



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

AYUSH
EPBX

12 JUN 2019

F. No. 24-3/2016-CCRAS/Admn/1213

Dated: 12.06.2019

NOTICE INVITING TENDER

Sub: Notice Inviting Tender calling quotations in Two Bid systems for hiring of vehicles on need basis.

Director General, CCRAS invites tenders from reputed, experienced and financially sound taxi service providers to provide car rental services to the CCRAS, Janakpuri New Delhi to meet the day to day requirement of cars with and without AC namely Indigo, I-10, Swift Dzire, Innova, Tavera, Wanon-R, Bus (50 seater), Traveller (16 and 12 seater), Tempo Tata 407, Tempo Chota Hathi. The contract will be initially for a period of one year and extendable on year to year basis maximum upto 03 years subject to satisfactory performance of the firm and with the approval of Competent Authority on the terms and conditions of NIT. The rates for different make / model of AC / Non-AC cars will be mentioned in the Financial Bid (**Annexure-II**).

The interested firms / agencies may submit bids / quotations in two bid systems, Technical Bid(**Annexure-I**) accompanied by EMD of Rs.50,000/- and other documents and Financial Bid(**Annexure-II**) both the separate sealed covers containing the 'Technical Bid' and 'Financial Bid' should be kept in another bigger sealed cover superscribed as 'Quotation for Annual Contract for hiring of vehicle. The bidder must indicate name of the firm and address along with telephone number on the bigger envelope containing both Technical and Financial bids, without fail by Speed post to the Dy. Director (Admn.) CCRAS, Janakpuri New Delhi at the above-mentioned address. Alternatively, the quotations may also be put in the Tender Box placed on the second floor adjacent to DD(Admn) chamber. The bids/quotations must be submitted by on or before 03.07.2019 by 2:00 P.M. and Technical Bid will be opened at on the same day at 3:00 P.M.

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 tender carefully before submitting the bid.



Terms and Conditions of contract agreement:

1. The vehicle should not be more than 3 years old.
2. The vehicle to be provided by the successful bidder should be duly tax paid in all respects.
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 Council 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, RC book, pollution check certificate, road tax paid, certificate of insurance of vehicle at the time of reporting.
5. The firm should ensure that the Drivers employed are reasonably educated, having communication skills in local and Hindi/English, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
6. No mileage will be allowed for food/tea to the Driver for local duty.
7. The contracted firm should be in a position to provide taxis on short notices as and when needed.
8. The vehicle 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 NCR of Delhi.
9. The drivers to be deployed should be well mannered and fully conversant with the routes of New Delhi, Delhi Noida, Gurgaon, Faridabad, Ghaziabad etc. within a radius of 200 kms. of NCT Delhi.
10. The contracted firm should be in a position to provide standby vehicle in case of any breakdown.
11. 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 vehicle 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.


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12. The owner/representative of the firm must be available, either on landline telephone or mobile phone.
13. 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 travelling in the vehicle 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.
14. The cost of fuel and maintenance of vehicle, mobile phone charges and salary of the driver will be borne by the bidder.
15. The firm should be able to provide vehicle on Saturday, Sunday, Holidays also whenever need arises.
16. Once the contract is awarded, the rates offered by the contracted firm shall be valid for a period of one year from the date of commencement of contract and further extendable upto three years with mutual consent of the firm and CCRAS. No change in rates shall be accepted/payable during this period.
17. During contract period if need arises for revision of rates due to hike in Petrol/Diesel prices by atleast 15% the contracted firm shall take up the matter with the Council and the matter would be resolved on mutual negotiations. The decision of the Council will be final in this regard.
18. 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.
19. The Council will deduct TDS u/s 194 of the IT Act, 1961.
20. The bidder should have ISO certified firm with sufficient experience in servicing Govt. Organisation, good reputation and financially sound. ISO certificate should be atleast one year old.
21. Copy of RC insurance of 10 vehicles not older than 2016 model in firm name to be attached.
22. The registered office of the bidder should be located either in Delhi/New Delhi within the radius of 5 Km from CCRAS, Hqrs. Office Janakpuri New Delhi.
23. The firm should have capacity of replacing/repairing the vehicle in short time.

24. The kilometre reading shall be taken at the CCRAS Hqrs. Office Janakpuri New Delhi and No Kms. Garage to Garage will be given to the firm.
25. Firm should have an experience of supplying the transport for minimum 10 vehicles per day for last 3 years to Govt. Deptt. Copy of satisfactory completion certificate, supply order and contract copy for supplying 10 vehicles per day to Govt. Departments to be attached.
26. Firm should be registered with ESIC following labour law. The firm should have atleast 10 drivers on their payrolls with ESIC. Copy of latest ESIC return to be enclosed.
27. Police verification of the firm and Prop/Partner/Directors/Driver of the firm to be attached.
28. The bidder must fulfil the all technical eligibility criteria as mentioned in the Annexure-I in order to be eligible for opening of financial bid.
29. The charges of State Tax, Toll Tax and Parking charges etc (if any) shall be borne by the CCRAS on submission of valid receipt by the firm.
30. If the firm fails to provide the vehicle in time after confirmation of booking or deny providing the requisitioned vehicle/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.
31. In case of disobedience and misbehaviour attitude on the part of driver, reported by the officer/user of the Council, the penalty of Rs.200/- will be imposed on the firm on each occasion.
32. The successful bidder shall have to deposit Performance Guarantee of Rs. 1.00 lakh which must be deposited in form of Bank Draft in the name of D.G, CCRAS payable at New Delhi within 10 days of intimation of the same. The security money will be refunded to the contracted firm after satisfactory completion of contract.
33. Security money may be forfeited at any time in the following circumstances and the decision of CCRAS in this regard shall be final and binding on the firm:-
 - a) If the firm violates any of the terms and conditions of the tender Notice.
 - b) If the services provided by the firm found to be unsatisfactory.
 - c) If the firm declines to continue providing services.



34. Bidders may please quote their unconditional rates strictly in the enclosed **Annexure-II**. 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.
35. All the disputes which may arise at any time relating to the contract shall be settled in Delhi Jurisdiction only.
36. The bidders are required to submit all information along with supporting documents as per **Annexure-I**.
37. The CCRAS reserves the right to accept or reject any bid in full or in part or reject any or all bids without assigning any reason thereof. The decision of the Council in this regard shall be final and binding on the firm.

Administrative Officer (Admin.)
CCRAS



Annexure-I

Technical Bid for Hiring of Vehicle

S. No.	Particulars of requirements	Whether enclosed or not	Remarks, if any
1.	Name of the firm and address		
2.	Name of the proprietor of the firm		
3.	Telephone No. of Agency and Proprietor		
4.	The bidder should have minimum Turnover of Rs.50.00 lakh for the last three Financial Years certified by C.A.		
5.	EMD of Rs. 50,000/- by DD/PO/Banker Cheque (Refundable)		
6.	List of Clients (copies of award of contract) Proof of last 3 years of experience. Satisfactory completion certificate for work from Govt. Org.		
7.	Certificate of experience of supplying 10 vehicle per day for last 3 years to Govt. Org.		
8.	Certificate regarding registration of firm in Delhi/New Delhi. Copies of Documentary proof of same must be enclosed.		
9.	Registration certificate in the Govt. Tourism Department (Copy Enclosed)		
10.	The Bidder must have PAN No. Copy of Documentary proof of same must be enclosed.		
11.	Proof of ITR during the last 3 years 2015-16, 2016-17 and 2017-18 or 2018-19.		
12.	GST Registration Number (Copy of GST Registration Certificate to be attached)		
13.	List of minimum 10 drivers engaged by the firm with their bio-data and copy of their local police verification reports.		
14.	The Bidder must submit an undertaking on its letter head stating that they have not been blacklisted by any State/Government/ Central Government/PSU Department in India.		

15.	All pages of the tender document and all enclosures should be serially numbered and signed by the bidder.		
16.	List of atleast 10 vehicles of not older than 2016 model along with copies, of RCs, and Insurance.		
17.	Whether accepted all the Terms and Conditions of the Tender Document.		
18.	Copy of GST returns filed for last year (2018-19) with GST paid by firm.		
19.	Number of drivers with the firm on their payrolls. Registration proof of ESIC and EPF copy (Copies to be enclosed)		
20.	Proof of the address of the firm for distance not more than 5 kilometres from the CCRAS Hqrs. Office Janakpuri New Delhi.		
21.	Copy of police verification of Prop/Partner/Director/Driver of firm.		
22.	The bidder should be an ISO certified firm with sufficient experience in serving Govt, organization good reputation and financially sound (attach copy) the ISO certificate shall be atleast one year old.		

SIGNATURE AND SEAL OF THE AUTHORIZED SIGNATORY

Financial Bid for hiring of Vehicle on need basis

S. No.	Slab of Distance	Rate quoted by the Agency																		
		Wagon-R AC/Non-AC		i-10 AC/Non-AC		Indigo AC/Non-AC		Swift Dzire AC/Non-AC		Tavera AC/Non-AC		Innova AC/Non-AC		50 Seater Bus AC / Non-AC		AC Tempo traveller 16 Seater & 12 Seater		Tata Tempo 407		Tempo Chota Hathi
1.	Upto 40 kms																			
2.	41 to 80 Kms																			
3.	81 to 120 Kms																			
4.	121 to 150 Kms																			
5.	Rate per Kms after 151 Kms. and above																			
6.	Rate per kms. Outside Delhi/NCR																			
7.	Night Charges after 11.00 PM																			
8.	DA per day for Driver Outside Delhi/NCR																			

SIGNATURE AND SEAL OF THE AUTHORIZED SIGNATORY