



सूचना एवं पुस्तकालय नेटवर्क केन्द्र
Information and Library Network Centre
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र
An Autonomous Inter-University Centre of UGC
गांधीनगर / Gandhinagar

BID DOCUMENT

**TENDER FOR ANNUAL RATE CONTRACT OF TAXI SERVICES AS AND WHEN REQUIRED
BASIS AT NEW DELHI & NCR REGION.**

Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/TAXI/DELHI/2019-20
2.	Yearly Estimated Cost of Tender	1,60,000/-
3.	Bid validity	90 days
4.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP) www.eprocure.gov.in
5.	Earnest Money Deposit (EMD)	Earnest Money of Rs.3,200/- in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar
6.	Publish Date	28 th May, 2019 at 17:30 Hrs.
7.	Document Download / Sale start Date	28 th May, 2019 at 17:30 Hrs.
8.	Document Download / Sale end Date	18 th June, 2019 at 17:00 Hrs.
9.	Pre-bid Meeting Date	7 th June, 2019 at 15:00 Hrs.
10.	Bid Submission Start Date	8 th June, 2019 at 09:00 Hrs.
11.	Bid submission End Date	18 th June, 2019 at 17:00 Hrs.
12.	Bid Opening Date	19 th June, 2019 at 11:30 Hrs.
13.	Contact Person	Shri Harish Chandra, Administrative Officer – (PA&F) Email : adminofficer[at] inflibnet.ac.in Tel : 079-23268100 For Commercial query : Shri Shyam T Yadav In-Charge (Purchase & Store) Email : shyam[at]inflibnet.ac.in Tel: 079-23268141
14.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar-382 007 Website : www.inflibnet.ac.in

INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited **Bid for Annual rate contract for Hiring of Taxi Services as and when required basis at New Delhi & NCR Region** from bonafide, resourceful and reliable service providers/Vendors/agencies only as per terms and conditions attached.

Desirous companies may download the tender document form and other details from INFLIBNET Centre's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP), Govt. of India website www.eprocure.gov.in

Bid Submit to below address:

**INFLIBNET Centre
Infocity
Gandhinagar-382 007
Gujarat.**

Technical Bid (Pre-qualification criteria)

The Bidders are required to submit technical bid enclosing therewith photocopies and mention Page Number of following documents, failing which their bids will be summarily rejected and will not be considered any further: -

Pl. Mention Page Numbers

Sr. No.	Pre-qualification criteria	Page No.
1.	The bidder must be a company registered under the companies Act, of India/State.	
2.	PAN and GST Registration Certificate Bidder shall have to submit photocopy of the documents	
3.	The firm should submit last three years balance sheet / profit & loss A/C/ Income Tax return (with proof).	
4.	Earnest Money Deposit (EMD) of Rs.3,200/- in favour of "INFLIBNET Centre" payable at Gandhinagar.	
5.	The bidder should have at least 03 number of vehicles of the same model/class either owned by it or through its partnership to meet the requirement of INFLIBNET Centre for which it quotes the rate. Documentary proof to the effect should be submitted with the tender document. The bidder should have submitted copies of RCs for the least 3 taxi/cars.	
6.	Bidder's Details Annexure – II	

7.	Bid form Annexure – III	
8.	Declaration of Bidder Annexure – IV	
9.	Declaration of blacklisting/Non Blacklisting - Annexure – V	
10.	Details of Firm’s Experience of Similar Services – VI	

While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

1. GENERAL INSTRUCTION FOR BIDDERS

- 1.1 Contract Period:** The Contract will be initially for the period of One Year, which may be extended up to further two years one year at a time from award of contract/signing of agreement, if the performance/services is found satisfactory in the discretion of INFLIBNET, Gandhinagar. The Centre reserves the right to curtail or extend the validity of Contract.
- 1.2 Submission of Bid:** The bids have been invited under single tender bid system. The interested bidders are advised to submit separate sealed envelopes super scribing "Bid For Taxi ARC at Delhi" to the INFLIBNET Centre, INFOCITY, Gandhinagar And also deposited/dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007 on or before 18th June, 2019 at 1700 Hrs. Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.
- 1.3 Earnest Money Deposit (EMD):** The interested Companies/firms may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.3,200/- in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar and other requisite documents in the Tender Box kept near Security Cabin of INFLIBNET Centre, INFOCITY, Gandhinagar.

The bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest shall be payable by the Institute on EMD. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

In exceptional circumstances, INFLIBNET may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

Exemption of EMD fee will only be given to MSME/NSIC registered bidders.

- 1.4 Forfeiture of EMD:** EMD made by Bidder may be forfeited under the following conditions: If Bidder withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process, the decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If Bidder violates any of the provisions of the terms and conditions of the proposal. In the case of a successful Bidder, if Bidder fails to:
- 1.4.1** Accept the work order along with the terms and conditions.
 - 1.4.2** Furnish performance security.
 - 1.4.3** Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
 - 1.4.4** Submitting false/misleading information/declaration/documents/proof/etc. The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job.
 - 1.4.5** In the event of the successful bidder/contractor failing to comply with any provision of the contract.
- 1.5 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of the 5 % of the total amount of work order within three (4) weeks of the receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of

any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations. Bid security shall be refunded to the successful bidder on receipt of performance security is to be renewed, if the contract is extended.

- 1.6 Pre Bid Meeting:** The Pre-Bid Meeting will be held on 7th June, 2019 at 15:00 Hrs. at premises of INFLIBNET. Only the queries received within the stipulated date prior to the pre-bid meeting will be answered. Bidder can end their queries to:

For Technical query:

Mr. Harish Chandra, Administrative Officer – (PA&F)

Email: adminofficer[at]inflibnet[dot]ac[dot]in

Tel : 079-23268100 (During office hours 9.30am to 6.00pm (Mon-Fri))

For Commercial and general query:

Shri Shyam T Yadav, In-Charge (Stores & Purchase)

Email : shyam[at]inflibnet[dot]ac[dot]in

Tel: 079-23268143 (During office hours 9.30am to 6.00pm (Mon-Fri))

The pre-bid meeting amendments as well as other amendments/corrigendum related to tender can download from the INFLIBNET website (www.inflibnet.ac.in) or from Central Public Procurement Portal (CPPP), Govt. of India website (www.eprocure.gov.in)

1.7 Terms of Payment:

- 1.7.1** The contractor shall submit the bill along with monthly statement. All bills should be supported by log sheets duly signed by users and controlling officer of the Centre. Payment of bill shall be made after the due scrutiny of the bills & after it is found in order at approved rates after deducting penalties if any.
- 1.7.2** As mentioned in our tender inquiry, you will be paid service tax as applicable from time to time and in case of inter-state journey, the toll tax/RTO tax paid at the check post will be reimbursed on actual basis on production of original receipt.
- 1.7.3** No claim for interest will be entertained by the Centre in respect of any payments/deposits which will be held with the Centre due to dispute between the Centre and contractor or due to administrative delay for the reasons beyond the control of the Centre.
- 1.7.4** As per the Govt. regulation, taxes at the applicable rate will be deducted at source from the bills of the contractor. The Centre will issue necessary TDS certificate.
- 1.7.5** If any of the above conditions are not adhered to and should there be unauthorized deviation to the terms and conditions stipulated above, the bill submitted is liable to be rejected and payment disallowed.

