

**CSIR – Institute of Genomics & Integrative Biology**  
**Mall Road, Near Jubilee Hall, Delhi – 110 007**

**NOTICE INVITING TENDER**

No: 4(4)/2019-IGIB-Gen.

Date: 31<sup>st</sup> July, 2019

CSIR – Institute of Genomics & Integrative Biology, Delhi is looking for a reputed agency for providing Taxis for its South Campus located in Mathura Road, Delhi. The taxi service provider should have minimum 3 years experience. The firm presently providing services to Govt. Ministry / Departments / PSUs / Autonomous Bodies may submit their online tenders on **CPPP portal** : [www.e.tenders.gov.in](http://www.e.tenders.gov.in) as per schedule detailed below :

<b>Name of the work</b>	<b>Earnest Money Deposit</b>	<b>Period of Contract</b>	<b>Estimated annual cost of work</b>
Contract for hiring of taxi service at CSIR-IGIB, South Campus, Mathura Road, Delhi	Rs.24,000/-	Initially for One Year	Rs.12,00,000/- per annum

Date for Publication of Tender Document :- 31<sup>st</sup> July, 2019

Last date and time of submission of tenders :- 14<sup>th</sup> August, 2019 upto 3.00 P.M

Date & Time of Opening of technical bid :- 16<sup>th</sup> August, 2019 at 3.30 P.M

Date of opening of Financial bid :- will be intimated to the technically qualified bidders separately.

Details of NIT and complete tender document are also available on IGIB website:- [www.igib.res.in](http://www.igib.res.in) .

Director, CSIR – IGIB, Delhi reserves the right to reject any or all tenders in part or In full or to reject all the tenders received without assigning any reason thereof.

**Controller of Administration**

**CSIR – Institute of Genomics & Integrative Biology  
Mall Road, Near Jubilee Hall, DELHI-110007**

**TENDER NOTICE**

**(Hiring of Taxi Services at IGIB, South Campus, Mathura Road, Delhi – 110 025).**

1. Online bids through **CPPP Portal : [www.e-tenders.gov.in](http://www.e-tenders.gov.in)** are invited by CSIR IGIB, Delhi under **two bid system (i.e. Part-I: Technical Bid and Part-II: Financial Bid)** from reputed, experienced and financially sound Taxi Service Providers having minimum of 3 years of experience and annual turnover of Rs. 25 lakhs for hiring of rental taxis. The Contract will be initially for a period of one year extendable for another one year period subject to satisfactory performance. The requirement of vehicles is on day-to day basis and purely as per requirement depending upon the needs of IGIB and also for one number either TEMPO TRAVELLER or INNOVA (Half day / Full Day) on fixed monthly rates basis. **Last date of submission of online bids is 14<sup>th</sup> August, 2019.**
2. The interested service providers may submit their online bids in **two bid system (i) Technical Bid and (ii) Financial Bid** in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be uploaded.
3. Earnest Money Deposit (EMD) of Rs. 24,000/- (Rupees Twenty four thousand only) in the form of Account Payee Demand Draft drawn in favour of Director, IGIB, Delhi has to be submitted in person to Section Officer (G), Room No. 320 (3<sup>rd</sup> Floor) CSIR-IGIB, Mall Road, Near Jubilee Hall, Delhi - 7 before the closing date of the bid. A scanned copy of the EMD pay order may also be uploaded online along with other requisite documents. **Vendors registered under MSME category as Travel agency, tour operators only are exempted from deposit of EMD.**
4. The Financial Bids of only those bidders who qualify in the Technical Bid will be opened at a later date to be decided and will be intimated telephonically/e-mail to the successful bidders.
5. The Competent Authority, IGIB, Delhi reserves the right to cancel the bid at any time or to amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

**A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERES**

1. CSIR-IGIB Delhi requires the services of a reputed well, established and financially sound taxi service provider (hereinafter referred to as "Service Provider") to provide taxi services on rental basis for Delhi & NCR area.
2. The Contract shall be initially for a period of one year extendable for another one year period subject to satisfactory performance from the date of issue of award letter.
3. The quantum of requirement of vehicles is based on day to day requirements of the Institute which may increase or decrease depending on the needs of the Institute. Further, one Innova or Tempo Traveller (air-conditioned) on half day or full day and fixed monthly basis (from 09.00 A.M to 5.30 P.M) is also required .
4. The online bids shall be accepted under Two Bid System. Interested service providers have to upload Technical Bid and the Financial Bid.
5. EMD shall not bear any interest and EMD of unsuccessful bidders would be returned after finalization of the contract.
6. Conditional bids shall not be considered and will be rejected summarily.
7. All entries in the Financial bid form should be legible and filled clearly. **In no case should there be any change**

**in the format of the Technical Bid/ Financial Bid. The bids submitted other than the proforma provided for the purpose, will be rejected summarily.**

- 8.** In case of partnership firms, a copy of the partnership agreement or general power of attorney duly attested by a Notary Public, must be submitted along with the tender documents. The self attested copy of the certificate of registration of firm and the name of authorized partner to interact with the IGIB should also be attached along with the tender documents.
- 9.** The financial bids of only those service providers who qualify in the technical bid will be opened.
- 10.** If it is subsequently established or found that a service provider has given any false information or facts or has suppressed facts or has forged any document, etc. EMD or the performance security deposit submitted by the service provider, as the case may be, will be forfeited and no excuse what so ever will be entertained therefore.
- 11.** No service provider will be allowed to withdraw its bids after the technical bids are opened. If any service provider intends to withdraw after opening of technical bids its EMD will be forfeited.
- 12.** The vehicles provided during the contract period should not be more than 02(two) years old at the time of deployment and their interior must be neat and clean. Drivers must wear neat and clean uniform during services and also have working Mobile phone.
- 13.** **L-1 will be decided on the basis of overall rates quoted for all the categories (items) of the scope of work except for monthly vehicle rates as given in the Financial Bids.**

**PROFORMA FOR TECHNICAL BID**

S. No.	Information	
1.	Name and address of the Agency	
2.	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)	
3.	(i) Telephone No.  (ii) Fax No.  (iii) e-mail address	
4.	Full address of Operating/Branch Office in Delhi. (i) Telephone No. (ii) Fax No. (iii) e-mail address	
5.	Banker of Agency with full address	
6.	Registration No. of the agency/firm	
7.	PAN No.	
8.	GST Registration No.	
9.	Financial turnover and I.T. Returns of the Agency for financial years 2016-17, 2017-18 & 2018-19	
10.	Number of vehicles (Wageon R, S x 4, Dzire, Ciaz, Innova or equivalent cars) owned in the name of the agency	
11.	List of major contracts handled during last two years.	
12.	Copy of certificates of satisfactory performance from the organization to whom the service was provided	

Date:

Name:

Place:

Seal:

## **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 a minimum of three years experience in supplying taxis to Government Ministries/Departments/Public Sectors Undertakings. Proof of at least two contracts relating to supplying of taxi services to Govt. Ministry / Departments / PSUs / Autonomous Bodies during last three years along with self attested copies of the work orders / completion certificate should be furnished.
4. The service providers should have had a minimum annual turnover of Rs. 25 lakh (Rs. twenty five Lakhs) each year during last three financial years i.e. 2016-17, 2017-18 and 2018-19. A copy of annual turnover statement duly certified by the Chartered Accountant is to be furnished with the tender document and copy of Income Tax Return for the last three years 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.
7. 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. The bidding firm should have its own fleet of minimum 15 (Fifteen) taxis.
2. Should have at least three years experience in providing rented vehicles to Govt. Ministry / Departments / PSUs / Autonomous Bodies during last 03 years.
3. Annual Turnover Certificate of at least Rs. 25 lakhs for the last three financial years i.e. 2016-17, 2017-18 and 2018-19 duly certified by the chartered Accountant.
4. Copy of Income Tax returns during last years.

**Note: All technical bid documents must be self attested and enclosed.**

**C. TERMS AND CONDITIONS for the successful bidder :**

1. The contract can be terminated at any time on account of unsatisfactory services upon review of performance by the Competent Authority of IGIB, Delhi. The unsatisfactory service shall mean and include non-compliance and non-fulfillment of any of the contractual obligations by the service provider or poor performance or violation of any of the terms and conditions of the tender/contract and failure on the service provider's part to correct the discrepancies/shortcomings, brought to its notice in writing by the IGIB Officials / Guests.
2. By virtue of this agreement, no relationship of employees and employer will be created between the drivers deployed and IGIB. It will be the sole responsibility of the service provider to pay salary and other perks to its drivers and no complaints by any of its drivers in this regard will be entertained by IGIB, Delhi.
3. If after award of the contract, the successful bidder (L-1) fails to provide required number of vehicles/taxis, the contract is then liable to be terminated along with forfeiture of earnest money deposit and other consequential actions such as blacklisting of the firm etc.
4. The agreement can be terminated earlier than the duration of contract by giving one month's written notice by IGIB and three months notice by the Service Provider without assigning any reason and the decision of the Competent Authority, IGIB shall be binding on the service provider. No claims for compensation for the loss of revenue due to such decision shall be entertained.
5. All the vehicles to be provided by the successful bidder should be of 2016 or 2017 model and should be mechanically sound and also have decent interiors with other necessary accessories.
6. At any stage no vehicle older than two years should be deployed during contract period.
7. The quoted rates will be all inclusive and no other charges will be paid extra except parking charges & toll taxes.
8. There will be no dead mileage. The kilometerage for the purpose of "**vehicle run**" and "**hours of duty**" shall be reckoned from pick up point to drop point.
9. No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel/CNG etc. The firm will ensure that the fuel tank of vehicles provided is completely filled up before deputing the vehicle for duty.
10. The average running of vehicles and duty hours may at times exceed the prescribed limit of hours and kilometers in a day/month.
11. The owner / firm should be in a position to supply DLY taxies on **short notice** as and when required.
12. The firm will ensure that all drivers have active mobile phone connections so that they can be contacted, whenever required.
13. **The drivers provided** by the firm should be well mannered, courteous and polite to the **officers / guests of the Institute** with whom they are attached along with vehicle. They should be well acquainted with routes of Delhi/NCR area, punctual with valid driving license and they should have neat and clean uniforms with name badges. The drivers should not smoke or drink while on duty and should not play cards etc. during waiting time. **The firms will ensure that vehicles and drivers of the dedicated vehicles are not normally changed. Frequent changes of vehicles and drivers will not be permitted.**
14. During the periodical maintenance of the vehicles, contractor/service provider shall provide standby vehicles of same make & year. All the charges towards repair/servicing, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
15. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.

- 16 In case a vehicle is requisitioned and the same does not reach at the appointed time and place, IGIB will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending bills/deposit of the agency.
- 17 The contractor/service provider shall be responsible for complying with obligations under Income Tax, ESI, EPF, Contract Labour (Regulation and Abolition) Act, Minimum Wages Act, Labour Laws etc. and damages to third party arising due to accident etc.
- 18 The contractor/service provider shall be responsible for all litigations arising out of the non- payment of road tax, Challans, GST etc. and other dues to the appropriate authorities and also for the payment of due compensation to the drivers and any other parties involved in the event of deaths/injuries/damages arising out of accidents and due to various other causes etc.
19. It will be responsibility of the agency to comply with all statutory obligations on his part arising out of this contract.
20. Bills for supply of vehicle for every month along with duly signed duty slips and/or proper records of movements of vehicles by the users shall be submitted in the first week of the following month to the Section Officer (Gen), CSIR-IGIB, Mall Road, Delhi for payment.
21. In case any Scientist/Official desires, the firm shall provide roof carriers on their vehicles/cars.
22. Driving license of driver should be commercial and should have minimum 3 years experience of driving.
23. The service provider shall be responsible for keeping the vehicles insured in compliance with the provisions of Motor Vehicle Act. All claims arising out of it will be met by the firm and IGIB shall not be liable in any matter whatsoever.
24. The service provider shall also be responsible for compliance with the legal provisions in respect of the vehicle and shall indemnify IGIB from any loss on this account.
25. The firm should have an adequate working telephone connections, e-mail IDs and Whatsapp no. for contact round the clock and the number of the same should be given to SO (General Section) as well as to the Scientist/Officers to whom the respective vehicles have been provided.
26. The firm should have a provision to take bookings 24x7 and should be able to provide vehicles on Sundays/holidays also.
27. The car with the driver would be placed at the disposal of IGIB as and when required. IGIB would be free to use the hired car in any manner for carrying men and material as per its requirements and the firm will not have any objection to it.
28. The car hired would be used by IGIB for a minimum of 5/10 hrs on each day, when the car is hired. The hired car could be used on any day beyond 5/10 hrs. if required.
29. The successful firms/agency shall not deploy any of the taxies provided/attached to IGIB or its attached offices in Delhi for any other commercial purposes, after duty hours or on holidays.
30. IGIB will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury any person or animal.
31. The agency shall ensure that the odometer of the vehicles/cars supplied is properly sealed so that no tampering could be done with a view to inflate the distance travelled.
32. The authorized officer of CSIR Hqrs. may conduct a surprise checking of the odometers of the cars/vehicles supplied from any workshop and the cost thereof will be borne by the agency
33. The agency may provide the Even/Odd Number Taxies/CNG vehicles as required by the office. Priority will be given to those Agencies who will provide CNG fitted vehicles on applicable days.

**Note**

The bidder should sign/stamp each page of the tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The bidder would fill up the information in attached Annexure in clear and legible terms. Wherever, the prices to be quoted should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexure will also have to be signed and stamped by the firm through its authorized signatory. No cutting/overwriting is allowed in the tender document.

**D. TERMS OF PAYMENT**

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. The contractor shall submit the bills in the first week of following month in respect of previous month bookings for passing the bill for payment.
3. **Rates should be quoted inclusive of GST, as per applicable rates. TDS will be deducted from payments due to the agency. All payments shall be made by NEFT/RTGS only.**
4. CSIR shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in the penalty clauses in Part 'I'.
5. The term payment mentioned in this para includes all types of payment due to the service provider arising on account of this contract excluding Earnest Money and Performance Security Deposit governed by the separate clauses of the contract.

**J. Settlement of Disputes**

"In case, any dispute or difference arises between the parties regarding terms & conditions of the 'Contract' for rental taxis and thereof, it shall be referred to Delhi International Arbitration Court (DIAC), Delhi High Court, New Delhi.

**K. DECLARATION**

1. I \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_ and Proprietor/Director/authorized signatory of the agency mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by 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/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD or Performance Guarantee as the case may be.

Date :  
Place :

Signature of authorized person

FULL NAME:



