

**NATIONAL INNOVATION FOUNDATION- INDIA**  
(Autonomous Body of Department of Science & Technology, Govt. of India)

**TENDER DOCUMENT FOR  
HIRING OF TAXI/CARS AND BUS**

Date of Tender Issue	:	01.03.2016 at 1800 hrs
Last date of Tender submission	:	29.03.2016 at 11:30 hrs
Opening of Technical Bid	:	29.03.2016 at 12:00 hrs
Opening of Financial Bid	:	29.03.2016 at 16: 00 hrs
Estimated cost of Tender	:	Rs. 7,00,000/-

No. NIF/2016/ADM/005

Dated: March 01, 2016

National Innovation Foundation – India, Ahmedabad

**CHECK-LIST**  
**SUMMARY OF COMPLIANCE OF THE REQUIREMENT OF THE TENDER**  
**(NIF/ADM/005)**

S. No.	Description of requirement	Yes/No.
1.	Whether the firm is registered with Regional Transport Authority?	
2.	Copy of Registration Certificate/ Allotment Letter of PAN from Income Tax Dept.	
3.	Copy of Registration Certificate/ Allotment Letter of Service Tax Document relating Service Tax Number.	
4.	The Firm must have at least 3 years of experience in the Tour and travels Business in providing vehicle/taxi in the Government/Semi Govt./ Autonomous Bodies/PSUs/Reputed organization etc. (Copies of one work order during each of the three five years)	
5.	Partnership deed, if applicable	
6.	Details of other organizations where such contracts are undertaken (attach supportive documents)	
7.	DD of Rs. 14,000/- as EMD enclosed in separate envelope along with Technical Bid.	
8.	Financial Bid proforma completed and sealed in a separate envelope	
9.	Acceptance of Terms and Conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of the tender document.	
10.	Self-Certificate declaring that the firm has not been black listed by any Govt. office/ministry/Department/PSUs/ reputed organization and Banks etc.	

Declaration of the Tenderer:-

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 them.

Encl : As above mentioned in Check list

(Signature of Tenderer with seal)

Name:

Place:

Date:

Seal :

Office Address :

## Tender for hiring Taxi/Cars and Bus in Delhi/NCR and around Delhi

National Innovation Foundation - India (NIF) is an autonomous body of the Department of Science and Technology, Govt. of India providing institutional support to grassroots innovators and outstanding traditional knowledge holders.

NIF invites sealed quotations from registered and reputed agencies/firms for Annual Rate Contract for providing taxi/cars and Bus services in Delhi/NCR and around Delhi As And When Required (AC/NON-AC) for a period of One Year from the date of award of contract.

Sealed Quotations with separate **TECHNICAL AND FINANCIAL** bids filled in the specified proforma alongwith Earnest Money Deposit (EMD) shall be sealed in two separate envelops and these two envelops shall be contained in a large envelope Superscribed "**TENDER FOR ANNUAL CONTRACT FOR HIRING TAXI /CARS AND BUS**" and addressed to the Chief Innovation Officer, National Innovation Foundation - India, by 11:30 hrs on March 29, 2016 at National Innovation Foundation - India, Satellite Complex, Opp. Mansi Tower, Satellite, Ahmedabad-380 015.

The Tender shall be in Two Bid System i.e. 1) Technical Bid and 2) Financial Bid. The amount of EMD is Rs. 14,000/- (Rupees Fourteen Thousand Only) which shall be put in separate envelope in the mode of Demand Draft in favour of NATIONAL INNOVATION FOUNDATION payable at Ahmedabad from any of the nationalize bank.

The Technical Bids shall be opened on March 29, 2016 at 12:00 hrs at the above address by the Committee authorized by this office and in the presence of such tenderers or their authorized representative who may wish to be present. **The Competent Authority reserves the rights to cancel any or all the tenders without assigning any reason.**

## Terms and conditions

1. Technical Bid: The Technical bid should be submitted in form given in Annexure -I along with the **Demand Draft of Rs. 14,000/-** (EARNEST MONEY DEPOSIT) in favour of **National Innovation Foundation**, payable at Ahmedabad. Along with registration particulars, copy of PAN Number issued in favour of the firm and other information sought for in the Annexure-I.
2. Financial Bid: The Financial Bid/Commercial Bid should be submitted in the form given in Annexure-II in a separate sealed cover kept inside the main cover. The Financial Bids of those tenderers who are found technically compliant, will be opened on March 29, 2016 at 1600 hrs at the office address.
3. The bids shall be valid for a period of 90 days from the date of opening of the tenders.
4. The contract shall commence from the date of consent of the firm to the terms and conditions. To begin with, the contract will be for one year initially may be extended on yearly basis if performance/service is found satisfactory on review after every six months. The contract so awarded can be terminated at any time if the service of vendor is not found satisfactory.
5. The Firm must have at least 3 years of experience in the Tour and travels Business in providing vehicle/taxi in the Government/Semi Govt./Autonomous Bodies/PSUs/Reputed organization etc. (Copies of one work order during each of the last three years)
6. The firm should be registered with the concerned Authority and should furnish a copy of registration certificate in support thereof.
7. Only such Taxi Operators may apply whose Cars /Taxis & bus have been duly authorized by the concerned RTO.
8. The sub-contracting would not be accepted under any circumstances.
9. Conditional tenders will NOT be accepted.
10. **Billing (both distance and time) will start from point of commencing the service and end at the point where vehicle is released.**
11. The firm should ensure that the drivers employed hold valid driving license, are well behaved, reasonably educated, having communication skill in Hindi/English, conversant with traffic rules/regulations and city roads/routes as well as security instructions..
12. Each driver employed by the firm must have a cell-phone duly activated.
13. The tenderer may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted engaged in taxi/car & bus services, who should have required licenses issued by Regional Transport Authority (attested copy has to be attached).
14. There should be no case pending with the police against the

