 PM. During the idle hours the vehicle will be parked in the designated area only & drivers be available on call from the resting room, to be provided specifically by the Centre.
17. The service providing Company shall be solely responsible for the redressal of grievances / resolution of disputes relating to Drivers deployed. This Centre shall, in no way, be responsible for settlement of such issues whatsoever.
18. The tenderer should have atleast 15 vehicles in his name and he should attach a list of vehicle with the tender.
19. The tenderer should have atleast 20 drivers and they should have valid driving licences along with their proper appointment letters.

20. No advance payment, in any case, would be made to the firm. Payment shall be made on presentation of bill, duly certified by the user officer, on monthly basis. The RCB will not be responsible for delay in payment due to non-submission of bills in time.
21. Any legal disputes will be subject to jurisdiction of Faridabad court.
22. The actual charge from the pick up and drop off points would be considered and not from garage to garage.

IV. FINANCIAL

- i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.50,000/- (Rupees fifty thousand only) in the form of Demand Draft / Pay Order drawn in favour of 'Executive Director, RCB' without which the tender shall be rejected summarily.
- ii. The EMD in respect of the Company which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to it without any interest. Further, if the Company fails to deploy vehicles against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
- iii. The successful tenderer will have to deposit a Performance Security for a sum of Rs.1,00,000/- (Rupees one lakh only) at the time of placing the work order within 15 days of furnishing the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of 'Executive Director, RCB'. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.
- iv. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the Company will be liable to be forfeited by this Centre besides annulment of the contract.
- v. The Company shall raise the monthly bill, in triplicate, along with logbook sheet to the Division in the first week of the succeeding month.
- vi. Settlement of disputes will be as per Indian Arbitration and Conciliation Act, 1996 and venue will be the RCB, Faridabad.
- vii. The Executive Director, RCB, reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For providing taxi services for the RCB, Faridabad

1.	Name of Tendering Company (Attach certificate or registration with a brief profile of the company)	
2.	Name of Proprietor / Director of Company	
3.	Full address of Registered Office with Telephone No., FAX and E-Mail	
4.	Full address of operating / Branch Office with Telephone No., FAX and E-Mail	
5.	Banker of Company with full address (Attach certified copy of statement of A/C for the last three years)	
6.	PAN / GIR No. (Attach attested copy)	
7.	Service Tax Registration No. (Attach attested copy)	
8.	Documents showing at least completion of one work not less than Rs. 15 lakh per annum or two service contracts of value not less than Rs.10 lakh per annum or at least three service contract of value not less than Rs. 6 lakh per annum related to providing human resources in a single contract, during the period of last three years.	
9.	Give details of the atleast two major similar contracts of providing three vehicles each handled by the tendering Company on behalf of PSUs and Government Departments during the last three years. (Attested copies of work orders may also be attached.)	
10.	Affidavit stating that the company is / has not been black listed by Central / State Government / PSU (Attach copy) (Subject to verification by RCB)	
11.	Registration details of atleast 15 vehicles owned/registered in the name of the Company, which are not older than 2 years	
12.	Driving license of drivers on roll with authenticated list.	

Signature of authorized person

Name:
SealDate:
Place:

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For providing taxi services in the RCB, Faridabad.

1. Name of tendering Service Provider Company :
2. Details of Earnest Money Deposit Amount :
D.D / P.O & Date :
Drawn on Bank :
3. Rates are to be quoted with applicable taxes in accordance with those applicable in the NCT of Delhi / Faridabad and other by- laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.)

A/c Vehicles

S.No.	Type of Vehicle	8 Hrs 80 Kms	4 Hrs 40 Kms	Rate per Extra Km	Rate per Extra Hrs	Mileage per Litre per Kg
1	Indigo/Swift Dezire /Honda City/Etios					
2	Sx4					
3	Tata Sumo/Tavera/ Innova/Ertiga					

Optional Items of bigger vehicle on adhoc basis

S.No.	Type of Vehicle	6 Hrs 40 Kms	12 Hrs 80 Kms	Rate per Extra Km	Rate per Extra Hrs	Mileage per Litre per Kg
1	Tempo Traveller 12 Seater (A/C)					
2	Tempo Traveller 17 Seater (A/C)					
3	Tempo Traveller 22 Seater (A/C)					
4	Autorickshaw					
5	Driver Batta for Overnight stay					

Rates quoted for vehicle on pick up/drop off basis for day-to-day requirements:

S. No.	From / To	Type of vehicle	Rate per A/C Vehicle (Rs.)
1	RCB, Faridabad to New Delhi Airport Or New Delhi Airport to RCB, Faridabad	Indigo/Swift Desire/Ascent/ HondaCity	
		Indica	
		Tata Sumo/Tavera	
		Xylo	
		Innova	
2	RCB, Faridabad to NBRC, Manesar Or NBRC, Manesar to RCB, Faridabad	Indigo/Swift Desire/Ascent/ HondaCity	
		Indica	
		Tata Sumo/Tavera	
		Xylo	
		Innova	
3	RCB, Faridabad to NII/ICGEB/ JNU Campus Or NII/ICGEB/JNU Campus to RCB, Faridabad	Indigo/Swift Desire/Ascent/ HondaCity	
		Indica	
		Tata Sumo/Tavera	
		Xylo	
		Innova	
4	RCB, Faridabad to AIIMS, New Delhi Or AIIMS, New Delhi to RCB, Faridabad	Indigo/Swift Desire/Ascent/ HondaCity	
		Indica	
		Tata Sumo/Tavera	
		Xylo	
		Innova	
5	RCB, Faridabad to New Delhi Rly. Stn. Or New Delhi Rly. Stn. to RCB, Faridabad	Indigo/Swift Desire/Ascent/ HondaCity	
		Indica	
		Tata Sumo/Tavera	
		Xylo	
		Innova	
6	RCB, Faridabad to IGIB, New Delhi Or IGIB, New Delhi to RCB, Faridabad	Indigo/Swift Desire/Ascent/ HondaCity	
		Indica	
		Tata Sumo/Tavera	
		Xylo	
		Innova	

- 4 Minimum of 15 vehicles should be registered in the name of service provider.
- 5 Price revision (upward/downward)shall be allowed once in six months based on an average increase/ fluctuations in cost of fuel subject to minimum of 5 % average fluctuation over the said period shall be considered (necessary supporting documents should be attached as evidence)
- 6 The vehicle shall ply for minimum of 3000 km per month beyond which extra per kilometre shall be paid. The vehicle shall ply for minimum of 12 hours per day beyond which extra per hour shall be paid.
- 7 Taxes and statutory levies (at Toll) shall be reimbursed during official plying hours (subject to production of documentary evidence). All other taxes / duties / levies etc. shall be borne by the service provider.
- 8 One day weekly off for drivers shall be allowed. However, the vehicles shall be available for all seven days in a week as per the actual requirements.

Signature of authorized person

Name:

Seal

Date:

Place:

Notes:

1. The rates quoted by the tendering Company should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each vehicle during the month.

DECLARATION

1. I, _____ Son / Daughter/ Wife of
Sh. _____ Proprietor /
Director, authorized signatory of the Company mentioned above, is
competent to sign this declaration and execute this tender documents;
2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide to them;
3. The information / documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I / we, am / are
well aware of the fact that furnishing of any false information / fabricated
document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.

Signature of authorized person

Name:
Seal

Date:
Place: