

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
"ANUSANDHAN BHAWAN", 2, RAFI MARG
NEW DELHI - 110 001**

NOTICE INVITING TENDER

Council of Scientific & Industrial Research invites sealed tenders in two bids systems (A- Technical Bid and B - Financial Bid) from reputed tours and travel agencies / companies located in New Delhi / Delhi having minimum of 3 years experience and annual turnover of Rs.25 lakhs and above in the business of tours and travel / taxi operation for empanelment of firms for hiring of DLY cars as dedicated vehicles and for daily use basis for official use. The contract shall be awarded initially for a period of two years.

Interested agencies may apply in writing for purchase of tender documents alongwith copies of Service Tax/VAT, Registration No./Licence No. of the firm, Permanent Account Number and proof of annual turnover alongwith demand draft of Rs.1000/- (non-refundable tender cost) drawn in favour of Joint Secretary (A), CSIR and payable at New Delhi upto 3.00 P.M on 4th July, 2011. The tender documents shall be available with Section Officer, General Section, Room No. 14, CSIR Hqrs. Bldg., Rafi Marg, New Delhi - 110 001. The duly filled up tender documents alongwith earnest money deposit of Rs.25,000/- shall be accepted upto 2.30 P.M upto 6th July, 2011. Tenders received after due date/time will not be entertained.

Sr. Deputy Secretary (CO)



**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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NEW DELHI - 110 001**

TENDER DOCUMENT

FOR

HIRING OF DLY CARS

(DEDICATED VEHICLES AND VEHICLES FOR DAY TO DAY USE).

Issued to : M/s. /Sh. _____

Address _____

EMD Details :

Pay Order No. _____

Date _____

Amount _____

Drawn on _____
(Banker's Name)

Signature of the tender issuing authority

Hiring of DLY cars for the official use on rate contract basis.

SEALED TENDERS in two bid systems are invited from reputed tours and travel agencies / companies located in New Delhi / Delhi having an annual turn over of Rs.25 lakhs or more in the business of tours and travel / taxi operation for empanelment of firms for hiring of DLY cars for official initially for a period of one year. The contract can be extended further for a period of one year subject to satisfactory services, mutual consent and on the same rates, terms and conditions. The Technical / Financial bid should be in two separate sealed covers with technical marked clearly as '**TECHNICAL BID**' and financial proposal marked as '**FINANCIAL BID**'.

- (a) The Technical Bid should be offered in Annexure - I containing the following details :-
 - (i) Name of the firm
 - (ii) Business address of the firm
 - (iii) Telephone No.
 - (iv) Mobile No.
 - (v) Annual turnover of the firm (Proof of the same must be attached in the form of Chartered Accountant's certificate / last 2 years balance sheet / profit and loss account)
 - (vi) Copy of the details of the past experience of providing services in the same field
 - (vii) Copy of the latest Income Tax return filed and PAN No. (with proof)
 - (viii) The Earnest Money of Rs.25,000/- (Rs. twenty five thousand only) through a Demand Draft / Pay order (No. _____ Date _____ drawn on _____ (Bank Name) and valid upto _____.
 - (ix) 15 digits Service Tax code Number / VAT account no.
 - (x) Copy of Registration / Licence of 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:

- i) There will be no dead mileage. The kilometerage for the purpose of "**vehicle run**" and "**hours of duty**" shall be reckoned from CSIR Hqrs. to CSIR Hqrs. No mileage will be allowed to drivers for lunch / breakfast or for drawal of petrol / diesel / CNG etc.
- ii) The vehicles should be in very good as perfect working condition and are well maintained during the contract period.
- iii) The firms should have at least 3 years of experience in the tour and travel business in providing vehicle / taxi in the Government Sector / PSU's / private sector / Corporate sector and should have an annual turnover of Rs. 25 lakhs or more for the last two years.
- iv) The firm should have atleast 10 DLY registered vehicles in the name of the agency. (Please attach Attested copies of Registration certificate of the vehicles).
- v) The DLY taxi to be supplied should be in excellent condition mechanically as well as get-up wise i.e. outer body / upholstery etc. should be decent looking and should have permit to go to NCR region. The vehicle should not be older than 3 years.
- vi) The owner / firm should be in a position to supply DLY taxis on short notice as and when required.
- vii) The driver of the taxi should be fully conversant with the routes of Delhi / NCR region and should possess valid driving licence in his name.

