

Council of Scientific & Industrial Research
Anusandhan Bhawan, 2 Rafi Marg, New Delhi

Sub:- **Notice Inviting Tenders (NIT) for hiring of DLY Cars for the official use in CSIR on rate contract basis - reg.**

SEALED TENDERS are invited on behalf of the Joint Secretary, CSIR from reputed Tours and Travel Agencies / Companies located in New Delhi / Delhi, having **an annual turn over of Rs.15 lakh** or more in the business of tours and travel / taxi operation, for empanelment of firms for hiring of DLY cars for official use of the CSIR for one year. The Contract can be extended further for a period of one year subject to mutual consent / agreement on the same terms and conditions. The Technical / Financial bid should be in two separate sealed covers, with technical bid marked clearly as "**Technical Bid**" and financial proposal marked as "**Financial Bid**".

(a) The **Technical Bid** should be submitted in Annexure-I inter-alia, containing the following details :-

1. Name of the firm
2. Business address of the firm
3. Telephone No.
4. Mobile No.
5. Annual turnover of the firm (Proof of the same must be attached in the form of CA's Certificate / last 2 years Balance Sheet / Profit & Loss A/c)
6. Copy of the details of **the past 2 years or more experience** of providing services in the same field.
7. Copy of the latest Income Tax return filed and PAN No. (with proof)
8. 15 digits Service Tax Code Number / VAT Account No.
9. **The Earnest Money of Rs.25000/- (Rupees twenty five thousand only) through a Demand Draft / Pay Order (No. & Date)**
10. Copy of Registration No. / Licence No. of the firm.
11. Copies of the Registration Certificate of 10 DLY Cars owned by the firm

(b) The **Financial Bid** should include : the rate against each item separately as per items indicated in Annexure -II..

(c) Financial bids of only those tenderers will be opened who qualify / fulfill the technical bids.



Terms and Conditions :

1. There will be no dead mileage. The kilometerage for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the point of reporting for duty to the point of vehicle released. No Mileage will be allowed to drivers for lunch / breakfast or for drawal of petrol / diesel.
2. The vehicles should be in very good as well as perfect working conditions and are well maintained during the contract period.
3. The firms should have at least 2 years' business experience in providing DLY cars / taxi to the Government Sector / PSUs/Private Sector / Corporate Sector and should have an annual turnover of Rs.15 Lakh or more for the last two years.
4. The firm should be in a position to provide **at least 05 or more** vehicle daily on monthly basis. The firm should have a fleet of 10 DLY cars at a time .
5. The owner/ firm should be in a position to supply DLY cars/taxies on short notice as and when needed.
6. The owner/firm should be in a position to provide standby taxis in case of any break down.All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied.
7. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, CSIR will be free to call another vehicle from the open market and expenses on this account will be deducted from the pending Bills / Security etc of the firm.**Besides, a penalty of Rs.500/- would be imposed for every such laspe.**
8. The owner / firm should be available round the clock on his own direct telephone/Mobile no.(office as well as residence) so as to respond to the call for taxis in emergent cases.The Mobile number may also be intimated. The firm should be able to provide taxis on holidays / Sundays also.
9. All the charges towards repairs/servicing, salary of the drivers, petrol/diesel , lubricant expenses, parking charges and any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
10. The car would be used by CSIR for 330 hours in each month, when the car is hired. The hired Car could be used on any day beyond 330 hours, if required.
11. The car would be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the Agency and the CSIR shall not be liable in any matter whatsoever.



