

No.37-9/2008- Admn.II-A
Government of India
Ministry of Science & Technology
Department of Science & Technology
(Admn. II-A Section)

Technology Bhavan, New Mehrauli Road,
New Delhi-110016

TENDER NO.: No.37-9/2008-Admn.II-A Dated 14-01-2009

SUBJECT: ADVERTISED TENDER ENQUIRY FOR PROVIDING PRIVATE TAXIS
(DLY/DLZ) SERVICES ON HIRE BASIS.

On behalf of the President of India, I invite you/ reputed Transport companies, Tour, Taxi operators registered with the Transport Department, Delhi Government/State Governments operating in Delhi to submit your sealed Tenders in single bid system for providing of Chauffeur driven Taxis bearing DLY/DLZ numbers/State Governemnt Registration numbers as per the requirements detailed out in the Schedule to this tender Enquiry.

2. Contracts concluded on the basis of this tender enquiry shall be governed by the terms and conditions set out in this Enquiry.

3. If you are in a position to submit your offer and fulfill all the eligibility conditions stated in this Tender Enquiry, you are requested to submit you best lowest prices in the prescribed format given in this tender document duly filled in and signed alongwith the requisite EMD amount and other requirements given in this tender enquiry. Quotations/tenders received through e mail, Fax or courier shall not be considered /accepted under any circumstances. Tenders submitted in the prescribed format given in this Tender Enquiry will only be considered. Tenders submitted without accompanying the EMD and Tender Fee shall be rejected summarily. Tender Document can be downloaded from the departmental website www.dst.gov.in OR Government of India Tender Portal www.tenders.gov.in and use of the same shall be acceptable provided tender document cost is furnished in the manner stated in the tender enquiry.

4. Your tender contained in a sealed envelope should be dropped in the tender box latest by 1500 Hrs on 11-02-2009 which will be opened by the Department at 1530 hrs on the same date in the presence of such tenderers who wish to be present to witness the tender opening. This Department reserves the right to accept or reject any tender without assigning any reasons thereof.

5. This tender is not transferable.

Yours faithfully,

(RAJIV MAHENDRU)
Under Secretary
for and on behalf of the President of India
Tel: 26590349

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Government of India
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SCHEDULE TO TENDER ENQUIRY

TENDER NO.: No.37-9/2008-Admn.II-A Dated 14-01-2009

TIME AND DATE OF RECEIPT OF TENDER IN DST

LATEST BY 1500 HOURS ON the 11th February, 2009

TIME AND DATE OF OPENING OF TENDERS AT 1530 HRS. ON **11th February, 2009**

TENDERERS TO KEEP THEIR OFFERS OPEN FOR ACCEPTANCE TILL 90 DAYS FROM THE TENDER OPENING DATE i e. UPTO 11th May , 2009

For and on behalf of the President of India, sealed tenders are invited in duplicate (original plus one copy containing all documents as in the original tender) **in single bid system** for concluding Annual Rate Contracts for providing private taxi services on hire basis to the officers of Department of Science and Technology(DST for short), Technology Bhavan and office of the Minister of Science & Technology & Earth Sciences, Anusandhan Bhavan, Rafi Marg, New Delhi during the Rate Contract Period 01-04-2009 to 31-03-2010 or one year from the date of conclusion of the Rate Contract (whichever is earlier).

Tendering firms are requested to quote their best competitive prices conforming to the following requirements:-

P.T.O.

Signatures of Bidder

**ITEM NO.: 1 PASSENGER CAR- PETROL FUEL-ON DAILY BASIS-WITHIN NCR
WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 80Kms/ 8 hrs	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	Vehicle Registration Numbers.
1.1	INDICA					
1.2	AMBASSADOR					
1.3	ESTEEM					
1.4	INDIGO					

**ITEM NO.: 2 PASSENGER CAR- DIESEL FUEL-ON DAILY BASIS-WITHIN NCR
WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 80Kms/ 8 hrs	Extra Kms Charges Rs per Km.	Extra	Night Charges Rs.	Vehicle Registration Numbers.
2.1	INDICA					
2.2	AMBASSADOR					
2.3	ESTEEM					
2.4	INDIGO					

**ITEM NO.: 3 PASSENGER CAR- CNG FUEL-ON DAILY BASIS-WITHIN NCR
WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 80Kms/ 8 hrs	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	Vehicle Registration Numbers.
3.1	INDICA					
3.2	AMBASSADOR					
3.3	ESTEEM					
3.4	INDIGO					

