



File Ref: CCMB/Gen/Taxies/2018

Date: 19.1.2018

NOTICE INVITING TENDER (NIT)

Online Bids are invited on behalf of **Director, CSIR-CCMB**, Hyderabad in **Two Bids (Technical Bid & Financial Bid)** format for the following Annual contract :

Sl. No.	Name of Work	Estimated cost (Rs.)	Tender cost (Rs.)	EMD (Rs.)
1	Annual Contract for Supply of Taxies and Other Vehicles to CCMB	2,00,000/- for one year	100/-	4,000/-

CRITICAL DATE SHEET

Tender No.	CCMB/Gen/Taxies/2018
Tender Submission Start Date and Time	22.1.2018 (Monday) at 6.00 PM
Tender Submission End Date and Time	12.2.2018 (Monday) upto 3.30 PM
Date and Time for Opening of Tenders	13.2.2018 (Tuesday) at 3:30 PM
Address for Communication	The Controller of Administration CSIR – Centre for Cellular & Molecular Biology (CCMB) Uppal Road, Habshiguda Hyderabad 500007, TELANGANA E-mail: coa@ccmb.res.in

Tenders shall be submitted only using this **online** web portal <https://etenders.gov.in> and tenders in hard copy by mail / hand shall not be considered.

EMD in the form of a Demand Draft in favour of Director, CCMB may be submitted in an envelope duly superscribed “**TENDER FOR THE ANNUAL CONTRACT FOR SUPPLY OF TAXIES AND OTHER VEHICLES TO CCMB**” to Controller of Administration, CCMB, Hyderabad 500 007. Tender received without EMD will be summarily rejected.

Sd/-
[P Sudha Rani]
Administrative Officer

TERMS AND CONDITIONS

1. The successful tenderer will have to enter into an agreement with CCMB for a period of one year, failing which the EMD will be forfeited. The EMD will also stand forfeited if the successful bidder fails to execute the contract or withdraws or refuses to accept the tender on notified rates or violates any other terms & conditions of the tender.
2. The Successful Tenderer shall have to deposit a Security deposit of **Rs. 20,000/- (Rupees Twenty Thousand only)** with CCMB by way of FDR in favour of Director CCMB for a period of 18 months from the date of start of contract. The security deposit is refundable after due fulfillment of contractual obligation on termination of the contract after deducting any penalty/any liability of any kind imposed by CCMB on account of unsatisfactory services.
3. Tenderers may please quote their unconditional rates strictly in the attached proforma. Cutting /overwriting, if any should be counter signed.
4. There will be no dead mileage. The kilometerage for the purpose of 'vehicles run' and 'hours of duty' shall be reckoned from the point of reporting for duty to the point of vehicle release. No mileage will be allowed to drivers for lunch/breakfast or for drawal of Petrol /diesel etc.
5. The vehicles to be supplied during the contract period should be in very good working condition and well maintained and should be of models not later than 2012. The vehicles so supplied should have the permit from the Transport Authority to go around city and the State.
6. The firm should have at least 10 Telangana/AP registered vehicles of the models/ brands requisitioned in the tender in the name of the Agency (please attach Attested copies of Registration Certificate of the Vehicles)
7. The owner /firm should be in a position to supply Telangana/AP vehicles /taxies on short notice as and when required.
8. The owner /firm should be in position to provide standby taxi in case of any break-down and expenses will have to be borne by the firm.
9. In case the vehicle is requisitioned and the same does not reach at the requisitioned time and place, CCMB will be free to call another vehicle from the open market and expenses on this account will be deducted from the pending Bills /Security deposit of the firm. Besides, a penalty of Rs.500/- would be imposed for every such lapse.
10. The owner /firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for taxies in emergent cases. The Mobile Number of the concerned manager of the Agency may also be

- given for the purpose of booking etc., The firm should be able to provide taxis on holidays/Saturdays/Sundays also.
11. All the charges towards repairs/servicing, salary of the driver, fuel expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
 12. The taxis should be insured in all respects by the firm. In case of any accident or theft etc., all the claims arising out of it will be met by the agency and CCMB shall not be liable in any matter whatsoever.
 13. The car with the driver having a valid license to drive the said vehicle would be placed by the agency at the disposal of CCMB as and when required.
 14. CCMB would be free to use the hired car in any manner for carrying officials, materials etc., as per its requirements and the firm will not have any objections to it.
 15. The mode of hiring of vehicle would be at the sole discretion of CCMB.
 16. The compensation, connected expenses and legal disputes between the firm and the staff deployed and any unforeseen casualty shall be borne /paid/settled by the firm and the department in no way shall be party to the dispute and will have no liability on this account.
 17. The driver of the taxi should be experienced in driving and fully conversant with the routes of Hyderabad, Secunderabad, Medchal, Rangareddy regions etc. and should possess valid driving license in his name. Driver should be well qualified, well mannered to handle the guest.
 18. The driver on duty should have a cell phone for the purpose of quick communication in case of urgency.
 19. The drivers must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. In the event of misbehavior on the part of drivers, CCMB may impose penalty as deemed fit on the firm.
 20. All vehicles to be hired should have proper copies of relevant documents like registration certificate, proof of taxes paid, valid pollution control certificate, valid insurance, valid permit, so that guests are not put to any inconvenience.
 21. The firm who supplies the taxis should obtain the duty slips everyday duly signed by the transport in-charge/officer.
 22. No advance payment, in any case would be made to the firm.
 23. The firm will ensure that vehicles and the drivers are not normally changed. Frequently changes of vehicles and drivers will not be permitted.
 24. In case of delay in reporting, a penalty of Rs.50/- per 15 minutes delay shall be imposed.

