

Government of India
Department of Science & Technology
(Admn-II-A Section)
Technology Bhawan, New Mehrauli Road,
New Delhi - 110016

New Delhi, Dated the 4th October, 2011.

HIRING OF TAXIS
BY
DEPARTMENT OF SCIENCE & TECHNOLOGY

TENDER / OFFER DOCUMENT

To

All intending parties

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REF.No.: 37-1/2011-Admn.-II-A: Tender/Offer Document

Subject: Hiring of Taxis by DST

Sealed tenders are invited from reputed Taxi Operators (herein referred to as Operators) located in Delhi / NCR and registered with Transport Department of Delhi Government or Transport Department of any other State Government / Central Government having its office / sub-office in Delhi / NCR for providing Taxis (also referred to as vehicles) with chauffeurs (also referred to as drivers) on regular basis under different categories as described below for meeting official needs of Department of Science & Technology (hereinafter referred to DST). Details of requirements and terms and conditions for the tender are as given below.

2. **Details of requirements**

DST is desires of hiring Taxis of different 'make' from time to time under the following broad categories .

2.1 **Categories under which Taxis may be required**

2.1.1 **Category ‘A’ : Hiring of DEDICATED Taxis for requirement within NCR**

Under this category, certain number of **DEDICATED** Taxis would be hired with chauffeurs on monthly basis. The entire maintenance and running cost (like repairs, fuel cost, etc.) will be borne by the Taxi operator, and he would be paid on kilometer basis, subject to minimum of 2500 kms per month. Such vehicles, along with chauffeurs would remain at the disposal of DST for use on any working/ non-working day with a provision for at-least one weekly off for the chauffeur. However, the chauffeurs would be required to do the duty for the entire day, which would normally be up to 10 hours, and DST will not be obliged to pay any additional payment on account of such duty hours. However, if on any particular day, vehicle runs beyond 10 hours, an extra charge of Rs. 50/- per hour would be paid by DST. If considered necessary, the requisite MHA passes can be got fixed to such vehicles. Approximate number of Taxis likely to be required under this category is 4 to 6. However, DST would be free to reduce / increase this number from month to month basis keeping in view its actual need.

2.1.2. **Category ‘B’ : Hiring of Taxi for ‘FULL DAY’ for regular need within NCR**

Under this category, certain number of Taxis would be hired, with chauffeurs, on daily basis, normally for working days, for **FULL DAY** for the regular needs of DST. The detention period of Taxis hired under this category would range for a minimum 8 hours to maximum 10 hours. Payments would be made on per km. basis. Minimum kilometer to be charged under this category would be 120 km. per day. However, for running beyond 10 hours on any day, an extra charge of Rs. 50/- per hour would be paid by DST.

2.1.3. **Category ‘C’ : Hiring of Taxis for ‘HALF DAY’ for regular need within NCR**

Under this category, Taxis would be hired, with chauffeurs, on daily basis, normally on working days, for **‘HALF DAY’** for regular need of DST. The detention period under this category would range from a minimum of 4 hrs. to a maximum of 7 hrs. Payments would be made on per km. basis. Minimum kilometer to be charged under this category would be 80 km. However, for detention beyond 7 hours, on any particular day, an extra charge of Rs. 40/- per hour would be paid by DST for the first 3 hours and Rs.50/- per hour beyond this

- Note:
- (i) Approximate number of vehicles required under categories **B & C** would range from **5 to 15**. However, the operator would be bound to provide any number of vehicles under these categories both on normal working or any non-working day (Saturdays / Sundays / Central Govt. holidays, etc.) as per actual need of DST.
 - (ii) If any taxi is hired / used during night i.e. between 2200 hrs. to 0600 hrs. for any period exceeding one hour, night charges @ Rs. 100/- per night would be paid.
 - (iii) Taxis hired under category A can be used for running within NCR as well as outside NCR. However, taxis hired under category B&C would be used for running within NCR.

2.1.4. Category 'D' : Hiring of Taxis for 'OUTSIDE NCR' needs

Under this category, Taxis would be hired for travel to places 'OUTSIDE NCR'. This may involve stay outside NCR ranging from 1 to 7 days. The minimum period for taxi hired under this category may range from 10 hrs. to 12 hrs. and payments would be made on per km. basis. If on any particular day, vehicle runs beyond 12 hours, an extra charge of Rs.50/- per hour would be paid by DST Minimum km. to be charged under this category (**average for the entire trip**) would be 200 km. per day. Day would start from the start time as defined in para 17. Any extra detention beyond 4 hrs. (on the last day of the trip) would be treated as a day. Night charge would be paid at the rate of Rs. 100/- per night.

2.2. Types of Vehicles required

2.2.1. Air-Conditioned (AC) Vehicles

(Cooling System during the Summer Season - Normally during the months from March / April to July / September and Heating System during the Winter Season - Normally during the months from October / November to February).

2.2.2. Non-Air-Conditioned (non-AC) Vehicles

During any part of the year.

2.3 Comfort Category of the Vehicles–

For the sake of convenience three categories, as detailed below, have been listed.

2.3.1. Luxury Vehicles

This may generally include vehicles of following description **or vehicles of similar type**. These may be required to take care of occasional / short period needs of very senior dignitaries or Ministers.

- (a) Maruti Suzuki SX4
- (b) Honda Civic
- (c) Toyota Corolla etc.

2.3.2. Deluxe Vehicles

This may generally include vehicles of following description **or similar type**. **These type of vehicles, alongwith ordinary, would be hired generally on month / day-to-day basis under Category A to D**

- (a) Tata Indigo
- (b) Hyundai Accent
- (c) Maruti Suzuki Swift Dzire
- (d) Toyoto Innova
- (e) Mahindra Logan
- (f) Mahindra Scorpio etc.

2.3.3. **Ordinary Vehicles**

This may generally include vehicles of following description **or similar type**, **These type of vehicles, alongwith Deluxe, would be hired generally on month / day-to-day basis under Category A to D**

- (a) Tata Indica
- (b) Maruti Suzuki Swift
- (c) Maruti Suzuki Wagon R
- (d) Hyundai i10
- (e) Ambassador (White colour)
- (f) Hyundai Santro
- (g) Maruti Zen etc.