1.8 PENALTY:

Sr. No.	Causes of Penalties	Amount
01.	Older Model (other than prescribed Model)	10% reduction in quoted rate for each day of default.
02.	For Late reporting per occasion	Rs.500/- Per hour or part thereof
03.	Unclean or non-road worthiness of vehicle deployed	Rs.500/- Per incident
04.	Misbehavior of Driver/Not followed instruction of INFLIBNET Centre	Rs.500/- Per day or part thereof
05.	Any laps noticed during operation of contract other than listed in clause of penalties.	Rs.500/- Per incident

06.	The Driver should be well known of New Delhi & NCR roads failing which	Rs.500/- Per day
07.	Non functional of A/C or heating system	Rs.500/- Per trip
08.	Not providing vehicle after intimation within 4 hours	Rs.500/- per incident (the fine will be deducted for the monthly Payment)

- 1.9 Termination of the Contract:** The contract may be curtailed/terminated before the contract period, inter alia owing to deficiency in services or substandard quality of services by the empanelled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons. Where a contract terminated by INFLIBNET on account of the committed by the agency, it shall have the right to award the contract to any other agency at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from his Security deposit or pending bill or by raising a separate claim.
- 1.10 Resolution of Disputes:** The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- 1.11 Relaxation of Terms and Conditions:** The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.
- 1.12 Agreement:** The contractor will have to enter into a written Agreement with this Centre within 30 days of intimation of acceptance of approved rates.
- 1.13 Disclaimer:** The near relatives of employees of the INFLIBNET are prohibited from participation in this tender. The near relatives for this purpose are defined as:
- 1.13.1** Member of a INFLIBNET Centre
 - 1.13.2** Their husband or wife.
 - 1.13.3** The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).
- 1.14 INFLIBNET RESERVES THE RIGHT :**
- 1.14.1** The Director, INFLIBNET Centre, Infocity, Gandhinagar reserve the right to terminate the contract at any time if it is found that during the currency of contract, the services of the contractor are not satisfactory.
 - 1.14.2** The Centre may enter into parallel contract for similar services with other agencies whenever it is found necessary.
 - 1.14.3** The Centre may extend the contract by one more year from the date of expiry of the initial period, on the same terms and conditions.

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

2. SCOPE OF WORK

The scope of the transport contract is to hire vehicles (taxies) to meet the transport requirement of the Centre at New Delhi for officials travel from and to the point as decided by the Centre from time to time.

We require Electric/CNG/Diesel Driven compliance ordinary Hatchback / Sedan / SUV/MUV Cars with AC and Non-AC on call basis of 2017 onwards model in excellent condition.

CASUAL VEHICLE RATE FOR Electric /CNG/Diesel driven Compliance ordinary sedan Car with AC and Non-AC (Rates exclusive of GST):

Name of Electric /CNG / Diesel driven ordinary sedan car, SUV/XUV with AC and NON AC.		Rates for Electric /CNG / Diesel driven ordinary sedan car, SUV/XUV and Luxury Car with AC and NON AC					
		Upto 80 Kms./ 8 Hours		Upto 150 Kms./ 12 Hours		Upto 250 Kms./one day (Night halt charges are not admissible under this slab)	
		AC	NON AC	AC	NON AC	AC	NON AC
1.	Hatchback Cars (Tata Indica, Toyota Liva, Maruti Swift or any similar car)	The rates are to be given in the prescribed form (Annexure-I)					
2.	Sedan Cars (Honda Amaze, Swift Dezire, Hyundai Xcent or any similar car)						
3.	Innova and similar cars						
4.	Mahindra Xylo/ Tata Winger						
5.							

1. CASUAL VEHICLE FOR RAILWAY STATION / AIRPORT TRIP (Rates exclusive of GST):

Name of Electric / CNG / Diesel driven ordinary sedan car, SUV/ XUV Cars.		Rates for Electric / CNG / Diesel driven ordinary sedan car with AC and NON AC.				Remarks
		Upto 60 Kms./ 4 Hours for Railway station pickup/ drop		Upto 60 Kms./ 4 Hours for Airport pickup /drop		
		AC	NON AC	AC	NON AC	
1.	Hatchback Cars (Tata Indica, Toyota Liva,					

	Maruti Swift or any similar car)	<p style="text-align: center;">The rates are to be given in the prescribed form (Annexure-I)</p> <p style="text-align: center;">The rates are to be given in the prescribed form (Annexure-I)</p>
2.	Sedan Cars (Honda Amaze, Swift Dezire, Hyundai Xcent or any similar car)	
3.	Innova and similar cars	
4.	Mahindra Xylo/ Tata Winger	
5.		
6.		
7.		
8.		

