

केन्द्रीय आयुर्वेद औषधि विकास अनुसंधान संस्थान
Central Ayurveda Research Institute for Drug Development

केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार

CCRAS, Ministry of AYUSH, Government of India

४ - सी. एन. ब्लॉक, सेक्टर - ५, बिधाननगर, कोलकाता - ७०० ०९९

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Ref..No .F.2-140/2018- CARIDD/RCH-SCSP/Tech/

Date:

TENDER NO - 04/2018-19.

NOTICE INVITING TENDER

Sub : Annual contract of hiring of Taxis on Daily Basis

This Institute intends to invite bids in two bid system (Technical & Financial) for hiring taxis Bolero, Scorpio, Tavera and Innova mini sedan turbo AC/ Non AC to meet the day to day requirements. The cars will be covered on daily basis (kilometers/hour/day basis) depending upon exigencies and requirements.

The interested firms/ agencies may submit bids/ quotations as per two bid system, Technical Bid accompanied by EMD of Rs. 5,000/- and other documents and Financial Bid (Annexure-II) in separate sealed envelopes by speed post to the Director, CARIDD, Kolkata at the afore-mentioned address. The bids/ quotations must be submitted by 22.12.2018 and Technical Bid will be opened at 2.00 PM on 24.12.2018 on

The bidders must fill up Annexure-I regarding list of documents submitted and should quote unconditional rates as per Annexure-II only.

The bidders must read all the instructions and terms and conditions of this document carefully before submitting the bid.

1. General Instructions:

- Taxis should not be more than 3 years old and should be commercial category by RTO.
- Taxis to be provided by the successful bidder should be tax paid in all respects.
- The drivers to be deputed by the successful bidder must be in proper and in neat/clean uniform, which would be provided by the contractor only and the Institute shall not bear any expenditure on providing uniform to the drivers.
- The drivers to be deputed by the successful bidder must have atleast 3 years experience and holding a valid commercial driving license.
- The contract shall be awarded for a period of one year from the date of commencement and can be extended / renewed further on mutual consent, if the services of the firm are found to be satisfactory.
- The contracted firm should be in a position to provide taxis on short notices as and when needed.
- The taxis should be in excellent condition mechanically as well as upholstery wise, ic, outer body or upholstery should be decent looking and should have permit to operate in West Bengal.

- h) The drivers to be deployed should be well mannered and fully conversant with the routes of West Bengal.
- i) The contracted firm should be in a position to provide standby taxi in case of any break down.
- j) In case of breakdown of the vehicle provided by the contractor, all expenses shall be borne by the contracted firm for arranging substitute vehicle at the point of breakdown. If the firm fails to provide taxi at the breakdown point, charges from the point of breakdown to destination are to be borne by the firm only, which would be deducted from the bill of the contracted firm.
- k) The owner/ representative of the firm must be available, either on land line phone or mobile.
- l) The drivers to be deputed by the contracted firm should be equipped with active mobile phone facility. In case of any inconvenience to the officer travelling in the taxi due to non-availability of driver on mobile phone, the officer shall have the liberty to hire another transport. The amount incurred in hiring the transport in such situation, will be recovered from contracted firm anyway.
- m) The cost of fuel and maintenance of car, mobile phone charges and salary of the driver will be borne by the bidder.
- n) The firm should be able to provide taxis on Saturday, Sunday, Holidays, also whenever need arises.
- o) The rates quoted by the bidder shall be valid for a period of one year and extendable on mutual consent and satisfactory services of the firm.
- p) Once the contract is awarded, the rates offered by the contracted firm shall be valid for a period of one year from the date of commencement of the contract and no changes in rates shall be accepted during this period.
- q) Compensation and connected expenses, whatsoever, in case of casualty shall be the liability of the firm and fully paid by the firm only.
- r) The Institute will deduct TDS u/s 194 of the IT Act, 1961.
- s) No night charges will be payable.
- t) The firm will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty.
- u) The driver should not smoke or drink while on duty and should not play cards etc during idle time.
- v) Vehicle hired should always carry first aid box and mandatory spares, viz, toilet kit, fuses, spark plugs, belts, fire extinguisher, torch, umbrella etc.
- x) Bills for supply of vehicle for any month along with duty slips and log books duly signed by the users shall be submitted by the first week of the following month to officer-in charge.
- y) The vehicles will have to be provided with following mandatory utilities.
- a. Clean seat covers
 - b. Quality radio-music system
 - c. Reading lamp
 - d. Tissue paper box
 - e. Car perfume
 - f. Mobile charger
 - g. Seat-belts- front and rear
 - h. Umbrella during monsoon




z) The agency shall ensure that odometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance travelled. In this regard, they should obtain and produce at the time of verification of log book, a certificate from the competent Motor Vehicle Authority.

