

Subject: Tender Notice for hiring of Taxi/Cars

Sealed Tenders are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies/Companies located in New Delhi/Delhi, for hiring of atleast two taxis (AC) on regular basis for official use of Building Materials & Technology Promotion Council. Number of vehicles may increase or decrease as per requirement of the Council. The time schedule is as under.-

1. Closing date & time for receipt of bids	13 th April, 2016 upto 3.00 PM
2. Date and time for Opening of Technical Bids	At 3.30 PM on 13 th April, 2016

2. NOTE-

In case the date specified for submission of bid falls on or is subsequently declared a holiday or closed day for this office, the bids will be received upto the appointed time i.e. 3:00 PM on the next working day and will be opened on the same day at 3:30 PM.

2.1 **TWO BID SYSTEM:** The bid should be submitted in a sealed cover in two parts as under:~

- a. 'Technical Bid:- envelope should mentioned "Technical Bid for Supply of AC DLY Taxi" for the year 2016-2017 and it should contain all technical details as per clause 6/EMD and other documents etc. as per the requirement of the bid enquiry.
- b. Financial Bid: The second cover should contain the rates etc. as per Annexure-I, and it should be mentioned "Financial Bid for supply of AC DLY Taxis.

2.2 The technical bid and the financial bid should be sealed by the bidder in separate covers, duly prescribed and both these sealed covers are to be put in a bigger cover, duly mentioned as "Bid for supply of AC DLY Taxis". The cover containing both the bids should be addressed and submitted to the Chief(Administration), BMTPC, IHC, Lodhi Road, New Delhi – 110 003.

2.3 The Technical Bids shall be opened at 3:30 PM on the date as indicated above in the presence of such of the bidders or their representatives, who may wish to be present.

- 2.4 Financial Bid (s) of only those bidder (s) will be opened on a later date whose bids are considered technically acceptable after evaluation by a Transport committee.
- 2.5 Hypothetical/Conditional/Incomplete bid shall not be entertained.
3. **Late Bids:** Bids received after the specified date and time as indicated above will not be considered.
4. Earnest Money Deposit (EMD)
 - 4.1 EMD of Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the form of Demand Draft Pay order from any commercial Bank payable to the Building Materials & Technology Promotion Council, New Delhi must accompany the bid, Bids without EMD and in any other form than prescribed will NOT be considered.
 - 4.2 The EMD should remain valid for a period of 45 days beyond the final tender validity period.
 - 4.3 EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid.
 - 4.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract.
 - 4.5 The bidders should quote their unconditional rates strictly as per the Annexure-I&II Cutting Overwriting, if any, will not be accepted. Each page of the tender should be duly stamped and signed by the authorized signatory.
 - 4.6 In case any bidder is already providing the Taxis to any other Govt. Departments details thereof should also be furnished along with the bids.
5. The Technical bid should contain following details:
 - 5.1 The contractor should have at least two years experience of providing vehicles to Govt., Semi Govt. and PSUs with satisfactory service certificate from the concerned Department need to be furnished along technical bid otherwise tender document will be treated as not acceptable.
 - 5.2 Copy of PAN and Service Tax number.
 - 5.3 A certificate from the bidder that all the terms and Conditions are acceptable to him.

5.4 EMD of Rs. 25,000/-(*rupees twenty five thousand only*)-.

5.5 Copies- of RC of all the vehicles registered in the name of the transport company/firm.

5.6 The bidder should have the ownership of at least 10 vehicles. The bidders are advised to read the instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions; with deviations. In case there are any deviations from the terms & conditions of the tender they may be clearly indicated in the technical bid for consideration.

6 Other Terms and Conditions

6.1 Risk Hire Clause:- In case the firm awarded contract fail to supply the requisite number of vehicles, this office reserves the right to hire the Taxis from other Taxi Stands at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered equally from the firm.

6.2 If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, the BMTPC will have the right to forfeit the EMD.

6.3 The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be traveled in Delhi/NCR and should not be more than 3 years old.

6.4 The Contractor should be able to provide Taxis at a short notice (within 30 minutes). For regular requisitions, the taxi must reach the destination 30 minutes in advance.

6.5 The drives engaged in the Taxis should have valid driving commercial license to operate, the taxi, issued by the Transport Authorities Other necessary certificates like Road Tax clearance, pollution certificate etc. should be in existence for all vehicles quoted.

6.6 The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.

6.7 The driver engaged should be broadly aware of the major routes of Delhi/New Delhi.

6.8 The Vehicles on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The

seat should be comfortable. The seats ,shall always be covered with neat and good quality seat covers. No payment shall be made, if the vehicle is found in dirty or shabby condition.

- 6.9 In case of any break down while on journey, alternative arrangement shall have to be done by the provider failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
- 6.10 The Council reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
- 6.11 **Penalty Clause:** In the event of Contractor failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction of the Council the Competent Authority reserves the right to cancel the contract or withhold the payment' due to contractor in part or full and to forfeit the EMD deposited.
- 6.12 Billing will start from and end with Office premises or designated place and not from and end with the Taxi stand.
- 6.13 At times, BMTPC may need additional number of DLY vehicles on specific days in connection with any conference/ meeting. The Contractor should, be responsible to arrange for additional demand of DLY vehicles by making necessary tie-ups at his end with other DLY Taxi operators and such additional vehicles should be supplied at the contractual rates and terms & conditions.
- 6.14 The contract will be valid for one year from the date of award the contract and extendable for further two years by mutual consent of the parties. No request of hike in approved rates for supply of DLY taxis will be entertained during the period of contact for any other reason what so ever.
- 6.15 If on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
- 6.16 For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries be got attested from the users.

- 6.17 In case of hiring of DLY Taxis, 50 Kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 50 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds 5 hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.
- 6.18 This tender document can also be downloaded from this BMTPC's website:
www.bmtpc.org and Central Public Procurement Portal:
www.eprocure.gov.in
- 6.19 Decision of Competent Authority of the BMTPC regarding acceptance or rejection of a tender will be final and binding.

ANNEXURE-I

Format for submitting financial bid for supply of AC DL Y Taxis* on monthly basis.

S. No	Particulars	Swift Dezire or equivalent cars	SX4 & or equivalent cars	Innova & similar cars
1	3000 KM & 300 hrs (monthly 30/31 days)			
2	Per KM rate for extra Kms for Sl. No.1 & 2			
3	Per hour rate for extra hours for Sl. No.1 & 2			
4	Night charges for outstation			

*No vehicle registered prior to 2013

Certified that all the terms and conditions of the tender document are acceptable to us.

(Signature of the Bidder) Full
name of the firm with
completed office address
and tel. No.

ANNEXURE-II

Format for submitting financial bid for supply of AC DLY Taxis on daily/need basis.

S. No	Particulars	Swift Dezire or equivalent cars	SX4 & or equivalent cars	Innova & similar cars
1	100 KM & 10 hrs			
2	50 KM & 5 hrs			
3	Charges for every additional KM beyond 100 KM			
4	Charges for every additional KM beyond 50 KM			
5	Charges for every additional hour beyond 10 hrs			

Certified that all the terms and conditions of the tender document are acceptable to us.

(Signature of the Bidder) Full name of the firm with completed office address and tel. No.