

**Government of India
Department of Science & Technology
(Admn-II-A Section)
Technology Bhawan, New Mehrauli Road,
New Delhi - 110016**

New Delhi, Dated the December,2015.

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

TENDER / OFFER DOCUMENT

To

All intending parties

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REF.No.:37-1/2015-Admn. II(A): Tender/Offer Document

Subject: Hiring of Taxies by DST

1. 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 DST). Details of requirements and terms and conditions for the tender are as given below.

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 DEDICATED Taxies for requirement within NCR**

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, and he would be paid on kilometer basis, subject to minimum of 2500 km basis per month. Such vehicles, alongwith 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 for the chauffeur. 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. Either the operator will pay them the overtime for the extra hours (if required as per their internal arrangement) or make substitute arrangements for additional offs to such chauffeurs in lieu of the extra duty hours. If considered necessary, the requisite MHA passes can be got fixed to such vehicles. Approximate number of taxies likely to be required under this category is 3 to 5. However, DST would be free to reduce / increase this number from month to month basis keeping in view its actual need.

2.1.2. **Category ‘B’ : Hiring of Taxies for ‘HALF DAY’ for regular need within NCR**

Under this category, taxies would be hired, with chauffeurs, on daily basis, normally on working days, for **‘HALF DAY’** for regular need of DST or for pick/drop to and from residences/DST premises. The detention period under this category would range from a minimum of 4 hrs.to a maximum of 6 hrs. Payments would be made on per km. basis. Minimum kilometer to be charged under this category would be 60 km per day. The chauffeur may be required to perform Airport duty twice/thrice a day even on Saturday/Sunday/Holiday etc.

- Note: (i) The operator would be bound to provide any number of vehicles under these categories both on normal working or any non-working day (Saturdays / Sundays / Central Govt. holidays, etc.) as per actual need of DST.
- (ii) If any taxi is hired / used during night i.e. between 2200 hrs. to 0600 hrs. for any period exceeding one hour, night charges @ Rs. 100/- per night would be paid.

2.1.3. **Category ‘C’ : Hiring of Taxies for ‘OUTSIDE NCR’ needs**

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. The minimum period for taxi hired under this category may range from 12 hrs. to 14 hrs. and payments would be made on per km. basis. Minimum km. to be charged under this category (**average for the entire trip**) would be 200 km. per day. Day would start from the start time as defined in para 16.

2.2. **Types of Vehicles required** :Air-Conditioned (AC) Vehicles

The operator has to indicate the number of vehicles he has alongwith their brand and year of make and charges per K.M. for each category of vehicle i.e. Luxury and deluxe vehicles.

2.3 **Essential Requirement 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 both the category of vehicle.
- (b) Should have valid registration with commercial registration number only (like DLY, DLZ, etc.)

3. **Procedure for submitting Tenders**

3.1 Tenders would be received in **TWO BIDS** System;

(a) **Technical Bid** and (b) **Financial Bid**

3.2 **Financial bids of only those bidders would be opened who fulfill 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 (alongwith all the required documents), duly signed and EMD should be put in one separate cover and wax sealed (**Cover-A**). This cover should be superscripted as:

"TECHNICAL BID for Hiring of Taxies by DST"

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

"FINANCIAL BID for Hiring of Taxies by DST"

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

"Tender No. 37-1/2015-Admn. II(A)" 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 in Cover – A) 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 the Technology Bhawan, New Mehrauli Road, N. Delhi-110 016. The tender should be dropped latest by **1500 Hours on 28.12.2015**. Tender box will be opened at 1530 hrs. sharp on 28.12.2015 by the duly authorized officer /team of officers of DST in the presence of all such bidders who wish to be present. **Late/delayed offers shall not be opened/entertained under any circumstances.** Offers received by due time and date will be opened (for the Technical Bids only) in Raman Hall, DST at **1530**

Hours on same day itself. Authorized representatives of the quoting parties may witness the offer opening (Technical Part), if they so wish. Financial Bids (of those who qualify in the technical bids evaluation stage) would be opened later, date of which will be intimated to the technical 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. It is reiterated that any bid not fulfilling any of the essential requirements mentioned in this tender document would be classified as “Technically Not Qualified” and rejected. **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. **Any bidder not fulfilling any of these conditions / requirements would be classified as ‘technically disqualified’:**

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 alongwith Technical Bid.**
2. Should have a minimum fleet of 3 to 5 Taxies of different models under Luxury category (like Toyota Innova, CIAZ, SX4, Honda City, etc) and equal number of chauffeurs to be deployed alongwith 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. Should have a minimum fleet of 15 to 20 Taxies of different models under deluxe category (like Maruti Swift, Hundai Accent, Etios, Santro, Tata Indigo etc) and equal number of chauffeurs to be deployed alongwith 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.**
4. Keeping in view 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 a minimum of 1 to 10 number of vehicles (of the models required under this tender) per day to DST under different categories.** He should submit relevant details along with copies of relevant **documents in this regard alongwith Technical Bid, which should prima facie establish his capacity to provide required number of Taxies to DST**
5. He should have a minimum annual turnover of Rs. 50 lakhs(Rupees Fifty Lakhs) (average for last 3 years) in the business of Taxi Operations. **He should submit**

copies of relevant account statements / audited accounts / other documents to establish this fact.

6. He should submit **a list of the three major clients** (Government 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)
7. He should not have been 'blacklisted' by any of his existing / past clients, especially any Government Department / organizations, 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 aspect alongwith Technical Bid.**
8. He should give a **declaration alongwith Technical Bid that Rates quoted in his Financial Bid are firm / valid from the date of coming into force of the Contract. No request for hike in the rates shall be entertained during the initial period of one year of contract.**
9. **Technical Bids should be accompanied with EMD of Rs. 50,000/-.**
10. **Technical Bid should also be accompanied with Tender Fee of Rs. 500/-**
11. **He should fulfill all other essential conditions / requirements mentioned in this tender documents.**

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 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 actual value of the Contract**

Rs. 25lakh (Rupees Twenty five lakh) per annum.

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

7. **EMD**: Tender must be accompanied with EMD of Rs. 50,000/- (Rupees Fifty Thousand only) either in the form of Bank Draft/Bankers Cheque in the name of DDO, DST. Tenders (Technical Bids) received without the requisite EMD amount of Rs.50,000/- by way of DD/Banker's Cheque or original cash deposit receipt etc. will not be considered at all. If a Tenderer withdraws his tender during the period of tender validity, the EMD shall be forfeited.

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

8.1 Technical bid should be in the format given in **Annexure-I**, Annexure-IA, Annexure –IB 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.
- iv) EMD amount of Rs.50,000/-
- v) Tender Fee of Rs. 500/- (either cash receipt, or original of Bank Draft)
- vi) Other documents as detailed in the Technical bid (Annexure-I) format.

8.2 Technical bid alongwith above stated documents should be put in a sealed cover, to be marked on '**Cover A**' and superscribed "**Technical Bid for Hiring of Taxies**"

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

Financial bid should be in the format given in **Annexure-II**, duly filling in all columns and duly signed by the bidders / his authorized signatory. Financial bid in format at Annexure-II should be put in a sealed cover, to be marked on '**Cover B**' and superscribed "**Financial Bid for Hiring of Taxies**"

10. **Both the sealed cover 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 superscribed "Tenders No. 37-1/2015-Admn. II(A) : Tenders for Hiring of Taxies by DST"** and put in Tender Box of DST before last day and time for submission of tenders.

11. **Last Date and Time of Submission of Tender:**

28.12.2015, 1500 hrs.

12. **Date and Time of Opening of Tender :**

28.12.2015, 1530 hrs.

13. **Date and time of Pre-Bid Conference to Clarify Doubts of the Bidders :**

On 23.12.2015 from 1500 hrs.in Raman Auditorium, Technology Bhavan to be Chaired by Shri P.K. Srivastava, Deputy Secretary(Admin).

