

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



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

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राष्ट्रीय सहकारी विकास निगम
(सामान्य प्रशासन प्रभाग)

No. NCDC: 12-10/2017-GA

Date: 13/06/2024

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 (minimum of 25 vehicles in the name of the company) 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 for a period of two years.** The prospective bidder shall fulfil the following mandatory eligibility criteria:

- I. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year (**FY- 2021-22, 2022-23 & 2023-24**), should be **₹40 lakhs**. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant /Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
- II. The bidder must have experience for three (03) years ending month of March prior to the bid opening (31/03/2024) of providing similar type of services to any Central / State Govt. Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
- III. The agency should be registered with the concerned Authority and should furnish a copy of registration certificate in support thereof.
- IV. The bidder 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 Director (Genl. Admin.), NCDC by 3.00 PM on 04/07/2024 and the Pre-qualification Bid shall be opened at 3.30 PM on 04/07/2024 in the office of Director (GA). Bidders or there Authorized representative may present at the meeting held for opening of Pre-qualification.
5. The Bid should be accompanied with Bid Security Declaration (BSD) and Declaration-Cum-Certificate (Non-Blacklisting Undertaking (NBU)) in the prescribed format (enclosed). Bid received without BSD/NBU shall be rejected.
6. The financial bid of only those companies 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 companies separately.
7. The Corporation reserves the right to accept any or reject all the tenders without assigning any reasons thereof

(Atar Singh Meena)
Director (Genl. Admin.)

Copy To:

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

Signature Not
Verified
This document is digitally
signed by A. S. Meena,
Director, NCDC on 14-Jun-
2024 09:53 AM

पूर्व अहर्ता बोली

Pre-Qualification Bid

PARTICULARS OF THE COMPANY

1.	Name of the company	
2.	Address of the company	
3.	Telephone No. / Fax No.	
4.	Mobile No.	
5.	E-mail address	
6.	Whether the company proprietary/ partnership	
7.	Name & Address of partner, in case of partnership company please enclose a copy of partnership deed/power of attorney	
8.	Date of establishment of the company :	
9.	Annual turnover for financial years	Annual turnover (in ₹)
		2023-24:
		2022-23:
		2021-22:
10.	Bid Security Declaration (BSD) as per format	
11.	GST no. of the Company: (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 company. (Minimum – 25)	
15.	No. of Drivers	
16.	Any other relevant information.	

Signature of the Bidder/Company
(Name & Address of the Bidder/Company with seal)

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

DETAILS OF EXPERIENCE

(Experience for three (03) years ending month of March prior to the bid opening (31/03/2024) of providing vehicle/ taxi services to any Central / State Govt Organization / PSU / Public Listed Company.)

S. No	Name, Address & Contact details of the Client	Details of the work	Date of execution of contract	Remarks

Signature of the Bidder/Company
(Name & Address of the Bidder/Company 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 (minimum of 25 vehicles in the name of the company) and experience in the field.**
2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year (FY- 2021-22, 2022-23 & 2023-24), should be ₹40 lakhs. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant /Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
3. The bidder must have experience for three (03) years ending month of March prior to the bid opening (31/03/2024) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. The company 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. The Bid should be accompanied with Bid Security Declaration (BSD) in the prescribed format (enclosed). Bid received without BSD shall be rejected.
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 company 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 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 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. 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.
12. It will not be permissible for the companies to which the work is outsourced to further outsource the work.
13. NCDC reserves the right to select or reject any or all bids without assigning any reasons thereof. Conditional & incomplete bids shall summarily be rejected
14. 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.
15. 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.
16. 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.
17. Toll, parking charges will be paid extra at actual by NCDC on submission of bills for same.
18. 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 company is found unsatisfactory during the period of this contract, decision of the Competent Authority of this office shall be final and binding on the company on contract.
19. In case of any breach of any terms and conditions by the successful bidder, NCDC reserves the right to cancel the contract by giving notice. In the event of the cancellation of Work Order, Security Deposit lying with the Corporation will be forfeited.
20. In case of breach of any terms and conditions of the tender document then without prejudice to any other claim that NCDC may have against the bidder, NCDC may blacklist the company for a period of 2 years.
21. **Bidder should submit certificate/undertaking as per the format to the effect that company is neither blacklisted by any government department nor any criminal case is registered against the company.**
22. **The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to submit undertaking to this effect with bid.**

