

No. F-15014/1/2013-Gen. (Vol. I)

Government of India

Ministry of Statistics and Programme Implementation

Sardar Patel Bhavan, Sansad Marg,
New Delhi 110001, Dated: 25.02.2016

Subject - Tender Notice for hiring of DLY Taxis/Cars for use in the Ministry of Statistics & Programme Implementation – reg.

SEALED TENDERS are invited in two bid system (Technical Bid and Financial Bid separately) from **ISO Certified** and reputed Tours and Travel Agencies/Companies located in New Delhi/Delhi, for hiring of 10-15 taxis for official use of Ministry of Statistics and Programme Implementation, initially for a period of one year. The contract may be extended for another year after satisfactory services by the company/ firm and subject to the condition of approval of the competent authority in the Ministry. Number of vehicles may increase or decrease as per requirement of the Ministry. **Manual bids shall not be accepted.**

2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the 'Instructions to the Contractors / Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>.

3. CRITICAL DATE SHEET

Published Date	25/02/2016
Bid Document Download / sale start Date	25/02/2016
Clarification Start Date	25/02/2016
Bid Submission Start Date	25/02/2016
Clarification End Date	17/03/2016
Pre bid meeting	10/03/2016
Bid Document Download end date	17/03/2016
Bid Submission End Date	17/03/2016
Technical bid opening date	17/03/2016
Financial bid opening date	Notified later

3.1 Tender documents can be downloaded from Ministry's Website <http://www.mospi.nic.in> and CPPP portal and CPPP site <http://eprocure.gov.in/eprocure/app>. Tenderer who has downloaded the tender from the BRO website <http://www.mospi.nic.in> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded 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 and tenderer is liable to be banned for future.

4. Earnest Money Deposit (EMD)

4.1 Earnest Money Deposit of Rs. 2,00,000/- (Rupees Two Lakh only) is to be deposited in the form of Demand Draft/ Pay Order in favour of the "Pay & Accounts Officer, Ministry of Statistics & Programme Implementation". The EMD must be submitted by the Tenderers/ bearers before the due date of submission of bids. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

4.2 EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.

4.3 EMD will be returned to all unsuccessful bidders without any interest after finalization of the contract. EMD of the successful bidder (s) will be returned after receipt of the Performance Security from him.

5. **Performance Security:** The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of Rs. 5,00,000/- (Rupees Five Lakh Only) in the form of Fixed Deposit Receipt in favor of Pay and Accounts Officer, Ministry of Statistics and Programme Implementation, New Delhi within 10 days of award of contract.

5.1 Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.

5.2 Performance Security will be refunded to supplier without any interest, whatsoever, after the contractor performs and completes the contract in all respects.

5.3 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.

5.4 The bidders should quote their unconditional rates strictly as per the Annexure-I. Cutting/ overwriting, if any, will not be accepted. Each page of the tender should be duly stamped and signed by the authorized signatory.

5.5 In case any bidder is already providing the DLY Taxes to any other Ministry/ Department of Central Govt. details thereof should also be furnished along with the bids.



6. The Technical bid should contain following details

- 6.1 The contractor should have at least three years experience of providing vehicles to Govt./ Semi Govt./ PSUs. Satisfactory service certificate from the concerned Department need to be furnished alongwith technical bid otherwise tender document will be treated as not acceptable.
- 6.2 The annual turnover of the firm should be atleast **Five Crores** during the previous three financial years; (Annual Account Statement duly audited by the Chartered Accountant must be enclosed)
- 6.2 PAN number and copy of the latest Income Tax/ Service Tax certificate/ ISO Certificate.
- 6.3 A certificate from the bidder that all the Terms and Conditions are acceptable to him.
- 6.4 EMD of Rs.2,00,000/- (Rupees Two Lakhs only).
- 6.5 Copies of RC of all the vehicles registered in the name of the Transport Company /firm. The bidder should have the ownership of at least 20 vehicles. **Sub-contracting of the awarded contract will not be permissible under any circumstances.**

(The bidders are advised to read all the above instructions and the terms and conditions given below carefully and submit confirmation of unconditional acceptance of the terms & conditions without any deviations.)

7. Other Terms and Conditions

- 7.1 **Risk Hire Clause:-** In case the contract awardee firm fails to supply the requisite number of vehicles, this office reserves the right to hire the DLY Taxis from other Taxi Stands at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered from the firm.
- 7.2 If the contractor after submission of bid and due acceptance of the same i.e. after the award of the contract, fails to abide by the terms and conditions of the tender document, or fails to complete his contract period or at any time repudiates the contract, Ministry of Statistics and Programme Implementation will have the right to forfeit the EMD or the Performance Security.
- 7.3 The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be traveled in Delhi/NCR (Noida, Ghaziabad, Gurgaon, Faridabad and Greater Noida) and **should not be older than 2013 model**. The agency should specify the number of such vehicles enclosing the copies of their Registration Certificates. All the taxis provided should be in perfectly sound working conditions and should have decent interior with other necessary accessories
- 7.4 The Contractor should be able to provide DLY Taxis at a short notice/ (within 30 minutes). For casual requisitions the taxi must reach the destination 30 minutes in advance.
- 7.5 The drivers engaged in the Taxis should have valid driving commercial license to operate, the taxi, issued by the Transport Authorities. Other necessary certificates like Road. Tax clearance, pollution certificate etc. should be in existence for all the vehicles quoted.