15. **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 bidders 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. The extension beyond initial one year contract period, if agreed, would be on the mutually agreed rates and terms and condition subject to maximum increase upto 5% of the quoted price in the financial bid. However, during the extension period, DST may ask the operator to replace vehicle with latest models to conform to the conditions mentioned in this tender.**

16. Relevant place and timings for counting of kilometer run and time period

16.1 For Start Journeys

(a) For taxies called at DST office at Technology Bhavan, starting kilometer would be counted from Technology Bhavan and not from the operator's garage or any other taxi parking place of the operator. Start time would be the time when the taxi reports before the authorized officer at Technology Bhavan. For Category A vehicles, the chauffeurs will be required to report at 8.30 sharp and put their signature. Reporting time for category B and C will be as and when required by Department of Science & Technology

(b) For Taxies called for picking officers directly at residence of officer or other venues like Airport, other Government building, etc., the starting kilometer would be counted from Technology Bhawan.

16.2 For End Journeys

(a) For taxies ending their journey at Technology Bhavan, the end time km. and time would be as at the time of being relieved from Technology Bhavan.

(b) For taxies ending their journey at a place other than Technology Bhavan like residence of officers or Airport or other Government building, etc., the end km. and time would also be Technology Bhavan.

17. Parameters for deciding the lowest bidders

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 kms run on a particular day or for a particular month or for a particular trip (subject to payment for minimum km 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, 60 kms per day for Taxi engaged under Category B and 200 kms per day for Taxi engaged under Category C.

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 a list of which is to be provided by the bidder.

(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 the two lowest bidders.** (Hence, lowest bidder for just few items have 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. Terms and Condition of Hiring of Taxies

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

19. Additional Terms and Conditions

19.1 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 and conditions of this tender document.

19.2 Prices / rates quoted in the Financial Bid (Annexure-II) i.e. rate per km. **should be inclusive of all taxes and service charges.** 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.**

19.3 For journeys within / outside NCR, toll tax, if any, for a particular journey, would be borne by DST subject to production of original receipts by the chauffeur concerned. Such payments would, however, be made in a consolidated form on monthly basis for all the receipts submitted in respect of all vehicles deployed by a particular operator.

19.4 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 and conditions as may be specified, including all the terms and conditions of this tender document and **shall also be required to furnish a performance guarantee of Rs. 2 lakhs (Rupees Two Lakhs)** 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. In case the successful bidder fails to provide the services at L1 rates, performance security deposit shall be forfeited.

19.5 Tenders should be filed only in the prescribed format(s) given alongwith 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 alongwith formats can be downloaded from the internet or these can be obtained from office during working hours. Offers not received in the prescribed format(s) and / or incomplete offers shall not be entertained and rejected summarily.

19.6 Fax / e-mail / Letter Heads quotations shall not be accepted and ignored / summarily rejected.

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

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

19.9 The prices / rates quoted **should be indicated in words as well as in figures in Indian rupees upto two decimal places only.**

19.10 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.

19.11 The tender document can be obtained from Section Officer (Admn.II-A), Hall-E, Warehousing Block, Technology Bhavan, New Delhi.110016 on payment of a tender fees of Rs. 500/- (Rupees Five hundred Only) by submitting Demand Draft in favour of D.D.O. The bidders can also download the tender document from the website of DST (<http://www.dst.gov.in>) andalso submit the same alongwith tender fee of Rs. 500/- in the form of Demand Draft.

19.12 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 hour of receipt of tender in DST shall stand extended automatically upto 1500 hrs. of the next working day in the Central Government office.

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

19.14 Tenders would be opened at 1530hrs on 28.12.2015 in the presence of those bidders or their representatives who wish to be present during such opening. The tender would be opened in Raman Auditorium. The representative of the bidder who wish to be present during the tender opening process should bring authority letter in his name from the bidder.

19.15 The sealed tender should be dropped in the Tender Box near Reception at the entrance of Technology Bhavan, 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 Bhavan on that day, to Deputy Secretary (Admn.II-A).

19.16 Number of taxies required under various categories are 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 this para keeping in view the actual need or even no vehicle on any particular day. However, operator is bound to provide any number of vehicles so requisitioned by DST for any particular day.

19.17 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 / 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 in non-working day.

19.18 For keeping a proper record of the journeys made by the officers of DST / other officers for whom the vehicles is hired by DST, including the timing and kms run, name of the persons who actually used the vehicle, DST has issued certain instructions with regard to maintenance of log-books for such taxies by the 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 especially Taxies engaged on regular basis **as well as details contained in the daily report of Taxi hired.** However, for taxies hired for occasional use, necessary entries may be made on the form of requisition 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 in the format(s) prescribed by DST, and as amended from time to time** (based on the entries in the log book), **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 1300 hrs on the next working day.** (for all categories)

19.19 **All charges relating to maintenance and operation of the taxies including the cost of repairs of vehicles, fuel charges, salary /overtime / any other allowance of chauffeurs/ mobile phone charges 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.**

19.20 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.

19.21 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.

19.22 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.

19.23 DST reserves the right to enter 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 / procure prescribed in this tender. If the lowest bidders, 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.

19.24 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.

19.25 The tenders received without tender fee and EMD would be rejected.

19.26 Payments would be made on the monthly basis, normally within 15 days of submitting relevant bills, complete in all respect, with all documents as required for the previous month.

19.27 If the Initial Contract period or the extended contracted 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 and 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.

19.28 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 taxis from other source and the amount which DST could have paid to the operator if such taxis were provided by him in accordance with the rates and terms and conditions of the agreement.

19.29 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 taxis from the market or from other taxi operators / persons / entities (in addition to the fleet of taxis 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.

19.30 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).

19.31 All vehicles deployed for DST duty will have a sticker on the Front and Rear wind screen showing (DST will provide such stickers)



Basic Requirements of Chauffeurs to be deployed for DST Duty

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

19.33 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 duly checked by the operator before deploying him for DST duty.

19.34 It shall be the duty of the chauffeurs to keep the vehicles neat and clean on daily basis and get the entries in the log-book or requisition slip as the case may be, signed from the persons / officials who actually travelled in any such vehicle immediately on completion of each journey and submit daily report in the prescribed format to the authorized officer of DST. Any failure to do so, will make claim for such journey inadmissible.

19.35 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.

19.36 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.

19.37 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.

19.38 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.

19.39 Security check verification of chauffeurs should be carried out by operator. However, DST would 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.

19.40 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.

19.41 **The chauffeurs so deployed should be at least 10th pass 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 10th standard and above.

19.42 Operator would designate one or more of his official(s) 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.

19.43 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 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)

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

Basic Requirements / conditions for Taxies to be deployed for DST Duty

19.45 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.

19.46 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 relevant vehicles under the charge of chauffeur concerned.

19.47 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.

19.48 The taxies engaged for DST under category A shall be exclusively use of this Department and will not be shared with any other user.

19.49 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.

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 refer to the bidder / Taxi Operator who is offer to provide Taxi service to DST.

ANNEXURE 'T'

Tender No: 37-1/2011-Admn.-II (A)

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

TECHNICAL BID

(Attach extra sheets duly signed, if required)

1.

Particulars

(i)	Name of the person / party submitting the bid (hereinafter referred to as the bidder or operator)	
(ii)	Name of the firm in which taxi operation business is being done	
(iii)	Whether the bidder is himself the owner of taxies offered or possessing such taxies in somebody else's name (if so, give full details)	
(iv)	Please indicate complete location / address of garage(s) / parking place(s) where taxies deployed for DST duty would normally be parked	
(v)	Please indicate complete location / address of garage(s) / parking place(s) where taxies deployed for DST duty would normally be parked	

2. CONTACT DETAILS OF THE BIDDER

(i)	Name	
(ii)	Complete Postal Address(with Pin Code)	
(iii)	Telephone Nos. with STD code, including Mobile Number & email	
(iv)	Fax Nos./ Email address	