Signatures of Bidder

**ITEM NO.: 4 PASSENGER CAR- PETROL FUEL-ON DAILY BASIS-WITHIN NCR
WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 120Kms/12hr	Extra Kms Charges Rs perKm.	Extra Charges per hour	Night Charges Rs.	Vehicle Registration Numbers.
4.1	INDICA					
4.2	AMBASSADOR					
4.3	ESTEEM					
4.4	INDIGO					

**ITEM NO.: 5 PASSENGER CAR- DIESEL FUEL-ON DAILY BASIS-WITHIN NCR
WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 120Kms/12hr	Extra Kms Charges Rs per Km	Extra Charges per hour	Night Charges Rs.	Vehicle Registration Numbers.
5.1	INDICA					
5.2	AMBASSADOR					
5.3	ESTEEM					
5.4	INDIGO					

**ITEM NO.: 6 PASSENGER CAR- CNG FUEL-ON DAILY BASIS-WITHIN NCR
WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 120Kms/12hr	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	Vehicle Registration Numbers.
6.1	INDICA					
6.2	AMBASSADOR					
6.3	ESTEEM					
6.4	INDIGO					

Signatures of Bidder

**ITEM NO.: 7 PASSENGER CAR- PETROL FUEL-ON DAILY BASIS-WITHIN NCR
WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 80Kms/8h rs	Extra Kms Charges Rs per Km	Extra Charges per hour	Night Charges Rs.	Vehicle Registration Numbers.
7.1	INDICA					
7.2	AMBASSADOR					
7.3	ESTEEM					
7.4	INDIGO					

**ITEM NO.: 8 PASSENGER CAR- DIESEL FUEL-ON DAILY BASIS-WITHIN NCR
WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 80Kms/ 8 hrs	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	Vehicle Registration Numbers.
8.1	INDICA					
8.2	AMBASSADOR					
8.3	ESTEEM					
8.4	INDIGO					

**ITEM NO.: 9 PASSENGER CAR- CNG FUEL-ON DAILY BASIS-WITHIN NCR
WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 80Kms/ 8 hrs	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	Vehicle Registration Numbers.
9.1	INDICA					
9.2	AMBASSADOR					
9.3	ESTEEM					
9.4	INDIGO					

Signatures of Bidder

**ITEM NO.: 10 PASSENGER CAR- PETROL FUEL-ON DAILY BASIS-WITHIN NCR -
WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 120Kms/12hr	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	Vehicle Registration Numbers.
10.1	INDICA					
10.2	AMBASSADOR					
10.3	ESTEEM					
10.4	INDIGO					

**ITEM NO.: 11 PASSENGER CAR- DIESEL FUEL-ON DAILY BASIS-WITHIN NCR
WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 120Kms/12hr	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	Vehicle Registration Numbers.
11.1	INDICA					
11.2	AMBASSADOR					
11.3	ESTEEM					
11.4	INDIGO					

**ITEM NO.: 12 PASSENGER CAR- CNG FUEL-ON DAILY BASIS-WITHIN NCR
WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	FULL DAY RATES 120Kms/12hr	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	Vehicle Registration Numbers.
12.1	INDICA					
12.2	AMBASSADOR					
12.3	ESTEEM					
12.4	INDIGO					

Signatures of Bidder

**ITEM NO.: 13 PASSENGER CAR- PETROL FUEL - ON *MONTHLY BASIS* -
WITHIN NCR- WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	RATES FOR HOURS: 360 Kms.: 4200	Extra charges Per Km. (beyond 4200Kms)	Extra charges per hour (After 360 hrs)	Night Charges Rs.	Vehicle Registration Numbers.
13.1	INDICA				NIL	
13.2	AMBASSADOR				NIL	
13.3	ESTEEM				NIL	
13.4	INDIGO				NIL	

**ITEM NO.: 14 PASSENGER CAR- DIESEL FUEL-ON *MONTHLY BASIS*-
WITHIN NCR -WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	RATES FOR HOURS: 360 Kms.: 4200	Extra Charges Per Km. (beyond 4200Kms)	Extra charges per hour (After 360 hrs)	Night Charges Rs.	Vehicle Registration Numbers.
14.1	INDICA				NIL	
14.2	AMBASSADOR				NIL	
14.3	ESTEEM				NIL	
14.4	INDIGO				NIL	

**ITEM NO.: 15 PASSENGER CAR- CNG FUEL-ON *MONTHLY BASIS*-
WITHIN NCR- WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	RATES FOR HOURS: 360 Kms.: 4200	Extra Charges Per Km. (beyond 4200Kms)	Extra charges per hour (After 360 hrs)	Night Charges Rs.	Vehicle Registration Numbers.
15.1	INDICA				NIL	
15.2	AMBASSADOR				NIL	
15.3	ESTEEM				NIL	
15.4	INDIGO				NIL	

Signatures of Bidder

**ITEM NO.: 16 PASSENGER CAR- PETROL FUEL-ON MONTHLY BASIS-
WITHIN NCR- WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	RATES FOR HOURS: 360 Kms.: 4200	Extra Charges Per Km. (beyond 4200Kms)	Extra charges per hour (After 360 hrs)	Night Charges Rs.	Vehicle Registration Numbers.
16.1	INDICA				NIL	
16.2	AMBASSADOR				NIL	
16.3	ESTEEM				NIL	
16.4	INDIGO				NIL	

**ITEM NO.: 17 PASSENGER CAR- DIESEL FUEL-ON MONTHLY BASIS-
WITHIN NCR- WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	RATES FOR HOURS: 360 Kms.: 4200	Extra Charges Per Km. (beyond 4200Kms)	Extra charges per hour (After 360 hrs)	Night Charges Rs.	Vehicle Registration Numbers.
17.1	INDICA				NIL	
17.2	AMBASSADOR				NIL	
17.3	ESTEEM				NIL	
17.4	INDIGO				NIL	

**ITEM NO.: 18 PASSENGER CAR- CNG FUEL-ON MONTHLY BASIS-
WITHIN NCR- WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	RATES FOR HOURS: 360 Kms.: 4200	Extra Charges Per Km. (beyond 4200Kms)	Extra charges per hour (After 360 hrs)	Night Charges Rs.	Vehicle Registration Numbers.
18.1	INDICA				NIL	
18.2	AMBASSADOR				NIL	
18.3	ESTEEM				NIL	
18.4	INDIGO				NIL	

Signatures of Bidder

**ITEM NO.: 19 PASSENGER CAR- PETROL FUEL- ON AS & WHEN REQUIRED BASIS -
WITHIN NCR- WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	HALF DAY RATES 40Km/4 hrs	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	LATEST MODEL OR PURCHASED BRAND NEW 01.07.2006 ONWARDS.
19.1	INDICA					AGREED
19.2	AMBASSADOR					AGREED
19.3	ESTEEM					AGREED
19.4	INDIGO					AGREED

**ITEM NO.: 20 PASSENGER CAR- DIESEL FUEL- ON AS & WHEN REQUIRED BASIS -
WITHIN NCR- WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	HALF DAY RATES 40Km/4 hrs	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	LATEST MODEL OR PURCHASED BRAND NEW 01.07.2006 ONWARDS
20.1	INDICA					AGREED
20.2	AMBASSADOR					AGREED
20.3	ESTEEM					AGREED
20.4	INDIGO					AGREED

**ITEM NO.: 21 PASSENGER CAR- CNG FUEL- ON AS & WHEN REQUIRED BASIS
-WITHIN NCR- WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	HALF DAY RATES 40Km/4 hrs	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	LATEST MODEL OR PURCHASED BRAND NEW 01.07.2006 ONWARDS
21.1	INDICA					AGREED
21.2	AMBASSADOR					AGREED
21.3	ESTEEM					AGREED
21.4	INDIGO					AGREED

Signatures of Bidder

**ITEM NO.: 22 PASSENGER CAR- PETROL FUEL- ON AS & WHEN REQUIRED BASIS -
WITHIN NCR- WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	HALF DAY RATES 40Kms/ 4 hrs	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	LATEST MODEL OR PURCHASED BRAND NEW 01.07.2006 ONWARDS
22.1	INDICA					AGREED
22.2	AMBASSADOR					AGREED
22.3	ESTEEM					AGREED
22.4	INDIGO					AGREED

**ITEM NO.: 23 PASSENGER CAR- DIESEL FUEL- ON AS & WHEN REQUIRED BASIS -
WITHIN NCR- WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	HALF DAY RATES 40Kms/4 hrs	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	LATEST MODEL OR PURCHASED BRAND NEW 01.07.2006 ONWARDS
23.1	INDICA					AGREED
23.2	AMBASSADOR					AGREED
23.3	ESTEEM					AGREED
23.4	INDIGO					AGREED

**ITEM NO.: 24 PASSENGER CAR- CNG FUEL- ON AS & WHEN REQUIRED BASIS -
WITHIN NCR- WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	HALF DAY RATES 40Kms/ 4 hrs	Extra Kms Charges Rs per Km.	Extra Charges per hour	Night Charges Rs.	LATEST MODEL OR PURCHASED BRAND NEW 01.07.2006 ONWARDS
24.1	INDICA					AGREED
24.2	AMBASSADOR					AGREED
24.3	ESTEEM					AGREED
24.4	INDIGO					AGREED

Signatures of Bidder

**ITEM NO.: 25 PASSENGER CAR- PETROL FUEL- FOR OUTSTATION -
ON AS & WHEN REQUIRED BASIS- WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	RATES per Km.	HILL CHARGES per Km.	Night Charges Rs.	LATEST MODEL OR PURCHASED BRAND NEW 01.07.2006 ONWARDS
25.1	INDICA				AGREED
25.2	AMBASSADOR				AGREED
25.3	ESTEEM				AGREED
25.4	INDIGO				AGREED
25.5	INNOVA				AGREED
25.6	HONDA CITY				AGREED
25.7	TAVERA				AGREED

**ITEM NO.: 26 PASSENGER CAR- DIESEL FUEL- FOR OUTSTATION -
ON AS & WHEN REQUIRED BASIS- WITHOUT AC CHARGES**

Sub Item No.	Vehicle Type/Brand	RATES per Km.	HILL CHARGES per Km.	Night Charges Rs.	LATEST MODEL OR PURCHASED BRAND NEW 01.07.2006 ONWARDS
26.1	INDICA				AGREED
26.2	AMBASSADOR				AGREED
26.3	ESTEEM				AGREED
26.4	INDIGO				AGREED
26.5	INNOVA				AGREED
26.6	HONDA CITY				AGREED
26.7	TAVERA				AGREED

**ITEM NO.: 27 PASSENGER CAR- PETROL FUEL- FOR OUTSTATION
ON AS & WHEN REQUIRED BASIS- WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	RATES per Km.	HILL CHARGES per Km.	Night Charges Rs.	LATEST MODEL OR PURCHASED BRAND NEW 01.07.2006 ONWARDS
27.1	INDICA				AGREED
27.2	AMBASSADOR				AGREED
27.3	ESTEEM				AGREED
27.4	INDIGO				AGREED
27.5	INNOVA				AGREED
27.6	HONDA CITY				AGREED
27.7	TAVERA				AGREED

Signatures of Bidder

**ITEM NO.: 28 PASSENGER CAR- DIESEL FUEL- FOR OUTSTATION -
ON AS & WHEN REQUIRED BASIS- WITH AC CHARGES**

Sub Item No.	Vehicle Type/Brand	RATES per Km.	HILL CHARGES per Km.	Night Charges Rs.	LATEST MODEL OR PURCHASED BRAND NEW 01.07.2006 ONWARDS
28.1	INDICA				AGREED
28.2	AMBASSADOR				AGREED
28.3	ESTEEM				AGREED
28.4	INDIGO				AGREED
28.5	INNOVA				AGREED
28.6	HONDA CITY				AGREED
28.7	TAVERA				AGREED

** NCR for the purpose of this tender would denote the city of Delhi, NOIDA/Greater NOIDA, Ghaziabad, Gurgaon and Faridabad.

*** Night Charges shall be applicable for the service rendered from 11:00 PM to 5:00 AM.

**ITEM NO: 29 DELUXE BUSES NON-AC, 52 SEATER, 2 X 3 FOR
LOCAL TRANSPORTATION WITHIN THE CITY OF DELHI
OF ANY REPUTED MAKE BUT 2005 ONWARDS MODEL RUN ON CNG FUEL.
(REQUIREMENT OF BUSES IS ONLY RARE AND NOT ON DAILY BASIS)**

Sub Item No.	REQUIREMENT	RATES in (Rs)	Extra Kms Charge Rs per Km.	Extra Charges per hour	Night Charges Rs.	MAXIMUM NUMBER OF BUSES THAT CAN BE MADE AVAILABLE ON ANY DAY
29.1	HALF DAY RATES 40 Kms./4 hrs					
29.2	FULL DAY RATES 80 Kms/ 8 hrs					
29.3	FULL DAY RATES 100 Kms/ 10 hrs					
29.4	FULL DAY RATES 120 Kms/ 12 hrs					

Tenderers to indicate clearly whether Service Charges/VAT : etc. shall be charged extra as applicable at the time of providing service.

In case it is proposed to charge Service Charges/VAT extra, rates chargeable presently in percentage terms may be indicated :

Signatures of Bidder

NOTES :

1. Prices/Rates against all items (item No.1 to 29) should be quoted excluding Taxes and Service Charges. In case the rates are quoted inclusive of taxes/ Service Charges, percentage of such taxes/Service Charges included may be specifically declared failing which the offers are liable to be summarily ignored.
2. Separate or extra charges for driver are not proposed to be allowed under the Contract. Offers with such stipulations will therefore be treated as unresponsive and ignored. No representation or revision later, in this regard, will be entertained.
- 3.1 For the purpose of comparing the prices received from various tenderers, the rates quoted for Half day, Full day and As and When Required basis within NCR will be loaded for full 24 hours of taxi hired. Extra Charges for per hour, per kilometer and Night Charges quoted will be added to Half day, Full day rates to arrive at the fully loaded price. Statutory levies, Taxes, Service Charges will not be taken into account for comparison of the prices received.
- 3.2 For the services offered for Outstation on as & when required basis, Rates quoted per kilometer will only be taken into consideration for comparing the prices. Hill Charges and Night Charges will not be taken into account for comparison of prices. Statutory levies, Taxes, Service Charges will also not be taken into account for this purpose.
- 3.3 For the services offered on Monthly basis, Prices will be computed for 720 hours (30 days x 24 hours). Extra Charges quoted per kilometer (beyond 4200 kilometers) as well as per hour (after 360 hours) will be added to the rates quoted for 360 hours and 4200 kilometers.
4. During winter season, November to February, Service Orders will be placed by this Department for hiring taxis without AC charges. However, AC charges may be allowed during this season with prior written permission of the authorized officer of this department (DST)

SIGNATURES OF TENDERING FIRM WITH SEAL

NAME OF THE AUTHORISED SIGNATORY:
(IN BLOCK LETTERS)

CAPACITY/POSITION IN COMPANY :
IN WHICH TENDER IS SIGNED

COMPLETE POSTAL ADDRESS OF COMPANY:

PIN CODE:

TELEPHONE Nos. : LANDLINE

MOBILE

FAX NO.

Name, Address and Telephone Numbers of the Contact person/Executive for routine correspondence

Address, Contact Numbers (Landline and Mobile) of the 24 Hours support service point of the Company/Firm/ concern with name of the Contact person:

(RAJIV MAHENDRU)
Under Secretary
for & on behalf of the President of India.

IMPORTANT INFORMATION

1. PURCHASER :THE PRESIDENT OF INDIA
2. SERVICE USER :DEPARTMENT OF SCIENCE & TECHNOLOGY
MINISTRY OF SCIENCE & TECHNOLOGY
Technology Bhavan, New Mehrauli Road
New Delhi-110016,
AND
Office of the Minister of Science & Technology & Earth Sciences,
Anusandhan Bhavan, Rafi Marg, New Delhi-110001.
3. PERIOD OF CONTRACT: One year from 01-04-2009 to 31-03-2010 or one year from the date of conclusion of Rate Contract (whichever is earlier). Contract period may be extended up to further one year depending upon requirements with mutual agreement.
4. FIRM & FIXED RATES : Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration.
5. NON TRANSFERABILITY : This tender is non-transferable.
6. REGISTERED FIRMS : Offers shall be considered only from the Registered Transport Companies, Tour/ Taxi Operators etc. providing private taxi services and also situated/ operating in Delhi/NCR with a service support Centre preferably near Technology Bhavan/South Delhi.
7. TERMS & CONDITIONS : Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of this Department
8. EARNEST MONEY DEPOSIT : An amount of Rupees One lakh only has to be submitted by way of Demand Draft, Pay Order/Banker's Cheques or Bank Guarantee (BG) from any Nationalised Indian Bank along with the original copy of the tender submitted by the firm. Prescribed format of BG for EMD is given in Annexure to this Tender Document. Payment by any other mode shall not be acceptable. Photocopy of the Demand Draft, Pay Order/Banker's Cheques or Bank Guarantee (BG) shall be attached alongwith the Duplicate copy of the tender document. Offers received without EMD shall be ignored straightaway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of DST.

Signatures of the bidder

9. PERFORMANCE SECURITY : Successful bidders who are awarded the Annual Rate Contract on the basis of this Tender Enquiry shall be required to furnish a Performance Security of Rs.2,50,000/- (Rupees two lakh and fifty thousand only) through Demand Draft or in the form of a Bank Guarantee from any Nationalised Indian Bank within 15 days of the award of the Contract. The format for such purpose will be provided by DST alongwith the Rate Contract. In case of failure on the part of the Service Provider awarded the Rate Contract to comply with the request of Performance Security, EMD furnished with the Tender by such firms shall stand forfeited.
10. PRESCRIBED FORMS : Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/E-mail/Letterhead/Quotations will not be accepted and ignored straightaway.
11. TENDER FEE : Tender firms are requested to furnish a tender fee of Rs.1000/- (Rupees One Thousand only) alongwith Tender. Tender Documents can be obtained from Section Officer, Admn.II-A, Hall E, Warehousing Block, Technology Bhavan on furnishing a Demand Draft, Pay Order or Banker's Cheque of Rs. 1000/- in the name of DDO, DST. Tender Document can also be downloaded from DST website www.dst.gov.in or Government of India Tender portal www.tenders.gov.in . Sealed tenders received in this Department without the Tender Fee Coupon (as per Annexure-3 to this Tender Document) shall not be taken into consideration at all and rejected straightaway. Firms using Tender Document downloaded from DST website will have to submit DD/Pay Order/Banker's Cheque of Rs.1000/- alongwith their sealed tender failing which their offer shall be rejected straightaway.
12. LATE/DELAYED TENDERS : Tenders received after closing time prescribed in this tender enquiry shall NOT be accepted.
13. PURCHASERS' RIGHT : Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

