

**Government of India  
Department of Science & Technology  
Ministry of Science & Technology  
Technology Bhawan, New Mehrauli Road  
New Delhi - 110016**

New Delhi, the 09<sup>th</sup> March, 2017.

**HIRING OF TAXIES  
BY  
DEPARTMENT OF SCIENCE & TECHNOLOGY**

**TENDER / OFFER DOCUMENT**

**To**

**All interested parties**

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**REF.No: 37-02/2017-Admn.II(A) : Tender/Offer Document**

**Subject: Hiring of Taxies by DST**

1. On behalf of President of India, sealed tenders are invited from reputed Taxi Operators (herein referred to as Operators) located in Delhi/NCR and registered with Transport Department of Delhi Government or Transport Department of any other State Government/Central Government having its office/sub-office in Delhi/NCR for providing taxies (also referred to as vehicles) with chauffeurs (also referred to as drivers) on regular basis under different categories as described below for meeting official needs of Department of Science & Technology (hereinafter referred to as DST). Details of requirements and terms and conditions for the tender are as given below.

Signature & Seal of the Tenderer with Date

## 2. Details of requirements

DST is desirous of hiring taxies of different brands from time to time under the following broad categories.

### 2.1 Categories under which taxies may be required

#### 2.1.1 Category-'A': Hiring of taxies on Monthly Basis (DEDICATED Taxies-2500 Kms/300 Hours) for requirement within NCR

- i. Under this category, certain number of **DEDICATED** taxies would be hired with chauffeurs on monthly basis. The entire maintenance and running cost (like repairs, fuel cost, etc.) will be borne by the taxi operator. Minimum kilometres to be charged for a vehicle under this category would be **2500 kms per month**. Extra kilometres beyond 2000 kms would be paid on the same rates as that for the first 2500 Kms.
- ii. Such vehicles, along with chauffeurs would remain at the disposal of DST for use on any working/non-working day with a provision for at-least one weekly off on Sunday for the chauffeur i.e. these vehicles would be used for **24 days (for 28 days month) / 26 days (for 30 days month) / 27days (for 31 days month)**.
- iii. However, the chauffeurs would be required to do the duty for the entire day, which may range from 10 to 12 hours, and DST will not be obliged to pay any additional payment on account of such duty hours. However, for running beyond 300 hours during entire month, payment for extra hours would be made @ Rs. 50/- per hour.
- iv. No night charges would be paid for Category-A vehicles even if the duty time of a particular vehicle spans beyond 11:00 P.M.
- v. Approximate number of taxies likely to be required under this category is 5 to 7. However, DST would be free to reduce/increase this number from month to month basis keeping in view its actual need. The operator would be bound to provide the number of vehicles as required by DST under this category.

#### 2.1.2. Category-'B': Hiring of Taxies on Daily Basis (For Full Day-80 Kms/10 Hours) for requirement within NCR

- i. Under this category, taxies would be hired with chauffeurs on daily basis for **FULL DAY as and when required, in addition to Category-'A' vehicles**, for use on any working/non-working day including Sunday for urgent needs of DST.
- ii. Minimum kilometres to be charged for a vehicle under this category would be 80 kms per day. Extra kilometres beyond 80 kms would be paid on the same rates as that for the first 80 Kms. The normal detention period under this category would be around 10 hours which may, however, extend up to 12 hours or more. Payment for extra hours would be made beyond 10 hours @ Rs. 50/- per hour.

- iii. The normal requirement of vehicles under this category would be around 2 to 3 vehicles per day which may, however, increase up to 5 or even more on some special occasions like during parliament sessions, during official events etc. The operator would be bound to provide the number of vehicles as required by DST under this category.
- iv. Night charge @ Rs. 100/- per night would be paid if the vehicle under this category is used between 11:00 P.M. to 05:00 A.M.

2.1.3. **Category-'C': Hiring of Taxies on Daily Basis (For Half Day-50 Kms/5 Hours) for requirement within NCR**

- i. Under this category, taxies would be hired with chauffeurs on daily basis for **HALF DAY** as and when required, in addition to Category-'A' & Category-'B' vehicles, for use on any working/non-working day including Sunday for casual duties like airport/railway station pick/drop from/to DST/residence, visit to various centre government buildings etc.
- ii. Minimum kilometres to be charged for a vehicle under this category would be 50 kms per day. Extra kilometres beyond 50 kms would be paid on the same rates as that for the first 50 Kms. The normal detention period under this category would be around 5 hours. Payment for extra hours, if any, would be made beyond 5 hours @ Rs. 50/- per hour.
- iii. The normal requirement of vehicles under this category would be around 3 to 4 vehicles per day which may, however, increase up to 5 or more. The operator would be bound to provide the number of vehicles as required by DST under this category.
- iv. Night charge @ Rs. 100/- per night would be paid if the vehicle under this category is used between 11:00 P.M. to 05:00 A.M.

2.1.4. **Category 'D': Hiring of Taxies for 'OUTSIDE NCR' needs**

- i. Under this category, taxies would be hired for travel to places '**OUTSIDE NCR**'. This may involve stay outside NCR ranging from 1 to 5 days. Number of days would be calculated from the time at which vehicle reports to the user.
- ii. Payments would be made on per km basis subject to minimum 200 kms per day (**average for the entire trip**). Any extra detention beyond 4 hours (on the last day of trip) would be treated as day.
- iii. The requirement for Category-'C' vehicle will be rare, normally at one or two times in a month. However, the taxi operator should be in a position to provide at least 5 Category-'C' vehicles, if anyhow such need arises.
- iv. Driver's night allowance for the vehicles deployed for outside NCR journeys would be paid @ Rs. 250/- per day.