23. Penalty: In case of non-compliance with any of the terms and conditions of the contract, a penalty of ₹1,000/- on every occasion will be imposed.
24. 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.
25. In case two or more companies are found to have quoted the same rates, NCDC shall decide about the company to which the offer shall be granted based on the past credentials/report on the past performance of the company, and length of experience etc. The decision of the competent authority of NCDC shall be final.
26. 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.
27. The agency should abide by rules laid down by any authority relevant to the deployment of vehicles.
28. **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 NCDC Head Office or Registered Office of the company whichever is closer to the point where the user completes his / her journey and it will not be calculated on garage to garage basis.**
29. The company 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.
30. 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.
31. The Vehicles/ taxis 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/taxis so provided are not found as per standard, the same are to be replaced by the company at their own cost within the stipulated period, failing which the cost shall be recovered from subsequent bill. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.
32. The transport company will be liable to pay any excess costs incurred for hire of vehicles/ taxis or services not delivered in time.
33. 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 company and should have mobile phone connectivity for which no separate payment shall be made.
34. The company 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 Company will give its acceptance and submit refundable security deposit within 10 days from the date of receiving the confirmed order.
36. **Bid Validity:** The bids shall be valid for a period of 120 days from the date of opening of the tender.
37. **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/Company
(Name & Address of the Bidder/Company with seal)

FINANCIAL BID

Rate schedule of vehicles required for Delhi and NCR 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.	Rates for 40 Kms & 08 Hrs.	Rate for 80 Kms & 08 Hrs.	Extra charges Per km	Extra Charges Per hour	Night Charges (11PM to 6AM) if any
1	Swift Dzire/ Toyota Etios / SX4/ Xcent or equivalent sedan						
2	Innova/ Scorpio 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/Company
(Name & Address of the Bidder/Company with seal)**

FORMAT OF AGREEMENT

1. Article of agreement made this _____ between National Cooperative Development Corporations, 4, Siri Institutional Area, Hauz Khas, New Delhi - 110016 (hereinafter called 1st party) of the one part and M/s. _____ (hereinafter called 2nd party) of the other part.
2. Whereas, a rate contract for hiring of taxi/vehicles on 'as and when required basis at NCDC, Head Office, New Delhi has been awarded to the 2nd party for a period of two years w.e.f _____ to _____ vide letter No. _____ dated _____.
3. And Whereas, the 2nd party shall furnish a refundable security deposit of ₹25,000/- in the form of DD in the favour of "National Cooperative Development Corporation and payable at New Delhi".
4. The 2nd party will provide services of hiring of taxi/vehicles on "as and when required basis" as per the terms and conditions of the contract.
5. The said scope of work and terms & conditions for the work of rate contract for hiring of taxi/vehicles on 'as and when required basis at the corporation's head office in New Delhi' as incorporated in the tender document as also the work award letter No _____ dated _____ shall be read & construed as forming integral part of this agreement & the parties here to shall abide by, submit themselves to the conditions & perform the agreement on their part in the said manner as contained therein.
6. All disputes and differences between the parties arising out of or in any way connected with this agreement shall be deemed to have been arisen in New Delhi and shall be subject to jurisdiction of courts in Delhi alone.
7. The several parts of the contract have been read/by to us & fully understood by us.

In witness whereof we set our hands to these presets on this _____ day of _____ 2024 in the presence of the following witnesses.

Signed by the said 1st party

Signed by the said 2nd party

1. Witness in the presence of

1. Witness in the presence of

2. Witness in the presence of

2. Witness in the presence of

Bid Securing Declaration Format

(On letter head of the bidder– duly signed and stamped)

<Date>

To

The Director,
General Administration Division
National Cooperative Development Corporation
4, Siri Institutional Area, Hauz Khas, New Delhi - 110016

Subject: Bid Security Declaration – Reg.

I/We. The undersigned, declare that:

1. I/We understand that bids must be supported by a Bid Securing Declaration.
2. I/We accept that I/We may be disqualified from bidding for any contract with you/ NCDC for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We
 - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity or its extended period, if any; or
 - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i) fail or refuse to execute the contract, if required, or
 - (ii) fail or refuse to furnish the Performance Bank Guarantee/Security Deposit, in accordance with the Instructions to Bidders.
 - c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
 - d) If there is a discrepancy between words and figures quoted by the bidder and the bidder does not accept that the amount in words prevails over amount in figure.
3. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of
 - (i) the receipt of your notification of the name of the successful Bidder; or
 - (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a consortium, the Bid Securing Declaration must be in the name of all partners to the consortium that submits the bid)

Non-Blacklisting Undertaking

(On letter head of the bidder– duly signed and stamped)

DECLARATION-CUM-CERTIFICATE
TOWHOMSOEVERITMAYCONCERN

This is to certify that the _____[Name of Bidder] has not been penalized or found guilty in any court of Law and the _____ [Name of Bidder] has not been blacklisted / debarred by Central / State Govt. Organization / PSU since April 2017 to till the date of submission of the Bid.

Further, it is to certify that the firm does not have any legal, criminal, taxation, other cases pending against it that may have an impact affecting or compromising the delivery of services required.

Name : _____

Designation : _____

Date : _____

Non-Liquidation/Court Receivership Undertaking

(On letter head of the bidder– duly signed and stamped)

DECLARATION-CUM-CERTIFICATE
TOWHOMSOEVERITMAYCONCERN

This is to certify that the _____[Name of Bidder] is not under liquidation, court receivership or similar proceedings and is not bankrupt.

Name : _____

Designation : _____

Date : _____