12. The car with the Driver would be placed at the disposal of CSIR as and when required. CSIR would be free to use the hired car in any manner for carrying officials, materials etc. as per its requirements and the firm will not have any objection to it.
13. **The mode of hiring of vehicle would be at the sole discretion of CSIR.**
14. The vehicle will be kept neat and clean and in perfect running condition & should be provided with air conditioners, heaters, neat & clean seat covers & curtains.
15. Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Delhi Courts only.
16. The vehicle shall have a valid permit to operate in the NCR region and the firm should provide a certificate to this effect. The toll tax is to be borne by the Transport Operator.
17. No advance payment, in any case would be made to the firm.
18. The firm will have to maintain a log book with every car to be hired.
19. The bills for hiring of cars would be submitted after the completion of the month. Bills for supply of DLY cars for any month along with signed duty slips and Log-Sheets duly signed by the users shall be preferred in the first week of the following month to the Joint Secy. (Admn), CSIR for payment.
20. The firm will ensure that vehicles and the drivers are not normally changed. Frequent changes of vehicles and drivers will not be permitted.
21. A list of clients of CSIR Labs/Ministry/Departments/PSU who have contracted with the firm for hiring of cars may be enclosed while submitting quotations.
22. The Driver of the taxi should be fully conversant with the routes of Delhi & NCR and should possess a valid driving license in his name. The Driver of vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
23. The Drivers shall observe all the Etiquette and protocol while performing the duty and must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and **should always carry a mobile phone with him, for which no separate payment shall be made by the CSIR. In the event of misbehaviour on the part of drivers, CSIR may impose penalty as deemed fit on the firm.**
24. 24 hours/round the clock telephone facility must be available with the transporter/agency.

amt

25. In case of delay in reporting, a penalty of Rs.50/- per 15 minutes delay shall be imposed.
26. The Daily record (indicating time and mileage) duly signed by user for each vehicle separately shall be maintained in Log Book for each vehicle.
27. In the event of more than 10% change in the existing petrol/diesel prices , a proportionate increase/decrease will be allowed in the monthly charges by taking 10 k.m. run of the vehicle in one litre of petrol/diesel.
28. The liability of the CSIR is limited to the contract value only.
29. Any matter during the period of this agreement which has not been specifically covered by this agreement, shall be decided by the CSIR whose decision shall be final and conclusive.
30. CSIR will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
31. **A Penalty of Rs. 500/- per day per vehicle may be levied if any vehicle fails to meet the above terms and conditions on any day. Vehicles supplied by the firm will be regularly inspected by nominated officer(s) for the purpose and in case of non-compliance of any of the conditions, if brought to the notice by the users or inspecting officer, a penalty of Rs.500/- on each fault will be imposed.**
32. The tender has to be accompanied by an **Earnest Money Deposit of Rs.25000/-** (Rupees twenty five thousand only) in the form of a Demand Draft/ pay order in favour of the **Joint Secretary (Admn), CSIR New Delhi**. The successful bidder will have to deposit with CSIR a **Security Deposit of Rs.50,000/-** (Rupees Fifty thousand only) in the form of DD/Pay order drawn in favour of **Joint Secretary (Admn), CSIR New Delhi** for the due fulfilment of contractual obligation which is refundable without any interest on termination of the contract after deducting any penalty / any liability of any kind imposed by CSIR on account of unsatisfactory services.
33. Tenderers may please quote their unconditional rates strictly in the attached proforma. Cutting/overwriting, if any, should be countersigned.
34. The contract between the CSIR and the Travel Agency can be cancelled with a notice period of 60 days by the either party
35. Any matter during the period of Agreement, which has not been specifically covered by this agreement, shall be decided by the CSIR whose decision shall be final and conclusive.

amt

36. The contract will be effective for a duration of one year from the date of signing the contract unless terminated earlier as per clause No 31 & 35 of the Terms & Conditions..
37. The EMD will stand forfeited if the successful bidder withdraws or refuses to accept the tender on notified rates or violates any other terms & conditions of the tender.
38. In the event of any dispute or difference of opinion arising out of the terms of the Agreement, the same shall be resolved amicably by mutual consultation. If such resolution is not reached within a period of 30 days from the date of making a written complaint by either part to the other party, either party shall refer such dispute to the Sole Arbitrator and the award of sole arbitrator shall be final and binding on both the Parties. The Arbitration proceedings shall take place under the Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment in the act thereof. Cost of the arbitration proceedings shall be borne by both the parties in equal share.

CSIR reserves the sole right to cancel the contract at any time without assigning any reasons whatsoever.

Interested travel agencies fulfilling above conditions may apply in writing alongwith credentials/experience certificates to **Joint Secretary (Admn), CSIR, Rafi Marg New Delhi** alongwith a **Pay Order of Rs.500/- (non refundable tender cost)** drawn in favour of **Joint Secretary (Admn), CSIR New Delhi** for purchase of tender document on all working days from **09-03-2009 to 20-03-2009 between 10.00 AM to 4.00 PM**. Agencies using downloaded forms need to enclose a separate Pay Order of Rs.500/- as tender fee alongwith tender document.