## 2.2. Types of Vehicles required

All the vehicles should be air-conditioned. For the sake of comfort convenience, two categories of vehicles are listed below:

### 2.2.1 Luxury Vehicles

These vehicles may be required to take care of occasional/short period needs of very senior dignitaries or for outside NCR journeys. This may include following vehicles or other similar type vehicles:

<b>Set-1 (7-seater)</b>	<b>Set-2 (4-seater)</b>
Toyota Innova	Maruti CIAZ
Maruti Suzuki Ertiga	Honda City
Honda Mobilio	Hyundai Verna

### 2.2.2 Deluxe Vehicles

These vehicles would be required for monthly/day-to-day usage of DST. This may include following vehicles or other similar type vehicles:

- a) Tata Indigo
- b) Maruti Swift Dzire
- c) Tata Zest
- d) Hyundai Xcent
- e) Honda Amaze

**Important Note:** Normally, Deluxe Class vehicles will be used under Category-'A', Category-'B' and Category-'C'. However, on some rare occasions a Luxury Class vehicle may also be used under Category-'B' or Category-'C'. Under Category-'D', both Deluxe Class and Luxury Class vehicles may be used as per specific requirement of DST.

## 2.3 Essential requirements to be fulfilled for taxies to be provided under this Tender

The taxies to be provided under this tender should have the following **essential features**:

- (a) Should not be more than 3 years old model for all categories of vehicle.
- (b) Should have valid registration with commercial registration number only (like DLY, DLZ, etc.)

## 3. Procedure for submitting Tender

3.1 Tenders would be received in **TWO BIDS** System, namely **Technical Bid** and **Financial Bid**.

3.2 **Financial bids of only those bidders would be opened who fulfil the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted Committee of DST.**

3.3 (a) Technical Bid in Annexure-I, I(A) and I(B) (along with all the required documents) duly signed along with EMD should be put in one separate cover and wax sealed (**Cover-A**). This cover should be super-scribed as:

**"TECHNICAL BID for Hiring of Taxies by DST"**

(b) Financial Bid in Annexure 'II' (along with all the required documents) should be put in another separate cover and wax sealed (**Cover-B**). This cover should be super-scribed as:

**"FINANCIAL BID for Hiring of Taxies by DST"**

(c) Both the above said Sealed Covers i.e. Cover-A & Cover-B should be then put in another separate big cover (**Cover-C**) and properly wax sealed. This third cover should be super-scribed as:

**"Tender No. 37-02/2017-Admn.II(A) dated 09.03.2017 - Tender for Hiring of Taxies by DST"**

***Important Note:*** Any deviation from this procedure, or putting together of Technical and Financial bids in same cover or non submission of complete documents and/or submission of Financial Bid in an unsealed manner would lead to rejection of Offer/Tender/Bid.

3.4 The Offer/Tender should be dropped in the **locked sealed Tender Box for Admn.II(A) Section, DST** kept at Reception Area near the entrance gate of Technology Bhawan, New Mehrauli Road, New Delhi-110016. The tender should be dropped latest by **03:00 P.M. on 10.04.2017**. Tender box will be opened at 03:00 P.M. sharp on 10.04.2017 by the duly authorized officer/team of officers of DST in the presence of all such bidders or their authorized representatives who wish to be present. **Late/delayed bids shall not be opened/entertained under any circumstances.** Offers received by due date & time will be opened (for the Technical Bids only) in Raman Auditorium, Technology Bhawan, DST at **03:30 P.M. on the next day of bid closing i.e. 11.04.2017**. Bidders or their authorized representatives may witness the offer opening (Technical Bid only), if they so desire. Financial Bids (only of those bidders who qualify in the Technical Bids evaluation stage) would be opened later, date of which will be intimated to the technically qualified bidders separately.

**4. Essential Conditions of Technical Qualification**

4.1 The bidder to be eligible for technical qualification **must satisfy** the following conditions/qualification criteria. **Any bidder not fulfilling any of these conditions /requirements would be classified as 'Technically Disqualified'. Financial bids of such bidders will not be opened.** However, sealed financial bids of such bidders shall be kept by DST for record without opening and will not be returned to the bidders. No relaxation would be given to any bidder on any of these conditions. Important conditions /essential requirements for technical qualification are enumerated below:

1. Bidder should be registered with Transport Department of Delhi Government or Transport Department of any other State Government/Central Government having its office/sub-office in Delhi as Taxi Operator for providing commercial taxi services. **A duly attested copy of such certificate(s) has to be provided along with Technical Bid.**
2. Should have a minimum fleet of 8 to 10 taxies of different models under Luxury category as defined in para 2.2.1 above and a minimum fleet of 20 to 25 taxies of different models under Deluxe Category as defined in para 2.2.2 above and an equal number of chauffeurs to be deployed along with such taxies. **He would be required to submit a copy of R.Cs. of all such vehicles owned by him/legally possessed by him and/or any such other documents, which should prima-facie show/establish that he is owning/having legal possession of such minimum number of Taxies.**
3. Keeping in view the total number of fleet of taxies owned/legally possessed by the bidder and his commitments to his other clients (existing and prospective), **he should be in a position to provide as many vehicles of the models as mentioned in para 2.2 as required by DST under different categories (as per the tentative requirement mentioned in para 2.1).** He should submit relevant details along with copies of relevant documents in this regard along with Technical Bid **which should prima-facie establish his capacity to provide required number of taxies to DST (of the required models stated under para 2.2).**
4. He should have a **minimum annual turnover (average for last 3 years) of Rs. 50 Lakhs (Rupees Fifty Lakhs Only)** in the business of taxi operations. **He should submit copies of relevant account statements/audited accounts/ other documents to establish this fact.**
5. He should submit **a list of the three major clients** (Government/PSU and/or private) to whom he is providing/has provided taxi services in the last 3 years. **(Note: - DST would be free to enquire from such clients about the work, conduct, performance, quality of service and such other related general enquiries about such taxi providers).**
6. He should not have been **'blacklisted'** by any of his existing/past clients, especially by any Government Department/Organization/PSU, in the last three years for defective/deficient service or any such reason related to taxi service

provided by him. **He will submit a declaration to this effect along with Technical Bid.**

7. He should give a **declaration along with Technical Bid that the rates quoted in his Financial Bid are firm/valid for a period of minimum 4 months from the date of opening Technical Bid.**
8. **Technical Bid should be accompanied with EMD amount of Rs. 1,00,000/- in prescribed form only.**
9. **Technical Bid should also be accompanied with non-refundable Tender Fee of Rs. 500/- (either original cash deposit receipt or original bank's Demand Draft).**
10. **He should fulfil all other essential conditions/requirements mentioned in this tender document.**

4.2 The technical bids would be evaluated by a duly constituted committee of DST, whose decision would be generally taken as final, unless the aggrieved party establish any prima-facie errors in the findings of the committee. **In such a situation, he may file a representation within 3 working days of finalisation of the tender**, duly listing the reasons/grounds. Such a representation would be considered at the level of Joint Secretary, DST, whose decision would be final and binding on all the bidders.

**5. Estimated value of the Contract**

Rs. 45 Lakhs (Rupees Forty Five Lakhs) per annum.

**6. Contract Period:** Initially for a period of one year, extendable from year to year basis subject to satisfactory performance of the taxi operator during the contract period and subject to a maximum of three years (including the initial one year).

**7. Earnest Money Deposit (EMD):** Tender must be accompanied with EMD amount of **Rs. 1,00,000/- (Rupees One Lakh Only)** either in the form of any scheduled commercial bank's Demand Draft or Banker's Cheque only in the name of DDO, DST payable at New Delhi. Tenders received without the requisite EMD amount (**in the Cover-A containing Technical Bid**) of Rs.1,00,000/- by way of DD/Banker's Cheque will not be considered at all. If a tenderer withdraws his tender during the period of tender validity, the EMD amount shall be forfeited.

**8. Form of Technical Bid and Documents to be enclosed along with Technical Bid**

8.1 Technical bid should be in the format given in **Annexure-I, Annexure-I(A), Annexure-I(B)** duly filling in all columns and duly signed by the bidder/his authorized signatory and **should be accompanied with the following documents:**

- i. Technical Bid in Annexure-I, Annexure-I(A), Annexure-I(B).
- ii. This Tender/Offer document (duly signed) in token of acceptance of Terms & Conditions
- iii. EMD amount of Rs.1,00,000/-.
- iv. Non-refundable Tender Fee of Rs. 500/- (either original cash receipt or original Bank Draft).
- v. Other documents as detailed in the Technical Bid format (Annexure-I).

8.2 Technical Bid along with above stated documents should be put in a sealed cover, to be marked as '**Cover-A**' and super-scribed as "**TECHNICAL BID for Hiring of Taxies by DST**".

**9. Form of Financial Bid and Documents to be enclosed along with Financial Bid**

Financial Bid should be in the format given in **Annexure-II**, duly filling in all columns and duly signed by the bidder/his authorized signatory. Financial Bid in the format at Annexure-II should be put in a sealed cover, to be marked as '**Cover-B**' and super-scribed as "**FINANCIAL BID for Hiring of Taxies by DST**".

**10. Both the sealed covers i.e. 'Cover-A' containing 'Technical Bid' with requisite documents and 'Cover-B' containing 'Financial Bid' should be put in a bigger cover (Cover-C) and super-scribed as "Tender No. 37-02/2017-Admn.II(A) dated 09.03.2017 - Tender for Hiring of Taxies by DST" and put in locked sealed Tender Box for Admn.II(A) Section, DST kept at Reception Area near the entrance gate of Technology Bhawan, New Mehrauli Road, New Delhi-110016 before the last date & time for submission of bids.**

**11. Last Date and Time of Submission of Bids: 10.04.2017 up to 03:00 P.M.**

**12. Date and Time of Opening of Tender (Technical Bid): 11.04.2017 at 03:30 P.M**

**13. Pre-bid Conference:**

To address the doubts/queries of the bidders regarding tender, a pre-bid conference will be held on 29.03.2017 at 03:00 P.M. in Raman Auditorium, Technology Bhawan to be chaired by Shri P.K. Srivastva, Deputy Secretary (Admn.IIA).

**14. Firmness of rates during the Contract Period**

The rates quoted in the tender/accepted rates as per the Agreement to be signed with the successful bidder would remain firm and final during the initial contract period of one year and **no enhancement would be allowed on account of any reason, whatsoever, except under the circumstances described under para 15 below.**



**15. Enhancement of Tender Rates**

- i. During the first 6 months of the initial one year contract period, no enhancement in the accepted rates would be allowed on account of any reason, whatsoever, **including the increase in the fuel prices during this period.**
- ii. However, after 6 months of the contract period, if the fuel prices increase by more than 5% **(taking fuel prices prevailing as on the date of signing the Agreement as the base and petrol as standard fuel)**, accepted rates would be enhanced as per the following table.

<b>%age increase in Fuel Prices</b>	<b>%age enhancement which can be allowed in agreed rates</b>
Up to 5%	No enhancement
Beyond 5%	By half of the percentage by which fuel charges increase beyond 5% (e.g; if fuel charges increases by 20% then the agreed rates would be enhanced by $(20-5)/2=7.5\%$ .

- iii. **Subject to the above**, the extension of the initial one year contract period, if agreed, would be on mutually agreed rates and terms & conditions **subject to maximum increase up to 10%** of the rates at the time of end of initial contract period.
- iv. Similar principle would be adopted for considering enhancement of the accepted rates during the extended period.
- v. During the extended period, DST may ask the operator to replace the vehicles with latest models to conform the conditions mentioned in this tender document.

**16. Relevant starting and closing place for counting kilometres and time period**

16.1 For taxies directly reporting at Technology Bhawan, starting kilometre and starting time will be counted from Technology Bhawan and for taxies ending journey at Technology Bhawan, the closing kilometer and closing time will be taken as that in Technology Bhawan.

16.2 For taxies reporting at a place other than Technolgy Bhawan like residence of an officer, airport, other government buildings etc, the starting kilometre and starting time will be counted from Technology Bhawan assuming as if the vehicle started journey from Technology Bhawan. For taxies ending journey at a place other than Technology Bhawan, the closing kilometer and closing time will be taken as that in Technology Bhawan.

**17. Parameters for deciding the lowest bidders**

i. For taxis engaged under any category, payment would be made on per km basis as per the agreed rates based on the lowest bid only for the total kilometres run on a particular day or for a particular month or for a particular trip (subject to payment for minimum kilometres prescribed under that category even if vehicle has run for less than the prescribed minimum kms. i.e. 2500 kms per month for taxi engaged under Category-'A', 80 kms per day for taxi engaged under Category-'B', 50 kms per day for taxi engaged under Category-'C' and 200 kms per day for Taxi engaged under Category-'D').

ii. **Hence, the only parameter for determining the lowest rate for any vehicle listed in Financial Bid (Annexure-II) would be Rate per km in rupees, expressed upto two decimal places.** This would not only simplify the process of determination of lowest bidders for any category and type of vehicle but also simplify the process of calculating the amount due and making payments to successful bidders during the contract period and eliminate chances of any manipulation of records.

### **17.1 Process/Norms for deciding the Lowest Bidder**

To be declared as Sole Lowest Bidder (SLB), a bidder must be lowest for all the vehicles under both luxury and deluxe class.

### **17.2 Method of Allotting the Contract to one or more lowest bidder (s)**

(a). If any bidder is declared as SLB on fulfilling conditions above, he will be awarded the entire contract, subject to his fulfilling other eligibility criteria, terms and conditions and formalities etc. and subject to obtaining approval of competent authority of DST.

(b). If no bidder fulfills the condition of being declared SLB, it will be discretion of DST, to give entire contract to the bidder provided he agrees to provide vehicles quoted by him also at the lowest rates quoted by any other bidder. If he is not willing to do so, then he will be awarded contract only for those items for which he is the lowest and in addition, other bidders who are lowest for other vehicles will also be selected for awarding contract for the items for which they are the lowest.

(c). If there are more than one lowest bidders for different category of vehicles, DST would be free to select more than one bidder for the items for which they are the lowest. **This, however, does not mean that DST is obliged to select all such bidders, as normally, in such a situation not more than 3 such lowest bidders will be selected and DST may even select just two lowest bidders.** Hence, lowest bidder for just few items has no inherent right to get selected as successful bidder even for those items unless he is in the top 2 to 3 lowest bidders in terms of number of vehicles. In such a situation, allotment/distribution of quantum of work would be at the sole discretion of DST, keeping in view need for particular type of vehicles from time to time, keeping

however in mind, generally the proportion of items for which a particular bidder was lowest along with other lowest bidders, and the weightage for the most frequently used category of vehicles.

**18. Penalty Clauses:** Penalty will be imposed due to following reasons and the amount will be as under:-

Sr. No.	Reasons	Amount (in Rs.)
i	Late reporting of vehicle (10 minutes may be ignored on the sole discretion of DST)	Rs. 100/- each time
ii	Non-reporting of vehicle on a particular day  Dedicated Vehicle (Category-'A') Full Day Vehicle (Category-'B') Half Day Vehicle (Category-'C') Outside NCR Vehicle (Category-'D')	<b>Pro-rata basis<sup>#</sup></b> Rs. 400/- each duty Rs. 250/- each duty Rs. 1000/- each duty
iii	Whenever the contractor is provided with the mobile number of the person for whom the car is employed (DST official or visitor), he has to send the mobile number of the driver and number of the taxi to that number via SMS at least 60 minutes prior to the scheduled engagement time of the car. In case of any dispute, it will be the responsibility of the transporter to prove that the above SMS was sent within the stipulated time. Any failure to do so will attract a penalty.	Rs. 100/- in each case/instance
iv	No fuel refilling will be done (in any vehicle) when the passenger(s) are on board, vehicle(s) reporting for a particular duty must have sufficient fuel to perform the duty. Violation of this, penalty will be charged.	Rs. 100/- in each case/instance
v	Vehicles are not supposed to go back to garage during duty otherwise penalty will be charged.	Rs. 500/- in each case/instance

**# [The minimum limit of 2500 Kms per month to be paid for Category-'A' vehicle will be reduced proportionally depending upon the number of days Category-'A' vehicle not reported for duty e.g; if a Category-'A' vehicle reports for 27 days in a month of 31 days then minimum 2500 Kms would be paid. However, if the vehicle reports for only 20 days in a month of 31 days then minimum Kms to be paid will be  $(2500*20)/27 = 1852$  Kms only (if requirement for that particular vehicle was intimated to the vendor for all 27 days).]**

## 19. Terms & Condition for Hiring of Taxies

Taxies would be hired by DST on terms & conditions listed in the preceding paras of this tender document as well as additional terms & conditions listed in the succeeding paras. **Only those operators who are willing and are in a position to comply with these terms & conditions need to submit the tender. These terms & conditions would also become part of the Agreement to be signed by the successful bidders.**

## 20. Additional Terms & Conditions

20.1 The successful bidders shall be required to sign an agreement with the designated authority of DST in accordance with the provisions of the law applicable, and in accordance with the terms & conditions of this tender document.

20.2 Prices/rates quoted in the Financial Bid (Annexure-II) **should be exclusive of service tax.** The prices/rates quoted **should also be inclusive of charges for chauffeurs. The entire maintenance and operation costs like repairs, fuel charges, etc. will be borne by the operator only.**

20.3 For journeys within/outside NCR, parking charge, toll tax, if any, for a particular journey, would be borne by DST subject to production of original receipts in a consolidated form at the time of submitting monthly bills.

20.4 Financial bid of only those bidders would be opened who fulfill the '**Technical Qualification Criteria**' and are declared '**Technically Qualified**' by a duly constituted Committee of DST. Successful bidder(s) will have to execute an Agreement for the due performance of the contract on such terms & conditions as may be specified, including all the terms & conditions of this tender document and **shall also be required to furnish a performance security of Rs. 3 Lakhs (Rupees Three Lakhs Only)** in the form of a Bank Guarantee from any scheduled commercial bank or such other approved modes of Government of India within 15 days of issuance of work order. EMD would be refunded to the successful bidder(s) only on the receipt of performance security. In case the successful bidder fails to provide the services at L-1 rates, performance security deposit shall be forfeited.

20.5 Tenders should be filed only in the prescribed format(s) given along with this tender document i.e. **Annexure-I, Annexure-I(A), Annexure-I(B) for Technical Bid and Annexure-II for the Financial Bid.** Tender document along with formats can be downloaded from the website of Department of Science & Technology i.e. [www.dst.gov.in](http://www.dst.gov.in) or can be obtained from Section Officer, Admn.II(A) Section, Hall-E, S&T-II Block, Technology Bhawan, New Mehrauli Road, New Delhi-110016 during working hours on any working day. Offers not received in the prescribed format(s) and/or incomplete offers shall not be entertained and rejected summarily.

20.6 Fax/e-mail/Letterhead quotations shall not be accepted and will be ignored/ summararily rejected.

20.7 Tenders received after closing date and time shall not be accepted and even Technical Bid of such late tenders shall not be opened.

20.8 DST reserves the right to reject any tender/all tenders in full or part thereof without any reasons.

20.9 The prices/rates quoted in Financial Bid (Annexure-II) **should be indicated in words as well as in figures in Indian Rupees upto two decimal places only.**

20.10 Offers should not be quoted with any vague or indefinite expressions or bidder should not qualify their bids in any manner not specified in the tender and all such offers would be treated as vague offers and rejected accordingly.

20.11 Tenders submitted should be accompanied with non-refundable tender fee of **Rs. 500/- (Rupees Five Hundred Only)** either in the form of any scheduled commercial bank's Demand Draft or Banker's Cheque only in the name of DDO, DST payable at New Delhi. Tenders without tender fee and EMD in prescribed form will be rejected.

20.12 If the date of opening the tender given in this tender document is declared a closed holiday by the Central Government, the tenders shall be opened on the next working day at the same time. In such an event, the closing of receipt of tender in DST shall stand extended automatically upto 03:00 P.M. of the next working day in the Central Government office.

20.13 Tenders received late in DST due to any reasons, whatsoever, shall not be accepted under any circumstances.

20.14 Tenders would be opened at 03:30 P.M. on 11.04.2017 in the presence of those bidders or their representatives who wish to be present during such opening. The tenders would be opened in Raman Auditorium, Technology Bhawan, New Mehrauli Road, New Delhi-110016. The representative of the bidder who wishes to be present during the tender opening process should bring authority letter in his name from the bidder.

20.15 The sealed tender should be dropped in the **Tender Box for Admn.II(A) Section, DST kept at the Reception Area** near the entrance gate of Technology Bhawan, New Mehrauli Road, New Delhi or may be submitted by **hand under written acknowledgement** to Under Secretary (Admn.II-A) only or in his absence to Section Officer (Admn.II-A) only or in the absence of both from Technology Bhawan on that day, to Deputy Secretary (Admn.II-A).

20.16 Number of taxies required under various categories is tentative and liable to vary keeping in view the actual need of DST. DST would be at liberty to requisition lesser or more number of vehicles than tentatively indicated in para 2.1 of this tender document keeping in view the actual need or requisition not even a single vehicle on any particular day. However, the taxi operator is bound to provide any number of vehicles so requisitioned by DST for any particular day under different categories.

20.17 Normally, taxies would be required on working days from Monday to Friday. However, certain number of taxies may also be required on non-working days like Saturdays/Sundays or Holidays declared by Government from time to time. The operator would be bound to provide any number of taxies so required, either on working day or on non-working day.

20.18 For keeping a proper record of the journeys made by the officers of DST/other officers for whom the vehicle is hired by DST, including the meter readings and timing, name of the persons who actually used the vehicle etc., DST has issued certain instructions with regard to maintenance of log-books/duty slips for such taxies by the taxi operator. **Observance of such instructions, as amended from time to time, would be one of the conditions of this tender and agreement to be signed by the successful bidder.** Payment due to the operator would be made on the basis of entries in such log-books/duty slips especially taxies engaged on regular basis **as well as details contained in the Daily Report to be submitted by the concerned driver of taxi hired.** However, for taxies hired for occasional use, necessary entries may be made in duty slip(s). In addition, **chauffeur of each vehicle on a particular day (working as well as non-working day) would be required to submit a 'Daily Report' of Taxi Hired (under all categories of vehicle) in the format(s) prescribed by DST, and as amended from time to time (based on the entries in the log book/duty slip), such report would be handed over to the authorized officer of DST either on the same day after the end of duty or latest by 01:00 P.M. on the next working day.**

20.19 **All charges relating to maintenance and operation of the taxies including the cost of repairs of vehicles, fuel charges, salary/overtime/mobile phone charges /any other allowance of chauffeurs/or any such other cost connected with the running of such taxies shall be borne by the operator and DST will pay only the eligible amount as per approved rates contained in the agreement.**

20.20 Any loss or injuries due to any road accidents rising during the course of engagement of such taxies by DST shall be handled fully by operators, who shall take all legal actions and be responsible for all the acts of the chauffeur deployed by him. DST will not have any liability arising out of any such accidents whether on account of action of the chauffeurs of the operators or any third party. The operator shall render complete

indemnity to DST as well as its officers and/or user of such taxies against any liability, criminal or civil, arising on account of hiring of such taxies by DST.

20.21 The operator should ensure availability of proper and valid insurance at all times in respect of vehicles as well as insurance coverage to passengers, third party, etc. Copies of such insurance policies should be kept in the respective vehicles with the chauffeur concerned.

20.22 Normally, the EMD of unsuccessful bidders would be returned only after finalization of the contract and issuance of work order to the successful bidder(s). However, DST may, in its discretion, for valid reasons, return EMD of those who are declared technically disqualified, after completing the process of technical qualification and without waiting for the finalization of contract and issuance of work order.

**20.23 DST reserves the right to enter into parallel rate contract with more than one operator for different or even same categories or for different or same type of vehicles within each category, if the rates of such other operators are equal or lower for certain item listed in the financial bid or in accordance with the norms prescribed in this tender.** If the lowest bidder(s), who is otherwise declared technically qualified, for any reason, whatsoever, during the contract period, is not having sufficient capacity to provide requisite number of taxies to DST and if the next lowest bidder(s) is/are also willing/become willing to provide additional services to take care of the gap at the L-1 rate, DST would be free to enter into agreement with such additional bidder(s)/operator(s) after utilizing the capacity of the lowest bidder in full.

20.24 In the event of any dispute arising out of execution of the contract, the matter would be referred to Head of Department for adjudication. Judicial adjudication of the disputes, if any, arising out of contract/work order, etc. will be subject to jurisdiction of Courts in Delhi only.

20.25 Payments would be made on the monthly basis, normally within 20 days of submitting relevant bills, complete in all respect, with all documents as required for the previous month.

20.26 If the initial contract period or the extended contract period has expired or is likely to expire and the operator is not willing to continue further, he should intimate in writing his intention at least 4 months in advance. He would be bound to continue with the arrangements in accordance with the terms & conditions of agreement during the next 4 months or till the DST makes alternative arrangements for entering into fresh contract with other operator(s), whichever is earlier. Similarly, if DST is not willing to extend the contract further, it will intimate to the operator in writing at-least 4 months in advance.

20.27 If the operator, during the agreement period, on any day fails to provide requisite number of taxies of any category in accordance with the terms and conditions of the agreement, DST would be free to engage such Taxies from any other source/Taxi Operator(s) in the market at the risk and responsibility of the operator. In such cases, the operator would be liable to pay the difference in the amount paid/payable by DST for engagement of such taxies from other source and the amount which DST could have paid to the operator if such taxies were provided by him in accordance with the rates and terms and conditions of the agreement. In such a situation, DST can also impose penalties on the operator for his failure to fulfill his contractual obligations under the agreement, especially if such failure happens repeatedly. The quantum of such penalty would be as mentioned in para 18 of this tender document or as decided by DS(Admn.IIA), keeping in view the facts and circumstances of each case and the extent of inconvenience and embarrassment caused to DST on account of failure of the operator to fulfill his contractual obligations. The operator would have right to appeal to JS(A) against any such order of DS(Admn.IIA). Habitual/repeated failure on the part of operator to fulfill his contractual obligations under the contract can even lead to cancellation of the contract at the risk and responsibility of the operator, including recovery of losses to DST on account of such cancellation and hiring of taxies from other source. However, no such cancellation would be done without first issuing a show cause notice to the operator in writing, duly listing the grounds on which cancellation is contemplated and giving him a minimum of 15 days time to represent against such a show cause notice and also an opportunity of personal hearing.

20.28 The operator is not allowed to sublet or transfer his obligations under the contract to any other person or entity or taxi operator. He is responsible to fulfill his obligations under the agreement. However, the operator, from time to time, can acquire/hire for himself more taxies from the market or from other taxi operators/persons/entities (in addition to the fleet of taxies owned/legally possessed by him and as indicated in this tender/financial bid) with a view to fulfill his obligations under the contract with DST and/or replace old/bad condition taxes, either on his own or at the request of DST. Similarly, he can, from time to time, hire for himself, more chauffeurs from the market to fulfill his obligations under the contract or change chauffeurs whose work and conduct is unsatisfactory or to take care of resignations/leaving of his existing chauffeurs.

20.29 Submission of any wrong information or incorrect/false declaration in this tender /Technical Bid/Financial Bid etc. will lead to rejection of the tender of such bidder(s).

20.30 All vehicles deployed for DST duty will have a sticker (which will be provided by DST) on the Front and Rear wind screen showing

<p style="text-align: center;"><b>ON GOVT. DUTY WITH DST</b></p>
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**Basic requirements of Chauffeurs to be deployed for DST Duty**

20.31 The chauffeurs provided alongwith such taxies should fulfill all the statutory requirements of driving such vehicles like holding a valid Driving Licence, etc.

20.32 The chauffeur provided for such taxi should not have been involved in any criminal or motor vehicle accident case in the last 5 years and his credentials should be duly checked by the operator before deploying him for DST duty.