2. RATE PER UNIT BEYOND THE CEILING MENTIONED ABOVE AT 1 & 2 ABOVE (Rates exclusive of GST):

Sr. No.	Name of Electric / CNG / Diesel driven ordinary sedan car, SUV/ XUV Cars.	Rate per Km. Over the various limits specified above.		Rate per Hour over the time specified above.	
		AC	Non-AC	AC	Non-AC
1.	Hatchback Cars (Tata Indica, Toyota Liva, Maruti Swift or any similar car)	<p style="text-align: center;">The rates are to be given in the prescribed form (Annexure-I)</p>			
2.	Sedan Cars (Honda Amaze, Swift Dezire, Hyundai Xcent or any similar car)				
3.	Innova and similar cars				
4.	Mahindra Xylo / Tata Winger				
5.					
6.					

2.1 The prices should be quoted in Indian Rupees. All vehicle should be 2017 or onward models.

2.2 The decision of INFLIBNET Centre, on all types of penalties, shall be final and binding on the firm.

2.3 PARKING AND TOLL CHARGES

The parking charges at the Railway Station, Airport etc. Toll charges for the cars utilized by INFLIBNET official, would be admissible subject to production of such parking slips/toll receipt duly signed by the user/ co-ordinator after confirmation from user.

The slips should be submitted along with the Bills and duty slips, for hire of taxi. The duty slip should clearly mention the parking charges which are being claimed from INFLIBNET.

2.4 INFLIBNET reserves the right to split the work between two or more contractors.

- 2.5 The above vehicles must be registered for operating as taxies in RTO and must have RTO clearance.
- 2.6 The vehicles should be registered in the name of the tenderer. The Xerox copies of relevant documents such as RC Books, Insurance Policies, RTO permits etc. should be submitted before signing the agreement.
- 2.7 The vehicles should be comprehensively insured for coverage of all kinds of risks.
- 2.8 Normally, the Centre/Institute we will give advance intimation for hiring the vehicle. However, in any urgency the vehicles are to be provided on short notice of 2 hours. The vehicle shall be requisitioned as per requirement and adherence to strict timing shall be absolutely essential. The number of vehicles may increase depending upon the requirement.
- 2.9 The vehicles should be maintained in excellent running condition and should have neat and clean curtains, seat covers, upholstery and carpets / mattings. The windscreen should have sun control film or smoke glass.
- 2.10 In case of brake down of any vehicle, the contractor shall immediately replace the same by equally good vehicle as approved by the Centre.
- 2.11 In case the vehicle earmarked for us are under repair or replaced for any other reasons, the replaced vehicle should also fulfil all the requirements mentioned above.
- 2.12 No charges will be paid for casual vehicles for reporting for duty and for return from the duty point at the end of duty.
- 2.13 The A.C. and heater of Car should be functional all the time and the same should be used according to the climatic conditions.
- 2.14 The dickey of the vehicles should be neat and clean to accommodate luggage without any obstacle.
- 2.15 The vehicle provided to the Centre/Institute should not be owned by any employee of this Centre or his/her family members or his/her dependants. An undertaking to this effect should be given before entering into contract.

2.16 The Drivers to be attached with the vehicles :

- 2.16.1 The drivers of the vehicles shall possess valid driving license and valid taxi cab number. He should wear the uniform and cap while on duty. The driver should be well experienced, well mannered, polite, disciplined and should have blemishless record in safe driving.
- 2.16.2 The drivers of the vehicles should have full knowledge of local city, state and national highways and traffic rules.
- 2.16.3 Driver reporting at Airport/Railway Station for pick-up duties shall display play card of INFLIBNET Centre for helping employees and guests to identify them.
- 2.16.4 It shall be the responsibility of drivers to get the log sheet regularly and accurately filled in by the users i.e. reporting, starting and ending time, opening and closing Km., starting and ending destinations and users signature and should submit the log sheet. Any bill submitted without logsheet duly signed by end user would not be passed for payment.

- 2.16.5 The contractor should ensure that sufficient cash is available with the drivers to cover essential contingent expenditure viz. refilling of fuel, urgent repairs etc. and should carry with them related RTO/Insurance papers, RTO regulatory matters relating to the registration of taxies etc., fitness certificate of the vehicle, valid driving license, taxi cab number etc.
- 2.16.6 The drivers of the vehicles should not have any bad habits such as smoking, chewing of tobacco etc. and should never take any prohibited items such as explosives, liquor, drugs etc. in the vehicle.
- 2.16.7 In case the driver of the vehicle is found negligent in discharging his duty or shows discourtesy to the users of the vehicles or commits any misconduct or offence, he shall be replaced immediately by the contractor.

3. **RATES AND DETAILS OF VEHICLE:**

The rates are to be given in the prescribed form (Annexure-I) attached with this tender document.

The rates quoted by the tenderer shall be deemed to include all expenses whatsoever that the contractor may be required to incur, except service tax. However, in case of interstate journey, the toll tax/RTO tax paid at the check post while entering into the limit of the other state shall be reimbursed on actual basis on production of original receipt and the same should be claimed in the regular monthly bill.

N.B: Statutory charges in GST rate if any shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates & norms wherever applicable.

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

TERMS & CONDITIONS:

- 1.** The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 2.** The Tenderer shall indemnify the Centre against all other damages/charges and expenses for which this Centre may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Centre shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 3.** During the period of contract, the revision of any taxes by the Government of India shall be taken into consideration by the Centre.
- 4.** The INFLIBNET will be under no legal obligation to provide employment to any of the personnel of the Tenderer during/expiry of agreement period and the INFLIBNET recognizes no employer-employee relation between the INFLIBNET and the personnel deployed by the Tenderer/agency.
- 5.** Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 6.** The Contracting Agency shall render the services as mentioned in the scope of work.
- 7.** The personnel deployed by the agency shall be healthy, active. He shall not have any communicable diseases.
- 8.** In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the Contractor / firm.
- 9.** If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
- 10.** There will be no dead mileage. The kilometer age for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the point of reporting for duty to the point of vehicle released. No mileage will be allowed to drivers for lunch/breakfast or drawal of petrol/diesel/CNG etc.
- 11.** The vehicle supplied should be in excellent condition mechanically as well as get-up wise, i.e outer body / upholstery etc. should be decent looking.
- 12.** All expense will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of breakdown vehicle will have to be provided.
- 13.** The owner/firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for taxies in emergent cases. The Mobile Number must also be given. The firm should be able to provide vehicles on holidays / Sundays also.
- 14.** All the charges towards repair/servicing, salary of the Driver, petrol/Diesel/CNG expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
- 15.** Vehicle shall always carry first aid box and mandatory spares, viz fuses, spark plugs, belts, fire extinguishers, torch, umbrella, etc.

- 16.** The car would be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the Agency and INFLIBNET shall not be liable in any matter whatsoever.
- 17.** The firm will obtain the duty slips every day duly signed by the officer or will maintain the log book daily, duly signed by the officers concerned.
- 18.** The INFLIBNET will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
- 19.** The cars to be supplied should be registered in the name of the firm/owner/partner.
- 20.** The Drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.
- 21.** The Contractor will have to submit the Name, Phone no and email id of the person to book the Vehicle.
- 22.** Fuel Price Escalation: No fuel price escalation will be given during the period of contract.
- 23.** In case office is closed on bid opening date due to some reason, the last date and time will automatically shifted to the next working day.
- 24.** The Company or its owner shall adopt and follow industry-recognized Best Management Practices, which inter alia would include fitting of a Global Positioning System (GPS) in the vehicles provided to the INFLIBNET Centre. The record of the same should be made available to the Centre as and when required.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/DELHI-TAXI/2019-20)