2.3.4. **Other Miscellaneous Requirement** :

This may include vehicles of following description or similar type. These type of vehicles may be required to take care of need for junior officials / other official needs of DST.

- (a) Three Wheeler Autorickshaw (Bajaj or any other manufacturer).

2.4 **Essential Requirement to be fulfilled for Taxis to be provided under this Tender**

The Taxis to be provided under this tender should have the following **essential features**:

- (a) Should not be more than 1 year old model for category **A**. and 2 years old **for category B to D**.
- (b) Should have valid registration with commercial registration number only (like DLY, DLZ, etc.)

3. **Procedure for submitting Tenders**

3.1 Tenders would be received in **TWO BIDS** System;

- (a) **Technical Bid** and (b) **Financial Bid**

3.2 **Financial bids of only those bidders would be opened who fulfill the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted Committee of DST.**

3.3 (a) Technical Bid in Annexure-I (alongwith all the required documents), duly signed and EMD should be put in one separate cover and wax sealed (**Cover-A**). This cover should be superscripted as:

"TECHNICAL BID for Hiring of Taxis by DST"

(b) Financial Bid in Annexure 'II' (alongwith all the required documents) should be put in another separate cover and wax sealed (**Cover-B**). This cover should be superscripted as:

"FINANCIAL BID for Hiring of Taxis by DST"

(c) Both the above said Sealed Covers i.e. Cover – A & Cover – B be then put in another separate big cover (**Cover – C**) and properly wax sealed. This third cover should be superscripted as:

"Tender No. 37-1/2011-Admn. II(A)" Tender for Hiring of Taxis by DST" not to be opened before 17.10.2011"

Important Note: Any deviation from this procedure, or putting together of Technical and Financial bids in same cover or non submission of complete documents in Cover – A) and/or submission of Financial Bid in an unsealed manner would lead to rejection of Offer/Tender/Bid.

3.4 The Offer/Tender should be dropped in the **locked sealed Tender Box** for Admn.II-A Section, DST kept at Reception area near the entrance gate of the Technology Bhawan, New Mehrauli Road, N. Delhi-110 016. The tender should be dropped latest by **1500 Hours on 17.10.2011**. Tender box will be opened at 1515 hrs. sharp on **17.10.2011** by the duly authorized officer /team of officers of DST in the presence of all such bidders who wish to be present. **Late/delayed offers shall not be opened/entertained under any circumstances.** Offers received by due time and date will be opened (for the Technical Bids only) in Raman Hall, DST at **1515 Hours on 17.10.2011 itself**. Authorized representatives of the quoting parties may witness the offer opening (Technical Part), if they so wish. Financial Bids (of those who qualify in the technical bids evaluation stage) would be opened later, date of which will be intimated to the technically qualified bidders separately.

Tenders complete in all respects, along with requisite documents, can also be sent by 'Registered' or Speed Post in the following name and address:

To
Under Secretary (Admn.II-A),
Department of Science and Technology,
Technology Bhavan,
New Mehrauli Road,
New Delhi-110016 .

OR

To
Deputy Secretary (Admn.II-A),
Department of Science and Technology,
Technology Bhavan,
New Mehrauli Road,
New Delhi-110016.

Sealed Tenders can also be delivered in person, only to any of the above stated two officers, under written acknowledgement from the officer to whom tender is delivered.

Note:

Any bidder facing any difficulty in submitting his tender through the tender box system or other method mentioned above may contact any of the following officers in person

- (1) Director (Admn.)& HOD
Room No.23, Administrative Building
Department of Science & Technology
New Mahrauli Road, New Delhi-16.
- (2) Deputy Secretary (Admn.I-B)
Room No.8, Administrative Building
Department of Science & Technology
New Mahrauli Road, New Delhi-16.

3.5 Tenders/ Offers received shall be processed in two parts. All information and documents contained in Cover-A, mentioned in above shall be deemed to be the Technical Bid. **In the event prices are indicated by the party in the Technical Bid, the Offer shall stand rejected.** Details furnished in the Technical Offer shall be assessed / evaluated by a Committee appointed in DST for the purpose. Financial Bids (Cover-B) of only those bidders/Parties shall be opened at a later date whose Technical Offers are found valid, eligible, acceptable and suitable as per DST requirements in the opinion of the aforesaid Committee/ competent authority.

4. Essential Conditions of Technical Qualification

4.1 The bidder to be eligible for technical qualification **MUST** satisfy the following conditions / qualification criteria. It is reiterated that any bid not fulfilling any of the essential requirements mentioned in this tender document would be classified as “Technically Not Qualified” and rejected. **Financial bids of such bidders will not be opened.** (However, sealed financial bids of such bidders shall be kept by DST for record without opening and will not be returned to the bidders). No relaxation would be given to any bidder on any of these conditions. Important conditions / essential requirements for technical qualification are enumerated below. **Any bidder not fulfilling any of these conditions / requirements would be classified as ‘technically disqualified’:**

- (1) Bidder should be registered with Transport Department of Delhi Government or Transport Department of any other State Government / Central Government having its office / sub-office in Delhi as Taxi operator for providing commercial taxi services. **A duly attested copy of such certificate(s) has to be provided alongwith Technical Bid.**
- (2) Should have a **minimum fleet of 15 to 20 Taxis**, with **at least 5 Taxis under Deluxe** category and **5 under Ordinary** category and equal number of chauffeurs to be deployed alongwith such Taxis. **He would be required to submit a copy of R.Cs. of such vehicles owned by him / legally possessed by him and / or any such other documents, which should prima facie show / establish that he is owning / having legal possession of such minimum number of Taxis.**