25. A penalty of Rs.500/- per day vehicle may be levied if any vehicle fails to meet the above terms and conditions on any day.
26. Vehicles supplied by the firm will be regularly inspected by nominated officer(s) for the purpose and in case of non-compliance of any of the condition of the tender, if brought to the notice by the users or inspecting officer, a penalty of Rs.500/- on each fault will be imposed.
27. The disputes emanating from the contract shall be adjudicated through the sole arbitration of Director, CCMB or his nominee. Further the contract will be interpreted under Indian Law. At first the same shall be resolved amicably by mutual consultation. If such resolution is not reached within a period of 30 days from the date of making a written complaint by either part to the other party, either party shall refer such dispute to the Sole Arbitrator and the award of the sole arbitrator shall be final and binding on both the parties. The arbitration proceedings shall take place under the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment in the act thereof. Cost of the arbitration proceedings shall be borne by both the parties in equal share.
28. Service Tax Registration is mandatory and its number should invariably be mentioned on the bill and prevailing rate of Service Tax should be indicated in your quotation.
29. Income Tax and Surcharge on I.T will be charged as per the Government rates. The Income Tax PAN Number should be mentioned in the quotation and a copy attached with the quotation.
30. Rates quoted should remain unchanged and valid for the entire period of contract.
31. Parking fee, permit Entrance, Toll Tax etc., will be paid by CCMB along with the bill on production of proof.
32. Payment will be made within fifteen days from the date of receipt of the bill.
33. The Contract may be extended further for a further period on mutually agreed terms and conditions.
34. Kilometers will be calculated from CCMB to CCMB and the tenderers should be able to supply the vehicles within 15 to 30 minutes.
35. CCMB will not be responsible for any challan, loss damage or accident to the vehicle or to any other vehicle or injury.
36. The Council reserves the right to cancel/reject the contract at any time without assigning any reasons whatsoever.

I/We agree to abide by the terms and conditions mentioned above.

Date:

Name, Signature and Seal of the Tenderer

ANNEXURE - I
TECHNICAL BID

1	Name of the firm/Company	
2	Complete Business Address of the firm with Telephone and Mobile No.	
3	Location of the Garage with phone No.& Address	
4	Tender Cost of Rs.100/- and EMD of Rs.4000/- in the form of Bank Draft in favour of Director, CCMB Hyderabad along with technical bid	
5	Mention the Annual turnover of the agency for Last year(attach proof in the form of CA's Certificates of last year's Balance Sheet/profit And loss A/c statement)	
6	Total fleet of vehicles with the agency, which Can be provided for hiring purpose. Please also indicate clearly whether in the firm Will be able to provide at least 5 or more Telangana/AP Registered cars on daily basis in case of requirement	
7	List of clients like the CSIR labs/Government Sector/PSUs/Private sector/corporate sector To whom the firm has provided taxi services Within the city/ Telangana/AP in the last two years (also attach copies of experience certificates/ Documents in support of satisfactory completion Of the contract)	
8	Name & Address of the Departments /Ministries And other organization where present, taxies are engaged on regular /monthly basis (self certified Duly stamped copies of Contract letter be Attached	
9	Copy of latest Income Tax return and PAN Number ((with proof)	
10	GST No.(with proof Of registration)	
11	Copies of RCs of at least 10 AP/Telangana Registered Cars owned by the agencies	
12	Copy of Registration No./Licence No.of the firm	

This is to certify that I / We before signing this tender have read and fully understand all the terms and conditions contained herein and undertake myself/ourselves to abide by them

Signature and Seal of the Tenderer
Date:

ANNEXURE II

FINANCIAL BID I

Particulars	Tata Indica		Tata Sumo / Qualis / Tavera		Mid Size Vehicle like Indigo / Dzire / Logan etc.		Innova	Luxury Vehicles	Swaraj Mazda		Bus	
	Non A/C	A/C	Non A/C	A/C	Non A/C	A/C	A/C	A/C	Non A/C	A/C	Non A/C	A/C
1 Hr / 10 Km												
2 Hr / 20 Km												
3 Hr / 30 Km												
4 Hr / 40 Km												
5 Hr / 50 Km												
6 Hr / 60 Km												
7 Hr / 70 Km												
8 Hr / 80 Km												
9 Hr / 90 Km												
10 Hr / 100 Km												
11 Hr / 110 Km												
12 Hr / 120 Km												
Corporate discount												
Extra per Km												
Extra per Hour												
Cancellation charges												
Driver Bhatta, if any												

Signature and Seal of the Tenderer
Date:

ANNEXURE III

FINANCIAL BID II

Particulars	Logan / Indigo / Renault etc.	Indica	Omni Van	Innova
All inclusive Rate per Kilometre				
Corporate Discount to CCMB				
Any taxes applicable				

Signature and Seal of the Tenderer
Date: