

TENDER DOCUMENT

FOR

**ANNUAL RATE CONTRACT FOR HIRING OF TAXI/
VEHICLES ON "AS AND WHEN REQUIRED BASIS".**



NCDC

Assisting Cooperatives. Always!

राष्ट्रीय सहकारी विकास निगम

4, सिरी इंस्टीट्यूशनल एरिया, हौज़ खास, नई दिल्ली-110016

National Cooperative Development Corporation

4, Siri Institutional Area, Hauz Khas New Delhi- 110016

वेबसाईट: <http://www.ncdc.in>

निविदा की लागत – मुफ्त

सूचकांक
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राष्ट्रीय सहकारी विकास निगम
(सामान्य प्रशासन प्रभाग)

No. NCDC: 12-10/2017-GA

Date: 15.09.2020

TENDER NOTICE

National Cooperative Development Corporation (NCDC), 4, Siri Institutional Area, Hauz Khas, New Delhi – 110016 invites sealed bids from well established travel agencies stationed locally within 5 Km radius of NCDC Head office, Hauz Khas, New Delhi having sufficient fleet of vehicles and experience in the field, in two bids format (Technical & Financial bid) for rate contract for hiring of taxi/ vehicles on 'as and when required basis at NCDC, Head Office initially for a period of two years. The prospective bidder shall fulfill the following mandatory eligibility criteria:

- I. **The Firms/ agencies should have minimum annual turnover of ₹8 lakhs in each of the last 3 consecutive financial years (2017-18, 2018-19 & 2019-20).** (Copy of Financial Statements viz trading account, profit & loss account, balance sheet duly signed by CA be enclosed).
 - II. The Firms/ agencies must have experience of atleast 3 years (last 3 years prior to 31.03.2020) in providing vehicle/ taxi services in the Government Departments / Public Sector Undertakings / Autonomous Bodies / Financial Institutions.
 - III. The firm should be registered with the concerned Authority and should furnish a copy of registration certificate in support thereof.
 - IV. The agency/firm must have operating office within 5 Km radius of NCDC, 4, Siri Institutional Area, Hauz Khas, New Delhi-110016
 - V. The bidder should be a registered company in India as per applicable statute and be in existence for at least 3 years. Should have valid PAN and GST registration.
2. Prospective Bidder shall submit their offers in the bidding document specified for the purpose at National Cooperative Development Corporation (NCDC), 4th Floor, West Wing, Siri Institutional Area, Hauz Khas, New Delhi-110016 from 10.00 AM to 5.00 P.M on all working days (Monday to Friday). The bid document is also available on NCDC's website www.ncdc.in. Each page of the tender document should be signed by the bidder before submission.
 3. The bidding document is required to be submitted in two parts viz. 'Pre-qualification Bid' and 'Financial Bid' in separate sealed envelopes put into one bigger envelop super scribed as "Tender for Rate contract for hiring of taxi/ vehicles on 'as and when required on call basis at NCDC, Head Office".
 4. The offer (duly filled in & signed), in sealed covers, duly marked "Tender for rate contract for hiring of taxi/ vehicles on 'as and when required on call basis at NCDC, Head Office" must reach the office of Executive Director (Genl. Admin.), NCDC by 3.00 PM on 06/10/2020 and the Pre-qualification Bid shall be opened at 3.30 PM on 06/10/2020 in the office of Executive Director (GA). Bidders or there Authorized representative may present at the meeting held for opening of Pre-qualification.
 5. The Tender should be accompanied with earnest money deposit (EMD) amounting to ₹5,000/- (Rupees Five thousand only) in the form of demand draft in favor of National Cooperative Development Corporation payable at New Delhi. Tenders received without EMD shall be rejected.
 6. The financial bid of only those firms shall be opened whose pre-qualification bid are found to be acceptable as per eligibility criteria mentioned in the tender document. The time and date of opening of financial bid shall be fixed and intimated to the eligible firms separately.
 7. The Corporation reserves the right to accept any or reject all the tenders without assigning any reasons thereof.

रा.स.वि.नि. / NCDC
(सामान्य प्रशासन विभाग)
(Genl. Admin. Division) 03
प्रेषण संख्या / Despatch No.
दिनांक / Date: 15.09.2020
Copy to:



(Krishan Kumar)
Executive Director (Genl. Admin.)

Chief Director (MIS): With request to upload tender on NCDC website & CPP Portal of Govt. of India.

पूर्व अहर्ता बोली

Pre-Qualification Bid

PARTICULARS OF THE FIRM

1.	Name of the firm/ agency	
2.	Address of the Firm/ agency	
3.	Telephone No. / Fax No.	
4.	Mobile No.	
5.	E-mail address	
6.	Whether the firm proprietary/ partnership	
7.	Name & Address of partner, in case of partnership firm please enclose a copy of partnership deed/power of attorney	
8.	Date of establishment of the firm :	
9.	Annual turnover for financial years	Annual turnover (in ₹)
		2019-20
		2018-19
		2017-18
10.	Particulars of DD/Banker's Cheque towards EMD of ₹5,000/-	
11.	GST no. of the Firm: (photocopy to be enclosed)	
12.	PAN No: (photocopy to be enclosed)	
13	Registration with the concerned Authority (photocopy to be enclosed)	
14.	No. of taxis/cars registered in the name of agency/firm or owner of the agency/firm	
15.	No. of vehicles/taxies available with the bidder/agency.	
16.	No. of Employees/ Drivers	
17.	Any other relevant information.	

Signature of the Bidder/Firm

(Name & Address of the Bidder/Firm with seal)

(Please attach self attested separate sheet/s, if required)

DETAILS OF EXPERIENCE

(Experience of at least 3 years (last 3 years prior to 31.03.2020) in providing vehicle/ taxi services in the Government Departments / Public Sector Undertakings / Autonomous Bodies / Financial Institutions)

S. No	Name, Address & Contact details of the Client	Details of the work	Year	No. of vehicle	Remarks

Signature of the Bidder/Firm

(Name & Address of the Bidder/Firm with seal)

***(Note: Enclose self attested copies of certified proof of work order/ certificate in respect of the above mentioned details.)**

TERMS & CONDITIONS

1. This tender is open to all registered reputed travel agencies stationed locally within 5 Km radius of NCDC Head office, Hauz Khas, New Delhi having sufficient number of vehicles and experience in the field.
2. The Firms/ agencies should have minimum annual turnover of ₹8 lakhs in each of the last 3 consecutive financial years (2017-18, 2018-19 & 2019-20). (Copy of Financial Statements viz trading account, profit & loss account, balance sheet duly signed by CA be enclosed).
3. The Firms/ agencies must have experience of atleast 3 years (last 3 years prior to 31.03.2020) in providing vehicle/ taxi services in the Government Departments / Public Sector Undertakings / Autonomous Bodies / Financial Institutions. The copies of Work Orders/ Satisfactory Completion Certificates are required to be enclosed with the Technical Bid.
4. The firm should be registered with the concerned Authority and should furnish a copy of registration certificate in support thereof.
5. The bidder should be a registered company in India as per applicable statute and be in existence for at least 3 years. Should have valid PAN and GST registration. Self-attested copy of company registration certificate, GST, PAN number. Copy of Article of Association and Memorandum of Association are required to be submitted.
6. **Earnest Money Deposit:**
EMD of ₹5,000/- (Rupees Five Thousand Only) in the form of Demand Draft/ Banker's Cheque in favour of "National Cooperative Development Corporation" and payable at New Delhi has to be submitted along with tender documents, failing which the bid will be rejected. Earnest Money shall be forfeited in the event of any of the following situations:
 - a) If the bidder withdraws or amends his tender or increases the rates after deadline for submission of the Tender but before the validity of the tender expires.
 - b) On refusal to enter into contract after award.
 - c) on failure to furnish the required performance security or
 - d) If the work is not commenced on the date of starting the work after the work is awarded.
 - e) Once the tender is submitted, no tenderer will be allowed to withdraw the tender. Even if, any tenderer withdraws the tender, E.M.D. of that tenderer will be forfeited in full.
 - f) Any error on the part of the tenderer while quoting the rates will not be accepted as an excuse for refusal to execute the order for any or all items, if order is placed on the basis of the quoted rates. For refusal of the order, the EMD of the tenderer will be forfeited in full.
 - g) No interest is payable on the EMD under any circumstances and will be returned on completion of tendering process.
7. The successful bidder shall furnish a refundable security deposit of ₹25,000/- (Rupees Twenty Five Thousand Only) in the form of Bank guarantee or DD in the favor of "National Cooperative Development Corporation" and payable at New Delhi". Security Deposit shall be returned to the contractor after successful completion of the contract. If successful bidder fails to comply obligations of contract in that case Security Deposit will be forfeited. No interest shall be payable on the Security Deposit.
8. Each Bidder will submit only one tender either by himself or as a partner in Joint venture firm/ company.
9. Performa for furnishing rates for hiring of taxi/ vehicles on 'as and when required on call basis at NCDC, Head Office is enclosed. In case bidders need any clarification, the

office of Executive Director (Genl. Admin.), NCDC as indicated above may be visited on any working day (Monday to Friday) between 11.00 AM to 4.00 PM.