- (3) Keeping in view total number of fleet of Taxis owned / legally possessed by the bidder and his commitments to his other clients (existing and prospective), he **should be in a position to provide a minimum of 10 to 15 number of vehicles (of the models required under this tender) per day to DST under different categories** (with a minimum of 5 vehicles under Deluxe category and 5 under Ordinary category). He should submit relevant details along with copies of relevant **documents in this regard alongwith Technical Bid, which should prima facie establish his capacity to provide required number of Taxis to DST** (of the required models stated under para 2.4).
- (4) He should have a minimum annual turnover of Rs. 25 lakhs (Rupees twenty five Lakhs) (average for last 3 years) in the business of Taxi Operations. **He should submit copies of relevant account statements / audited accounts / other documents to establish this fact.**
- (5) He should submit **a list of the three major clients** (Government and / or private) to whom he is providing / has provided Taxi Services in the last 3 years. (Note DST would be free to make enquiries from such clients about the work, conduct, performance, quality of service and such other related general enquiries about such Taxi providers (except the confidential commercial details like tender rates, etc.). The operator would have no objection to DST making such enquiries from his existing / past clients. (In case number of such clients is less than three, the bidder should furnish details in respect of all such clients with a declaration that these are the only clients).
- (6) He should not have been 'blacklisted' by any of his existing / past clients, especially any Government Department / organizations, in the last 5 years for defective / deficient service or any such reason related to Taxi service provided by him. **He will submit a declaration to this aspect alongwith Technical Bid.**
- (7) He should give a **declaration alongwith Technical Bid that Rates quoted in his Financial Bid are firm / valid for a minimum of 4 months from the date of opening of tenders.**
- (8) **Technical Bids should be accompanied with EMD of Rs. 75,000/-.**
- (9) **Technical Bid should also be accompanied with Tender Fee of Rs. 500/-.**
- (10) **He should fulfill all other essential conditions / requirements mentioned in this tender documents.**

4.2 The technical bids would be evaluated by a duly constituted Committee of DST, whose decision would be generally taken as final, unless the aggrieved party establish any prima facie errors in the findings of the Committee. **In such a situation, he may file a representation within 3 working days of receipt of decision from DST**, duly listing the

reasons / grounds. Such a representation would be considered at the level of Joint Secretary, DST, whose decision would be final and binding on all the bidders.

5. **Estimated actual value of the Contract**

Rs. 60 lakh (Rupees Sixty Lakh only) per annum.

(Rs. 120 lakh (Rupees One Crore Twenty Lakh only) for initial two years contract period).

(based on last three years figure)

6. **Contract period:** Initially for two years, extendable from year to year basis, subject to satisfactory performance during the contract period and subject to a maximum of five years. (including the initial two years).

7. **EMD:** Tender must be accompanied with EMD of Rs.75,000/- (Rupees Seventy five thousand only) either in the form of Bank Draft/Bankers Cheque in the name of DDO, DST or deposited in cash or any other mode authorised for depositing EMD for Government Tenders under the General Financial Rules, 2005, on any working day before the tender closing time. Tenders (Technical Bids) received without the requisite EMD amount of **Rs.75,000/-** by way of DD/Banker's Cheque or original cash deposit receipt etc. will not be considered at all.

8. **Form of Technical Bid and Documents to be enclosed along with Technical Bid**

8.1 Technical bid should be in the format given in **Annexure-I**, duly filling in all columns and duly signed by the bidder / his authorized signatory and **should be accompanied with the following documents:**

- i) Offer Letter
- iii) Technical Bid in Annexure 'I' .
- ii) This Tender/Offer document (duly signed) in token of acceptance of Terms & Conditions.
- iv) EMD amount of Rs.75,000/-.
- v) Tender Fee of Rs. 500/- (either cash receipt, or original of Bank Draft)
- vi) Other documents as detailed in the Technical bid (Annexure-I) format.

8.2 Technical bid along with above stated documents should be put in a sealed cover, to be marked on '**Cover A**' and superscribed "**Technical Bid for Hiring of Taxis**"

9. **Form of Financial Bid**

Financial bid should be in the format given in **Annexure-II**, duly filling in all columns and duly signed by the bidders / his authorized signatory. Financial bid in format at Annexure-II should be put in a sealed cover, to be marked on '**Cover B**' and superscribed "**Financial Bid for Hiring of Taxis**"

10. **Both the sealed cover i.e. 'Cover A' containing 'Technical Bid' with requisite documents and 'Cover B' containing 'Financial Bid' should be put in a bigger cover (Cover C) and superscribed "Tenders No. 37-1/2011-Admn. II(A) : Tenders for Hiring of Taxis by DST" and put in Tender Box of DST before last day and time for submission of tenders as stated under para 3.4.**

Tenders complete in all respects, along with requisite documents, can also be sent by 'Registered' or Speed Post as stated under para 3.4.

11. **Last Date and Time of Submission of Tender:**

17.10.2011, 1500 hrs.

12. **Date and Time of Opening of Tender :**

17.10.2011, 1515 hrs.

13. **Date and time of Pre-Bid Conference to Clarify Doubts of the Bidders :**

On 04.10.2011, from 1500 hrs. in Room No. 10-D, Technology Bhavan to be Chaired by Shri B. Saravanan, Deputy Secretary.

14. **Validity of the Rates / Offers**

Offers / rates quoted in the tender **should remain valid for a minimum period of 4 months, from the date of opening of tenders.** Any tender containing a lower validity period than 4 months will be classified as 'Technically disqualified' and not considered for opening of Financial Bid.

15. **Firmness of rates during the Contract Period**

The rates quoted in the tender / accepted rates as per the Agreement to be signed with the successful bidders would remain firm and final during the initial contract period of two years and **no enhancement would be allowed on account of any reason, whatsoever,** except under the circumstances, described below, under para 16.

16. **Circumstances in which accepted rates can be enhanced**

(a) **During the first year of the initial two years contract period, no enhancement would be allowed on account of any reason, whatsoever, including increase in the fuel prices during this period**

(b) However, in the second year of the initial two year's contract period, if the fuel prices increase by more than 10%, **(taking fuel prices prevailing as on the date of signing of the Agreement as the base, and the fuel rates prevailing as on last day of the completion of one year from the date of signing of the Agreement),** accepted rates for the second year would be enhanced as per following table. For determining the percentage

increase in fuel charges, petrol would be given a weightage of 20% and diesel and CNG 40% each.

For fuel charges increase	% Enhancement which can be allowed in agreed rates.
upto10%	No enhancement
Beyond 10%	By $1/3^{\text{rd}}$ (one-third) of percentage by which fuel charge increase. <i>(e.g. if fuel charges during the 1st year have increased by 40%, the agreed rates would be enhanced by 10% $(40-10)/3$ and if fuel charge have increased by 70%, agreed rates would be increased by 20% $(70-10)/3$).</i>

(c) Similar principle would be adopted for considering enhancement of the accepted rates during the extended period on year to year basis.