20.33 **It shall be the duty of the chauffeurs to keep the vehicles neat and clean on daily basis and render the logbook/duty slip to the user of the vehicle at the time of starting the journey and end of the journey for making relevant entries in the log-book or duty slip, as the case may be, and signature of the persons/officials who actually travelled in any such vehicle and submit Daily Report in the prescribed format to the authorized officer of DST. In case the user of the vehicle doesn't make entries in the logbook/duty slip, the chauffeur has to make the proper and correct entries and get them signed from the user of the vehicle. Any failure to do so will make claim for such journey inadmissible.**

20.34 Chauffeurs deployed for duty with DST should be polite, courteous and well-mannered/behaved and should have the basic etiquettes of dealing with senior officers.

20.35 Such chauffeurs, especially of vehicles which are requisitioned on regular basis, (monthly/daily) should wear a uniform (**of any one colour for all chauffeur deployed for DST to be decided by operator**), both in winter as well as in summer which should bear the name of the chauffeur on the front pocket of such uniform.

20.36 DST reserves the right to ask the operator to change the chauffeurs whose behavior is found to be not upto the mark or who has indulged in any incidence of mis-behaviour or non-reporting at the designated point on time or not observing the lawful instructions given by the authorized officers of DST and the officers using the vehicle.

20.37 Chauffeurs who are fully fit, medically as well as otherwise, alone would be deployed for service with DST. Normally, deployment of chauffeurs above 60 years shall not be allowed, especially for vehicles hired regularly on monthly/daily basis.

20.38 Security check verification of chauffeurs should be carried out by operator. However, DST would be free to conduct further additional police verification/such other verification, if considered necessary, of any chauffeurs, especially for taxies hired regularly on monthly/daily basis.

20.39 It would be compulsory for the chauffeurs deployed for duty to have a working mobile phone on which the authorized officers of DST or officers using the vehicles can talk to him in case of need, especially for calling them from the parking slots/rest rooms

of DST or to know his whereabouts for picking from Airport, etc. Such drivers have to keep their mobile phone always in switch on mode and keep them fully charged. Cost of such mobile phone or running bills will be the responsibility of the operator. DST will not pay any amount towards this item. All such mobile numbers and changes in such numbers from time to time would be duly notified to the authorized officers of DST.

**20.40 The chauffeurs so deployed should be well educated and capable of maintaining log-book entries, writing simple Daily Report of taxi hired,** reading of speedometers, should have basic reading and writing skills and understanding instructions by the officers. Such driver should preferably be of 10<sup>th</sup> standard and above.

20.41 The name of the chauffeur, his mobile number and taxi number would be displayed/pasted prominently in the taxi at all times (generally on the back of the front seat) for the convenience and use of officers using such taxies.

20.42 Operator would designate one or more official(s) from his side as the coordinators/authorized officials who can be contacted by authorized officer of DST for conveying the requirement of taxies on daily basis and/or any matter connected with such hiring or complaint against any chauffeur or payment related issue, etc. In addition, a senior person from operator's side would be designated for contract in case of serious issue which have not been resolved at the level of coordinator. Complete contact details, including mobile number of all such coordinator/senior officials of operator will be duly notified to DST, along with changes happening from time to time.

20.43 It shall be the duty of the operator/chauffeur to ensure that each taxi deployed for DST always has sufficient quantum of fuel available and in addition driver should have enough money at his disposal to pay for toll taxes, parking fee etc. and purchase additional fuel if required during the course of journey. DST will not make any arrangement for providing fuel for such taxies or advance money for such purposes (including for outstation journeys).

**20.44 The chauffeurs so deployed should exhibit high level of honesty and integrity and should maintain correct records of timing and kilometres as per actual usage and should not indulge in manipulating such record(s) or inflate kilometre readings or timings, either on their own or on the instigation of operator/his officials or even DST officers/users of such taxies.**

**Basic requirements/conditions for Taxies to be deployed for DST Duty**

20.45 The taxies provided under this tender should be of latest possible model, and in any case **should not be more than 3 year old for all category mentioned in tender.** Moreover, all such taxies should in excellent running conditions, having least possible

chances of break-down on continuous running. Further, upholstery of all such taxies should be in good condition.

20.46 The taxies provided under this tender should have valid registration documents One set of copies of same alongwith all other requisite documents like PUC, insurance, etc. should also be kept in the vehicles under the charge of chauffeur concerned.

20.47 DST reserves the right to ask the operator to change the vehicle which is found not to be in good running conditions or has faced regular break-down or condition of which is not upto the mark keeping in view the status of officers who are likely to use such vehicles.

20.48 The taxies engaged for DST under **Category-'A'** shall be for exclusive use of this Department and will not be shared with any other user. The taxies deployed under Category-'A' should not be changed during a month i.e. same taxi should be deployed throughout the month under Category-'A'. If any taxi under Category-'A' is required to be changed during a month, prior intimation should be given to Section Officer (Admn.IIA).

20.49 The vehicles with DLY/DLZ/commercial registration numbers alone shall be deployed by the operator. Private cars owned by the provider not bearing DLY/DLZ/commercial registration numbers shall not be allowed to be put in service. Even if, any such vehicle has been put into service by the operator, no payment for the same will be made by DST.

20.50 The taxies provided under all categories for use of DST shall have the following essential features:

- i. Equipped with Central Locking System
- ii. Speedometer in proper working condition
- iii. Good quality fabric seat upholstery
- iv. Halogen head lamps
- v. Manufacturing company fitted air conditioning system and cabin heating system
- vi. Provision for four safety belts
- vii. Any other items as governed by the prevailing statutory requirements shall be fitted in the car.

**Notes:**

- i. NCR for the purpose of this tender would mean and include city of Delhi/New Delhi, NOIDA/Greater NOIDA, Ghaziabad, Gurgaon and Faridabad
- ii. The word 'Operator' used in this tender refers to the bidder/Taxi Operator who is to offer to provide Taxi services to DST.

**ANNEXURE-I**

**Tender No: 37-02/2017-Admn.II(A) dated 09.03.2017**

**Subject: Hiring of Taxies by Department of Science & Technology, Govt. of India.**

**TECHNICAL BID**

(Attach extra sheets duly signed, if required)

**1. Details of Firm/Bidder**

<b>Sr. No.</b>	<b>Particulars</b>	<b>To be filled in by the Tenderer</b>
1	Full Name and Address of the Firm/ Taxi Service Provider along with Mobile No: Telephone No: Fax No: e-mail address:	
2	Full Name (in Block Capital Letters) & Designation of Authorized Signatory (hereinafter referred to as bidder or operator) of the firm who has signed the tender on behalf of the firm with his/her Mobile No.	
3	Whether the bidder is himself/herself the owner of the firm/taxies offered. If not, give full details.	
4	Full Name (in Block Capital Letters) & Designation of the Contact Person other than Authorized Signatory who will operate taxi with his/her Mobile No.	
5	Please indicate complete location/ address of garage(s)/parking place(s) where taxies deployed for DST duty would normally be parked	
6	Year of Registration (certificate to be enclosed)	
7	Service Tax No.	
8	PAN No./TAN No. of the owner/firm	

Signature & Seal of the Tenderer with Date

9	Details of Tender Fee (a) Amount (b) Draft No. (c) Date (d) Issuing Bank	
10	Details of EMD (a) Amount (b) Draft No. (c) Date (d) Issuing Bank	
11	Any other information important in the opinion of the tenderer	

*(Bidders are requested to submit all information with documentary proof. Non-submission of information/documents will be treated as non-responsive bid.)*

**2. Annual turnover from the Taxi Operation business for the following financial years**

Sr. No.	Financial Year	Annual Turnover (in Rs.)
		(in figures as well as in words)
1	2016-17	
2	2015-16	
3	2014-15	

*(Please enclose account/audited statements for the last 3 financial years)*

**3. List of three major clients to whom the firm is providing/has provided taxi services in the last three years with their address & contact details**

Sr. No.	Client Name & Full Details	Whether Private/Govt./PSU
1		
2		
3		

Signature & Seal of the Tenderer with Date

## 4. CHECK LIST

Sr. No.	Documents	
1	A duly attested copy (ies) of certificate (s) of registration as taxi operator with Transport Department of Delhi Govt. or Transport Department of any other State Govt. / Central Govt. having its office / sub-office in Delhi.	Yes/ No
2	Complete list of taxis owned/possessed by the firm as per <b>Annexure-I(A)</b> (limited to maximum of 25)	Yes/ No
3	List of Chauffeurs as per <b>Annexure-I(B)</b> (limited to maximum of 25)	Yes/ No
4	Copy of R.Cs and/or any such other documents which would prima facie show/ establish your ownership/legal possession status of taxies mentioned in Annexure-I(A).	Yes/ No
5	Copies of relevant account statement audited accounts / other documents to establish that your annual turnover (average of last 3 years is minimum of Rs. 50 lakhs).	Yes/ No
6	List of major clients whom you are providing/ have provided taxi services in last 3 years	Yes/ No
7	Have you been blacklisted by any of your existing/past organization (If yes, give details)	Yes/ No
8	Are your rates quoted in your financial bid are valid for a minimum of four months from the date of opening of bids.	Yes/ No
9	Have you enclosed EMD of Rs.1,00,000/- with the Technical Bid	Yes/ No
10	Have you enclosed tender fee of Rs. 500/- with the Technical Bid	Yes/ No
11	Do you fulfill all other essential conditions/ requirements mentioned in the Tender document	Yes/ No

**Annexure-I(A)**

**Subject: Complete list of Taxis owned/legally possessed by the Bidder**

*Note: If the bidder owns/possesses more than 25 taxis, it would be sufficient if he gives a list of only 25 taxis (especially including those which he proposes to deploy for DST duty). This would **not** debar him from deploying taxis from outside this list.*

<b><u>Luxury Category</u></b>			
<b>Total No. of Taxis Available:</b>			
<b>No. of Taxis which can be deployed for DST:</b>			
<b>Sr. No.</b>	<b>Registration No.</b>	<b>Make/Model</b>	<b>Kms already run</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b><u>Deluxe Category</u></b>			
<b>Total No. of Taxis Available:</b>			
<b>No. of Taxis which can be deployed for DST:</b>			
<b>Sr. No.</b>	<b>Registration No.</b>	<b>Make/Model</b>	<b>Kms already run</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Signature & Seal of the Tenderer with Date

**Annexure-I(B)**

<b>Sr. No.</b>	<b>Name of the Chauffeur</b>	<b>Qualification</b>	<b>Age (in completed years)</b>
1			
2			
3			
4			
5			
6			
7			
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25			



**Annexure-II**

Tender No: 37-02/2017-Admn.II(A) dated 09.03.2017

Subject: Hiring of Taxies by Department of Science &amp; Technology, Govt. of India.

**FINANCIAL BID**

Vehicle Type	Vehicle Description			Rates per Km (exclusive of Service Tax)
				In figures as well as in words
<b>Luxury Class</b>	Innova, Ertiga, Mobilio and other similar type vehicles (please specify) 1. 2. 3. 4.	}		Single price to be quoted for these vehicle
	Cliaz, Honda City, Verna & other similar type vehicles (please specify) 1. 2. 3. 4.			Single price to be quoted for these vehicle
<b>Deluxe Class</b>	Indigo, Dzire, Amaze, Tata Zest, Hyundai Xcent and other similar type vehicles (please specify) 1. 2. 3. 4.	}		Single price to be quoted for these vehicle

Signature &amp; Seal of the Tenderer with Date