10. Opened/stapled/improperly sealed/ tenders or received after expiry of last date shall not be entertained
11. It will not be permissible for the firm/ agencies to which the work is outsourced to further outsource the work.
12. NCDC reserves the right to select or reject any or all bids without assigning any reasons thereof. Conditional & incomplete bids shall summarily be rejected
13. There should be no overwriting in the bidder's offer. The initials of the bidder's authorized person and the seal of the bidder's company must verify each correction.
14. Any bid received by NCDC after the deadline for submission of bids prescribed will be rejected and/or returned unopened to the Bidder. NCDC shall not be responsible for any postal/ transit delays.
15. No advance payment will be made. The payment will be released after satisfactory completion of service and submission of bill and effort shall be made to make payment at the earliest on the receipt of a clear & corrected bill.
16. During evaluation of bids, the NCDC may, at its discretion, ask the Bidder for a clarification of its bid. There will be no change in prices or substance of the bid shall be sought, offered or permitted.
17. The contract can be terminated by this office at any time without assigning any notice/reason or without giving any reason. If the work of the contractor is found unsatisfactory during the period of this contract, decision of the Competent Authority of this office shall be final and binding on the firm/vendor on contract.
18. In case of any breach of any terms and conditions by the successful bidder, NCDC reserves the right to cancel the contract by giving 7 days notice. In the event of the cancellation of Work Order, Earnest Money Deposit and Security Deposit lying with the Corporation will be forfeited.
19. The NCDC may without prejudice to its right against the firm for breach of any of the terms and conditions etc. or unsatisfactory performance, terminate the contract by giving 7 days notice in writing besides any further action, the Corporation may deem fit in the circumstances of the case
20. Bidder should submit certificate/undertaking to the effect that firm is neither blacklisted by any government department nor any criminal case is registered against the firm.
21. Penalty: In case of non-compliance with any of the terms and conditions, 5% of the charges on every occasion will be deducted from the bill before making payment to the firm.
22. The contract is initially for the period of two year from the date of award of work. The contract period may be extended further, subject to satisfactory services on mutually agreed Terms & Conditions.
23. In case two or more agencies are found to have quoted the same rates, the competent authority, NCDC shall decide about the agency to which the offer shall be granted based on the past credentials/report on the past performance of the firm, and length of experience etc. The decision of the competent authority, NCDC shall be final.
24. The rates will remain unchanged during period of contract for a period of two year. Upward change in rates will not be considered due to any hike in petrol/ diesel prices during the period of contract.
25. The agency should abide by rules laid down by any authority relevant to the deployment of vehicles.

26. The calculation of mileage/ distance will be from the reporting/ starting point of the user i.e NCDC Head Office, New Delhi and closing at the point where the user completes his / her journey and it will not be calculated on garage to garage basis.
27. The Contractor shall arrange the taxi/vehicles as per NCDC requirement within one hour from receiving the instruction over phone by the concerned officer, as and when and where required.
28. The services shall be provided on 24x7 basis. No mileage will be allowed to drivers for lunch/ breakfast or for filling of petrol/diesel/CNG (Fuel) etc. Hence, the Service Provider will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty.
29. The Vehicles/ taxies provided must not be older than 03 (three) years and should have a valid Registration Certificate along with other papers and comprehensive insurance during the period of contract. If the vehicles/taxies so provided are not found as per standard, the same are to be replaced by the agency at their own cost within the stipulated period, failing which the cost shall be recovered from subsequent bill. Delayed supply/noncompliance of complete order may also lead to cancellation of Contract.
30. The transport agency will be liable to pay any excess costs incurred for hire of vehicles/ taxies or services not delivered in time.
31. **Bid Validity:** The bids shall be valid for a period of 120 days from the date of opening of the tender.
32. The driver should observe all the etiquette and protocol while performing the duty. He must be in neat uniform with name badge to be provided by the contractor and should have mobile phone connectivity for which no separate payment shall be made.
33. Toll, parking charges will be paid extra at actual by NCDC on submission of bills for same.
34. The contractor must be able to provide required vehicles on odd even days whenever implemented by Government of NCT of Delhi according to odd even days.
35. After receiving the confirmed offer from NCDC, the Firm/ Company will give his acceptance and submit refundable security deposit within 10 days from the date of receiving the confirmed order.

36. ARBITRATION

In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or claim of liability, the same will be referred to an arbitrator to be appointed by the Managing Director, NCDC, whose decision shall be final and binding upon both the parties. Such reference shall be deemed to be a submission to arbitration under the Arbitrations and Conciliations Act 1996. The venue of arbitration shall be New Delhi. Subject here to the court in New Delhi shall have exclusive jurisdiction to the exclusion of all other courts.

Signature of the Bidder/Firm

(Name & Address of the Bidder/Firm with seal)

FINANCIAL BID

Rate schedule of vehicles required for Delhi and NCR without night stay (local) on 'as and when required on call basis at NCDC, head office.

S.No	Types of Vehicle (with AC)	Rates for 40 Kms & 04 Hrs.	Rate for 80 Kms & 08 Hrs.	Rate for 100 Kms & 10 Hrs.	Extra charges Per km	Extra Charges Per hour	Night Charges (11PM to 6 AM) if any
1	Swift Dzire/ Toyota Etios / SX4/ Xcent or equivalent sedan						
2	Innova/ Scorpio/ Xylo or equivalent SUV						

GST, parking, Toll charges will be paid extra on actual basis.

It is certified that I agree to all the terms & conditions of the tender document

Signature of the Bidder/Firm

(Name & Address of the Bidder/Firm with seal)