Signatures of the bidder

GENERAL INSTRUCTIONS

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures and in INR only.
3. Tenderers are requested to quote their prices only on firm & fixed basis for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
4. Tenders are invited on a single bid basis. Tenderers are requested not to split their tenders in 2 or 3 parts.
5. Tenders should be submitted in duplicate. Duplicate tender set should contain the same sets of documents as enclosed with the original tender.
6. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
7. Tenderers are requested to enclose a copy of their valid certificate of PAN No. with their tender.
8. Only those Firms, Companies, Tour and Taxi operators etc. who can provide passenger cars bearing DLY/DLZ/Commercial Taxi Registration Numbers need to quote. Offers from the tenderers not conforming to the above condition shall not be accepted. Copies of valid registration certificates for each car offered for service shall be submitted with the tender.
9. The passenger cars offered for private taxi services for the exclusive use of DST shall have the following essential features:
 - a) Equipped with Central locking system
 - b) Tachometer/Speedometer in proper working condition
 - c) Good quality fabric seat upholstery
 - d) Halogen Head lamps
 - e) Manufacturing Company fitted air conditioning system and cabin heating system
 - f) Provision for four safety belts
 - g) Any other items as governed by the prevailing statutory requirements shall be fitted in the car.
10. The vehicle offered should be the latest model or purchased brand new 01.07.2006 onwards and not before that date and also maintained in excellent condition.
11. The driver for each vehicle offered for service shall be provided by the Service Provider and satisfaction of all statutory requirements like valid driving license, Registration documents of the vehicle, security check verification and observance of traffic rules/regulations, accident handling shall be the responsibility of the Service Provider. The bidder should have a minimum total annual turnover of Rs.50 lakhs, during the last three financial years.
12. Tenders received without Tender Fee Coupon, EMD amount by way of DD or Pay Order/Banker's Cheque in the name of DDO, DST, New Delhi, or BG in prescribed format will not be considered at all.

Signatures of the bidder

- 13 The Purchaser reserves the right to verify the physical condition of the vehicles offered for service before finalization of the Contract. For this purpose, the vehicles should be brought to the Technology Bhavan on specified time and date. The Purchaser also reserves the right to quarterly inspect the condition of vehicle/maintenance of the Rate Contract holding parties.
- 14 All tender documents attached with the invitation of tender are sacrosanct for considering any offer as a complete offer. Tenderers are, therefore, requested to ensure that all documents duly completed and signed are returned with their offer, failing which, the tender is liable to be treated as incomplete and ignored.
- 15 The tender documents can be obtained from Section Officer (Admn.II-A), Hall E, Warehousing Block, DST on payment of Tender Fee of Rs. 1000/- (Rupees one thousand only) on any working day between 10.30 am to 5 pm. The sale of tender will close at 1500 hrs. on 11.02.2009 and all tenders received before the closing time shall be read out publically at the Raman Auditorium in DST.
- 16 Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.
- 17 Late/delayed tenders received in DST due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of Under Secretary (Admn.II-A) will be taken as standard and decisive.
18. Tendering firms are at liberty to be present or authorise a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorised to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorised to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderer or outsiders shall not be allowed to attend the tender opening.
- 19 . **The sealed tender envelope should be superscribed as under:**

TENDER NO. 37-9/2008-Admn.II.A

TENDER FOR PRIVATE TAXI SERVICE TO DST

20. The sealed tender should be dropped in the Tender Box kept near Reception Room at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi. In case the sealed envelope is bigger than the mouth of the Tender Box, and cannot be dropped in the Tender Box, the same may be submitted by hand to Under Secretary, Admn.II A or S.O. Admn.II A.

Signatures of the bidder

TERMS AND CONDITIONS

The Rate Contracts shall be valid for the period 1.4.2009 to 31.03.2010 or one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing Officer. Actual Service Order may be placed from time to time against the RCs concluded on the basis of such rate contracts. No guarantee can be given as to the minimum or actual services usage. However, during the last year period, an expenditure of about Rs.50 lakhs (Rupees Fifty lakhs only) was incurred on such services. Besides, some other Divisions of this Ministry also utilize the rate contracts/ contract prices and service providers of this Ministry. The actual usage made by such Divisions is not available to this Department.

