

I/7996/2024



राष्ट्रीय पृथ्वी विज्ञान अध्ययन केन्द्र
NATIONAL CENTRE FOR EARTH SCIENCE STUDIES
 पृथ्वी विज्ञान मंत्रालय, भारत सरकार
Ministry of Earth Sciences, Government of India
 पी.बी.नं. ७२५०, आक्कुलम, तिरुवनन्तपुरम – ६९५०११, भारत
 P.B.No. 7250, Akkulam, Thiruvananthapuram – 695011, India

No. EAM-VHE/1/2024-EAM-NCESS

Date: 11.01.2024

Hiring of Taxi / Passenger / Commercial Vehicles

Notice Inviting Tender-OPEN TENDER

1.1. Tenders are invited under Two Bid System *i.e.* Technical Bid and Financial Bid from Travel Agencies/Individuals for providing service of Taxi / Passenger/Commercial vehicles on a contract basis for NCESS on a monthly basis with vehicles not older than January 2019 model.

Schedule of Tender		
Sl. No.	Activity Description	Schedule
1.	Tender No:	EAM-VHE/1/2024-EAM-NCESS
2	Bid submission start date	30.01.2024, Tuesday, 6pm
3	Date and time of pre bid meeting	23.01.2024, Tuesday, 11.30 am
4.	Time and last date of submitting bid	20.02.2024, Tuesday, 6pm
5.	Time and Date of Opening of Technical Bids	22.02.2024, Thursday, 11am
6	Date & Time of Opening of Financial Bids of technically qualified parties	Will be announced later
7.	Validity of tender offer	120 days from the date of opening
8.	Estimated cost of tender	~Rs.40,00,000/- (Apprx. Rupees Forty Lakhs Only)

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1.2. The requirement of Taxi / Passenger/ Commercial vehicles shall be as under:-

Sl. No.	Description	Model
1.	Category A Vehicles on a Monthly Basis (24 x 7)	Innova Crysta, Mahindra XUV 700, Scorpio, or equivalent.
2.	Category B Vehicles on demand	

1.3. Submission of Tenders:

- The intending and eligible bidders may submit the tenders online at the e-procurement website – <https://eprocure.gov.in/eprocure/app> in the two bid systems {i.e.(i) Technical bid and (ii) Financial bid} in the prescribed proforma.
- All the documents in support of eligibility criteria etc. are to be submitted along with the Tender Documents. Any corrigendum/addendum regarding this tender will be available on the above said website only.
- This Office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, NCESS in this regard shall be final and binding on all.
- The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.

Senior Manager
NCESS

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2. GENERAL TERMS AND CONDITIONS

2.1. Duration

The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (up to a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office. The contract can be short closed on account of unsatisfactory services upon performance review by the competent authority.

2.2. Receipt and opening of Tenders

- Pre-Qualification Requirement for Bidders: The bidders should furnish the under mentioned information and copies of relevant documents in the Proforma for Pre-Qualification failing which their bids will not be considered. (See Annexure II)
- If due date of opening of tender is declared to be a holiday, the tender would be opened on the next working day at the scheduled time.
- NCESS reserves the right to postpone and/ or extend the date of receipt, opening of tenders or to withdraw the tender notice without assigning any reason thereof. In such a case, the bidders shall not be entitled to any form of compensation from NCESS. Such information will be notified on the website.

2.3. Preparation and Submission of Tender

- The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid.
- 'Financial Bid' of those Agencies/ firms who qualify the 1st stage of tendering and fulfil the terms & conditions and have submitted all Annexures thereof duly filled in and complete in all respects along with requisite documents will only be considered.
- A pre-bid meeting will be conducted 23.01.2024, 11.30 am, at Neyyar hall in NCESS campus.

2.4. Right of Acceptance

NCESS reserves all rights to reject any tender of those bidders who fail to comply with the instructions and does not bind itself to accept the lowest or any specific tender. The decision of competent authority in this regard shall be final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.

2.5. Security Deposit

- The successful bidder will have to deposit Rs.1,00,000/- (Rupees One Lakh Only) towards Performance Security Deposit within 15 days from the date of acceptance of the tender. The Security Deposit will not be adjusted against any payment due to the firm from this office.

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- The Security Deposit can be forfeited by order of the competent authority in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the Security Deposit as may be considered by this office, sufficient to cover any incorrect or excess payments made on the bills to the firms, shall be recovered while releasing the Security Deposit amount. No interest is payable on the Security Deposit.

2.6. Penalty

- In case the vehicle is not made available for a day, penalty of Rs.2000/- per day will be charged.
- In case of breakdown, if the vehicle is not replaced within two hours, penalty of Rs.500/- per occasion will be imposed, in addition to the pro-rata deduction of rental in the monthly bill.

2.7. Disclaimer

The near relatives of employees of this office are prohibited from participation in this tender. A declaration in the given format (Annexure-IV) stating no relation to the staff of this office is to be furnished.

2.8. Subletting of Work

- The firm/party shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the competent authority which he/she will be at liberty to refuse if she/he thinks fit.
- The tender is not transferable. Only one tender shall be submitted by one bidder.

2.9. Terms of payment

- No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.
- The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in this tender.

2.10. Termination of Contract

- Competent authority, without prejudice to any other remedy, for breach of contract, may terminate the contract in whole or in parts.
- If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by competent authority.
- If the contractor fails to perform any other obligation(s) under the General & special conditions of the contract and all clauses of this tender which are integral part of this tender.
- Competent authority may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor, in above circumstances.

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- Termination for Insolvency: The competent authority may at any time terminate the Contract by giving written notice to the contractor, without compensation to the contractor. If the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the institute.

2.11. Arbitration

- In the event of any question, dispute or difference arising under these conditions or any condition contained in the work order or in connection with this contract (except as to any matters the decision of which is specially provided for by these conditions) the same may be referred to the sole arbitration of the Director, National Centre for Earth Science Studies, Thiruvananthapuram or some other person appointed by him. There will be no objection that the arbitrator is a Govt. servant, who has to deal with matters to which the contract relates or that in the course of his duties as a Government servant has expressed views on all or any of the matters in the disputes or difference. The award of the arbitrator shall be final and binding on the parties to this contract.
- Any dispute arising out of the contract shall be within the jurisdiction of Thiruvananthapuram.

2.12. Force Majeure

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of god (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 30 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the purchaser as to whether the supplies/services have been so resumed or not shall be final and conducive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

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3. SPECIFIC TERMS AND CONDITIONS

3.1 Vehicle

- The bidder should own / lease minimum of 5 vehicles of model not older than January 2019 registered as taxi / passenger /commercial vehicles in their names or firm's name for use as commercial vehicles. The proof of ownership or lease holding should be produced along with the qualifying bid documents.
- Institute reserves the right to call the vehicles before stipulated duty hour and beyond duty hour. Vehicles should be made available on call basis beyond the office hours in the week days as well as holidays.
- The lowest bidder shall make available the vehicle at the place, to be decided by the institute, for inspection with all necessary credentials. If the institute is satisfied with the condition of the vehicles, only then, contract order shall be awarded to the lowest bidder. The bidder shall submit the proof of ownership in case of own vehicle or in case of leased/ hold vehicles, a power of attorney/affidavit, authorizing the bidder to use the vehicle for hiring, on stamp paper from Notary.
- The bidder shall have a minimum of one year experience in supplying vehicles to Central/State Govt. organization / PSUs and copies of such experience certificates are to be attached. The bidder shall mandatorily submit proof of the same.
- The bidder must submit copies of certificates of Registration of all Taxi/ Passenger/ Commercial vehicles for which tender is submitted.
- The service provider must extend SMS facility to the NCESS users on the vehicle number as well as driver's name in advance of the trips.
- The vehicle supplied should be GPS enabled and trip wise route map should be provided.
- The bidder must have registration for Goods and Service Tax (GST).
- Reporting place for additional vehicle shall be any place within the jurisdiction of NCESS. The user of vehicle shall specify the actual place of reporting.
- For every trip, a vehicle requisition will be issued by NCESS indicating tour details and kilometre details which may be got entered and counter signed by the user on completion of journey.
- NCESS will have the right to avail the service of any agency/individual other than the contractor in the event of exigency.
- For regular requirements 12 hrs in advance and for emergency - immediate. Telephonic /Verbal/ WhatsApp intimation shall be considered as notice.

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- Accuracy of the meters: The meter reading should tally with the actual distance run and recorded in the log sheet. The actual distance of run at any instant will be verified and any authorized officer of NCESS shall have full power to check the meter for its correctness and to take action accordingly. The senior most officer using the vehicle will endorse entries in the log sheet before and after the journey.
- Any changes in the vehicle/driver should be informed atleast one day before the day of such changes.
- The vehicle registered under Taxi Quota only should be provided. Private vehicle shall not be accepted.
- Additional vehicle sent to the office for long journeys must have all relevant documents like registration book/driving license/insurance road tax/ receipt permit fee/ passenger tax/state tax etc. The vehicle should be licensed and shall confirm to all Government Rules and Regulations being in force from time to time.
- A board in blue color with the mention 'On Contract to NCESS, Government of India' has to be displayed both in front and back of the vehicle. Every vehicle being hired for long trips should also carry similar board. Failure to do so will attract a fine of Rs.1000/- per case which will be recovered from the payment due. Contractor can claim its making charges from NCESS against production of proper bill. These boards are to be returned on cessation/ expiry of contract.
- NCESS reserves the right to increase or decrease the number of vehicles. There shall not be any alteration in the rate on account of such changes.

3.2. Contractors

- Successful bidder has to execute an agreement on stamp paper worth Rs.200/-
- Contractor shall in no case lease/ transfer/ sublet/appoint caretaker for services.
- The contractor should have a valid registered/Licensed Travel agency. In the case of individual proprietor, he should have valid taxi registration.
- Unsatisfactory or unprofessional behaviour shall result in termination of the contract. Non-adherence to the quality of service and terms and conditions mentioned herein shall also result in termination of the contractor.
- Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
- Contractor shall be solely responsible for payments of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The contractor shall be responsible for his personnel's accommodation while on long trips. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims, which may arise under the provisions of various Acts, Governments orders etc.
- Contractor shall be fully responsible for theft, burglary, fire, accidents, traffic rule violations or any other harmful deeds by his staff and for any loss or damage to the vehicle.

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3.3. Drivers

- The contractor shall provide well-behaved drivers having knowledge of different routes and, as well as repair of cars with valid driving license. They should be in proper uniform with name badge.
- The driver should have Mobile phone with him while on duty.
- The driver must be punctual in arriving at the specified location on specified time.
- Drivers must not use their mobile phones or stop for personal works while driving. Violations shall attract a penalty amounting to the deduction of the whole day's payment. Rash driving will also be an equally punishable offence.
- The personnel engaged by the Contractor are subject to security check by the Security staff of NCESS at any time.
- Being a Central Govt. Institution, NCESS prefers to have drivers with basic knowledge in Hindi and English, particularly when special vehicles are sought for officials from New Delhi or other parts of the country.
- Drivers shall strictly comply with traffic rules and regulations and any penalty on account of breach of rules will be the sole responsibility of contractor.
- In trips where night stay is required, accommodation of driver vests with the contractor only. Necessary arrangements for their stay must be taken care by the contractor.
- Only the vehicles being used under the contract will be allowed to park in NCESS campus.
- Drivers who are allotted for NCESS should carry valid driving license with them. Its photocopy shall be made available to office before joining duty. He should report to the concerned section/officer on reaching in the campus.
- The contractor shall supply the vehicles properly cleaned from outside & totally dust and odour free inside. Seats of the vehicle should have cover of white towels and towels should be washed weekly. Also, driver should be properly dressed. Taxis to be provided by the Contractor should be in sound working condition and suitable for use by senior officers and for long distance.
- Driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver/vehicle is required, prior intimation should be given to the user concerned.
- For inter-state journey, the vehicle should have All India Permit.
- The contractor should send the vehicle for periodical servicing at the cost of the contractor. NCESS will not pay any mileage run for such servicing. The cost of lubricant, repairs, maintenance, Taxes, Insurance etc. will be the contractor's liability.
- The drivers may have to work beyond scheduled hours and may be called on holidays/ weekends and on odd times depending on the necessity and he should be prepared for such events. It will be contractor's responsibility to provide a substitute immediately, if the driver refuses or is unable to do so. Failure will attract suitable penalties.

Signature:

(Name of the Bidder):

ADDRESS:

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ANNEXURE-I**COMPLIANCE STATEMENT**

It is mandatory to submit this compliance matrix, failing which NCESS reserves the right to reject the bid submitted.

Sl. No.	Criteria	Compliance status Yes/ No	Remarks
1.	Annexure II - Duly filled		
2.	Annexure III - Duly filled		
3.	Annexure IV - Duly filled		
4.	Proof of ownership submitted (Own/Lease)		
5.	In case of Lease attested documents from Notary attached.		
6.	The bidder shall have a minimum of one year experience in supplying vehicles to Central/State Govt. organization / PSUs and copies of such experience certificates are to be attached. The bidder shall mandatorily submit proof of the same.		
7.	Registration documents of minimum 5 numbers vehicles submitted (not older than January 2019)		
8.	PAN (proof attached)		
9.	GST Registration (proof attached)		
10.	Road tax (proof attached)		
11.	Vehicle Insurance (proof attached)		
12.	Vehicle permit copies submitted		
13.	Pollution Under Control certificate		
14.	Provide SMS facility.		
15.	Provide GPS facility.		
16.	Provide uniforms for Drivers		
17.	Provide Drivers with knowledge of Hindi/ English		
18.	Annexure – V – Duly filled		

Date:

Signature of the tenderer with seal

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ANNEXURE-II**PROFORMA FOR QUALIFICATION BID**

Sl. No.	Particulars	Details
1.	Name of the Bidder	
2. a.	Full address of the Registered Office	
2. b.	Landline No. /Mobile No.	
2. c.	E-mail	
3. a.	Full address of Operating/ Branch Office	
3. b.	Landline No. /Mobile No.	
3. c.	E-mail	
4.	Bank details of bidder with IFSC code (Attach relevant page of Passbook)	
5.	PAN No. (Attach attested copy)	
6.	GST Number (Attach attested copy)	
7.	Certificate of incorporation of firm / company (Date & year with proof)	
8.	No. of years of experience in vehicle contract	
9.	Minimum of one year experience in supplying vehicles to Central/State Govt. organization / PSUs and copies of such experience certificates are to be attached. The bidder shall mandatorily submit proof of the same.	

Place:

Date:

Signature of the tenderer with seal

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ANNEXURE-III**TENDER FORM FOR VEHICLE HIRE ON CONTRACT BASIS – 2024**

1. Name & address of the vehicle owner with telephone number/mobile:				
2. Registration details of the Vehicles proposed for contract				
	Registration number of the Vehicles	Make & Model	Permit number of vehicles	Year of Registration (dd/mm/yyyy)
Veh 1				
Veh 2				
Veh 3				
Veh 4				
Veh 5				
3. Details of insurance of vehicles				
	Registration number of the Vehicles	Name & Address of insurance company	Date of expiry of insurance	
Veh 1				
Veh 2				
Veh 3				
Veh 4				
Veh 5				
4. Whether the vehicles were involved in any accidents or cases, if so, furnish full details				

Date:

seal

Signature of the tenderer with

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ANNEXURE-IV**Declaration regarding near relatives to be submitted by the Tenderer**

We/Ihereby certify that none of our relatives as defined in the tender documents is/are employed in the O/o the National Centre for Earth Science Studies. In case at any stage, it is found that the information given by us is false/ incorrect, NCESS shall have the absolute right to take any action as deemed fit without any prior intimation to us/me.

Date:

Signature of the tenderer with seal

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ANNEXURE – V**Details of vehicles and related Terms and Conditions**

A	B	C	D
Sl. No.	Particulars	Rates	Multiplied by
1	Vehicles on a Monthly Basis (24 x 7)		
1.1	Monthly Charges for 2400 KMs per vehicle		2
1.2	Additional KMs Charges (beyond 2400 km)		1000
1.3	Driver's Bata per day for services more than 4 hours beyond 8.00 pm.		10
1.4	Per day Night halt Charges for vehicles of more than 6 hours beyond 8.00 pm.		10
Total			
2	Vehicles on demand		
2.1	Charges for 5 hours/ 50 KMs		25
2.2	Charges for 10 hours/ 100 KMs		25
2.3	Additional Km Charges (beyond 100 km)		100
Total			
Grand Total (A+B)			

Note 1: Figures mentioned in Column D (Multiplied by) are only for the purpose of calculations for determining L1.

1. For monthly hiring: Category A = (1) Rate for 2400 KMs MULTIPLIED BY 2; plus (2) Charges for extra KMs (beyond 2400 km) MULTIPLIED BY 1000; plus (3) Driver's Bata per day for services more than 4 hours beyond 8.00 pm. MULTIPLIED BY 10; plus (4) Per day Night halt Charges for vehicles of more than 6 hours beyond 8.00 pm MULTIPLIED BY 10.

2. Vehicles on demand: Category B = (1) Charges for 5 hours/ 50 KMs MULTIPLIED BY 25; plus (2) Charges for 10 hours/ 100 KMs MULTIPLIED BY 25, plus (3) Charges for extra KMs (beyond 100 km) MULTIPLIED BY 100.

The total will be calculated for Category A & B separately. The Grand Total of Category A and Grand Total of Category B of the Price Bid will be added to arrive at Lowest Bidder (L1).

Note 2: Driver's Bata and Night halt Charges for the Vehicles on demand (Category B) will be paid as per the amount quoted in Category A Sl. Nos. 1.3 & 1.4.

Charges for the Vehicles on demand (Category B) Sl. No. 2.1 & 2.2 will be paid on the basis of KMs or hours rate whichever is higher.

Rates may be quoted excluding GST. GST will be paid as per invoice/ rules.

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Other Terms & Conditions

1. Toll Charges, Parking Charges, and Interstate permit Charges will be paid as actuals on submission of original bills.
2. Driver's Bata and Night halt Charges for the Vehicles on demand (Category B) will be paid as per the amount quoted in Category A Sl. Nos. 1.3 & 1.4 of the Price Bid.
3. Charges for the Vehicles on demand (Category B) Sl. No. 2.1 & 2.2 will be paid on the basis of KMs or hours rate whichever is higher.
4. For claiming bills, trip sheets duly signed by the indenter/user must be submitted.
5. Vehicle requirements:
 - a. Two vehicles must be provided on a monthly basis. The services to be provided 24x7 hours.
 - b. The vehicle must be having a minimum length of 4600 mm and 7 Seater SUVs. (Vehicle models: Innova Crysta, Mahindra XUV 700, Scorpio, or equivalent).
 - c. The bidder should own a minimum of 5 vehicles of model not older than January 2019 registered as taxi/passenger/commercial vehicles in their names or firm's name for use as commercial vehicles.
6. Vehicles provided should have valid Pollution Control Certificates and Insurance Certificates.
7. The bidder shall supply vehicles with FASTag.
8. The opening meter reading of the trip shall be from NCESS/ pickup point of NCESS staff or Guest and the end reading shall be at NCESS /drop point.
9. Rates may be quoted excluding GST. GST will be paid as per invoice/ rules.