E - TENDER NOTICE

Tender Ref No:FRBO/Tender-Taxis/2020Date: 17/03/2020

Tenders are invited from the eligible Agencies for HIRING OF TAXISfor BIS Office at Faridabad Branch Office, SCO 21 Sector 12 Faridabad - 121007. Last date of Bid Submission End date is 09.04.2020 (upto 1400 hrs). For further details, see website of BIS i.e. www.bis.org.in or www.eprocure.gov.in portal

Section Officer Bureau of Indian Standards Faridabad

BUREAU OF INDIAN STANDARDS (Faridabad Branch Office)

Our Ref: FRBO/Tender-Taxis/2020Date: 17/03/2020

NOTICE INVITING QUOTATIONS FOR <u>HIRING OF TAXIS</u> FORBUREAU OF INDIAN STANDARDS, FARIDABAD BRANCH OFFICE

Bureau of Indian Standards (**BIS**), Faridabad Branch Office, SCO 21 Sector 12 Faridabad invites Tenders intwo bid system from registered/ reputed agencies/firms for Annual Rate contract for **HIRING OF TAXIS**(Diesel/Petrol driven)**as and WHEN REQUIRED basis FOR A PERIOD OF ONEYEAR** (extendable for further two more years on yearly basisbased on satisfactory performance).

<u>Technical bid and Financialbid - filled in the specified proforma shall be Uploaded through</u> online process- reach lastly by**09.04.2020upto14:00 hrs.**

The blank Tender Document along with all terms and conditions is available in the Office from 19.03.2020 to 09.04.2020(upto 1100 hrs). The Tender Document can also be downloaded from our website at www.bis.org.in&www.eprocure.gov.in.

The Tender shall be in Two Bid Systems i.e. 1) <u>Technical Bid</u> and 2) <u>FinancialBid</u>. The Technical Bids shall be opened **on 10.04.2020at 1500 hrs** at the above address by the Committee authorized by this office and in the presence of such tenderers or their authorized representative who may wish to be present. **The Competent Authority reserves the rights to cancel anyor all the tenders without assigning any reason.**

		Signature	•••••
Place: Faridabad	Name:	Jaipal Singh	
Designation: Section	Officer Date: 19 03	2020	

Annexure I

"Hiring of TAXIS"

- **Parties:** The parties to the Contract will be contractor who will be providing the taxis services and theBureau of Indian Standards (BIS), Faridabad Branchwho would be availing the services.
- Addresses: For all purposes of the contract including arbitration there-under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address and contact number(s) by a separate letter sent by Speed post/registered post with acknowledgement due to the Bureau of Indian Standards (BIS), SCO 21 Sector 12 Faridabad 121007.
- 3 The contractor shall be solely responsible for the consequences of any omission or error to notify change of address and/or contact number(s) in the aforesaid manner.
- 4 Preparation and submission of Tender: The tender should be submitted through online portal in two parts namely, Technical Bid (in form given in Annexure-3) and Financial Bid (in form given in Annexure-4).

5 Earnest Money/Bid Security

- 5.1 The Bidder shall deposit with the Bureau a sum **Rs 16000.00**, **as an interest free Earnest Money Deposit (EMD).** The Earnest Money shall be deposited in the form of Demand Draft/Pay Order in favour of Bureau of Indian Standards, payable at Faridabad.
- 5.2 The failure or omission to deposit the Earnest Money shall disqualify the Bid and the Bureau shall exclude from its consideration such disqualified Bid(s).
- 5.3 If the successful bidder does not pay the Performance Security in the prescribed time limit or fails to sign the Agreement Bond, Earnest Money deposit of the successful bidder will be forfeited by the Bureau.
- 5.4 The Earnest Money of unsuccessful bidders shall be refunded after the successful bidder furnishes the required Performance Security to the Bureau and signs the contract or within thirty days of the expiry of validity period of Bids, whichever is earlier.

6 Performance Security

6.1 To ensure due performance of the contract, an interest-free Performance Security Rs. 40000/- shall have to be deposited by the contractor in the form of an

Account Payee Demand Draft in favour of 'Bureau of Indian Standards' payable at 'Faridabad.'

- 6.2 Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor.
- **Signing of Tender:** The individual signing the tender or other documents connected with contract must specify whether he signs as:
 - (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
 - (b) Partnership firm, in which case he must have authority to execute the
 - (c) Director(s) or Principal Officer of the Company duly authorized by the Board of Directors of the Company, if it is a Company.
- **Technical Bid:** The Technical bid should be submitted in form given in **Annexure-3**along with registration particulars (registration and recognition of firm as a taxi or local transport service) provider, copy of PAN card, full details of the numbers of taxis (or similar type of vehicles registered as taxis) registered in the name of the bidder or his firm with photocopies of RCs, insurance details, GSTRegistration number, Experience Certificate. Certificate of turnover and other information sought in **Annexure-2**.
- 9 FinancialBid: FINANCIAL BID FORMAT
- a) Price Schedule(s) as per the BoQ format filled up with all the relevant information to be uploaded in the form of BOQ_PriceBid.xls.
- The price bid format is provided as BoQ_PriceBid.xls along with this Tender Enquiry Document at https://eprocure.gov.in/eprocure/app. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. The wages quoted shall be inclusive of the bonus payable by the contractor to the technical persons and the administrative charges (if any) deployed in the Bureau. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with the Bureau.
 - b) The authorized signatory of the bidder must digitally sign the bid. Bid sent by fax/email shall not be considered.be ignored
 - Terms of payment as stated in the Tender Documents shall be final. The taxes liable would be deducted at source as per Government rules and guidelines, if any, will be prevailing at the time of payment.
 - 11 Validity of the Bids: The bids shall be valid for a period of 90 days from the date of opening of thetender.
 - 12 The Tender received through post: In case any tender is received after the stipulated date

andtime, the same will not be accepted and rejected the same without any further intimation to the bidder. The responsibility for timely submission of the tender by the stipulated date and time shall lie on the bidder.

- Opening of Tender: The technical bids will be opened by the Tender Opening &Evaluation Committee of BIS, Faridabad Branch Officeat 1500 hrs on 10.04.2020 at this Office. Online portal Data containingtechnical bids will be opened in the presence of tenderers who may wish to be present at the time of opening of the technical bids. The bidder is at liberty either himself or authorizes, not more than one representative to be present at the time of opening of the tender. The representative attending during opening of the tender on behalf of the bidder should bring with him a Letter of Authority from the tenderer and proof of identification.
- Criterion for Evaluation of Tender: After the opening of the technical bid, the same will bevaluated by a Committee. In case the committee decides for seeking further information/clarification, the same shall be provided by the bidder. Those bids which meet the technical requirements, the financial bid of such qualified bidders will be opened on a specified date and time by the committee. The bidder is at liberty to be either present himself or authorize, not more than one representative, to be present at the time of opening of the financial bid. The Bids will be opened by a Committee in the presence of the representative of the bidders who may wish to be present on that day. The tenderer who will be awarded the contract will commence the taxi services as indicated by BIS. The contract willbe further extendable on yearly basis (maximum for three years from award of contract/signing of agreement), if the performance/service is found satisfactory.
- **Right of Acceptance:** The Bureau of Indian Standards reserve all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind it to accept the lowest or any specific tender. The decision of the Competent Authority of BIS in this regard shall be final and binding. Any failure on the part of the bidders to observe the prescribed procedure and any attempt to canvas for the work will prejudice the tender submitted by the tenderer.
 - 15.1 Tenders not in conformity with the prescribed terms and conditions will stand disqualified.
- **Communication of Acceptance:** Successful bidder will be informed of the acceptance of his bid.EMD of the successful bidder will be refunded after deposition of security deposit as mentioned in Clause 6 above and the same will be returned after successful expiry of the contract.
- 17 Signing of the Agreement by the successful bidder who have been awarded the Contract for providing taxis by the Competent Authority of the Bureau
 - 17.1 He/She shall have to sign the contract agreement on a non-judicial stamp paper of Rs.100.00. Any failure on the part of the bidder for not signing the contract agreement or fulfilling the conditions as provided in the tender contract will be dealt as per the

condtions of Tender Document. After signing of the Agreement the bidder will be addressed as "Contractor".