2. Normally, the private taxi services are required on all working days from Monday to Friday. However, the services may also be required on all the seven day in a week and also on national holidays. The service provider shall be bound to deliver the services on all days under the Annual Rate Contract.

3. The taxi hired shall be for the exclusive use of this Department and no sharing with any other user with the service provider will be allowed under any circumstances.

4. The taxi offered for service shall be the latest model or at least 2006 model purchased brand new 1.7.2006 onwards in the name of the service provider/tendering firm or the owner/proprietor/partener of the firm. Vehicles with DLY/DLZ/ commercial registration numbers shall only be accepted for service. Private cars owned by the Service Provider not bearing DLY/DLZ/ commercial numbers will not be allowed to be put in service. And even if such vehicle is put into service by the Service provider, no payment for the same will be made by this Department.

5. Offers of only those Service Providing Companies/Firm/Concerns etc. who hold a valid registration certificate issued by the Transport Department, Delhi Government/State Government on the date of tender opening shall be taken into consideration. Offers of the unregistered firms shall be rejected straightway.

6. The taxis offered for service shall be maintained in excellent running condition. The taxi offered should be properly cleaned & washed daily before reporting for duty. In the event DST is not satisfied with the functioning of the taxi, its maintenance or cleanliness the bidder shall be bound to provide an alternate taxi immediately for acceptance by DST. The decision of DST shall be final in this regard and any objection by the Service Provider shall be deemed to be a violation of the Contract and shall render such Service Provider to termination of the Rate Contract with this Department.

7. In the event, a journey is commenced but not completed due to breakdown etc., DST will be at liberty to hire another taxi from the market. In such an event, any excess amount paid shall be deducted from the monthly bill of the Service Provider

8. It shall be the responsibility of the Service Provider to provide a trained driver with each vehicle offered for service who should hold a valid driving license throughout the entire Rate Contract period. The driver provided should be adequately trained in safe and defensive driving

Signatures of the bidder

skills, courteous customer handling, operating GPS/ GPRS device and possessing a good knowledge of the city streets & routes. It shall be the responsibility of the Service Provider to ensure the fitness level of the drivers. Drivers aged above 60 years will not be acceptable. The driver deployed should possess a good knowledge of operating portable fire extinguishers equipped in the taxi, traffic rules, escorting the customer to office/other building with torch at night or umbrella during rains etc.

8. Security check verification of the driver provided shall be carried out by the Service Provider. However, DST will be free to conduct police verification of the driver at any time during the currency of the Rate Contract. The driver provided should have an unblemished record of accident free driving during the past five years. The driver should always be in uniform for the service and maintain courteous behaviour with the users.

9. The drivers made available should be provided with working mobile phone put in switch on mode during the period of service provided to DST. In case of any misbehaviour by the driver or any other deficiency noticed in the working of the driver, the bidder shall provide an alternate driver within 24 hours. No dispute can be raised by the Service Provider about unsatisfactory service of the driver.

10. The driver provided should be educated enough to maintain logbook entries showing start kilometer, end kilometer, distance covered, time consumed for journey, places visited etc. for each occasion of journey signed by the officer /staff travelling and duty slips signed by the officers/staff on a day to day basis.

11. The cost of fuel, maintenance of the cars, mobile phone charges and salary of the driver etc shall be borne by the bidder and no separate charges shall be allowed by DST.

12. Availability of fuel has to be ensured by the Service Provider. Any excuse for non-availability of the taxi running on fuel type for which order is placed or admission of charges for running the vehicle on another fuel will not be acceptable.

13. Any losses or injuries due to road accident etc. arising during the course of engagement of the vehicles for the services to DST, shall be handled fully by the Service Provider, DST or its users will not be involved in any manner and any liabilities arising out of such accidents will be the responsibility of the Service Provider alone. The bidder/ Service provider shall be bound to render complete indemnity to the DST/DST users against any liability criminal or civil arising on account of hiring taxis by DST.

14. Service Provider must ensure availability of proper and valid insurance at all times in respect of the vehicle as well as the insurance coverage to the passengers. Proof of valid insurance coverage should be enclosed with the tender. Tenders not accompanied with such documents are liable to rejection. The Service Providing Agency shall indemnify DST against all losses and claims arising out of any negligence or misconduct.

15. Toll tax, Entry tax, Permit Fee for crossing border, if any, or parking charges will be borne by DST on surrendering the original receipts to DST along with monthly bills.