- 7.6 The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.
- 7.7 The driver engaged should be broadly aware of the major routes of Delhi/ New Delhi.
- 7.8 The Vehicles on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
- 7.9 In case of any break down while on journey, alternative arrangement shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
- 7.10 The Ministry reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
- 7.11 In the event of Contractor failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction of the Ministry, 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.
- 7.12 Reading of start or closing of duty/ journey will be considered from office premises (Sardar Patel Bhawan/ Jeevan Prakash Building/ R. K. Puram) or designated place and not from the Taxi stand/ garage.
- 7.13 The owner/ senior representative of the firm should be available round the clock on his own direct telephone (office as well as residence) and on mobile phone so as to respond to the call for the vehicles in emergent cases. The Mobile number should also be given to General Administration to this Ministry.
- 7.14 All the charges towards repair/servicing, Salary of the driver, petrol expenses or any other incidental expenses on operation & maintenance of the hired taxis would be borne by the firm.
- 7.15 At times, Ministry of Statistics and Programme Implementation 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 vehicles by making necessary tie-ups at his end with other DLY Taxi operators and such additional vehicles should be supplied at the contractual rates and conditions.
- 7.16 The Contract will be valid for a period of one year which may be extended for a further period of 1 year on the same rates and terms and conditions depending upon the requirement and administrative convenience of this Ministry. **No request of hike in approved rates for supply of DLY taxis will be entertained during the period of contact for any other reason what so ever.**
- 7.17 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 with hold full payment of the day in respect of such vehicle.



7.18 For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries will be got attested from the users. The copies of log books will have to be enclosed with the respective bills at the time of submission of the bill in each month.

7.19 In case of hiring of DLY Taxis, 40 Kms. or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds 5 hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage will have no relevance.

7.20 Decision of Competent Authority of the Department regarding acceptance or rejection of a tender will be final and binding.

7.21 The vehicles will have to be fitted/provided with the following additional accessories/utilities:

- (a) Clean seat covers
- (b) Quality radio music system
- (c) Reading lamp
- (d) Tissue paper box
- (e) Car Perfume
- (f) Mobile Charger
- (g) Seat Belts (Front & Rear)
- (h) Clean Floor Mats

7.22 Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, vetted by police for security, have valid driving license and are aware of the roads of Delhi.

7.23 The agency should have an adequate numbers of telephones for contact round the clock and these may be conveyed to the Ministry.

7.24 The agency should have a provision to take booking round the clock i.e. 24 X 7

7.25 Actual parking charges/Toll charges/octroi charges will be payable to agency on submission of parking bills/tolls/octroi receipts along with monthly/daily outstation basis bills.

7.26 The agency will be responsible for compliance of all statutory provisions related to minimum Wages act, Payment of wages Act, EPF, ESI etc. in respect of the drivers deployed. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws,



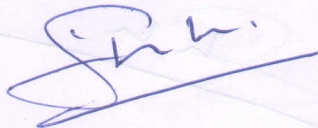
welfare schemes applicable to the drivers deployed by them in this Office as per applicable law. The Ministry shall not be a party in any disputes whatsoever regarding Wages and allowances of drivers.

7.27 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/ contract.

✓ 7.28 Penalty will be levied in the following manner:

S. No.	Problems	Penalty
1.	Late arrival a) By 30 Minutes and beyond or does not turn up	a) Rs. 1000.00 The Officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor.
2.	Failure to provide alternative arrangement within one hour of vehicle breakdown	a) 500/- Rental charges for the day will also not be paid
3.	Non functioning of AC in Car	a) 500/- per day
4.	Unclean Vehicle or seat covers/smell in the vehicle	a) Rs. 100 for the 1 st day b) Rs. 200 Per day for 2 nd consecutive day and beyond
5.	Attire/turnout of the driver a) Inappropriate b) Very Inappropriate	a) Rs. 500/- to Rs. 1000/- depending upon the inappropriateness. b) The driver with the vehicle will be sent back and a penalty of Rs. 300/- will be imposed. A taxi will be hired for the day and payment for the same will be borne by the contractor.
7.	Driver's behavior and poor knowledge about route of Delhi	Driver to be changed by the contractor. If the contractor doesn't change the driver in 03 days' time, the vehicle will be sent back and a taxi will be hired, payment of which will be borne by the Contractor, along-with a fine of Rs. 500/- daily.
8.	Recurrent malfunctioning / dissatisfactory vehicle condition	The vehicle will be returned. A taxi will be hired, payment of which will be borne by the contractor along with a daily fine of Rs. 500/- till such time a proper vehicle is provided.

