

Tender Document



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

No. INF/PUR/DELHITAXI/2022



Information and Library Network Centre

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

An Autonomous Inter-University Centre of UGC

विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र

Gandhinagar/ गांधीनगर-382007

Contact person:

(During office hours 10.00 am to 5.00 pm (Mon-Fri))

For Technical query:

Mr. Harish Chandra, AO (P&A)

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

Tel : 079-23268121

For Commercial query:

Shri Shyam Yadav (Purchase & Store)

Email: shyam@inflibnet.ac.in

Tel: +91 79 23268143

Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/DELHITAXI/2022
2.	Estimated Annual Tender Cost	Rs. 1,50,000/-
3.	Bid validity	90 days
4.	Issue of Tender Forms	Tender Documents can be downloaded from the Centre's website www.inflibnet.ac.in and Central Public Procurement Portal (CPPP) https://eprocure.gov.in/eprocure/app
5.	Tender Document Participation Mode	Online mode on CPPP e-Procurement module
6.	Contact Address	In-Charge (P&S) INFLIBNET Centre, Infocity, Opposite DAIICT, Gandhinagar- 382 007

IMPORTANT DATES

Publish Date	02.05.2022	18:00 Hrs.
Document Download / Sale start Date	02.05.2022	18:00 Hrs.
Document Download / Sale end Date	24.05.2022	16:00 Hrs.
Pre-Bid Meeting	12.05.2022	11:00 Hrs.
Bid Submission Start Date	13.05.2022	11:00 Hrs.
Bid Submission End Date	24.05.2022	16:00 Hrs.
Bid Opening Date	25.05.2022	16:00 Hrs.

Chapter 1: GENERAL INSTRUCTIONS FOR BIDDERS

- 1.1 Eligibility Criteria:** The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties must meet following criteria before they apply for the bid through online mode. The bidding parties meeting the criteria must enclose their supporting documents along with the proposal as mentioned at Annexure T-I, in orderliness of Technical Bid on CPP Portal (<https://eprocure.gov.in/eprocure/app>), failing which their bids will be summarily rejected and will not be considered any further.
- 1.2 Contract Period:** The Contract will be initially for a period of one year, which may be extended up to maximum of further two years one year at a time by mutual consent of contracting agency and the INFLIBNET Centre, if the performance/ service is found satisfactory at the discretion of INFLIBNET, Gandhinagar. The Centre reserves the right to curtail or extend the validity of Contract.
- 1.3 Period of Validity of Offer:** For the purpose of placing the order, the proposals shall remain valid till 90 days from the date of opening of tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension for period of validity and such a request shall be binding on bidders. INFLIBNET's request and response to such a request by various bidders shall be in writing. A bidder agreeing to such an extension will not be permitted to increase its rates.
- 1.4 Submission of Bid:** INFLIBNET Centre invites online e-Tenders under Two Bids System i.e. Technical Bid (Annexure-I) and Financial Bid (BOQ), in the prescribed Tender Document available on Central Public Procurement Portal (CPPP) (URL: <https://eprocure.gov.in/eprocure/app>) for the above cited subject. Tenderer must submit their bids well within the stipulated date & time and no opportunity shall be given to Tenderer to withdraw any offer at any stage after the submission of the Bids.
- 1.4.1** The Tender document can be downloaded from Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>). Besides, tender document reference can also be seen at INFLIBNET website (<https://www.inflibnet.ac.in/tenders/>). Prospective tenderers who have not enrolled/registered with aforesaid portal shall have to enroll/register themselves before participating through the website Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>). The authorized signatory of the Tenderer shall possess Digital Signature Certificate (DSC) for submission of tender documents. The DSC holder/authorized signatory signing the tender shall state, in what capacity he is/they are, signing the tender, e.g., as a sole proprietor of the firm, or as a Secretary/Manager/Director etc.
- 1.4.2** Any incomplete and conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated. All entries in the bid form should be legible and filled clearly, otherwise the bid is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.
- 1.4.3** All supporting documents mentioned in Annexure-I, except tender document have to be scanned, encrypted and uploaded in Technical Bid at the requisite places in the CPP Portal system (URL:<https://eprocure.gov.in/eprocure/app>)
- 1.5 Earnest Money Deposit (EMD):** As per OM No.F.7/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, all the bidders are required to submit the Bid security Declaration Form as prescribed in Annexure T-VIII. It is mandatory to submit the Bid security declaration Form, in absence of which the

bid would be considered as unresponsive. (As per the Government order, the bid security is exempted however, if any amendment is issued by the Government in the due course of time, the bidder shall bound to the terms and conditions accordingly).

- 1.6 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of the 3% of the total amount of work order immediately on 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. The performance security will be renewed, if the contract is extended.
- 1.7 Pre Bid Meeting:** Pre Bid Meeting will be held on 12.05.2022 at 11:00 hrs. at the premises of INFLIBNET Centre. Only the queries received within the stipulated date prior to the pre-bid meeting will be entertained and answered. Bidder can send their queries to:
For Technical:
Shri Harish Chandra, Administrative Officer - (P&A)
Email: adminofficer@inflibnet.ac.in and devang@inflibnet.ac.in

For Commercial:
Shri Shyam T Yadav, In-Charge (Purchase & Store)
Email: shyam@inflibnet.ac.in
- 1.8 Technical Bid Opening:** The Technical Bids will be opened online at INFLIBNET Centre as per schedule indicated in the Tender. The Tenderer can view the bid opening event online at their remote end.
- 1.9 Price Bid:** The price/financial bids (BOQ) shall be opened online on the scheduled time and date at INFLIBNET Centre, Infocity, Gandhinagar. The Price/Financial Bid format (BOQ) is provided in a spread sheet file, which is to be downloaded from <https://eprocure.gov.in/eprocure/app> and the rates offered should be entered in the allotted space and uploaded after filling the relevant columns (such as rates & particulars of the bidder).
- 1.9.1** The financial bids shall be opened online only of technically qualified bidders whose bids have been found eligible as per the criteria mentioned in the technical bid Annexure – T-I. All eligibility conditions have to be satisfied on the respective dates in such condition and not on a later date.
- 1.9.2** The Price Bid/BOQ template shall not be modified/replaced by the Tenderer else, the tender submitted is liable to be rejected.
- 1.10 Bid Evaluation Criteria & Award Criteria:**
- 1.10.1** After the opening of the technical bid, the same will be evaluated by the Centre. In case the Centre decides for seeking further information/clarification, the same shall be provided by the bidder. Those bids which technically qualify as per pre-qualification criteria and completed in all aspects with all annexures and meeting the requirements as specified in Annexure-I, the financial bid of such qualified bidders will be opened on a specified date and time by the Centre. The date and time of opening of financial bids will be intimated to the technically qualified bidders well in advance through email and displayed on the CPPP.
- 1.10.2** In case, if any bidder has not quoted the price against a particular item, the rate of that particular item shall be considered on the basis of lowest quotation submitted by another bidder and all bidders will have to bound to the same.

- 1.10.3 The contract will be awarded to technically suitable and overall lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the tender document. In case two or more agencies are found to have quoted the same rates, the Competent Authority of INFLIBNET shall decide about the bidder to which the offer shall be granted based on the report of length of experience based on submitted documents etc. The decision of the Competent Authority of INFLIBNET shall be final.
- 1.10.4 The Competent Authority of INFLIBNET is not bound to accept the lowest tender or any tender if found any technical discrepancies in the tender. The Authority reserves the right of accepting the whole or any part of the tender. The decision of the Authority in this regard shall be final and binding on the firm.

1.11 Termination of Contract: INFLIBNET may terminate the order in whole or in part without prejudice to any other remedy or right to claim for breach of contract by giving not less than one month written notice of default sent to the contractor. Where a contract terminated by INFLIBNET on account of the default 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.

1.12 Terms of Payment:

- 1.12.1 The Bills for hiring of taxis would be submitted after the completion of the month. Bills for supply of commercial vehicles for any month along with signed duty slips and copies of the log book signed by the our authorized user/officers shall be submitted in the first week of the following month to the Personnel and Administration Section. The payment will be made by e-transfer through RTGS/NEFT on submission of bill and after completion of services. Bidders should provide their bank details duly signed by authorized signatories. No advance payment will be made.
- 1.12.2 No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Contractor or due to Admin delay for the reasons beyond the control of the Centre.
- 1.12.3 The Centre will deduct Income tax at source under Section 194-C of Income Tax Act from the tenderer at the prevailing rates of such sum as income tax on the income comprised therein. All Taxes per applicable rules at time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre.
- 1.12.4 Necessary TDS certificate will be issued by the Centre.
- 1.12.5 Invoice (i.e. Tax invoice as per Service Tax/GST rules clearly indicating Tax registration number, Service Classification, GST number of both parties, rate and amount of Tax shown separately).
- 1.12.6 During the currency of contract, no increase in rates will be allowed.

1.13 Amendment of Bid Document: At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the INFLIBNET website and CPP Portal. The Corrigendum shall be binding on all bidders and will form part of the bid document.

1.14 Enforcement of Terms: The failure of either party to enforce at any time, any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

1.15 INFLIBNET Right to reject any of all bids: The Competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of

Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) off the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

- 1.15.1 The Competent Authority of the INFLIBNET reserves the right to annul bids or discontinue this tender process, without assigning any reason, at any time prior to signing of agreement with the successful bidder.
- 1.15.2 By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and INFLIBNET reserves the right at any frame of time and without advance notice, to change the procedure for the selection of service provider.

1.16 Compensation clause: The decision of INFLIBNET Centre, on all types of penalties, shall be final and binding on the firm.

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 Gandhinagar/Ahmedabad city and all Gujarat state roads failing which	Rs.500/- Per day
07.	Non-function of A/C or heating system	Rs.500/- Per trip
08.	Not providing vehicle after intimation within 2 hours	Rs.500/- per incident (the fine will be deducted for the monthly Payment)

1.17 Resolution of Disputes:

- 1.17.1 If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts, giving one month's notice period.
- 1.17.2 In the case of such failure, the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
- 1.17.3 The place of the arbitration shall be Gandhinagar, Gujarat. The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.

1.17.4 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

1.18 Agreement: The contractor will have to enter into a written Agreement with this Centre immediately on intimation of acceptance of order and before initiation of services at the Centre.

1. **Splitting of the contract and Curtailment of Work:** The Contractor shall refrain from awarding the services to another contractor for any particular item and avoid splitting of work. 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.

1.19 Indemnity Bond: The contractor shall keep INFLIBNET CENTRE and all officials of this office indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature or kind including costs and expenses, injuries to any person, damages to any property whatsoever, levy of fees or consequences which they may be put to or suffer on account of the services undertaken by the contractor. The Contractor shall keep the INFLIBNET CENTRE and all officials of this office indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature brought or instituted against them by any of contractors' employees or any other third party in connection with, relating to or arising out of the performance of the services or non-compliance, deficiency, non-implementation of various provisions of statutory requirements.

1.20 Definition of "Hour and Day": "Hour" means an hour of 60 minutes. For the purpose of charge, fraction of an hour up to 30 minutes will not be taken in to account and more than 35 minutes will be reckoned as full one hour in a day.

'Day' means a calendar day starting from 00:00 to 00:00, consisting of 24 hours.

Chapter 2: SCOPE OF WORK

The scope of the transport contract is to hire vehicles (taxies) to meet the transport requirement at New Delhi & NCR Region as and when required basis for officials travelling to and fro the point as decided by the Centre from time to time.

The Centre requires Electric/CNG/Diesel Driven compliance ordinary Hatchback / Sedan / SUV/MUV Cars with AC and Non-AC on call basis of 2020 onwards model in excellent condition

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Chapter 3: OTHER TERMS & CONDITIONS:

2. PARKING AND TOLL CHARGES: Actual Toll Tax, Entry tax during intra / inter – state journeys, parking charges at the Railway station, Airport etc. will be reimbursed upon production of original bill/receipt duly signed by the user/coordinator. The slips should be submitted along with the Bills, for hiring of taxi. The duty slip should clearly mention the parking charges which are being claimed from INFLIBNET.
3. INFLIBNET reserves the right to split the work between two or more contractors.
4. The above vehicles must be registered in RTO for operating as taxis and must have RTO clearance.
5. 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.
6. The vehicles should be comprehensively insured by the firm for coverage of all kinds of risks. 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.
7. Normally, the Centre/Institute will give advanced intimation for hiring the vehicle. However, in case of 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.
8. 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.
9. No charges “from garage to reporting place” & “vice versa” shall be admissible neither in distance nor in time for payment if the vehicle is reporting at INFLIBNET Centre.
10. No charges will be paid for casual vehicles for reporting for duty and for return from the duty point at the end of duty.
11. The A.C. and heater of the vehicle should be functional at all times and the same should be adhered to, as per the climatic conditions.
12. The dickie/trunk of the vehicles should be neat and clean to accommodate luggage without any obstacle.
13. 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 dependents. An undertaking to this effect should be given before entering into contract.
14. There will be no dead mileage. The kilometer mileage 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 fueling of petrol/CNG etc.
15. All expenses 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.
16. In case, the vehicle earmarked for us is under repair or replaced for any other reasons. Further, the replaced vehicle should also fulfil all the requirements mentioned above.
17. 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 taxis in emergency cases. The Mobile Number must also be provided.
18. All the charges towards repair/servicing, salary of the driver, petrol/CNG expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
19. Vehicle shall always carry first aid box and mandatory spares, viz. fuses, spark plugs, belts, fire extinguishers, torch, umbrella, etc.
20. No fuel price escalation will be given during the period of contract.
21. 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 and polite, disciplined and should have blemish less record in safe driving.

22. Contractor shall ensure that the drivers employed are well behaved, reasonably educated, having communication skill in Hindi/English/Gujarati, conversant with traffic rules/regulations and city roads/routes as well as security instructions. Contractor shall have to withdraw such persons who are found to be misbehaving under the influence of intoxicant or whose services are considered detrimental to INFLIBNET's interests, failing which vehicle shall not be accepted on duty. It will not be binding on INFLIBNET to justify the reasons for advising such withdrawal of contractor's persons. It may also result into blacklisting of such personnel.
23. Driver reporting at Airport/Railway Station for pick-up duties shall display placard of INFLIBNET Centre for helping employees and guests to identify them.
24. It shall be the responsibility of drivers to get the log sheet regularly and accurately filled in by the users/coordinators i.e. reporting, starting and ending time, opening and closing Km., starting and ending destinations and users'/coordinators' signature and should submit the log sheet. Any bill submitted without log sheet duly signed by end user would not be passed for payment.
25. The contractor should ensure that sufficient cash/amount 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 taxis etc., fitness certificate of the vehicle, valid driving license, taxi cab number etc.
26. 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.
27. Contractor shall ensure professional competence, verification of character (through police station), antecedents of his employees / crew members deployed on vehicles under the contract.
28. 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.
29. 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.
30. During the period of contract, the revision of any taxes by the Government of India shall be taken into consideration by the Centre.
31. The working hours will be as under: From 9:30 AM to 6.00 PM from Monday to Friday. Saturday and Sunday are off on account of being weekend days. They may also be called on Saturdays/Sundays/Gazetted holidays as and when required.
32. The personnel deployed by the agency shall be healthy and active. He shall not suffer from any communicable diseases.
33. The Contractor/ firm shall bear all expenses regarding compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labor legislations.
34. 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.
35. The Contractor will have to submit valid photo ID Proof, Police Verification and medical certificate of person deployed at INFLIBNET Centre.
36. The Contractor will have to submit the Name, Phone no and email id of the person to book the Vehicle.
37. In case office is closed on bid opening date due to some reason, the last date and time will automatically be shifted to the next working day.

