



# राष्ट्रीय आयुर्वेदीय पंचकर्म अनुसंधान संस्थान

(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्)

“आयुष” मंत्रालय, भारत सरकार, चेरुतुरुत्ति, त्रिशूर, केरल-679 531

**NATIONAL AYURVEDA RESEARCH INSTITUTE FOR PANCHAKARMA**

(CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES)

MINISTRY OF "AYUSH", GOVT. OF INDIA

CHERUTHURUTHY, THRISSUR DIST., KERALA – 679 531

F.No.04/1/2018/NARIP/TECH /SRP 161

Dated: 4 OCT 2018

## NOTICE INVITING TENDER

Sub: Annual contract for hiring of Taxis Daily Basis.

This Institute intends to invite bids for hiring of 5 Seater Vehicle with carrier, without AC, to meet the day to day requirements for undertaking tours to local area (within 80 kms and 8 hours.) of Thrissur and Palakkad districts. The visits to the said places will be in connection with implementation of Swasthya Rakshan Programme which is held frequently in week. The total number of staff will be around four (4) and the cars will be hired on daily basis (kilometers/hour/day basis) depending upon exigencies and requirements.

### General Information of the Tender

a.	Tender Reference No.	F.No.04/1/2018/NARIP/TECH/SRP
b.	Last date and time of receipt of Tenders	22.10.18. before 03.00 PM
c.	Time and date of opening of the Tender	22.10.18.. on 03.30 PM
d.	Place of opening of the Tender	Chamber of the Director
e.	EMD	Rs. 1000/- (by cheque/DD)
f.	Tender document fee	Rs. 200/- (by cash)

The interested firms/agencies may submit/send bids/quotations accompanied by EMD of Rs. 1,000/- + Tender document fee of Rs.200/-and other documents by speed post/by hand to the Director at the afore-mentioned address. The Tender documents can be obtained from the Institute or downloaded from the website ([www.ccras.nic.in](http://www.ccras.nic.in): link Tenders)

Dr.G.K.Swamy  
Director (Institute)



राष्ट्रीय आयुर्वेदीय पंचकर्म अनुसंधान संस्थान  
(केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्)  
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The bids/quotations must be submitted by 03.00 P.M on 22.10.18 and it will be opened at 3.30 P.M on the same day for which each firm may send their representative. The bidders must fill up Annexure-I regarding list of documents submitted and should quote unconditional rates as per Annexure-II only.

The bidders must read all the instructions and terms and conditions of this document carefully before submitting the bid.

**I. General Instructions:**

1. The taxis should not be more than 5 years old.
2. The taxis to be provided by the successful bidder should be tax paid in all respects and registered under GST.
3. The Drivers to be deputed by the successful bidder must be in proper and neat/clean uniform, which would be provided by the contractor only and the Institute shall not bear any expenditure on providing the uniform to the drivers.
4. The Drivers to be deputed by the successful bidder must have at least 3 years experience and holding a valid driving license.
5. The contract shall be awarded for a period of one year from the date of commencement and can be extended/renewed further one year on the same rate and terms and conditions, if the services of the firm are found to be satisfactory.

6. The contracted firm should be in a position to provide taxis on short notices as and when needed.
7. The taxis should be in excellent condition mechanically as well as upholstery wise i.e. outer body/upholstery should be decent looking and should have permit to operate in the State.
8. The drivers to be deployed should be well mannered and fully conversant with local routes within a radius of 80 kms and 8 hours.
9. The contracted firm should be in a position to provide standby taxi in case of any breakdown.
10. In case of breakdown of the vehicle provided by the contractor, all expenses shall be borne by the contracted firm only for arranging substitute vehicle at the point of breakdown. If the firm fails to provide taxi at the break down point, charges from the point of break down to destination are to be borne by the firm only, which would be deducted from the bill of the contracted firm.
11. The owner/representative of the firm must be available, either on landline telephone or mobile phone.
12. The drivers to be deputed by the contracted firm should be equipped with active mobile phone facility. In case of any inconvenience to the officer traveling in the taxi due to non-availability of driver on mobile phone, the officer shall have the liberty to hire another transport. The amount incurred on hiring of transport in such situation will be recovered from the contracted firm in any way.
13. The cost of fuel and maintenance of car, mobile phone charges and salary of the driver will be borne by the bidder.
14. The firm should be able to provide taxis on Saturday, Sunday, Holidays also whenever need arises.
15. The rates quoted by the bidder shall be valid for a period of one year and extendable up to three years due to mutual consent and satisfactory services of the firm.
16. Once the contract is awarded, the rates offered by the contracted firm shall be valid for a period of at least one year from the date of commencement of contract and no change in rates shall be accepted during this period and extendable up to three years with mutual consent of the firm.
17. Compensation and connected expenses, whatsoever, in case of any casualty shall be the liability of the firm and fully borne/paid by the firm only.
18. The Institute will deduct TDS u/s 194 of the IT Act, 1961 to the following documents are to be enclosed duly verified with the quotation.
  - a) Copy of service tax registration certificate.
  - b) The proof of Income Tax paid for the last three years.
  - c) Copy of PAN/TIN, either in name of the firm or the proprietor.
19. No. of Taxis both air-conditioned and Non-A/C, firm is having in its name along with copies of their registration certificates.
20. The contracted firm must be having at least 5 taxis in its name. The documenter evidence viz. verified photocopies of Registration Certificate and Fitness Certificates of Taxis owned by the firm must be submitted.
21. The transporter must enclose the list of Central Govt. Ministries/ Departments/other Govt. Offices/ Undertakings/MNCs to whom the firm is rendering the services for