2. The following documents are to be enclosed duly verified with the quotation

- i) Copy of service tax registration certificate.
- ii) The proof of Income Tax paid for the last three years.
- iii) Copy of PAN, either in name of the firm or proprietor.
- iv) Number of taxis, both A/C or Non-A/C, firm is having in its name along with copies of registration certificates.
- v) The contracted firm must be having at least 5 commercial taxis in its name. The documentary evidence viz. verified photocopies of registration certificates and fitness certificates of taxis owned by the firm must be submitted.
- vi) The transporter must enclose the list of Central Government Ministries/ Departments/ other Govt. offices/ Undertakings/ MNCs to whom the firm is rendering the services for providing taxis with documentary proof and their full details like address and name of the contact person.
- vii) An undertaking must be submitted to the effect that the firm has not been black-listed by any of the Govt. offices.
- viii) The firm must be having atleast 5 years experience in the field and a copy of the registration of the firm for running the business, issued by appropriate authority may be enclosed.
- ix) Copy of last 3 years service tax paid by the firm must be enclosed with Technical bida as proof.
- x) EMD of Rs.5000/- (Rupees five thousand only) to be deposited in the form of bank draft drawn in favour of The Director, CARIDD, Kolkata payable at Kolkata. Quotations received without EMD shall summarily be rejected and would not be entertained under any circumstances.
- xi) The EMD of un-successful bidder shall be refunded after finalization of quotation. The EMD of the successful bidder shall be refunded after receipt of Performance Security.
- xii) The Institute may undertake inspection of Taxi stands/ office of the transporter to find out suitability.
- xiii) The bidder must quote for item-wise offer for each items of work in the prescribed pro forma enclosed as Annexure-II. Rates once quoted shall be final and binding on the firm until the expiry of the contract. Taxes, levies and any other charges should be indicated separately.
- xiv) If need arises for revision of rates due to hike in petrol/ diesel prices by at least 15%, the contracted firm shall take up the matter with the Institute and the matter would be resolved on mutual negotiations. The decision of the Institute will be final in this regard.
- xv) The duty point and terminating point in most cases will be CARIDD, 4-CN Block, Sector-V, Bidhanagar, Kolkata and mileage and time will be calculated accordingly.
- xvi) The parking/ toll charges/ interstate charges will be borne by the Institute, which would be paid to the contracted firm on production of receipts along with relevant period bill.

- xvii) Both separate **sealed covers** containing 'Technical Bid' and 'Financial Bid' should be kept in another bigger sealed cover superscribed as 'Quotation for Annual Contract for hiring taxis'. The bidder must indicate name of the firm and address along with telephone number on the bigger envelope containing both technical and financial bids without fail.
- xviii) Penalty clause:
- a) If the firm fails to provide commercial taxi in time after confirmation of booking or deny providing the taxi, the firm would be liable to pay Rs.500/- on each occasion and the same would be deducted from the bills submitted by the firm.
 - b) In case of disobedience and misbehavior attitude on the part of driver, reported by the officer/ user of the Institute, the penalty of Rs.200/- will be imposed on the firm on each occasion.
- xix) Security money:
- a) The successful bidder shall have to deposit Performance Guarantee of Rs.20,000/- which must be deposited in bank draft in the name of Director, NRIADD, Kolkata payable at Kolkata within 10 days of intimation of the same. The security money will be refunded to the contracted firm after satisfactory completion of the contract.
 - b) EMD/ Security money may be forfeited at any time in the following circumstances and the decision of Institute in this regard shall be final and binding on the firm:-
 1. If the firm violates any terms and conditions of this bid notice.
 2. If the services provided by the firm found to be unsatisfactory.
 3. If the firm declines to continue providing services.
- xx) Bidders may please quote the unconditional rates strictly in Annexure –II. The authorized signatory of the contracted firm should enclose a copy of NIT along with signature of firm's authorized signatory on each page in confirmation of the acceptance of the conditions mentioned in NIT, otherwise the bid shall be liable to be rejected. Overwriting and omissions/cuttings must be avoided. The authorized signatory should countersign omission/cutting/overwriting otherwise the bid shall be liable to be rejected.
- xxi) All the disputes which may arise at any time relating to the contract shall be settled in West Bengal Jurisdiction only.
- xxii) The bidders are required to give declaration as per Annexure-I.
- xxiii) The Institute reserves the right to accept or reject any bid in full or in part or rejects any or all bids without assigning any reason thereof. The decision of the Institute in this regard shall be final and binding on the firm.




Dr. M.M. Rao
Director

Annexure-I:

Sl.No.	Particulars of Requirement	Whether Enclosed/not	Remarks, if any
1.	Turnover of the firm for the last 03 financial years (Attach copies of Income Tax Returns along with copies of final account for the last three financial years)		
2.	EMD		
3.	Detailed profile of the firm		
4.	List of clients (Copies of Award of contract) Proof of 05 years of experience		
5.	Registration of firm and service tax registration		
6.	PAN No.		
7.	Undertaking of not black-listed by Govt. Departments		
8.	Details of 05 vehicles owned with registration numbers		
9.	Whether accepted all Terms and Conditions of tender document		

SIGNATURE AND SEAL OF THE AUTHORIZED SIGNATORY



Annexure-II:

“QUOTATION OF HIRING OF TAXIS ON DAILY BASIS”

S.No.	Description	Rate of Non-AC Cars			Rate of AC Cars		
		Bolero	Scorpio	Turbo	Bolero	Scorpio	Turbo
1.	Rates for 60 kms/ 6 hrs per day						
1.a	Rates per additional kms beyond 60 kms						
1.b	Rates per additional hours beyond 6 hrs						
2.	Rates for 30 kms/ 3 hrs per day						
3.	Rates for out-station travel						
3.1	Other charges for out-station travel						

Signature of bidder

