

TENDER DOCUMENT

[A] BACKGROUND

National Institute of Electronics and Information Technology [NIELIT], an autonomous Scientific Institute of Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India, mandated with carrying out HR development and related activities in the area of information, electronics and communications technologies, is implementing DOEACC Scheme, which has been launched jointly by AICTE and Department of Information Technology [Formerly, Department of Electronics] with a view to utilize the resources available with the Computer Training Institutions in the non-formal sector to provide quality education and training in the area of IT. The scheme consists of courses at four levels, namely, 'O' level - Foundation equivalent, 'A' level - Advanced Diploma equivalent, 'B' level - MCA equivalent and 'C' level - conceived to be M.Tech. equivalent. Under the Scheme, the Institute designs and regularly updates syllabi, accredits the courses of the institutions, subject to meeting a well-defined criteria for respective levels, conducts examinations twice in a year and issues Certificates to the successful candidates in respect of all the courses offered under the Scheme.

NIELIT has presence at over 26 locations all over the country through its own Centres/Extension Centres/Branch offices/Regional offices, etc., while its Headquarters is presently located in Electronics Niketan, 6, CGO Complex, New Delhi. For the operations at the Headquarters, the Institute has been hiring vehicles from the taxi service provider empanelled for the purpose. The existing service provider has been associated with the Institute for a long time and has of late been asking for revision in rates. With a view to have transparency in the hiring process, the Society has now decided to float this Tender Enquiry and invite quotations. It may be mentioned here that on present scale, the annual taxi bill of the Society is around Rs.15 lacs. This includes hiring charges for different types/categories of vehicles booked on daily basis, as and when the need arises, as also the charges for an AC Indigo/Esteem hired on monthly basis.

[B] GENERAL TERMS & CONDITIONS

1. The envelope should be marked "**Quotation for Hiring of Taxi**".
2. The bids should be submitted in the Proforma provided for Technical and Financial bids packed in separate covers duly super scribed with 'Technical Bids'. Both the covers should be sealed in a single cover super scribed with 'Quotations for Hiring of Taxies'.
3. The bids will be accepted till 5.00 PM on 6th September 2012 and will be opened on 7th September 2012 at 10.30 A.M. in the presence of bidders who wish to be present.
4. The sealed envelope containing the bid should be addressed to the **Deputy Director [Administration] NIELIT, Electronics Niketan, 6, CGO Complex, New Delhi - 110 003** and should reach his Office on or before the due date & time.
5. Late bids shall not be entertained.
6. All bids are required to enclose a Pay Order/Bank Draft of Rs.8,000/- in favour of NIELIT, New Delhi as EMD. Bids received without EMD shall be rejected. In case the successful bidders fail to deposit performance security within 10 days of awarding of contract, the EMD may be forfeited.
7. Incomplete bids are liable to be rejected.
8. Successful bidder will be required to furnish performance security @ 5 percent of the estimated value of contract in the form of DD/Bank Guarantee/FDR. The DD/Bank Guarantee/FDR should be valid for 14 months from the date of award of Contract. In case successful bidder fails to provide satisfactory service, performance security is liable to be forfeited. In this regard the decision of NIELIT will be final and binding upon the firm to which the contract has been awarded.

