

	<p style="text-align: center;">सीएसआईआर-कोशिकीय एवं आणविक जीवविज्ञान केन्द्र CSIR-CENTRE FOR CELLULAR & MOLECULAR BIOLOGY (वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्) (COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH) उप्पल रोड, हैदराबाद/Uppal Road, Hyderabad – 500 007 (तेलंगाना/TELANGANA) भारत/India</p>
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File Ref: CCMB/Gen/Taxies/PP/2018

Date: 23.1.2018

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 to CCMB on Point to Point Basis	4,00,000/- for one year	100/-	8,000/-

CRITICAL DATE SHEET

Tender No.	CCMB/Gen/Taxies/PP/2018
Tender Submission Start Date and Time	24.1.2018 (Wednesday) at 1:00 PM
Tender Submission End Date and Time	13.2.2018 (Tuesday) up to 1:00 PM
Date and Time for Opening of Tenders	14.2.2018 (Wednesday) at 3:00 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 **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 TO CCMB ON POINT TO POINT BASIS**” 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. Tenders received without EMD/incomplete EMD shall be summarily rejected. The EMD is refundable without any interest, on termination of the contract, after finalization of the contract.
2. The successful tenderer shall have to deposit a **Security Deposit @ 10% of the Estimated Cost, i.e., Rs. 40,000/-** (Rupees Forty Thousand only) with CCMB by way of Fixed Deposit Receipt (FDR) in favour of the Director, CCMB for a period of 18 months from the date of start of the contract. The Security Deposit is refundable after due fulfillment of contractual obligation or on termination of the contract after deducting any penalty/any liability of any kind imposed by CCMB on account of unsatisfactory services.
3. 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.
4. Tenderers may please quote their unconditional rates strictly in the attached proforma. Cutting/overwriting, if any should be counter signed.
5. 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.
6. The owner/firm should be in a position to supply Telangana/AP vehicles/taxies on short notice as and when required.
7. 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 2016. The vehicles so supplied should have the permit from the Transport Authority to go around city and the States of Telagana/AP.
8. 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).
9. The owner/firm should be in a position to provide standby taxi in case of any break-down and expenses will have to be borne by the firm.
10. 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.
11. 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 as in an emergency 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 taxies on holidays/ Saturdays/Sundays also.
 12. All the charges towards repairs/servicing, salary of the driver, fuel expenses, any other incidental expenses on operations and maintenance of the hired car would be borne by the firm.
 13. The taxies 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.
 14. 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.
 15. 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.
 16. The mode of hiring of vehicle would be at the sole discretion of CCMB.
 17. 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.
 18. 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.
 19. The driver on duty should have a cell phone for the purpose of quick communication in case of urgency.
 20. 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.
 21. 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.
 22. No advance payment, in any case would be made to the firm.

23. 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.
24. 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.
25. The disputes emanating from the contract shall be adjudicated through the sole arbitration of the 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.
26. Income Tax 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.
27. 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.
28. Rates quoted should remain unchanged and valid for the entire period of contract.
29. Parking fee, permit Entrance, Toll Tax etc., will be paid by CCMB along with the bill on production of proof.
30. Payment will be made within thirty days from the date of receipt of the bill.
31. The Contract may be extended further for a period on mutually agreed terms and conditions.
32. CCMB will not be responsible for any challan, loss damage or accident to the vehicle or to any other vehicle or injury.
33. The Council reserves the right to cancel/reject the contract at any time without 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 number and address	
4	Details of Tender Cost of Rs. 100/- enclosed in the form of Demand Draft in favour of the Director, CCMB, Hyderabad	
5	Details of EMD of Rs. 8,000/- enclosed in the form of Demand Draft in favour of the Director, CCMB, Hyderabad	
6	Mention the Annual turnover of the agency for the last year (attach proof in the form of CA's Certificates of last year's Balance Sheet/Profit and Loss A/c statement)	
7	Total fleet of vehicles with the agency, which can be provided for hiring purpose. Please also indicate clearly whether the firm will be able to provide at least 5 or more Telangana/AP Registered cars on daily basis in case of requirement	
8	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/AP/Telangana in the last two years (also attach copies of experience certificates/documents in support of satisfactory completion of the contract)	
9	Copy of latest Income Tax return and PAN Number	
10	Goods and Service Tax (GST) Code No. (with proof of registration)	
11	Copies of RCs of at least 10 Telangana/AP 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

Particulars	Logan / Indigo / Dzire / Renault etc.	Indica / Datsun / Maruthi Eco	Tata Sumo / Qualis / Tavera / Maruthi Bressa / Ford Ecosport / Tata Nexon / Maruthi Ertiga / Mahindra Xylo	Innova / Crysta / Hyundai Creta / Mahindra XUV500 / Mahindra Scorpio / Renault Duster
All inclusive Rate per Kilometre				
Corporate discount to CCMB				
Any taxes applicable				

Signature and Seal of the Tenderer
Date: