

NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION,
NEW DELHI

No.:NBCFDC/HR/Tender/2016-17

12 September,2016

TENDER DOCUMENT

(FOR YEARLY EMPANELMENT OF TAXI SERVICE PROVIDERS)
SOUTH DELHI

Sealed Tenders are invited by NBCFDC (A Govt. of India Undertaking), 5th Floor, NCUI Building, August Kranti Marg, New Delhi in Two Bid System, viz, **'Technical Bid' and 'Commercial Bid'** in separate envelopes from reputed Taxi providers for **empanelment to provide Taxi (DLY) minimum one vehicle every day and additional vehicles "as and when required basis"** as per need of the Corporation, as per the following guidelines:-

1.0 General Guidelines & Conditions:

1.1 Submission of Tender

1.1.1 The tender must be submitted to **Company Secretary, NBCFDC, 5th Floor, NCUI Building, August Kranti Marg, New Delhi – 110016** in Two Part Bid System - Technical Bid superscribing 'Technical Bid' and 'Commercial Bid' superscribing 'Commercial Bid' in two separate envelopes. **These two separate sealed envelopes should be placed in another sealed envelope and submitted accordingly.**

1.1.2 Sealed tender shall be received in this office upto **12:00 hrs. on 03.10.2016.**

1.2 **The estimated annual value of the contract would be around `5,00,000/- only. The tenderer shall be required to deposit 2% of the estimated value i.e. `10,000/- as Bid Security (refundable) alongwith the Tender Documents.** The amount may be paid in the form of Pay order/Demand Draft/Bankers Cheque in favour of National Backward Classes Finance and Development Corporation (NBCFDC) payable at New Delhi.

1.3 The technical bid of only such tenderer would be opened, who furnish the Bid Security amount. The Bid security shall be refunded to the tenderers who do not qualify subject to finalization of the Service provider.

1.4 Opening of Bids:

The Technical Bid will be opened on **03.10.2016 at 14:00 hrs.** in the presence of authorized representatives of firms, who are interested to be present during opening of the Tender, by Committee members constituted for the purpose.

1.5 Evaluation of Bids

1.5.1 The technical bids will be evaluated by a committee formed by NBCFDC. The committee at its discretion might visit Agencies Office/Work Place to check infrastructure/relevant documents as available with the tenderer.

1.5.2 The Commercial Bids only of those firms, who qualify the Technical Bid, shall be opened subsequently on a day and time fixed by the Committee after completing the work as per 1.5.1.

1.5.3 Open/stapled/improperly sealed/received by fax/tenders received after stipulated time and day shall not be entertained.

- 2.1 **TECHNICAL/PREQUALIFICATION BID (Refer Annexure-1 for Documentation)**
- 2.2 The agency (Tenderer) should have at least 10 Vehicles (DLY) not older than 3 years, which can be made available to NBCFDC on need basis, as and when required. **(Attach list of vehicles with make, model and registration no.)**.
- 2.3 The agency/taxi operator should be from **South Delhi (about 5 Km radius from this office)**.
- 2.4 The Agency should have completed 05 years in operation **(Attach documentary proof)**.
- 2.5 The Tenderer should have contract with atleast 03 companies (preferably atleast one Govt. organization) for providing taxis service. **(Attach the documentary evidence regarding credentials and clientele alongwith their work orders)**.
- 2.6 The agency should have sufficient man-power to render the services efficiently and also minimum of at least ten vehicles. **(Please attach details of personnel working with the agency alongwith Driving License)**.
- 2.7 The Tenderer should be registered with the Deptt. of Sales Tax/Service Tax/other statutory bodies, as applicable **(Please attach documentary proof alongwith PAN)**.
- 3.0 **PRICE BID/COMMERCIAL BID:**
- 3.1 Separate rates for Indica, Indigo, Swift Desire, Etios, Innova, etc. on daily basis (AC/Non AC) not older than 3 years, may be given. The rates should give details such as (i) per day charges; Km./per day; Hrs. per day (ii) Half day charges; Km. per half day; Hrs. per half day (iii) Driver allowance, if any (iv) Night halt charges (conditions, if any) (v) outstation duty charges (vi) charges for extra Kms. and extra Hrs. in the **Sample format placed at Annexure-2 of the Tender Document**.
- 3.2 Rates on daily basis i.e. per day/half day indicating hours and kms. may be mentioned separately.
- 3.3 The payment shall be made on **garage to garage basis**.
- 4.0 **Terms and Conditions:**
- 4.1 The driver should be of sound health holding valid driving license, conversant with all the areas in Delhi/New Delhi and maintain good hygiene and preferably in uniform.
- 4.2 The vehicle should be kept in good condition at all the times and in case of breakdown of vehicle under any condition, alternate vehicle shall be provided within the earliest possible time. In case, the firm fails to provide alternate vehicle within the stipulated time, proportionate amount shall be deducted alongwith the penalty of Rs.200/- for particular day.
- 4.3 The agency shall ensure that all vehicles are comprehensively insured, all taxes (including Road Tax) are duly paid and permits are available for outstation duties.
- 4.4 ***In circumstances, when the hired vehicle is involved in an accident resulting in loss or damage to property or life with respect to the vehicle, driver, passenger or any 3rd party, the responsibility for any legal or financial implication shall rest solely with the service provider.***