7.29 The vehicles hired on regular basis are expected to normally remain with the Ministry for the official use **during 8:30 AM to 7:00 PM** on all working days i.e. **Monday to Friday** and may be required for longer hours and on Saturday/ Sunday/ Closed Holidays.



7.30 The finalized contract shall be interpreted under Indian Laws. In case of disputes of any kind, the firm shall abide by the decision of the Competent Authority, Ministry of Statistics & Programme Implementation, New Delhi. In case, the disputes are required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act 1996. The place of settlement of dispute shall be Delhi. In case of settlement of disputes is in the court, it will be in the jurisdiction of courts at Delhi.

7.31 The successful bidder will also be required to submit the copies of Registration Certificate, Insurance papers, PUC, Permit etc. for the vehicles proposed to be deployed in this Ministry within five days of awarding the contract. However, if the successful bidder proposes to purchase new vehicles, he will be given adequate time but not exceeding 15 days to do so.

7.32 Bids without ISO Certificate or incomplete in any respect are liable to be rejected.

7.33 In case the officer with whom taxi is deployed is on leave/tour, the driver has to report for duty in General Section of the Ministry. The vehicle for such period will be used in General Pool. No leave to the driver shall be allowed for such period.

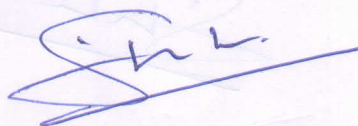
7.34 The bills claimed against for providing private/non-commercial vehicle shall not be entertained for any reason whatsoever.

7.35 The successful company/ firm will be required to execute a **contract with the Ministry of Statistics & Programme Implementation within a period of 30 days from the date of award of contract on a stamp paper with denomination of Rs. 100**, cost of which will be borne by the Company/firm.

7.36 The Tender will be awarded on the basis of 3 slabs for monthly usage and on the basis of daily usage. **Each slab will be given weight as per the requirement and the contract will be awarded on the basis of L-1 firm in respect of "total of weighted quote" for hiring taxi on monthly basis and on the basis of L-1 firm for hiring taxi on daily basis.** . Calculation of "total weighted quote" may be seen as follows:

a. in case of taxi hired on monthly basis *

S. No.	Description [Swift Dzire/Etios/Indigo] A.C.	Rates (Rs.)	Weight	Weighted Total
(I)	(II)	(III)	(IV)	(V) = (III) x (IV)
1.	1600 kms. 320 hours per month	X	7	7X
2.	2000 kms. 320 hours per month	Y	2	2Y
3.	2400 kms. 320 hours per month	Z	1	Z
4.	Extra per Kilometer than above limit	A	100	100A
5.	Extra Time per hour than above limit	B	100	100B
Total of Weighted Quote				7X+2Y+Z+100A+100B



b. in case of taxi hired on casual basis *

S. No.	Description [Swift Dzire/Etios/Indigo] A.C.	Rates (Rs.)	Weight	Weighted Total
(I)	(II)	(III)	(IV)	(V) = (III) x (IV)
1.	80 kms. 10 hours per day	X	2	2X
2.	40 kms. 5 hours per day	Y	1	Y
3.	Extra per Kilometer than above limit	A	20	20A
4.	Extra Time per hour than above limit	B	2	2B
Total of Weighted Quote				2X+Y+20A+2B

* An illustrative example with arbitrary figures of above two tables is as follows:

a. In case of taxi hired on monthly basis

S. No.	Description [Swift Dzire/Etios/Indigo] A.C.	Arbitrary Rates (Rs.)	Weight	Weighted Total
(I)	(II)	(III)	(IV)	(V) = (III) x (IV)
1.	1600 kms. 320 hours per month	20000/-	7	140000/-
2.	2000 kms. 320 hours per month	25000/-	2	50000/-
3.	2400 kms. 320 hours per month	30000/-	1	30000/-
4.	Extra per Kilometer than above limit	10/-	100	1000/-
5.	Extra Time per hour than above limit	50/-	100	5000/-
Total of Weighted Quote				2,26,000/-

b. In case of taxi hired on casual basis

S. No.	Description [Swift Dzire/Etios/Indigo] A.C.	Arbitrary Rates (Rs.)	Weight	Weighted Total
(I)	(II)	(III)	(IV)	(V) = (III) x (IV)
1.	80 kms. 10 hours per day	1000/-	2	2000/-
2.	40 kms. 5 hours per day	700/-	1	700/-
3.	Extra per Kilometer than above limit	10/-	20	200/-
4.	Extra Time per hour than above limit	50/-	2	100/-
Total of Weighted Quote				3,000/-

Once L1 is determined, there will be, if needed, asked to match the lowest rates quoted for extra kms. and extra hrs as well as rates for hiring on daily need basis.