38. 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.
39. 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.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between INFLIBNET and the outsourced Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Chapter – 4

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre

(Tender No. INF/PUR/DELHITAXI/2022)

Annexure T-I

Technical Bid- Pre-qualification Criteria (Annexure – T-I to T-VIII)

Checklist for Technical Bid

Mention Page Numbers

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	Bidder must be a firm/ agency/ company that should be registered with appropriate authorities and attested copy of registration may be attached.	I. Certificate of Commencement of business (Certificate of incorporation) II. Certificate consequent to change of name, if applicable		
02.	Experience certificate of at least Three years (in part or full) in Central Govt. /State Govt. /PSU/ reputed firms in similar work.	Certified documents of Work orders/completion certificate		
03.	Bidder must have GST registration certificate issued by the competent authority	Attested copy of registration certificate.		
	Bidder must have PAN registration certificate issued by the competent authority	Attested copy of registration certificate.		
04.	Bidder's Details Annexure T-II	[On the letterhead of the Bidder]		
05.	Bid form Annexure T-III	[On the letterhead of the Bidder]		
06.	Declaration of Bidder Annexure T-IV	[On the letterhead of the Bidder]		
07.	Declaration of blacklisting/Non Blacklisting - Annexure-T-V	[On the letterhead of the Bidder]		
08.	Annual turnover during the last three years - Annexure T-VI	[On the letterhead of the Bidder]		
09.	Details of Firm's Experience of similar services - Annexure T-VII	[On the letterhead of the Bidder]		
10.	Bid Security Declaration Form- Annexure T-VIII	[On the letterhead of the Bidder]		

- Please use separate sheet for providing complete information, if necessary.
- **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 and upload the same on CPP Portal (<https://eprocure.gov.in/eprocure/app>)**
- The bidder is required to submit the self-attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Date:

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/DELHITAXI/2022)

Annexure T-II

Bidder's Details

[On the letterhead of the Bidder]

1	Name of the Firm/ Company	
2	Name and Designation of Authorized Signatory	
3	Office Address of the Firm / Communication Address:	
4	Office Phone No: Mobile No:	
5	Fax: E-Mail ID:	
6	GST registration Number: PAN Number:	
7	Firm's Bank Account details	Bank Account No. Name of the Bank: IFSC Code No:
Particular Details of the Bidders Representative		
8	Contact Person: Designation: Tele Phone / Mobile No: E-Mail ID:	

UNDERTAKING

- 1. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.**

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

BID FORM

[On the letterhead of the Bidder]

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

To
INFLIBNET CENTRE
Infocity, Gandhinagar

SUB: TENDER FOR ANNUAL RATE CONTRACT FOR HIRING OF TAXI SERVICESAS AND WHEN REQUIRED BASIS AT NEW 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/DELHITAXI/2022, 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 3% 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 of20....

Thanking you, we remain,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Taxi Services on ARC basis, INFLIBNET Centre, Infocity, Gandhinagar

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No. INF/PUR/DELHITAXI/2022)

Annexure T-IV

DECLARATION

[On the letterhead of the Bidder]

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 it's 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

[On the letterhead of the Bidder]

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:

Signature of Bidder with seal.

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 limited company by all the Directors of the company
or company secretary on behalf of all directors.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
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Annexure T-VI

FINANCIAL CAPABILITY OF BIDDER

[On the letterhead of the Bidder]

Annual turnover details of the Bidder from [insert relevant details]

#	Financial Year	Turnover in Indian Rupees	Document Page No.
A	2019-2020		
B	2020-2021		
C	2021-2022		

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/DELHITAXI/2022)

Annexure T-VII

Details of works of similar type executed by the bidder

[On the letterhead of the Bidder]

Sl. No.	Name of the Company	Work Description	Ref. & Date of the order	Work Order Value	Contract Period	Page No

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

- Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to rejected.
- If necessary, separate sheet may be used to submit the information.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre

(Tender No. INF/PUR/DELHITAXI/2022)

Annexure T-VIII

[On the letterhead of the Bidder]

Bid Security Declaration Form

Date: _____

Tender No. _____

To

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid securing Declaration shall cease to be valid if I am/we are not the successful Bidder (i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of:

Name:

Duty authorized to sign the bid for an of behalf of

Dated on _____ day of _____.