3. Details of chauffeurs available with the operator

(i)	Total No. of Chauffeurs available	
(ii)	Out of above, number which can Be deployed with DST in case your bid is accepted	
(iii)	Declaration / Detail of Location of Garages. Parking Place(s) of Taxies owned / possessed by the Bidder	

**4. Your Annual turnover from the Taxi Operation business for the following years
(financial year from April 1 to March 31)**

Sl.No.	2014-15	
	2013-14	
	2012-13	

(Please enclose Account / Audited Statements for the last 3 years)

**5. List of Major Clients / (all clients, if less than five) / with their address and contact
details (Private or Government)**

(i)	
(ii)	
(iii)	
(iv)	
(v)	

6. CHECK LIST

(i)	A duly attested copy (ies) certificate (s) of registration as taxi operator with Transport Department of Delhi Govt. or Transport Deptt. of any other State Govt. / Central Govt. having its office / sub-office in Delhi.	Yes/ No
(ii)	Complete list of taxis owned / possessed by us as per Annexure –I(A) (limited to maximum of 25)	Yes/ No
(iii)	List of Chauffeurs as per Annexure-I(B) (limited to maximum of 25)	Yes/ No
(iv)	Copy of R.Cs and / or any such other documents which would prima facie showy / establish your ownership / legal possession status of taxies mentioned in Annexure-I (A).	Yes/ No
(v)	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
(vi)	List of major clients whom you are providing / have provided, in last 3 years, taxi services	Yes/ No
(ix)	Have you been blacklisted by any of your existing / past organization, in the 1st 5 years of defecting / deficient service or any such reason related to taxi service provided by you (if yes, give details)	Yes/ No
(x)	Are your rates quoted in your financial bid firm / valid for a minimum of four months from the date of opening of tenders	Yes/ No
(xi)	Have you enclosed EMD of Rs. 50,000/- with the Technical Bid	Yes/ No
(xii)	Have you enclosed original receipt of payment of tender fee of Rs. 500/- or Bank draft for the same.	Yes/ No
(xiii)	Do you fulfill all other essential conditions / requirements mentioned in the Tender document	Yes/ No

13. Any other additional details / information you may like to submit

Yours sincerely,

Date:

Signature of the owner/ bidder / authorized signatory with complete Name, Address Contacts No.(s) including Mobile No(s).

Annexure I (A)

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

Note: If the bidder owns / possesses exceeding 25, 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.

Sl.NO.	Vehicle Type / Description				
	Manufacturing Year	Km already run	Total number of Taxis available	Number of taxies which can be deployed with DST in case your Tender / Bid is accepted	Registration No. of vehicles
Luxury category					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Deluxe category					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total					

ANNEXURE 'II'

Tender No. : 37-1/2011 – Admn.II (A)

Subject: Hiring of taxis by Department of Science and Technology, Govt. of India

FINANCIAL BID

List I: List of DST

Sl. No.	Vehicle Description		Rate Per km (upto 2 decimal places only) should be inclusive of all taxes and services charges. The prices / rates quoted should also be inclusive of charges for chauffeurs.	
			In Figures	In words
	Luxury Vehicles			
Vehicle possessed by the bidder/Firm under Luxury category as per tender document	Innova			
	CIAZ SX4 Honda City	}	Single price to be quoted for these vehicles	
Similar types of vehicles possessed by Bidder/Firm under Luxury category	Make & type of vehicle to be specified			
	1. 2. 3. 4. 5.	}	Single price to be quoted for these vehicles	
	Deluxe Vehicles			
Vehicle possessed/Firm under Deluxe category as per tender document	Maruti Swift Hyundai Accent Etios Tata Indigo	}	Single price to be quoted for these vehicles	
	Make & type of vehicle to be specified			
Similar types of vehicles possessed by Bidder/Firm under Deluxe category	Make & type of vehicle to be specified			
	1. 2. 3. 4. 5.	}	Single price to be quoted for these vehicles	

Yours sincerely,

Date:

Signature of the owner / bidder / authorized
signatory with complete Name, Address, Contact No.(s)
including Mobile No. (S)