9. Technical details should be furnished as per proforma at Appendix I, while the rate must be quoted as per the format enclosed at Appendix II. In case the bids are not submitted as per the format the same will be liable to be rejected.
10. The bidder has to ensure that the vehicle deployed is comprehensively insured and claim, if any, shall be directly entertained by the bidder from the Insurance Company. NIELIT shall bear no liability for any damage claim.
11. The rates quoted by the successful bidder will remain valid for a period of one year from the date of award of contract and can be extended for further period on mutual consent.
12. The firms should have the arrangements for repairing their vehicle in a short time and during the repair time the firm should provide a substitute vehicle of same model/level immediately so that there is no inconvenience/disruption in the work of this Institute. In case the contractor fails to provide substitute car within two hours of failure, a penalty of Rs.500/- per day shall be levied in addition to deduction of monthly charges on pro-rata basis.
13. NIELIT reserves the right to accept or reject any bid without assigning any reason whatsoever.
14. Successful bidder will have to arrange latest model [year 2011-12] vehicles. The vehicle should not have run more than 25000 Kms.
15. Payment will be released on monthly basis against pre-receipted bills after rendering satisfactory service.
16. This office will bear the parking charges/passengers tax etc., if any, paid while performing duties of this Institute.
17. The contract can be terminated at any time without assigning any reason by giving a notice of two months by either party.
18. The rates quoted in the proforma should be clearly legible and free from fluiding/overwriting as far as possible. All fluidings/overwritings should be signed by the authorised signatory signing the quotation. The Bids containing corrections without signatures of the authorised signatory as above would be summarily rejected.
19. The driver has to be well educated, well mannered, experienced and well acquainted with Delhi area and should have clean track record.
20. Police verification of the driver deployed with the vehicle on monthly basis has to be ensured by the successful bidders.
21. The driver while on duty has to be in proper uniform.
22. In case, condition of the car is not found to be satisfactory, the same shall be returned for immediate replacement.
23. The firm should have at least three years experience in the tour & travel business and possess more than 25 vehicle [out of which at least 5 should be less than one year old] in the name of firm or proprietor or partner. Change of the vehicle deployed on monthly rental basis will be allowed only under exceptional circumstances. As these vehicles are to be used by the senior officers and also for some general purposes of the Institute, the firm should ensure that all the necessary documents [Registration Certificate, Insurance Papers, PUC etc.] are in the personal custody of the licensed drivers. The names and addresses of the drivers, who will attend the duty in a vehicle hired on monthly rental basis are to be furnished as soon as the contract is awarded. The owner/any reputed responsible person should have direct telephone [office as well as residence] and should also be available on a mobile phone so as to ensure prompt attendance to calls in case of emergency. The drivers of the vehicles must also be provided with mobile phones and should be available on phones all the time.
24. The firm shall be responsible for providing the required number of vehicles at any time even at short notice. The services should be available round the clock.
25. The vehicles supplied by the firm may be required to ply in NCR areas, such as Noida, Ghaziabad and Gurgaon and therefore, vehicles supplied should be fit to ply in NCR.
26. Firms will ensure that the vehicles and the drivers are not normally changed.

27. Vehicles supplied by the firm will be regularly inspected by the representative of this Institute for good condition and in case of non-compliance of any of the conditions, a penalty of Rs.500/- per occasion shall be imposed on the defaulting firm.
28. In case there is a delay of more than 20 minutes from the receipt of telephonic orders in reaching the desired destination a penalty of Rs.50/-per 15 minutes delay shall be imposed on the firm.
29. In case the firm is registered under partnership, a copy of the 'Partnership Deed' will have to be attached along with Tender Document. In case of the firms registered under Registration of Societies Authorities or under Companies Act must attach a copy of the Certificate of Incorporation.
30. The firm should be registered with Service Tax Authorities and should submit a copy of Registration Certificate showing 16 digit number.
31. The firm should have a PAN Number. In case of a proprietorship firm, the PAN No. of the Proprietor may be acceptable. A copy of PAN card should be submitted with the Technical Bid.
32. **Evaluation of Bids:** A single vendor will be awarded the Contract based on this quotation. For ascertaining the lowest bidder, monthly charges (@2000 KMs and 240 hrs) for Indigo/Esteem only will be taken into consideration and the same will carry 20% weightage and though the bidders will have to quote monthly charges (2000 KM and 240 Hrs) for other kind of vehicles, such rates would not be considered for evaluating the Bids. For other kind of vehicles the rates quoted by each bidder for daily bookings only will be considered and will be given wightage @ 15% each for Non-AC and AC Indica/Wagon R/Santro/Ambassador, 15% for Indigo/Esteem, 20% for Non-AC Qualis/Tavera/Sumo, 2% for AC Qualis/ Tavera/Tata Sumo, 2% for Ascent/Dezire/Manza, 5% for SX4/Honda City/Etios, 1% for Corola/Honda Civic and 5% for Innova/Xylo. Additional mileage/extra hour charges shall be paid on actual basis as per the rate quoted in the format.
33. Bidder has to ensure that refilling of fuel has to be managed from the nearby petrol pump and no additional mileage for this purpose shall be permissible. Taxes & levies, if any, shall be paid extra by the NIELIT on actual basis and rates should be quoted accordingly.
34. Drivers have to maintain daily duty slips, duly signed/verified from the officers using the car. Such duty slips will be required to be submitted to the Institute along with the bill.
35. A copy of this Tender Document with each page, duly signed, by authorized signatory in token of acceptance of terms and conditions should be submitted with the quotations in prescribed pro forma.
36. All disputes shall be settled under the exclusive jurisdiction of Delhi Court.