8. Instructions for Online Bid Submission

8.1 The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app> .

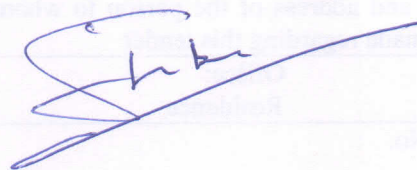
8.2 The bidder shall submit all documentary proofs, EMD Details, alongwith signed copy of tender with the Technical bid submission forms. The rates quoted only with the financial bid prescribed online submission. The Ministry will not be responsible for any failure of bid submission.

8.3 Any clarification about the tender must be addressed before the clarification date mentioned at pre-bid conference held at the Ministry on 10/03/2016. After that no clarification will be given by the Ministry to the firm/ bidders.

9. ASSISTANCE TO BIDDERS

9.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

9.2 queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 72232.



ANNEXURE-I

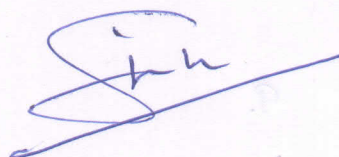
TECHNICAL BID

1.	Name of Firm/Company/Agency			
2.	Address of Firm/Company/Agency			
3.	Telephone No			
4.	Details of ISO Certification			
5.	Certificate of Registration of the firm to be enclosed			
6.	Number of Employees as on date			
7.	Annual Turnover (along with proof self attested)	2012-13	2013-14	2014-15
8.	Service Tax Code No. and PAN No. (Proof to be attached self attested)			
9.	Whether EMD of Rs. 2,00,000/- enclosed in the form of Bank Draft/Pay order (No. and Date)			
10.	Name & Address of the Department/Ministries and other organizations where, at present, vehicles are engaged on regular/monthly basis (copies of the work order to be enclosed)			
11.	Copies of Satisfactory services rendered by the firm in Deptts/Ministries/other organization (copies enclosed)			
12.	Name, Designation and address of the person to whom all references shall be made regarding this tender			
13.	Telephone No. Office: Residence			
14.	Mobile Telephone No.			
15.	Total number of DLY taxis registered with the Agency			
16.	Name, Address & Telephone Number of the proprietor			

Yours faithfully,

Date:
Place:

(Signature of the Authorized person)
Name:
Business Address/Seal



FINANCIAL BID

To,

The Under Secretary (G)
 Ministry of Statistics & Programme Implementaion
 Room No. 201, Sardar Patel Bhawan,
 New Delhi-110001.

Subject: Hiring of DLY Taxis for use of the Ministry of Statistics & Programme Implementation – Invitation of tenders.

Sir,

I/we intend to submit the tender on the subject captioned above and hereby consent to agree/accept all the terms, and conditions as stipulated in Ministry of Statistics & Programme Implementation's letter No. F - 15014/1/2013-Genl. (Vol. I) Dated: 25.02.2016 The information desired and the rates quoted are as detailed below:-

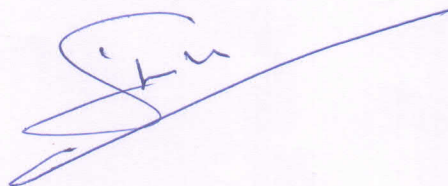
PROFORMA FOR RATES ON MONTHLY BASIS

S No.	Description	Swift Dzire/Etios/ Indigo
		A.C
1.	1600 kms. 320 hours per month	
2.	2000 kms. 320 hours per month	
3.	2400 Kms 320 Hours per month	
4.	Charges for every additional Km beyond 1600/2000/2400 Kms.	
5.	Charges for every additional hour beyond 320 hours.	

PROFORMA FOR RATES ON NEED BASIS

S No.	Description	Swift Dzire/Etios/ Indigo
		A.C
1.	(i) 80 Kms – 10 hours	
	(i) 40 Kms – 05 hours	
2.	Charges for every additional Km beyond 40/80 Kms.	
3.	Charges for every additional hour beyond 5/10 hours.	

Note: Lowest bid shall be decided as per para 7.36 of Terms and Conditions.



DECLARATION:-

- (a) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (b) We are not black-listed by any Central/ State Government/ Public Sector Undertaking in India.
- (c) The above terms & Conditions laid down in the tender document are acceptable to us and will be binding on us.

(Signature of Authorized Signatory)

Name of the bidder:

Complete Address:

Address (works), if any:

Contact No.:

Sl. No.	Description	Rate
1
2
3
4
5

Sl. No.	Description	Rate
1
2
3
4
5