

B. TECHNICAL BID GUIDELINES

The Service Provider must fulfill the following technical specifications for qualification of technical bid ;

1. The office of the service providers should be located in Delhi/NCR (**PREFERABLY WITHIN 05 KILOMETERS RADIUS OF THE INSTITUTE**). The proof of address is to be attached with the Bid documents.
2. In case of partnership firms, a **copy of the partnership agreement, or General Power of Attorney (GPA)** duly attested by a Notary Public should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the certificate of registration of firm should also be furnished along with the tender.
3. The service providers must have minimum of three years experience in supplying taxis to Government Ministries/Departments/Public Sectors Undertakings. Proof of contracts (award letters/completion certificates) relating to supplying of taxi services to Govt. Ministry / Departments / PSUs / Autonomous Bodies during last three years should be furnished.
4. The service providers should have had a minimum annual turnover of Rs. 10 lakh (Rs. Ten Lakhs) each year during last three financial years i.e. 2015-16, 2016-17 and 2017-18. A copy of annual turnover statement duly certified by the Chartered and copies of Income Tax Return for the above mentioned periods should also be submitted.
5. Self attested copy of the PAN and GST registration of the firm shall be provided with the bid document.
6. Service Providers have to give an affidavit stating the firm has not been blacklisted by any Ministry / Departments/PSUs/Autonomous Bodies. The firms contract has not been cancelled before the expiry of contract **as per specimen at ANNEXURE – A.**
6. Details of two contracts with Govt. Ministry / Departments / PSUs / Autonomous Bodies handled by the tendering agency for providing taxi services during the last three years must be enclosed.

C. Qualifying Criteria in Technical Bids

1. Self attested copies of RCs of minimum 05 (Five) vehicles registered in the name of agency / owner.
2. Self attested copies of ITR for the Financial Years 2015-16, 2016-17, 2017-18 alongwith balance sheet, profit and loss account. Annual Turnover Certificate of over Rs. 10 lakhs during the financial years mentioned above duly certified by the chartered Accountant
3. Self attested copies of award letters / completion certificates of similar contracts of Govt. Ministry / Departments / PSUs / Autonomous Bodies during last three years.
4. Original Affidavit stating the firm has not been blacklisted by any Ministry / Departments/PSUs/Autonomous Bodies. The firms contract has not been cancelled before the expiry of contract **as per specimen at ANNEXURE – A.**