- 4.5 The payment for the hired taxi (s) on daily basis shall be made on **production of bills in the following months through account payee cheque/ preferably through RTGS**. The bill must be accompanied by duly signed duty slips/log book record as being maintained by the taxi provider. The payment will be made within one month from the date of submission of bill.
- 4.6 A single comprehensive rate quotation or incomplete quotation shall be rejected without assigning any reason.
- 4.7 The driver, fuel and maintenance expenses and other running costs shall be borne by the taxi operator/provider.
- 4.8 The management reserves the right to allot separate contracts for taxies to be engaged on contractual basis/daily basis.
- 4.9 The management reserves the right to select or reject any quotation or entire Tender without assigning any reason thereof.
- 4.10 **The estimated annual value of the contract would be about `5,00,000/- only. The tenderer shall be required to deposit 2% of the estimated value i.e. `10,000/- as Bid Security (refundable) alongwith the Technical Bid of the Tender Document.** The amount may be made in the form of Pay order/Demand Draft/Bankers Cheque in favour of National Backward Classes Finance and Development Corporation payable at New Delhi. The Bid security shall be refunded to the tenderers subject to finalization of the Service provider.
- 4.11 The selected firm shall be required to deposit 10% of the estimated value i.e. `50,000/- as **performance security (non-interest bearing) in the form of Pay order/Demand Draft/Bankers Cheque only in favour of NBCFDC** payable at New Delhi. The Performance Security shall be refunded subject to satisfactory and timely completion of job.
- 4.12 The contract amount once fixed will remain in force for a period of **One year and can be extended by another period of one year on satisfactory performance**.
- 4.13 In case of unsatisfactory services, the NBCFDC has the right to cancel the contract, at any point of time, by giving one month's notice.
- 4.14 All disputes or differences, whatsoever, arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof, shall be settled by arbitration in accordance with the rules of arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be final and binding. The Managing Director of the Corporation shall be the Competent Arbitration Officer for the purpose of this contract.
- 5.0 **Standard Terms & Conditions** - (enclosed in the Annexure)

In case your firm is interested and capable of giving the above services, you are requested to **submit your sealed quotations in two part bid system latest by 12:00 hrs. on 03.10.2016**, alongwith the bid amount in envelope of Technical Bid, mentioning Phone No./Cell Phone No./Fax No. The quotation may please be dropped in the Tender Box at NBCFDC, 5th Floor, NCUI Building, August Kranti Marg, New Delhi office or may be sent by **Registered Post** to the **AGM(HR)**, NBCFDC, 5th Floor, NCUI Building, August Kranti Marg, New Delhi -110016 superscribing the **“QUOTATION FOR PROVIDING TAXI SERVICES) – South Delhi”** and sender's name and address in full on the envelope.