(d) **Subject to above, the extension beyond initial two years contract period, if agreed, would be on the same rates and terms and conditions. However, during the extension period, DST may ask the operator to replace vehicles with latest models to conform to the conditions mentioned in this tender.**

17. Relevant place and timings for counting of kilometer run and time period

17.1 For Start Journeys

(a) For Taxis called at DST office at Technology Bhavan, starting kilometer would be counted from Technology Bhavan and not from the operator's garage or any other taxi parking place of the operator. Start time would be the time when the taxi reports before the authorized officer at Technology Bhavan.

(b) For Taxis called for picking officers directly at residence of officer/scientist or other venues like Airport, other Government building, etc., the starting kilometer would be counted from such place only if such place is located within a radius of 5 km. from Technology Bhavan. However, if such place is located at a distance of more than 5 km. radius of Technology Bhavan, the operator would be entitled to add additional kilometer from his garage (to be notified in advance in the technical bid document) to such picking points or from Technology Bhavan to such picking point; whichever is less. Similarly, starting time would be the timing of reporting at such picking point if such place is located within 5 km. radius of Technology Bhavan. However, if such place is located outside radius of 5 km., the operator would be entitled to add additional **half an hour** to such reporting time at the picking point.

17.2 For End Journeys

(a) For Taxis ending their journey at Technology Bhavan, the end km. and time would be as at the time of being relieved from Technology Bhavan.

(b) For Taxis ending their journey at a place other than Technology Bhavan like residence of officers/scientists or Airport or other Government building, etc., the end km. and time would be as at time of being relieved at such drop point, provided such places are

within radius of 5 km. of Technology Bhavan. However, if such drop points are at a distance of more than 5 km. from Technology Bhavan, the operator would be entitled to add additional km. from such drop point to his garage (to be notified in advance in the technical bid document) or drop point to Technology Bhavan, whichever is less. Similarly, in such a situation, he would be entitled to add additional **half an hour** to the time at which he is relieved from such drop point.

18. Parameters for deciding the lowest bidders

For Taxis engaged under any category, payment would be made on per km. basis as per the agreed rates based on the lowest bid only for the total kms run on a particular day (for Category B & C), or for a particular month (for Category A) or for a particular trip (for Category D), subject to payment for minimum km prescribed under that category even if vehicle has run for less than the prescribed minimum kms. i.e. 2500 kms per month for Taxi engaged under Category A, for 120 kms per day for Taxi engaged under Category B, 80 kms for Taxi engaged under Category C and 200 kms for Taxi engaged under Category D.

Hence, the only parameter for determining the lowest rate for any vehicle listed in Financial Bid (Annexure-II) would be Rate per km in rupees, expressed upto two decimal places. This would not only simplify the process of determination of lowest bidder for any particular vehicle but also simplify the process of calculating the amount due and making payments to successful bidder during the contract period and eliminate chances of any manipulation of records.

18.1 Process / norms for deciding lowest bidder

(a) The lowest bidder for any particular vehicle mentioned in Financial Bid (Annexure-II) will be only on the basis of per km. rate quoted in the Financial Bid. A tentative list of vehicle expected to be included under luxury vehicles, deluxe vehicles and ordinary vehicles is indicated in para 2.3.1, 2.3.2 and 2.3.3. respectively. **Any other vehicle of a similar type and nature can also be included in these lists by the intending bidders.** DST will have no particular preference for any particular kind of vehicle included in each sub-group viz. Luxury vehicles, Deluxe vehicles and Ordinary vehicles.

(b) Similarly, DST has no particular preference for either petrol run or diesel run (or CNG run) vehicles. Hence, if a particular vehicle comes in both categories and is quoted differently in terms of rate per km. by any bidder, DST will go by the category for which lower rate has been quoted and fuel category would be ignored for determining the lowest bidder (e.g. If bidder has quoted any vehicle of same model say Petrol Logan and another quoted for same / similar model of Logan which is diesel run, both will be compared only on the basis of rate per km).

(c) Hence, DST would be free to select any vehicle or combination of vehicles from each sub-group (Luxury, Deluxe & Ordinary) to fulfill its need of hiring vehicles under 'dedicated category', full day category and 'half day' category & outside NCR category mentioned under para 2 of the tender document, and will go by the lowest quoted rate for any vehicle in each of the sub-group.

(d) DST would also be free to select more than one bidder for different vehicles, for which he/they have quoted the lowest rate. This, however, does not mean that DST would be obliged to select/engage all such bidders, as normally in such a situation not more than 3 such lowest bidders will be selected for different kinds of vehicles, and DST, may even select just the two lowest bidders or only the lowest bidder In such a situation, allotment /

distribution of quantum of work would be at sole discretion of DST keeping in view the need for particular type of vehicles from time to time. It may, however, be noted that as stated in para 2.3.1, luxury vehicles are required to take care of occasional / short period of need of very senior dignitaries or Ministers only. Hence, the major need of DST is for the vehicles falling in deluxe or ordinary vehicles and the decision to select the lowest bidders for these vehicles will be based on the lowest rates quoted for vehicles falling in each sub-group

19. **Terms and Condition of Hiring of Taxis**

Taxis would be hired by DST on terms and conditions listed in this tender document in the preceding paras as well as additional terms and conditions listed in the succeeding paras. **Only those operators who are willing and are in a position to comply with these terms and conditions need to submit the tenders. These terms and conditions would also become part of the Agreement to be signed by the successful bidders.**

20. **Additional Terms and Conditions**

20.1 The successful bidders shall be required to sign an agreement with the designated authority of DST in accordance with the provisions of the law applicable, and in accordance with the terms and conditions of this tender document.

20.2 Prices / rates quoted in the Financial Bid (Annexure-II) i.e. rate per km. **should be inclusive of all taxes and service charges. The prices / rates quoted should also be inclusive of charges for chauffeurs.** For comparing the prices quoted by various bidders and determining the lowest bidder, the procedure as detailed in para 18 above will be observed. **The entire maintenance and operation costs like repairs, fuel charges, etc. will be borne by the operator only.**

20.3 For journeys within / outside NCR, toll tax, if any, for a particular journey, would be borne by DST subject to production of original receipts by the chauffeur concerned. Such payments would, however, be made in a consolidated form on monthly basis for all the receipts submitted in respect of all vehicles deployed by a particular operator.