Annexure - I

FINANCIAL BID

[On the letterhead of the Bidder]

The Director,
INFLIBNET Centre,
Infocity,
Gandhinagar-382007

Sir,

I/we wish to submit our Tender for Annual rate contract of Taxi Services at New Delhi & NCR region on the following rates:-

CASUAL VEHICLE RATE FOR Electric /CNG/Diesel driven Compliance ordinary sedan Car with AC and Non-AC (Rates exclusive of GST) of 2017 onwards models:

Name of Electric /CNG / Diesel driven ordinary sedan car, SUV/XUV with AC and NON AC.		Rates for Electric /CNG / Diesel driven ordinary sedan car, SUV/XUV and Luxury Car with AC and NON AC					
		Upto 80 Kms./ 8 Hours		Upto 150 Kms./ 12 Hours		Upto 250 Kms./one day Hours (Night halt charges are not admissible under this slab)	
		AC	NON AC	AC	NON AC	AC	NON AC
1.	Hatchback Cars (Tata Indica, Toyota Liva, Maruti Swift or any similar car)						
2.	Sedan Cars (Honda Amaze, Swift Dezire, Hyundai Xcent or any similar car)						
3.	Innova and similar cars						
4.	Mahindra Xylo/ Tata Winger						
5.							

4. CASUAL VEHICLE FOR RAILWAY STATION / AIRPORT TRIP (Rates exclusive of GST):

Name of Electric / CNG / Diesel driven ordinary sedan car, SUV/ XUV Cars.		Rates for Electric / CNG / Diesel driven ordinary sedan car with AC and NON AC.				Remarks
		Upto 60 Kms./ 4 Hours for Railway station pickup/ drop		Upto 60 Kms./ 4 Hours for Airport pickup /drop		
		AC	NON AC	AC	NON AC	
1.	Hatchback Cars (Tata Indica, Toyota Liva, Maruti Swift or any similar car)					
2.	Sedan Cars (Honda Amaze, Swift Dezire, Hyundai Xcent or any similar car)					
3.	Innova and similar cars					
4.	Mahindra Xylo/ Tata Winger					
5.						
6.						
7.						
8.						

5. **RATE PER UNIT BEYOND THE CEILING MENTIONED ABOVE AT 1 & 2 ABOVE (Rates exclusive of GST):**

Sr. No.	Name of Electric / CNG / Diesel driven ordinary sedan car, SUV/ XUV Cars.	Rate per Km. Over the various limits specified above.		Rate per Hour over the time specified above.	
		AC	Non-AC	AC	Non-AC
1.	Hatchback Cars (Tata Indica, Toyota Liva, Maruti Swift or any similar car)				
2.	Sedan Cars (Honda Amaze, Swift Dezire, Hyundai Xcent or any similar car)				
3.	Innova and similar cars				
4.	Mahindra Xylo / Tata Winger				
5.					
6.					

5.1 The prices should be quoted in Indian Rupees. All vehicle should be 2017 or onward models.

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/DELHI-TAXI/2019-20)

Annexure – II

Bidder's Details

1	Name of the Firm	
2	Registered Office Address Contact Number Fax Number E –mail	
3	Correspondence / Contact address Name & Designation of authorized contact person with one self attested recent passport size photograph Address Contact Number(M) Fax Number E-mail	
8	GST registration Number PAN Number	
9	Total number of employees. Attach the organization chart showing the structure of the organization.	
13	Number of offices in district head quarters in Gandhinagar/Ahmedabad	

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head in original)

To
INFLIBNET CENTRE
Infocity, Gandhinagar

Sub: Annual Rate Contract of Taxi Services for Delhi & NCR region.

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender No. INF/PUR/DELHI-TAXI/2019-20, do hereby propose to execute the job as per specification as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 90 (ninety only) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to five to ten percent (5-10%) of the Order value as stipulated in Financial Bid.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, thisday of2019

Thanking you, we remain,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION

I, _____ Son/Daughter/Wife of
_____ Resident of

_____ Proprietor / Director / Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this declaration and execute this tender document;

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totally / entirely.

In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

I /We Proprietor / Partner (s) / Director (s) of M/shereby declare that the firm/ company namely M/S. has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....Was blacklisted or debarred by any Government Department from taking part in Government tenders for a period ofyears w.e.f..... The period over on And now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. Will not be responsible to pay the bills for any completed/ partially completed work.

Signature:.....

Name:

Capacity in which as signed:

Name & address of the firm:

Seal of the firm should be affixed.

Dated:
seal.

Signature of Bidder with

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd.Company by all the Directors of the company or company secretary on behalf of all directors.

INDEMNITY BOND

(ON A STAMP PAPER of Rs.100/-)

We,, having a registered office at, have entered into a contract with Information & Library Network (INFLIBNET) Centre having registered office at INFOCITY, Opp. DAICT, Gandhinagar 382 007, vide contract dated, to provide Taxi services on outsourcing basis at Information & Library Network (INFLIBNET) situated at INFOCITY, Opp. DAICT, Gandhinagar 382 007.

We do hereby indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the Institute by any party, employee(s), or workman/woman provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre against any claim/compensation arising out of any non-payment or short payment of salaries, wages, overtime, or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or non-fulfillment of any obligation under any of the labour laws as applicable to the class of workers/employees engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

Signature of the Tenderer/Authorized Signatory Name
of the Tenderer -----

Address of the Tenderer-----

Seal of the Company/Firm:

Telephone No/ Mobile No.-----

FORM OF AGREEMENT

This agreement made the _____ day of the month of _____ in the year 20.....
BETWEEN, The Information and Library Network Centre (Hereinafter called "INFLIBNET") or Client
which expression shall unless repugnant to the context or meaning thereof be deemed to include
its successors and permitted assigns, having its Head office at INFOCITY, Gandhinagar 382 007,
Gujarat, India on the ONE PART; and

*

Shri _____ S/D/o _____
resident _____ of _____ the sole proprietor of
M/s _____ having office at the following address

* M/s. _____ the partnership firm having an administrative/principal
office at _____ represented by its Managing/duly authorized partner.

* M/s. _____ company/body corporate incorporated under the provisions
of the Companies Act 1956 having its registered office at the following address
_____, duly represented at _____ duly represented
by its constituted and authorized Managing Director, Shri _____ and (hereinafter
called the Tenderer which term shall also be called the Supplier or the Contractor) which
expression shall unless repugnant to the context or meaning thereof be deemed to include its
successors and permitted assigns on the other part

WHEREAS THE Client/ INFLIBNET is desirous that certain works should be designed, supplied,
installed, tested & commissioned as detailed in the notice inviting tender and their office mentioned
and called for invitation to tenderers for the supply, installation and performance of such works
has been accepted by the INFLIBNET on the terms and conditions as set out therein and interalia
others.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively
assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be
read and construed as part of this agreement viz;
 - a) Limited Tender No,INF/PUR/DELHI-TAXI/2019-20 DATED _____, 2019
 - b) General rules and Instructions for the guidance of tenderers.
 - c) The Tender, Letter of Acceptance, Letters from & to the tenderer, if any, leading to and prior to
acceptance letter.
 - d) General Conditions of contract and clauses of contract along with Annexures thereto.
 - e) Schedules consisting of Technical Specifications, Special Conditions, Compliances, etc.
 - f) Schedule of quantities including Prices and tendered amount known as Price - Bid.

g) The details submitted in technical bid, site survey and such other commitments shall be part of the agreement.

[Note : * Strike off whichever is not applicable]

3. In consideration of the payments to be made by the INFLIBNET to the tenderer, the tenderer hereby covenants and agrees with the INFLIBNET to complete the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said tenderer, _____

_____ to the CLIENT(INFLIBNET) _____ in the presence of:

Signature of Tenderer (with seal)

Signature of Authorised representative
of the Client/INFLIBNET Accepting Authority.

Witness (Signature, Name & Address):

1).

2).