The sealed envelopes (**separately for technical and financial bid**) containing quotations superscribed '**TENDER FOR HIRING OF DLY CARS ON MONTHLY RATE CONTRACT BASIS**' should be dropped in the **Tender Box** provided at the reception of CSIR HQ before **3.00 p.m. on 23-03-2009**. The tenders will be opened on the same day at **3.30 p.m.** by the Tender opening Committee in the presence of the tenderers or their authorized representatives, who may like to be present. Tenders received by FAX will not be entertained. **The tenders received without the earnest money deposit will not be entertained and will be summarily rejected.**

Joint Secretary (Admn.), CSIR reserves the right with himself to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially, without assigning any reason thereof.

Under Secretary (CO)



Annexure - I

TECHNICAL BIDPage number at
which document
is placed.

| | | |
|-----|---|--|
| 1. | Name of the firm / company / Agency | |
| 2. | Complete Address & Telephone Number | |
| 3. | Location of the Garage with telephone No. and address | |
| 4. | Whether EMD of Rs.25000/- enclosed in the form of Bank Draft / Pay Order | |
| 5. | Annual Turnover of Rs.15 Lakh or more of the agency for last two years (with proof) in the form of CA's certificate / last 2 years Balance Sheet / Profit & Loss A/c. | |
| 6. | Total number of vehicles with the Agency, which can be provided for hiring purpose. Please also indicate clearly whether the firm will be able to provide at least 05 or more DLY Cars on daily basis (Yes / No). | |
| 7. | Documents of two years' experience in providing DLY Cars in the CSIR labs/Government Sector/PSUs/Private Sector/Corporate Sector. | |
| 8. | Name & Address of the Departments / Ministries and other organisations where, at present, taxies are engaged on regular/ monthly basis (self certified duly stamped copies of Contract letter be attached). | |
| 9. | Copy of latest Income Tax return and PAN Number (with Proof) | |
| 10. | 15 Digits Service Tax Code No. & VAT A/c. No. (with proof) | |
| 11. | Copies of RCs of 10 DLY Cars owned by the agency. | |
| 12. | Copy of Registration No./License No. of the firm. | |
| 13. | Name, Address & Telephone numbers of the Proprietor. | |

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature with name & address)

amt

Annexure -II

FINANCIAL BID

MONTHLY HIRE BASIS
Month

2000 Kms/ 6 days & 330 Hrs. per

| Make of the Car | Rates for 2000 Kms and 330 hrs per months | | Rates per additional hour beyond 330 hours | | Rates per additional kilometer beyond 2000 km | |
|-------------------------------|---|---------|--|---------|---|---------|
| | A/C | Non-A/C | A/C | Non-A/C | A/C | Non-A/C |
| TATA Indigo | | | | | | |
| Petrol | | | | | | |
| Diesel | | | | | | |
| CNG | | | | | | |
| Swift-Dzire | | | | | | |
| Petrol | | | | | | |
| Diesel | | | | | | |
| CNG | | | | | | |
| Mahindra-Renault Logan | | | | | | |
| Petrol | | | | | | |
| Diesel | | | | | | |
| CNG | | | | | | |
| Maruti Esteem | | | | | | |
| Petrol | | | | | | |
| CNG | | | | | | |

amt

Council of Scientific & Industrial Research
Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110 001

EMPANELMENT OF TRAVEL AGENCIES

SEALED TENDERS are invited in Two Bid System from reputed travel agencies located in New Delhi/Delhi having annual turnover of Rs. 15 lakh or more, fleet of 10 or more air-conditioned/non-airconditioned DLY Cars (Model 2007, 2008 & 2009) and 2 years or more experience of providing DLY Cars on monthly rate contract basis to Central Govt. Departments/State Govt./Autonomous Bodies/Banks/PSU's & Corporate Sector for empanelment of travel agencies for hiring of DLY Cars for official use of the CSIR initially for a period of one year on rate contract basis.

Interested travel agencies may apply in writing alongwith credentials/experience certificates for purchase of tender document between **09-03-2009 to 20-03-2009**.

For details visit our website www.csir.res.in.

UNDER SECRETARY (CO)

amf