- providing taxis with documentary proof and their full details like address, name of contact person, if any.
22. An undertaking must be submitted to the effect that the firm has not been black-listed by any of the Govt. Offices.
  23. The firm must be having at-least 5 years experience in the field and a copy of the registration of the firm for running the business, issued by appropriate authority may be enclosed.
  24. Copy of last 3 years service tax paid by the firm must be enclosed with the Technical bids as proof.
  25. Earnest Money Deposit of Rs.1,000/- (Rupees one thousand only) + Tender document fee Rs. 200/-(Rupees two hundred only) to be deposited in the form of bank draft / cash multi- city cheque drawn in favour of NARIP, Cheruthuruthy payable at Shoranur. Quotations received without EMD/Tender document fee shall summarily be rejected and would not be entertained under any circumstances.
  26. The EMD of un-successful bidder shall be refunded after finalization of NIT. The EMD of the successful bidder shall be adjusted towards Performance Security.
  27. The Institute may undertake inspection of Taxi stands/Office of the Transporter to find out the suitability.
  28. The bidder must quote for item wise offer for each items of work in the prescribed proforma enclosed as Annexure-II. Rates once quoted shall be final and binding on the firm until the expiry of the contract. Taxes, levies and any other charges should be indicated separately.
  29. During contract period if need arises for revision of rates due to hike in Petrol/Diesel prices by at least 15% the contracted firm shall take up the matter with the Institute and the matter would be resolved on mutual negotiations. The decision of the Institute will be final in this regard.
  30. The duty point and terminating point in most cases will be Institute and mileage and time will be calculated accordingly.
  31. The parking/toll charges, if any, will be borne by the Institute, which would be paid to the contracted firm on production of receipts along with the relevant period bill.
  32. The bidder must indicate name of the firm and address along with telephone number on the envelope containing both Technical and Financial bids, without fail.
  33. Penalty Clause:
    - a) If the firm fails to provide the taxi in time after confirmation of booking or deny providing the taxi/bus, the firm would be liable to pay Rs.500/- on each occasion and the same would be deducted from the bills submitted by the firm.
    - b) In case of disobedience and misbehavior attitude on the part of driver, reported by the officer/user of the Institute, the penalty of Rs.200/- will be imposed on the firm on each occasion.
  34. Security Money:
    - a) The successful bidder shall have to deposit Performance Guarantee of Rs. 2,000/-(Rupees two thousand only) which must be deposited in form of multi-city cheque/ Bank Draft in the name of NARIP, Cheruthuruthy, payable at Shoranur within 10 days of intimation of the same. The security money will be refunded to the contracted firm after satisfactory completion of contract.

b) EMD/Security money may be forfeited at any time in the following circumstances and the decision of the Director in this regard shall be final and binding on the firm:-

- 1) If the firm violates any of the terms and conditions of this Bid Notice.
- 2) If the services provided by the firm found to be unsatisfactory.
- 3) If the firm declines to continue providing services. xix. Bidders may Please quote their unconditional rates strictly in the enclosed Annexure-II.

35. The authorized signatory of the contracted firm should enclose a copy of NIT along with the signature of the firm's Authorized signatory on each page in confirmation of the acceptance of the conditions mentioned in NIT; otherwise the bid shall be liable to be rejected. Overwriting and omissions/cuttings must be avoided. The authorized signatory should countersign omission/cutting/overwriting otherwise the bid shall be liable to be rejected.
36. All the disputes which may arise at any time relating to the contract shall be settled in Thrissur/Kerala State, Jurisdiction only.
37. The bidders are required to give declaration as per Annexure-I.
38. The Institute reserves the right to accept or reject any bid in full or in part or rejects any or all bids without assigning any reason thereof. The decision of the Director in this regard shall be final and binding on the firm.

Dr.G.K.Swamy  
Director (Institute)

**ANNEXURE – I**

Sl. No.	Particulars of requirements	Whether enclosed or not	Remarks, if any
1.	Turnover of the firm for the last three financial years(Attach copies of Income Tax returns along with copies of final accounts for the last three financial years)		
2.	Earnest Money deposit(Rs. 1,000/-)		
3.	Tender document fee(Rs. 200/-)		
4.	Detailed profile of the firm		
5.	List of clients(copies of award of contract) Proof of experience		
6.	Registration/Service Tax registration details of the firm		
7.	PAN No.		
8.	Undertaking of not blacklisted by Govt Department		
9.	Details of vehicles owned with registration nos		
10.	Whether accepted all the Terms & conditions of the Tender Document		

**SIGNATURE AND SEAL OF THE  
AUTHORIZED SIGNATORY**

**ANNEXURE – II**

SI No	Description	Rate of Non-AC cars with model				
1	Up to 80 Kms & 8 hours					
2	Extra per Km after 80 Kms & 8 hours					

**SIGNATURE AND SEAL OF THE  
AUTHORIZED SIGNATORY**

To

The Director (Institute)  
National Ayurveda Research Institute for Panchakarma,  
Cheruthuruthy-P.O.  
Thrissur(Dist.) Kerala – Pin - 679531.

Sir,

I/we .....who are established and reputed firm dealing with hiring of vehicles hereby offer our quotation against the tender ref. No.....and accept the terms& conditions of the tender and enclose a copy of the tender document duly signed by the authorized signatory.

Yours faithfully,

(Name) for and on behalf of M/s.

.....  
(Name of firm)

Note: - This letter of authority should be on the letter head of the concern and should be signed by an authorized signatory.