STANDARD TERMS & CONDITIONS

1. Tenders not confirming to prescribed requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
2. All documents including Tender Document attached with the Tender should be signed by the tenderer with seal of Agency/Firm.
3. The Tenderer should take care that the rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise making the tender liable for rejection.
4. **Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts/annexure thereof. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.**
5. Any Act on the part of tenderer to influence any body in the Organization is liable to rejection of his tender.
6. The contractor empanelled agency shall comply with all legal requirements involved/applicable in discharge of the assigned job/work.
7. The Agency/firm shall be responsible to provide immediate replacement to take place of any Driver who is not available for duty at the place of duty.
8. The Driver of the Firm shall work under overall supervision and direction of this Organization's Administration Department.
9. The vehicle is required on monthly basis (including Saturdays/Sundays/other gazetted holidays).
10. The successful bidding Agency/Tenderer shall alone be responsible to provide all the statutory benefits to his staff and officials viz; PF, ESI, Bonus, Gratuity, Leave etc, employed by the contractor. The agency shall also comply with all Labour laws in force regarding deployment of Contract workers in respect of services provided.
11. The Quotations must be Un-conditional.
12. The NBCFDC shall have the right to ask for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.
13. The successful bidding agency shall not engage any sub-contractor or transfer the contract to any other persons in any manner.
14. The firms registered under Micro, Small and Medium Enterprises Act must disclose their registration number and shall be eligible for **exemption in Bid Security**.
15. The Corporation reserves the right to cancel the contract and forfeit the EMD in case the quality of the service is not found to be of the desirable standard.
16. In case of any dispute, the decision of the MD of the NBCDC shall be final and binding.
17. In case of delayed and unsatisfactory service, NBCFDC reserves the right to cancel the contract at any time.
18. NBCFDC reserves the right to postpone/recall/reject the full or part of the tender without assigning any reasons thereof.
19. NBCFDC shall not be responsible either for non-receipt of the quotation or its receipt after the stipulated date and time due to any reasons what so ever.
20. When deemed necessary, NBCFDC may seek clarifications on any aspect from the firm. However, that would not entitle the firm to change or cause any change in the substance of the tender submitted or price quoted.

Tender Taxi Service – South Delhi
Prescribed Format for Technical Bid (Compulsory)

SECTION I: Compliance with Minimum Eligibility Criteria

Sl. No.	Criteria	Whether minimum Eligibility criteria fulfilled (Yes/No)	Details of Supporting documents attached. (Page No.)
1.	The agency (Tenderer) should have atleast 10 Vehicles (DLY) not older than 3 years. (Attach list of vehicles with make, model and registration nos.).		
2.	Documentary proof confirming the agency/taxi operator is from South Delhi .		
3.	The Agency should have completed atleast five years of operation in the specified field and must be providing service to atleast three Companies preferably at least one Government/CPSEs (Please attach Work orders).		
4.	The agency should have sufficient man-power to render the services efficiently. (Please attach details of personnel working with the agency alongwith Driving License).		
5.	The Agency should be registered with the Department of Service Tax / other Statutory Bodies, as applicable. (Please attach documentary proof alongwith PAN Number).		
6.	The Agency should furnish last 3 years Income Tax Returns.		
7.	The Agency should not have been blacklisted by any Government Department in India. (Please attach an undertaking signed by the authorized representative of the Agency).		
8.	Bid Security amount (refundable) of `10,000/- (Rupees Ten thousand only) in the form of Pay Order/Demand Draft/Bankers' Cheque in favour of NBCFDC payable at New Delhi.		
9.	The enclosed certificates and documents should be self-attested by the Agencies. The Agencies should submit an Affidavit certifying the authenticity of these documents.		

ANNEXURE-2

S. No.	Particulars	Category	Monthly(2500 Kilometers & 300 Hours)	Per day Charges (80 Kilometer & 8 Hours)	Half day Charges (40 Kilometer & 4 Hours)	Additional Charges per extra Kilometer	Additional Charges per extra hours	Outstation Charges per Kilometer	Night Charges/ Driver Bhatta
1.	Indica/Etios Liva	AC							
		Non-AC							
2.	Indigo	AC							
		Non-AC							
3.	Innova	AC							
		Non-AC							
4.	Swift Dzire/ Etios/Logan	AC							
		Non-AC							
5.	Mini Bus (25/50 seater)	AC							
		Non-AC							
6.	Maruti Van/EECO	AC							
		Non-AC							

(* The automatic conversion of Half day (04 Hrs./40 Kms) duty to Full Day (08 Hrs./80 Kms) Duty will be after fulfilling both the criteria's. Please quote rates accordingly.

(* Toll tax shall be applicable for outstation duty however permit charges for all the states is to be borne by the service provider.

(* Service Tax, etc (as applicable) shall be charged extra.

(* Any other charges not covered above may be mentioned separately.