E-Tender DOCUMENT

Tender for providing services of Hired Vehicles for the Office of Central Council for Research in Homoeopathy, Ministry of AYUSH

Not transferable

Director General

Central Council for Research in Homoeopathy
Ministry of AYUSH

CRITICAL DATE SHEET

<table>
<thead>
<tr>
<th>Published Date</th>
<th>20.09.2019 05:30 PM</th>
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<td>24.09.2019 03:00 PM</td>
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<td>25.09.2019 10:00 AM</td>
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<tr>
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<td>03.10.2019 06:55 PM</td>
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Document Download: Tender documents may be downloaded from CCRH web site www.ccrhindia.nic.in (for reference only) and CPPP site https://eprocure.gov.in/eprocure/app

Bidding Procedure:

The bids should be submitted in two parts as detailed mentioned on subsequent pages:
Part A-Techno Commercial Bid (fee, pre-qualifications, and technical):

Techno Commercial Bid should be submitted in prescribed format as per Annexure-A. It must contain the following:

1) Earnest Money Deposit of Rs. 5000/- in the form of crossed bank draft or pay order issued by a scheduled bank in favour of DG, CCRH which will be refundable within 30 days from the date of opening of bids.
2) Tender fee: zero.
3) List of Clients to whom the service has been provided / being provided (Govt. and National / International Organizations) during the last 2 years. (Copy of agreement / work order shall have to be enclosed for reference).
4) The technical bids should be submitted as per prescribed format as per Annexure-A.

The following documents are to be annexed with the quotation. If any of the following is not annexed, bid will be rejected.

a. Copy of GST registration certificate.
b. Copy of Insurance Cover.
c. Copy of PAN, either in name of the firm or the proprietor.
d. No. of Taxis both air-conditioned and Non- A/C, firm is having in its name along with copies of their registration certificates.
e. The documentary evidence viz. verified photocopies of Registration Certificate and Fitness Certificate of Taxis owned by the firm must be submitted.
f. The transporter must enclose the list of Central Govt. Ministries/Departments/other Govt. Offices/ Undertakings/MNCs to whom the firm is rendering the services for providing taxis with documentary proof and their full details like address, name of contract person.
g. The firm must submit an Affidavit to the effect that the firm has not been blacklisted by any of the Govt. Offices.
h. The firm must be having at-least 5 years’ experience in the field and a copy of the registration of the firm for running the business, issued by appropriate authority may be enclosed.
i. Copy of last 3 ITR submitted by the firm must be enclosed with the Technical bids as proof of income tax payment.
j. Earnest Money Deposit of Rs. 5,000/- (Rupees five thousand only) has to be deposited in the form of bank draft drawn in favour of D.G, CCRH payable at New Delhi. Quotations received without EMD shall summarily be rejected and would not be entertained under any circumstances.
Part B-Price Bid (financial bid)

1) Price should be submitted in prescribed format as per Annexure-B in the excel file format only.

Penalty Clause:

i) If the firm fails to provide the taxi in time after confirmation of booking or deny providing the taxi/bus, the firm would be liable to pay Rs. 500/- on each occasion and the same would be deducted from the bills submitted by the firm.

ii) In case of disobedience and misbehaviour on the part of the driver on unsatisfactory condition of the vehicle as specified in terms and conditions as reported by the officer/user of the Council, the penalty of Rs. 200/- will be imposed on the firm on each occasion.

Security Money:

i) The successful bidder shall have to deposit Performance Guarantee of Rs. 20,000/- which must be deposited in form of Bank Draft in the name of D.G. CCRH payable at New Delhi within 10 days of intimation of the same. EMD will be refunded only on receipt of security money (Performance Guarantee).

ii) EMD may be forfeited at any time in the following circumstances and the decision of CCRH in this regard shall be final and binding on the firm:

In case the selected bidder fails to deposit the security and sign the contract within a specified period his EMD will be forfeited.

In case the selected bidder fails to supply vehicles continuously or 3 occasions, his Performance Guarantee will be forfeited.

TERMS AND CONDITIONS:

1) The bidders shall have experience of minimum period of two years in the Tour and Travels business. The vehicles to be provided should be in a good running condition. The requirement of vehicles would be as and when required basis. The vehicles would normally be required between 08:30 hrs to 18:30 hrs but they must be available at any time and any days as needed by CCRH.

2) The bidders shall abide by all statutory requirements for running the hiring contract. CCRH shall have no responsibility and no way be liable towards taxes, fees, cost of diesel /petrol / mobile, and salary to drivers, maintenance etc, or any other charges payable in respect of running the car hiring contract except the contract price.

3) The bidders shall ensure that all the necessary documents (Registration Certificate, Insurance Papers, PUC, etc.) are available with drivers, and that the drivers are well mannered and cleanly dressed. The drivers will also be required to carry a mobile phone with them to facilitate a quick contact.

4) Normally the requirement of vehicle will be intimated well in advance. However, the bidder shall have enough resources to supply vehicles at short notice.
5) CCRH will allow maximum dead mileage (distance from agency office to CCRH-HQ) of only 5 km at the time of reporting and at the time of release. If the vehicle is required to report or is released at any point other than CCRH, Hqrs., the agency can charge dead mileage from garage to garage. Garage in this case will mean the address of the agency indicated in the bid document.

6) The contracted firm must be having at least 5 taxis in its name and those taxies should not be more than 3 years old.

7) The vehicle to be provided by the successful bidder should be tax paid in all respects.

8) The Drivers to be deputed by the successful bidder must be in proper and neat/clean uniform, which would be provided by the Contractor only and the Council shall not bear any expenditure on providing the uniform to the drivers.

9) The Drivers to be deputed by the successful bidder must have at least 3 years’ experience and holding a valid commercial driving licence.

10) The Drivers to be deployed should be well mannered and fully conversant with the routes of New Delhi, Delhi, Noida, Gurgaon, Faridabad, Ghaziabad etc. within radius of 200 Kms. Of NCT Delhi.

11) The firm selected will be responsible for maintenance of the vehicles. The taxis should be in excellent condition mechanically as well as upholstery wise i.e., outer body/upholstery should be decent looking and should have valid permit to operate in NCR of Delhi.

12) In case of breakdown of the vehicle provided by the Contractor, all expenses shall be borne by the contracted firm only for arranging substitute vehicle at the point of breakdown. If the firm fails to provide taxi at the break down point, charges from the point of break down to destination are to be borne by the firm only, which would be deducted from the bill of the contracted firm.

13) The owner/representative of the firm must be available, either on landline telephone or mobile phone.

14) The Drivers to be deputed by the contracted firm should be equipped with active mobile phone facility. In case of any inconvenience to the officer travelling in the taxi due to non-availability of driver on mobile phone, the officer shall have the liberty to hire another transport. The amount incurred on hiring of transport in such situation will be recovered from the contracted firm in any way.

15) The cost of fuel and maintenance of car, mobile phone charges and salary of the driver etc. will be borne by the bidder.

16) The firm should be able to provide taxis on Saturday, Sunday, Holidays also whenever on need arises.

17) The rates quoted by the bidder shall be valid for a period of one year and extendable up to three years on same terms and conditions subject to mutual consent and satisfactory services of the firm.

18) Compensation and connected expenses, whatsoever, in case of any casualty shall be the liability of the firm and fully borne/paid by the firm only.

20) The EMD of un-successful bidder shall be refunded after finalization of NIT. The EMD of the successful bidder shall be refunded after receipt of performance Security.

21) The Council may undertake inspection of Taxi stands/Office of the Transporter to find out the suitability.

22) The bidder must quote for item wise offer for each items of work in the prescribed proforma enclosed as Annexure -II. Rates once quoted shall be final and binding on the firm until the expiry of the contract. Taxes, levies and any other charge should be indicated separately.

23) If need arises for revision of rates due to hike in Petrol/Diesel prices by at least 15% the contracted firm shall take up the matter with the Council and the matter would be resolved on mutual negotiations. The decision of the Council will be final in this regard.

24) The duty points and terminating point in most cases will be 61-65, Institutional Area, Opp. 'D' Block Janakpuri, New Delhi-58 and mileage and time will be calculated accordingly. In cases where the duty points and /or terminating point is not the aforementioned address, it shall be the registered address of the firm.

25) The parking/toll charge/interstate charge will be borne by the Council, which would be paid to the contracted firm on production of receipts along with the relevant period bill.

26) All the disputes which may arise at any time relating to the contract shall be settled in Delhi, jurisdiction only.

27) The bidders are required to give declaration as per Annexure-A.

28) The CCRH reserves the right to accept or reject any bid in full or in part or reject any or all bids without assigning any reason thereof. The decision of the Council in this regard shall be final and binding on the firm.

29) Quotation received after the specified time and date will not be entertained.

30) Payment will be made on production of bill through core-banking on monthly basis.

31) Council reserves the right to cancel or reject the hiring of vehicle without mentioning any reason.

Assistant Director (Admin)
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Item</th>
<th>Details</th>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Firm</td>
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<td>2</td>
<td>Address for Communications</td>
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</tr>
<tr>
<td>3</td>
<td>Name of the contact person</td>
<td>Telephone / Mobile No. of contact person</td>
</tr>
<tr>
<td>4</td>
<td>Turnover of the firm for the last three financial years (attach copies of income Tax Returns along with copies of Final Accounts for the last three financial years)</td>
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<tr>
<td>5</td>
<td>E.M.D</td>
<td></td>
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<tr>
<td>6</td>
<td>Insurance</td>
<td></td>
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<tr>
<td>7</td>
<td>List of Clients (copies of award of contact)</td>
<td>proof of 5 years of experience</td>
</tr>
<tr>
<td>8</td>
<td>Registration of Firm and Service Tax Registration/ G.S.T</td>
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<td>9</td>
<td>PAN No.</td>
<td></td>
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<td>10</td>
<td>Undertaking of not blacklisted by Govt. Departments.</td>
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<td>11</td>
<td>No. of taxis owning with registration No. and with a copy of RC</td>
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<tr>
<td>12</td>
<td>Whether accepted all the Terms and conditions of the tender document.</td>
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NOTICE INVITING e-TENDER (NIT)

E-Tender on behalf of the Director General, CCRH are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for providing Services of vehicles on hired basis for the office of Central Council for Research in Homoeopathy, Jawahar Lal Nehru Bharitya Chikitsa Avum Homoeopathy Anusandhan Bhavan, 61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi-110 058 for a period of one year from the date of contract. Manual bids shall not be accepted.

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<th>Local Night Charges</th>
<th>Duty Rate</th>
<th>Outstation T.A.</th>
<th>Extra Hours</th>
<th>Extra</th>
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Quotation for Hiring of Taxis on Daily Basis

Annexure-B