- viii) The owner / firm should be in a position to provide standby taxi in case of any breakdown.
- ix) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.
- x) In case a vehicle is requisitioned and the same does not reach at the appointed time and place, CSIR will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending bills/security etc. Besides, a penalty of Rs.500/- would be imposed for every such lapse.
- xi) The owner / firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for taxis in emergent cases. The Mobile Number may also be given. The firm should be able to provide taxis on holidays / Sundays also.
- xii) All the charges towards repair / servicing, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
- xiii) The taxis should 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 CSIR shall not be liable in any matter whatsoever.
- xiv) 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, material etc. as per its requirements and the firm will not have any objection to it.
- xv) The car would be used by CSIR for a minimum of 5/10 hrs. on each day, when the car is hired. The hired car could be used on any day beyond 5/10 hrs., if required.
- xvi) If required, CSIR may hire vehicle on monthly basis. The mode of hiring of vehicle would be at the sole discretion of the Council.
- xvii) In case the car provided to CSIR breaks down, during the period of hire, the firm will immediately provide another car.
- xviii) The firm will keep the cars in neat and perfect running conditions.
- xix) Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Delhi courts only.
- xx) Tenderers may please quote their unconditional rates strictly in the attached proforma. Cutting/overwriting, if any should be countersigned.
- xxi) No advance payment, in any case, would be made the firm.
- xxii) The firm will obtain the duty slips every day duly signed by the officer and will maintain the log book also on daily basis.
- xxiii) The bills for hiring of cars would be submitted after the completion of calendar month. Bills for supply of DLY cars for any month along with signed duty slips and log sheets by the users shall be preferred in the first week of the following month to Section Officer, General Section, Room No. 14, CSIR Hqrs., Rafi Marg, New Delhi.
- xxiv) The firm will ensure that vehicles and drivers of the dedicated vehicles are not normally changed. Frequent changes of vehicles and drivers will not be permitted.
- xxv) The customer's list of Ministries/Departments/PSU's etc. who have contacted your firm for hiring of cars may be enclosed while submitting quotations.
- xxvi) The drivers 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. In the event of misbehaviour on the part of drivers, CSIR may impose penalty as deemed fit on the firm.
- xxvii) CSIR will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
- xxviii) The tender has to be accompanied with an **Earnest Money Deposit of Rs.25,000/- (Rs. twenty five thousand only)** in the form of a Demand Draft / Pay order drawn in favour of **"Joint Secretary (Admn), CSIR"** and payable at New Delhi. The agencies selected for

award of work will have to deposit security deposit of Rs.1,00,000/- (Rs. one lakh only) in the form of FDR / Bank Guarantee in favour of "**Joint Secretary (Admn), CSIR**" for the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty /liability of any kind imposed by the Council on account of unsatisfactory services.

- xxix) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms and conditions of the tender.
- xxx) 24 hours / round the clock telephone facility must be available with the transporter / agency.
- xxxi) In case of delay in reporting, a penalty of Rs.50/- per 15 minutes delay shall be imposed.
- xxxii) The daily record (indicating time and mileage) for each vehicle separately shall be maintained in the Log Book for each vehicle.
- xxxiii) 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 officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice of the Inspecting Officers by the users, a penalty of Rs.500/- on each fault will be imposed.
- xxxiv) The Council reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

2. The sealed envelopes (separately for Technical and Financial bids) containing quotations marked "**QUOTATIONS FOR HIRING OF DLY TAXIES**" should be dropped in the Tender Box placed at CSIR Hqrs. Reception **on or before 3.00 P.M on 6th July, 2011.** The tenders received without the earnest money deposit/ after due date and time of submission will not be entertained and rejected summarily.

3. The Council reserves the right to reject any or all the quotations without assigning any reasons thereof.

Signature of the contractor
With date and seal