Signatures of the bidder

16. All relevant papers duly updated shall be available in the vehicle at all times during the service rendered to DST. The driver should not be changed frequently.
17. The determining point for Reporting and Relieving of the vehicle shall be the Technology Bhavan/Anusandhan Bhavan. The meter reading on arrival /departure time will be noted at Technology Bhavan/Anusandhan Bhavan or at the place where the vehicle has been requisitioned. Dead mileage (distance from Garage to the Reporting Point and from End Point to Garage) will not be allowed to be charged.
18. Payment will be made in the month next to the month of service. Advance payments will not be made under any circumstances. Rate Contract holding firms may submit their Bills for the service rendered during the calendar month by the end of the first week of the ensuing calendar month. Payments will be released during the next calendar month on receipt of pre-receipted Bills, in triplicate, on verification of the claim with reference to the office records.
19. EMD will be returned to the unsuccessful bidders immediately after award of the Rate Contract to successful bidders. Successful Bidders awarded the Rate Contract will have to submit a Performance Security of Rs.2,50,000/-(Rupees two lakh and fifty thousand only) through Demand Draft or in the form of a Bank Guarantee from any Nationalised Indian Bank within 15 days of the award of the Contract. The format for such purpose will be provided by DST alongwith the Rate Contract. In case of failure on the part of the Service Provider awarded the Rate Contract to comply with the request of Performance Security, EMD furnished with the Tender by such firms shall stand forfeited.
20. DST reserves the right to conclude parallel Rate Contracts with a number of service Providers and place Service Orders on the Service Providing Agency(ies) which may be the most economical to it or suitable to its requirements.
21. In the event of any disputes arising out of the execution of Rate Contracts/Service Orders, the matter will be referred to Head of the Department . Appeal against the decision of the HOD will lie to the Joint Secretary (Administration), DST.
22. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Delhi only.
23. Intending Tenderers will have to furnish a copy of their PAN No..Service Tax Registration Number(proof to be attached), Audited Balance Sheets for the Financial Years 2005-2006, 2006-2007,2007-2008. Photocopies of the Registration Certificate of the vehicles (offered for Service) issued by the Transport Department should also be submitted alongwith the tender.
24. Authorized Signatory/ Signing of Tender:
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
- a) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
 - b) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- Signatures of the bidder

- c) Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

NOTES:

- I) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- II) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- III) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, DST may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

25. The tenderer **should sign at each page of the tender and all its Annexures.** NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.

26. The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned. This declaration may be furnished in the format given in Annexure – 2 attached to this Tender Document.

27. Offering of lowest prices to DST:

The Contractor shall furnish the following certificate to the concerned paying authority along with each bill for payment or services rendered against the Rate Contract:

“I/We certify that there has been no reduction in Service Rates of the Items of description identical to the services rendered to DST under the Contract herein and such services have not been offered/services actually rendered by me/us to any person/organization including the purchaser or any Department of a State Government or any statutory undertaking of the Centre or State Government as the case may be upto date of bill/the date or completion of Service Orders placed against all Service Orders placed during the currency of the Rate Contract at a price lower than the price charged to the DST under the Contract”.

Signatures of the bidder

BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas M/s.....
 (hereinafter called the "tenderer")
 has submitted its offer dated for
 providing the services of private Taxis bearing DLY/DLZ Numbers on hire basis
 (hereinafter called the "tender")
 KNOW ALL MAN by these present that WE.....
 having our registered office at.....
 (hereinafter called the "Bank")
 Are bound unto the Department of Science and Technology, Technology Bhavan, New Delhi
 (hereinafter called the "Purchaser")
 in the sum of Rs1,00,000/-(Rupees One lakh only) for which payment will and truly to be made to
 the said Purchaser, the Bank binds itself, its successors and assigns by these present . Sealed with
 the Common seal of the said bank this.....day of
2008.

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity
 - a. Fails to furnish the Performance Security for the due performance of the Contract.
 - b. Fails or refuses to execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to its owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand thereof should reach the bank not later than the above date.

.....
 (Signature of the Bank)

DECLARATION

From:-

M/s.....

.....

.....

To

The Under Secretary, Admn. II-A,
Department of Science & Technology,
Technology Bhavan, New Mehrauli Road,
New Delhi-110 016.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Bank Guarantee/ Performance Security, as applicable, in the format to be provided by your office as pre-condition for obtaining the Service Orders.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Department of Science and Technology, New Delhi immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date:

TENDER FEE COUPON

TENDER NO.: No.37-9/2008-Admn.II-A Dated 14th January, 2009

TENDER SET NO.:

ISSUED TO

M/s.....

.....

.....

Against request letter No. _____ Dated _____ 2009

And payment of an amount of Rs.1000/- (Rupees One thousand only) vide

Demand Draft/Pay Order/Banker's Cheque No. _____ Dated _____ 2009

drawn on _____ Bank,

TENDER DOCUMENT ISSUED ON _____.