- 17.2 In case the bidder after awarding of the contract fail to sign the contract agreement within a period of 30 days, the offer of the award of contract will be cancelled without any extension.
- **Penalty:** In case ofbreach of any conditions of the contract as losses caused including excess costdue to hiring of Taxi from the market in the event of Contractor failing to provide requisitioned Taxis, the Bureau shall make deductions at double the rate of hiring rate on pro rata from the pending/upcoming bills of the contractor.
- Breach of Terms and Conditions: In case of breach of any of the terms and conditions mentionedabove, BIS will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Bureau in that event and the security deposit will be forfeited.
- **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any otherperson or party.
- 21 The tender will not be transferable.
- **Termination of the Contract:** Either the party can terminate the contract by giving sixty days**notice.**
- **Terms of Payment:** Payment will be made as per the agree terms & conditions on receipt of monthly bills. Income tax as applicable shall be deducted from the bill unless exempted by the Income Tax Department. No payment shall be made in advance.

Annexure-2

TENDER AND TECHNICAL SPECIFICATION

Sub: Notice Inviting Tender for "Hiring of Taxis"

PART-I

ELIGIBILITY CRITERA/PARAMETERS AND TECHNICAL SPECIFICATION FOR HIRING OF TAXIS

- The Agency/Firm, etc should be serving at least one Govt. organization/PSU/Public Limited Company on regular basis at present and should able to provide at least 04Taxis.
- 2 Taxis to be provided by the Contractor should be in perfectly sound running condition i.e. suitable for use by the Officers/Officials of BIS.
- 3 (i) The firm should ensure that the drivers employed hold valid driving license, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as with the security instructions.
 - (ii) The firm should ensure that none of the driver has any criminal/legal case pending against him in any police station or court of law.
 - (iii) Each driver employed by the firm must have a cell-phone duly activated.
 - (iv) No mileage will be allowed for lunch/tea etc. to the driver. The drivers are not allowed to take hired vehicles for their personal lunch and/or tea during duty hours.
 - (v)The service provider and the drivers should ensure that each vehicle is neat and clean, as well as operationally fit (i.e. with no known fault) and sufficient fuel when on duty.
 - (vi)Each driver should preferable be able to understand English /Hindi and/or the local language.
 - (vii)The time and distance in respect of hired taxis will commence and terminate either from/to the Bureau of Indian Standards, Faridbador the residence of the officer(s)/official(s).

ANNEXURE -3

TECHNICAL INFORMATION

SUB: TENDER FOR "HIRING OF TAXIS"

1	Name of the Tenderer/Concern	:
2	Address (with telephone & mobile numbers)	:
3	Nature of the concern (Sole Proprietor or Partnership firm or a Government Department or aPublic Sec	
4	Registration Number of the Firm (attested photocopy of registration shout) PAN	:ld be attached)
5	Annual turn-over of firm (attach proof)	÷
6	Income Tax Clearance Certificate (attach certified copy)	:
7	GST Registration Number (attach certified copy)	:
8	Whether eachpage of Tender and Annex	xures have been signed and stamped : Yes/No
9		dress and Telephone number to whom services have s with period of contract to be enclosed.
10	Registration Nos of Taxis together with valid insurance should be attached in a	make with photocopies of registration book and separate sheet.
11	Any other information important in the	opinion of thetenderer.
Date	:	(Authorized Signatory)
		Seal of the firm

FINANCIAL BID

TENDER FOR HIRING OF TAXIS ON NEED BASED RATES

Sl No	Particulars	Rate/Price
1	Innova/ Scorpio	
	Daily basis upto 40 kms (5 hours)	
	Daily basis upto 80 kms (8 hours)	
	Daily basis upto 150km (12 hours)	
	Charges for extra km (per km) for vehicle	
	Charges for extra time (per hour) for vehicle	
	Night stay charges	
2	Car of Mid Segment: Maruti Swift dzire, Hyundai Accent or equivalent	
	Daily basis upto 40 kms (upto5 hours)	
	Daily basis upto 80 kms (upto8 hours)	
	Daily basisupto 150km (upto12 hours)	
	Daily basis upto 250km (upto 12 hours)	
	Charges for extra km (per km) for vehicle	
	Charges for extra time (per hour) for vehicle	
	Night stay charges	
3	Car of Mid Segment: Maruti Desire or equivalent on monthly basis for regular office work(2400 KM's and 300 Hours in Total).	
4	Tax –GST	
5	Including Toll Tax	

I/We give an undertaking that I/We have read the Bid document and understood all terms & conditions for the supply of the vehicles and agree to abide by these terms & conditions.

Date : Name and Signature of the Firm/Company
Place : Seal of the firm/Company

AGREEMENT

M/s (hereinafter referred to as the CONTRACTOR	day of (Month) 2020 between (Name and Address of the Contractor)
	which expression shall, unless it be repugnant to the
·	and include its successors and assigns) of the ONE
	dabad Branch Office, SCO 21 Sector 12 Faridabad,
	AU, which expression shall, unless it be repugnant to
	mean and include its successors and assigns) of the
OTHER PART.	mean and merade its successors and assigns, or the
WHEREAS the Contractor is a transporter (Deta	ails of business)
	te, enacted by Parliament. The Bureau intends to hire
	s, therefore, invited bids through Open or Advertised
/ Limited / Single Tender enquiry dated	·
WHEREAS the Contractor (successful bidde	er) submitted his bid vide in
	ected as 'successful bidder' pursuant to the bidding
	arded the 'Letter of Acceptance' (LoA) No.
the Contractor on	. , ,
•	abide the terms and conditions as mentioned in
"Annexure-1 and Annexure-2 (Conditions of	Contract) of Tender Document".
(Signature of Contractor/	(Signature of Authorized Officer of the Bureau)
Authorized Representative)	,
Name	Name
Designation	Designation
Name Designation Address	DesignationAddress
DesignationAddress	DesignationAddress
Designation	DesignationAddress
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DesignationAddress Seal of the Firm/Company	DesignationAddress Seal of the Bureau
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Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

1. Registration

- Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID/Password and the password of the DSC/e-Token.

2. Searching ForEoI Documents

- There are various search options built in the CPP Portal, to facilitate bidders to search active EoI by several parameters. These parameters could include EoIID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for EoI, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a EoIpublished on the CPP Portal.
- Once the bidders have selected the EoIthey are interested in, they may download the required documents/EoI schedules. These EoI can be moved to the respective 'My EoI' folder. This would enable the CPP Portal to intimate the bidders through

SMS/e-mail in case there is any corrigendum issued to the EoI document.

• The bidder should make a note of the unique EoI ID assigned to each EoI, in case they want to obtain any clarification/help from the Helpdesk.

3. **Preparation of Bids**

- Bidder should take into account any corrigendum published on the EoI document before submitting their bids.
- Please go through the EoI advertisement and the EoI document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the EoI document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents and keep it as a repository.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

4. Submission of Bids

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the EoI document.
- Bidder has to select the payment option as "offline" to pay the EoI fee/EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the EoI document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the

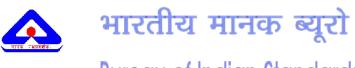
EoIdocuments. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the EoI document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded EoI documents become readable only after the EoI opening by the authorized bid openers.
- The uploaded EoI documents become readable only after the EoI opening by the authorized bid openers.
- Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

5. Assistance To Bidders

• Any queries relating to the EOI document and the terms and conditions contained therein should be addressed to the

- EoIInviting Authority for a EoI or the relevant contact person indicated in the EoI.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Nos. 0120-4200462, 0120-4001002



Bureau of Indian Standards

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