- Proprietor/Firm/Partner or the Company (Agency), pending complaints, if any, shall also be included.
15. **The successful bidder needs to furnish a performance security deposit of Rs. 70,000/-** in the form of Demand draft drawn in favour of **NATIONAL INNOVATION FOUNDATION**, payable at Ahmedabad within 7 days of award of contract. The security deposit is refundable without any interest on termination of the contract after deducting any penalty/any liability of any kind imposed by the NIF- India on account of unsatisfactory services.
  16. The Earnest Money Deposit of the successful firm shall be refunded after receipt of Security Deposit.
  17. The EMD of the unsuccessful bidder will be discharged/returned at the earliest after completion of the tender process. The successful bidder's EMD will be discharged upon the bidder's acceptance of the Letter of Intent satisfactorily and furnishing the performance security. The EMD may be forfeited:
    - a. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form;
    - b. In the case of successful bidder, if the bidder fails to sign the contract or Fails to furnish performance security; or Fails or refuses to honour his own quoted price for any of the items or part thereof.
    - c. In both the above cases bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent.
  18. **Penalty Clause:** In the event of Contractor failing to execute the work i.e. supply of Taxis/Cars/ buses on hire basis at any time to the full satisfaction of the Department 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.
  19. Each driver should wear uniform while on duty in this office.
  20. The contract is purely on requirement basis (as and when needed for official duties). NIF reserves the right to hire cars/ taxis from any other provider of such services during the period of contract depending on requirement.
  21. The firm should have a provision to take the bookings 24 hours x 7 day.
  22. Rates once finalized will be valid for a period of one year. Upward change in rates will not be considered due to any hike in fuel prices or taxes during the operative period of contract.
  23. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

24. Late/delayed tenders received at the venue mentioned above due date to any reason whatsoever will not be accepted under any circumstances.
25. The tenderer should sign (not initials) at each page of the tender and all its annexures. No page should be removed/detached from the tender document.
26. In case two or more agencies are found to have quoted the same rates, the **competent authority**, NIF shall decide about the agency to which the offer shall be granted based on the past credentials / report on the past performance of the firm, and length of experience etc. The decision of the competent authority, NIF shall be final.
27. The drivers should have duty slips and should be duly filled and signed by the user. 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.
28. NIF reserves the right to reject any tender without assigning any reason. If any successful bidder fails to fulfill his/her obligation under this tender, he/she may be blacklisted and NIF would also be free to circulate such blacklisted agencies to other Institutions/Ministries / Departments of Govt. of India.
29. **TERMS OF PAYMENT:**
  - 29.1 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.
  - 29.2 The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.
  - 29.3 All payments shall be made by cheque only after deducting appropriate taxes as declared by the Government from time to time.
30. The conflicts or disputes that may arise in relation to the subject, content, interpretation, implementation and enforcement of this agreement will be solved, firstly, by the Monitoring Committee setup jointly for good governance and then, by equity arbitration. If it cannot be solved in a friendly manner, then it shall be submitted to the Courts of Ahmedabad.

Copy to:-

1. Notice Board
2. [www.nif.org.in](http://www.nif.org.in)
3. [www.eprocure.gov.in](http://www.eprocure.gov.in)

**ANNEXTURE - I**  
**TECHNICAL INFORMATION AND UNDERTAKING**  
**(Tender No. : NIF/ADM/005)**

<b>S No.</b>	<b>Particular</b>	<b>Details</b>
1.	Name of the Tenderer/Agency	
2.	Office Address (with Tel. & Mob No.)	
3.	Address and Tel. No. of Garage:	
4.	Service Tax Registration No. alongwith proof thereof	
5.	PAN No. of the firm	
6.	Working experience of the firm ( in years)	
7.	Nature of the Firm/Agency: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) - Copy of Registration Certificate be furnished.	
8.	Furnish copy of last three years Income Tax return	
9.	Remark (If any)	

Annexure- II

Rate (All inclusive-including all taxes and levies except service tax and parking charges) for taxis indicated below:-

Particulars		Local		Rate for (12 h or 80 km)		Rate for extra kilometres		Rate for extra hours	
		Rate for (4 h or 40 km)	Rate for (8 h or 80 km)	Local	Out-Station	Local	Out-Station	Local	Out-Station
Esteem/ Indica/ WagonR or Equivalent	(AC)								
	(Non-AC)								
Tata Indigo GLX/Swift Dezire or equivalent	(AC)								
	(Non-AC)								
Tavera/Innova & Honda city or equivalent	(AC)								
	(Non-AC)								
Tempo Traveller (17 seater)	(AC)								
45 Seater bus	(AC)								
	(Non-AC)								

In case of outstation duties	
Driver's allowance , Rs per day	
Night halt charges, Rs per night	

Any Other information:

Date:  
Place:

Signature of Tenderer/Bidder  
Name :  
Stamp :