Proforma for Furnishing Technical Bid

1. Name, Address and Telephone Number of :
the Organization.
2. Date of commencement of Business :
[Please furnish proof in support of your
statement]
3. Status of the organization [i.e. whether :
Proprietorship, Partnership, Private
Limited/Public Limited Company,
Registered under Societies Registration
Act, etc.]
4. Registration Number of the Organization :
[Please attach Certificate of Registration /
Incorporation / Partnership Deed etc.]
5. Name of the C.E.O. / Proprietor :
6. Name, designation and address including :
phone / mobile number of the Contact
Person
7. Date of commencement of Tour & Travel :
business [Please enclose evidence].
8. Annual Turnover [Attach Photostat copies : 2009-10
of Balance Sheet / I.T. Returns / C.A.'s 2010-11
Certificate] 2011-12
9. Service Tax No. [Enclose a copy of ST :
Registration]
- 10 P.A.N. Number of the Organization / :
Owner [in case of proprietorship
organization where no P.A.N. has been
issued in the name of the
organization][Please enclose a copy].
- 11 Details of three prominent organizations being served with similar services

	Name & Address	Name & Phone No. of the Contact person	Annual cost of contract	Since when the services are being provided.

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- 12 Number of clients being served in and around Delhi on the date of submission of bid [please enclose a comprehensive list with address and telephone numbers]. :
- 13 Number of vehicles owned by the organization [please enclose a comprehensive list of vehicles clearly indicating Model, Name & Make, Regn. No. and Year of Registration of each vehicle]. :
- 14 Details of E.M.D. [enclose D.D.] : D.D. No. _____ dated _____ for Rs.8,000/- drawn on _____ Bank in favour of NIELIT, payable at New Delhi.
- 15 Whether you have any point of disagreement with the terms and conditions stipulated in the Tender Document. If yes, please specify and also indicate suggested solution [if space is not sufficient, please attach separate sheet]. :

DECLARATION:-

- A] It is certified that the information furnished above is correct.
- B] We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- C] We understand that the decision of the NIELIT to accept/reject "the points of disagreements and proposed solution provided by us" would be final and binding.
- D] The signatory to this Bid is authorized to sign Bids on behalf of the organization.

Signature: _____

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Name: _____

Designation: _____

**Seal of the
Company:** _____

Date: _____

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<p><i>A] 2000 km + 240 hrs.</i></p> <p><i>B] Extra kms.</i></p> <p><i>C] Extra hrs.</i></p>									
<p><i>Taxes</i></p>									

1. *It is confirmed that we have read the terms and conditions stipulated in the Tender Document and we undertake to abide by these terms and conditions.*
2. *A copy of the Tender Document with each page, duly signed, is enclosed herewith.*

Date _____

Signature _____

Name _____

Designation _____

Seal of the organization