20.4 Financial bid of only those bidders would be opened who fulfill the 'technical qualification criteria' mentioned under para 4 and are declared 'technically qualified' by a duly constituted Committee of DST. Successful bidder(s) will have to execute an Agreement for the due performance of the contract on such terms and conditions as may be specified, including all the terms and conditions of this tender document and **shall also be required to furnish a performance guarantee of Rs. 2 lakhs (Rupees Two Lakhs only)** in the form of a Bank Guarantee from any scheduled commercial bank or such other approved modes of Government of India within 15 days of issuance of work order.

20.5 Tenders should be filed only in the prescribed format(s) given alongwith this tender document i.e. **Annexure-I for Technical Bid** and **Annexure-II for the Financial Bid. Tender document alongwith formats can be downloaded from the internet** or these can be obtained from office during working hours. Offers not received in the prescribed format(s) and / or incomplete offers shall not be entertained and rejected summarily. For

any difficulty in obtaining copies of tender documents, the intending bidder may contact any of the officials mentioned in para 3.4.

20.6 Telegraphs / Telex / Fax / e-mail / Letter Heads quotations shall not be accepted and shall be ignored / summarily rejected.

20.7 Tenders received after closing date and time, shall not be accepted and even Technical Bid of such late tenders shall not be opened.

20.8 DST reserves the right to reject any tender / all tenders in full or part thereof without any reasons.

20.9 The prices / rates quoted **should be indicated in words as well as in figures in Indian rupees upto two decimal places only.**

20.10 Offers should not be quoted with any vague or indefinite expressions or bidder should not qualify their bids in any manner not specified in the tender and all such offers would be treated as vague offers and rejected accordingly.

20.11 The tender document can be obtained from Section Officer (Admn.II-A), Hall-E, Ware House Block, Technology Bhavan, New Delhi-110016 on payment of a tender fees of Rs. 500/- (Rupees five hundred only) either in cash or payment of Demand Draft in favour of D.D.O., DST and payable at New Delhi on any working day between 10:00 a.m. to 5:00 p.m. The sale of tender forms will close at 1445 hrs. on 17.10.2011. **Bidders can also download the tender document from the website of DST (<http://www.dst.gov.in>) and submit the same along with tender fee of Rs. 500/- in the form of Demand Draft or cash to be deposited in DST.**

20.12 If the date of opening the tender given in this tender document is declared a closed holiday by the Central Government, the tenders shall be opened on the next working day at the same time. In such an event, the closing hour of receipt of tender in DST shall stand extended automatically upto 1500 hrs. of the next working day in the Central Government office.

20.13 Tenders received late in DST due to any reasons, whatsoever, shall not be accepted under any circumstances. In the case of any doubt, the time in the clock in the Room of Under Secretary (Admn.II-A) shall be taken as standard and decisive.

20.14 Tenders would be opened at 1515 hrs on 17.10.2011 in the presence of those bidders or their representatives who wish to be present during such opening. The tender would be opened in Raman Auditorium. The representative of the bidder who wish to be present during the tender opening process should bring authority letter in his name from the bidder.

20.15 The sealed tender should be dropped in the Tender Box near Reception at the entrance of Technology Bhavan, New Mehrauli Road, New Delhi. In case, the sealed envelope is bigger than the mouth of Tender Box, and cannot be dropped in the Tender Box,

the same may be submitted by **hand under written acknowledgement** to Under Secretary (Admn.II-A) only or in his absence from Technology Bhavan on that day to Deputy Secretary (Admn.II-A) only or in the absence of both from Technology Bhavan on that day, to Deputy Secretary (Admn.I-B). Tender can also be sent by Registered/Speed Post or submitted by hand in the manner stated in para 3.4.

20.17 Number of Taxis required under various categories indicated in para 2 are tentative and liable to vary keeping in view the actual need of DST. DST would be at liberty to requisition lesser or more number of vehicles than tentatively indicated in this para keeping in view the actual need or even no vehicle on any particular day. However, operator is bound to provide any number of vehicles so requisitioned by DST for any particular day.

20.18 Normally, Taxis would be required on working days from Monday to Friday. However, certain number of Taxis may also be required on non-working days like Saturdays / Sundays / Holidays, declared by Government from time to time. The operator would be bound to provide any number of Taxis so required, either on working day or in non-working day.

20.19 For keeping a proper record of the journeys made by the officers of DST / other officers for whom the vehicles is hired by DST, including the timing and kms run, name of the persons who actually used the vehicle, DST has issued certain instructions with regard to maintenance of log-books for such Taxis by the operator. **Observance of such instructions, as amended from time to time, would be one of the conditions of this tender and agreement to be signed by the successful bidder.** Payment due to the operator would be made on the basis of entries in such log-books, especially for Taxis engaged on regular basis, **as well as details contained in the daily report of Taxi hired.** However, for Taxis hired for occasional use, like under category D instead of regular log-books, necessary entries may be made on the form of requisition slip(s). In addition, **chauffeur of each vehicle on a particular day (working as well as non-working day) would be required to submit a 'Daily Report' of Taxi Hired in the format(s) prescribed by DST, and as amended from time to time (based on the entries in the log book), such report would be handed over to the authorized officer of DST either on the same day after the end of duty or latest by 1300 hrs on the next working day.** (for all categories)

20.20 **All charges relating to maintenance and operation of the Taxis including the cost of repairs of vehicles, fuel charges, salary /overtime / any other allowance of chauffeurs/ mobile phone charges or any such other cost connected with the running of such Taxis shall be borne by the operator and DST will pay only the eligible amount as per approved rates contained in the agreement.**

20.21 Any loss or injuries due to any road accidents rising during the course of engagement of such Taxis by DST shall be handled fully by operators, who shall take all legal actions and be responsible for all the acts of the chauffeur deployed by him. DST will not have any liability arising out of any such accidents whether on account of action of the chauffeurs of the operators or any third party. The operator shall render complete indemnity to DST as well as its officers and / or user of such Taxis against any liability, criminal or civil, arising on account of hiring of such Taxis by DST.

20.22 The operator should ensure availability of proper and valid insurance at all times in respect of vehicles as well as insurance coverage to passengers, third party, etc. Copies of such insurance policies should be kept in the respective vehicles with the chauffeur concerned.

20.23 Normally, the EMD of unsuccessful bidders would be returned only after finalization of the contract and issuance of work order to the successful bidder(s). However, DST may, in its discretion, for valid reasons, return EMD of those who are declared technically disqualified, after completing the process of technical qualification and without waiting for the finalization of contract and issuance of work order.

20.24 DST reserves the right to enter parallel rate contract with more than one operator for different or even same categories or for different or same type of vehicles within each category, if the rates of such other operators are equal or lower for certain item listed in the financial bid or in accordance with the norms/ procedure prescribed in this tender. If the lowest bidder, who is otherwise declared technically qualified, for any reason, whatsoever, during the contract period, is not having sufficient capacity to provide requisite number of Taxis to DST and if the next lowest bidder(s) is / are also willing / become willing to provide additional services to take care of the gap, DST would be free to enter into agreement with such additional bidder(s) / operator(s) after utilizing the capacity of the lowest bidder in full.

20.25 In the event of any dispute arising out of execution of the contract, the matter would be referred to Head of Department for adjudication. Appeal against HoD will lie to Joint Secretary (Admn.), DST. Judicial adjudication of the disputes, if any, arising out of contract / work order, etc. will be subject to jurisdiction of Courts in Delhi only.

20.26 If any successful bidder fails to fulfill his obligations under this tender, either by way of signing the agreement or after signing the agreement towards execution of the agreement and providing the requisite services in accordance with the terms and conditions of the agreement, DST may, after due notice to the successful bidder / operator, and after giving him a chance of personal hearing, may 'black-list' him. DST would also be free to circulate such black-listing orders to other Ministries / Departments of Government of India and organizations under the administrative control of Ministry of Science & Technology. EMD / Performance guarantees of all such bidders / operators shall be forfeited to the government.

20.27 The tenders received without tender fee and EMD would be rejected.

20.28 Payments would be made on the monthly basis, normally within 15 days of submitting relevant bills, complete in all respect, with all documents as required for the previous month.

20.29 If the Initial Contract period or the extended contracted period has expired or is likely to expire and the operator is not willing to continue further, he should intimate in writing his intention at least 4 months in advance. He would be bound to continue with the arrangements in accordance with the terms and conditions of agreement during the next 4 months or till the DST makes alternative arrangements for entering into fresh contract with

other operator(s), whichever is earlier. Similarly, if DST is not willing to extend the contract further, it will intimate to the operator in writing at-least 4 months in advance.

20.30 If the operator, during the agreement period, on any day fails to provide requisite number of Taxis of any category in accordance with the terms and conditions of the agreement, DST would be free to engage such Taxis from any other source / Taxi Operator(s) in the market at the risk and responsibility of the operator. In such cases, the operator would be liable to pay the difference in the amount paid / payable by DST for engagement of such Taxis from other source and the amount which DST could have paid to the operator if such Taxis were provided by him in accordance with the rates and terms and conditions of the agreement. In such a situation, DST can also impose penalties on the operator for his failure to fulfill his contractual obligations under the agreement, especially if such failure happens repeatedly. The quantum of such penalty would be as decided by HoD, keeping in view the facts and circumstances of each case and the extent of inconvenience and embarrassment caused to DST on account of failure of the operator to fulfill his contractual obligations. Of course, quantum of such penalties will not be unreasonable or prohibitive, and the operator would have right to appeal to JS(A) against any such order of HoD. Habitual / repeated failure on the part of operator to fulfill his contractual obligations under the contract can even lead to cancellation of the contract at the risk and responsibility of the operator, including recovery of losses to DST on account of such cancellation and hiring of Taxis from other source. However, no such cancellation would be done without first issuing a show cause notice to the operator in writing, duly listing the grounds on which cancellation is contemplated and giving him a minimum of 15 days time to represent against such a show cause notice and also an opportunity of personal hearing.

20.31 The operator is not allowed to sublet or transfer his obligations under the contract to any other person or entity or taxi operator. He is responsible to fulfill his obligations under the agreement. However, the operator, from time to time, can acquire / hire for himself more Taxis from the market or from other taxi operators / persons / entities (in addition to the fleet of Taxis owned / legally possessed by him and as indicated in this tender / financial bid) with a view to fulfill his obligations under the contract with DST and / or replace old / bad condition taxis, either on his own or at the request of DST. Similarly, he can, from time to time, hire for himself, more chauffeurs from the market to fulfill his obligations under the contract or change chauffeurs whose work and conduct is unsatisfactory or to take care of resignations / leaving of his existing chauffeurs.

20.32 Submission of any wrong information or incorrect / false declaration in this tender / Technical Bid / Financial Bid etc. will lead to rejection of the tender of such bidder(s).

20.33 If any bidder has quoted lowest rates for any particular vehicle type, he is obliged to supply any number of vehicles to DST for this category (within the broad limits indicated in the tender). If he fails to do so, but is willing to supply any other vehicle of a similar nature / type (e.g. within Deluxe category Hyundai Accent vehicles instead of Indigo or within Ordinary vehicles Maruti Suzuki Wagon R instead of Indica) in such a situation DST can accept his offer subject to payment at the rates indicated in the tender / agreement for the vehicle actually provided or agreed rate for the vehicles requisitioned, whichever is lower.

20.34 All vehicles deployed for DST duty will have a sticker on the Front and Rear wind screen showing (DST will provide such stickers)

Basic Requirements of Chauffeurs to be deployed for DST Duty

20.35 The chauffeurs provided alongwith such Taxis should fulfill all the statutory requirements of driving such vehicles like holding a valid Driving Licence, etc.

20.36 The chauffeur provided for such taxi should not have been involved in any criminal or motor vehicle accident case in the last 5 years and his credentials should duly checked by the operator before deploying him for DST duty.

20.37 **It shall be the duty of the chauffeurs to keep the vehicles neat and clean on daily basis and get the entries in the log-book or requisition slip as the case may be, signed from the persons / officials who actually travelled in any such vehicle immediately on completion of each journey and submit daily report in the prescribed format to the authorized officer of DST.** Any failure to do so, will make claim for such journey inadmissible.

20.38 Chauffeurs deployed for duty with DST should be polite, courteous and well-mannered / behaved and should have the basic etiquettes of dealing with senior officers.

20.39 Such chauffeurs, especially of vehicles, which are requisitioned on regular basis, (monthly / daily) should wear a uniform (**of any one colour for all chauffeur deployed for DST to be decided by operator**), both in winter as well as in summer which should bear the name of the chauffeur on the front pocket of such uniform. DST would reimburse a fixed sum towards the cost of such uniform for a given number of chauffeurs deployed per day (average for the last six months) as per following details. The amount would be reimbursed in two equal installments (after the end of six month's period. No such amount will be reimbursed if chauffeurs deployed by the operator have not actually worn such uniform while on DST duty).

For winters Uniform @ Rs. 3000/- per year per chauffeur

For summer Uniform @ Rs. 1000/- per year per chauffeur

20.40 DST reserves the right to ask the operator to change the chauffeurs whose behavior is found to be not upto the mark or who has indulged in any incidence of misbehavior or non-reporting at the designated point on time or not observing the lawful instructions given by the authorized officers of DST and the officers using the vehicle.

20.41 Chauffeurs who are fully fit, medically as well as otherwise, alone would be deployed for service with DST. Normally, deployment of chauffeurs above 60 years of age shall not be allowed, especially for vehicles hired regularly on monthly / daily basis.

20.42 Security check verification of chauffeurs should be carried out by operator. However, DST would free to conduct further additional police verification / such other verification, if considered necessary, of any chauffeurs, especially for Taxis hired regularly on monthly / daily basis.

20.43 It would be compulsory for the chauffeurs deployed for duty to have a working mobile phone on which the authorized officers of DST or officers using the vehicles can talk to him in case of need, especially for calling them from the parking slots / rest rooms of DST or to know his whereabouts for picking from Airport, etc. Such drivers have to keep their mobile phone always switch on mode and keep them fully charged. Cost of such mobile phone or running bills will be the responsibility of chauffeurs or operator and DST will not pay any amount towards this item. All such mobile numbers, and changes in such numbers from time to time, would be duly notified to the authorized officers of DST.

20.44 **The chauffeurs so deployed should be well-educated and capable of maintaining log-book entries, writing simple daily report of taxi hired,** reading of speedometers, should have basic reading and writing skills and understanding instructions by the officers. Such driver should preferably be of 10th standard and above.

20.45 Operator would designate one or more of his official(s) as the coordinators / authorized officials who can be contacted by authorized officer of DST for conveying the requirement of Taxis on daily basis and/ or any matter connected with such hiring or complaint against any chauffeur or payment related issue, etc. In addition, a senior person from operator's side would be designated for contact in case of serious issue which have not been resolved at the level of coordinator. Complete contact details, including mobile number of all such coordinator / senior officials of operator will be duly notified to DST, along with changes happening from time to time.

20.46 Taxi No., Name of the chauffeur and his mobile number would be displayed / pasted prominently in the taxi at all times (generally on the back of front seat) for the convenience and use of officers using such Taxis.

20.47 It shall be the duty of the operator / chauffeur to ensure that each taxi deployed for DST always has sufficient quantum of fuel available and in addition driver should have enough money at his disposal to purchase additional fuel if required during the course of journey. DST will not make any arrangement for providing fuel for such Taxis or advance money for such purposes (including for outstation journeys)

20.48 **The chauffeurs so deployed should exhibit high level of honesty and integrity and should maintain correct records of timing and kms. as per actual uses and should not indulge in manipulating such record(s) or inflate kms. readings or timings, either on their own or on the instigation of operator / his officials or even DST officers or users of such Taxis.**

Basic Requirements / conditions for Taxis to be deployed for DST Duty

20.49 The Taxis provided under this tender should be of latest possible model, and in any case should not be more than 1 year old for category A and not more than 2 years old for category B to D. Moreover, all such Taxis should be in excellent running conditions, having least possible chances of break-down on continuous running. Further, upholstery of all such Taxis should be in good condition.

20.50 The Taxis provided under this tender should have valid registration documents. One set of copies of the same along with all other requisite documents like PUC, insurance, etc. should also be kept in the relevant vehicles under the charge of chauffeur concerned.

20.51 DST reserves the right to ask the operator to change the vehicle which is found not to be in good running conditions or has faced regular break-down or condition of which is not upto the mark keeping in view the status of officers who are likely to use such vehicles.

20.52 The Taxis engaged for DST under category A shall be exclusively use of this Department and will not be shared with any other user.

20.53 The vehicles with DLY/DLZ/commercial registration numbers alone shall be deployed by the operator. Private cars owned by the provider not bearing DLY/DLZ/commercial registration numbers shall not be allowed to be put in service. Even if, any such vehicle has been put into service by the operator, no payment for the same will be made by DST.

20.54 The passenger cars offered for private taxi service for the exclusive use of DST shall have the following essential features:

- (a) Equipped with Central locking system
- (b) Tachnometer / 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.

Notes:

- i) NCR for the purpose of this tender would mean and include city of Delhi / New Delhi, NOIDA/Greater NOIDA, Ghaziabad, Gurgaon and Faridabad
- ii) The word 'Operator' used in this tender refer to the bidder / Taxi Operator who has offered to provide Taxi service to DST.

Tender No. : 37-1/2011-Admn.-II(A)**Subject: Hiring of Taxies by Department of Science and Technology, Govt. of India.****TECHNICAL BID**

(Attach extra sheets, duly signed, if required)

Sl.No.	PARTICULARS	Details (Please tick / fill up with relevant answers, wherever required)
1.1	Name of the person / party submitting the bid (hereinafter referred to as the bidder or operator)	
1.2	Name of the firm in which taxi operation business is being done (if different from 1.1 above) (e.g. there may be a situation where a partnership firm or company with a particular name is undertaking multiple businesses in different names.	
2.	Status of the bidder (Individual / Partnership Firm / Company / Society / Any other (Specify)	
3.	Whether the bidder is himself the owner of taxies offered or possessing such taxies in somebody else's name (if so, give full details)	
4.	Are you submitting bid on your own behalf or as Power of Attorney / Authorized signatory of the somebody else (Specify clearly)	
5.	CONTACT DETAILS OF THE BIDDER	
5.1	Name	
5.2	Complete Postal Address (with Pin Code)	
5.3	Telephone Nos. with STD code, including Mobile Number	
5.4	Fax Nos. with STD code and e-mail address (if any)	

6.	If the bidder is Power of Attorney / Authorized signatory of somebody else, contact details of the principal on whose behalf bid is submitted		
6.1	Name		
6.2	Complete Postal Address (with Pin Code)		
6.3	Telephone Nos. with STD code, including Mobile Number.		
6.4	Fax Nos. with STD code, e-mail address (if any)		

7. Details of Taxies owned / legally possessed by you for Taxi operators business as on date of submitting the tender

Sl. No.	Description (See para 2.3)	Total no. of Taxies available with you	Out of Column 3, number of taxies which can be deployed with DST in case your tender / bid is accepted.
1	2	3	4
1.	Luxury Vehicles		
2.	Deluxe Vehicles		
3.	Ordinary Vehicles		
	Total		

(please attach a complete list of taxis of each type available with your in the format given at Annexure-I(A) (limited to a maximum of 15).

8.	Details of Chauffeurs available with the Operator	
8.1	Total no. of Chauffeurs available	
8.2	Out of above, number which can be deployed with DST in case your bid is accepted	

(please attach a list of Chauffeurs available in Annexure-I(A) (limited to a maximum of 15).

9.	Declaration / Detail of Location of Garages . Parking Place(s) of Taxies owned / possessed by the Bidder	
	<i>Please indicate complete location / address of garage(s) / parking place(s) where taxies deployed for DST duty would normally be parked (this information would be required for the purpose of calculating kms. and hrs. on any particular day. Please refer to instruction in para 17 of the Tender in this regard.</i>	
9.1		
9.2		
9.3		

10. **Your Annual turnover from the Taxi Operation business** for the following years (financial year from April 1 to March 31)

Sl. No.	Year	Annual Turnover (Rs. Lakhs)
	2010-11	
	2009-10	
	2008-09	
	2007-08	
	2006-07	

(Please enclose Account / Audited Statements for the last 3 years)

(if statement for the year 2010-11 are not ready yet, statement upto 2009-10 can be submitted)

11.	List of three Major Clients / (all clients, if less than three / with their address and contact details (Private or Government)
11.1	
11.2	
11.3	
11.4	
11.5	

12.	Have you enclosed copies of following documents alongwith this Technical Bid (please note that non-submission of copies of these documents will lead to rejection of your tender / technical bid).	
12.1	A duly attested copy(ies) certificate(s) of registration as taxi operator with Transport Department of Delhi Govt. or Transport Deptt. of any other State Govt. / Central Govt. having its office / sub-office in Delhi.	Yes / No
12.2	Complete list of taxis owned / possessed by us as per Annexure -I(A) (limited to maximum of 15.	Yes / No
12.3	List of Chauffeurs as per Annexure-I(B) (limited to maximum of 15.	Yes / No
12.4	Copy of R.Cs. and / or any such other documents which would prima facie show / establish your ownership / legal possession status of taxies mentioned in Annexure-I(A).	Yes / No
12.5	Copies of relevant account statements. audited accounts / other documents to establish that your annual turnover (average of last 3 years) is minimum of Rs. 25 lakhs.	Yes / No
12.6	List of three major clients whom you are providing / have provided, in last 3 years, taxi services (in case of this number being less than 5, list of all such clients	Yes / No
12.7(a)	Copy of partnership deed (if a partnership	Yes / No

	firm) or Copy of MoA, Bylaws, Registration Certificate, etc. (if a company) or Any such document depending upon the constitution of the bidders (e.g. society etc.)	
(b)	Copy of Power of Attorney (if submitting tender as Power of Attorney of somebody)	Yes / No

13.1	Have you been blacklisted by any of your existing / past organization, in the last 5 years for defecting / deficient service or any such reason related to taxi service provided by you (if yes, give details)	Yes / No
13.2	Are your rates quoted in your financial bid firm / valid for a minimum of 4 months from the date of opening of tenders	Yes / No
13.3	Have you enclosed EMD of Rs. 75,000/- with the Technical Bid	Yes / No
13.4	Have you enclosed original receipt of payment of Tender Fee of Rs. 500/- or Bank draft for the same.	Yes / No
13.5	Do you fulfill all other essential conditions / requirements mentioned in the Tender document	Yes / No

13. Any other additional details / information you may like to submit

Yours sincerely,

Date:

Signature of the owner / bidder /
authorized signatory with complete
Name, Address, Contact No.(s) including
Mobile No(s). (also indicate the capacity
in which signing, whether on his own
behalf or as Power of Attorney
/Authorized Signatory of the owner.)

ANNEXURE 'II'

Tender No. : 37-1/2011-Admn.-II(A)

Subject: Hiring of Taxies by Department of Science and Technology, Govt. of India.

FINANCIAL BID

Sl. No.	Vehicle Description	No. of vehicles available ¹	Whether AC / Non-AC	Fuel on which running ²	Rate Per km. (upto 2 decimal places only) ³	
					In Figures ⁴	In Words ⁵
1	2	3	4	5	6	7
A	Luxury Vehicles (see para 2.3.1 of tender document)					
1.						
2.						
3.						
B	Deluxe Vehicles (see para 2.3.2 of tender document)					
1.						
2.						
3.						
4.						
5.						
6.						

C Ordinary Vehicles (see para 2.3.3 of tender document)						
1.						
2.						
3.						
4.						
5.						
6.						
D Other Miscellaneous Requirement						
1.	Three-wheeler Autorickshaw (Bajaj / any other manufacturers)					

Footnote

1. Here mention the total number of vehicles of each type available with bidder which can be deployed for DST's need duly keeping in view his commitment to the other clients (existing / prospective (of the eligible models i.e. not more than two years old for Deluxe / Ordinary and one year old for Luxury vehicles
2. Write P for Petrol, D for Diesel and C for CNG
3. Applicable for all Categories viz. A to D
4. For example Rs. 1.56 or Rs. 3.05 or Rs. 4.17 so on) (pl. see para 20.2 para 2 and other relevant paras before filling the rates
5. For example Rupees one & paise fifty six only and Rupees three and paise five only, Rupees four and paise seventeen only and so on

Yours sincerely,

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)