Corporate Seal

Chapter 5: Financial Bid (BOQ Format)

A	B	C	D	M	P	Q	S	BB	BC
Contract No: INF/PUR/DELHITAXI/2022									
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> Name of the Bidder/ Bidding Firm / Company : </div> <div style="width: 85%; background-color: #e0ffff; height: 30px;"></div> </div>									
PRICE SCHEDULE <small>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</small>									
NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT	NUMBER #	TEXT #	
Sl. No.	Item Description	Item Code / Make	Quantity	Rate for cars with AC	Rate for cars without AC	Unit GST %	Total GST Amount	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	3	4	13	16	17	19	54	55
1	Cat A: Casual Vehicle Rate for upto 80 kms/8 hrs	Item1							
1.01	Hatchback cars (Tata Indica, Toyota Liva, Maruti Swift or any other similar car)	Item2	1.000			Rate Entry Please enter the Inspection Charges in Rupees for this item.	0.00	0.00	INR Zero Only
1.02	Sedan Cars (Honda Amaze, Swift Dzire, Hyundai Xcent or similar car)	Item3	1.000				0.00	0.00	INR Zero Only
1.03	Innova and similar cars	Item4	1.000				0.00	0.00	INR Zero Only
1.04	Mahindra Xylo/Tata Winger	Item5	1.000				0.00	0.00	INR Zero Only
1.05	Sub Total	Item6	1.000					0.00	INR Zero Only
2	Cat B: Casual Vehicle Rate for upto 150 kms/12 hrs	Item7							
2.01	Hatchback cars (Tata Indica, Toyota Liva, Maruti Swift or any	Item8	1.000				0.00	0.00	INR Zero Only
2.02	Sedan Cars (Honda Amaze, Swift Dzire, Hyundai Xcent or	Item9	1.000				0.00	0.00	INR Zero Only
2.03	Innova and similar cars	Item10	1.000				0.00	0.00	INR Zero Only
2.04	Mahindra Xylo/Tata Winger	Item11	1.000				0.00	0.00	INR Zero Only
2.05	Sub Total	Item12	1.000					0.00	INR Zero Only
3	Cat C: Casual Vehicle Rate for upto 250 kms/one day (Night halt charges are not admissible under this slab)	Item13							
3.01	Hatchback cars (Tata Indica, Toyota Liva, Maruti Swift or any	Item14	1.000				0.00	0.00	INR Zero Only
3.02	Sedan Cars (Honda Amaze, Swift Dzire, Hyundai Xcent or	Item15	1.000				0.00	0.00	INR Zero Only
3.03	Innova and similar cars	Item16	1.000				0.00	0.00	INR Zero Only
3.04	Mahindra Xylo/Tata Winger	Item17	1.000				0.00	0.00	INR Zero Only
3.05	Sub Total	Item18	1.000					0.00	INR Zero Only
4	Cat D: Casual Vehicle Rate for Railway Station								
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">BoQ1</div> <div style="width: 85%;"></div> </div>									

	A	B	C	D	M	P	Q	S	BB	BC
27	3.02	Sedan Cars (Honda Amaze, Swift Dzire, Hyundai Xcent or	Item15	1.000				0.00	0.00	INR Zero Only
28	3.03	Innova and similar cars	Item16	1.000				0.00	0.00	INR Zero Only
29	3.04	Mahindra Xylo/Tata Winger	Item17	1.000				0.00	0.00	INR Zero Only
30	3.05	Sub Total	Item18	1.000					0.00	INR Zero Only
31	4	Cat D: Casual Vehicle Rate for Railway Station pickup/drop upto 60 kms/4 hrs	Item19							
32	4.01	Hatchback cars (Tata Indica, Toyota Liva, Maruti Swift or any	Item20	1.000				0.00	0.00	INR Zero Only
33	4.02	Sedan Cars (Honda Amaze, Swift Dzire, Hyundai Xcent or	Item21	1.000				0.00	0.00	INR Zero Only
34	4.03	Innova and similar cars	Item22	1.000				0.00	0.00	INR Zero Only
35	4.04	Mahindra Xylo/Tata Winger	Item23	1.000				0.00	0.00	INR Zero Only
36	4.05	Sub Total	Item24	1.000					0.00	INR Zero Only
37	5	Cat E: Casual Vehicle Rate for Airport pickup/drop upto 60 kms/4 hrs	Item25							
38	5.01	Hatchback cars (Tata Indica, Toyota Liva, Maruti Swift or any	Item26	1.000				0.00	0.00	INR Zero Only
39	5.02	Sedan Cars (Honda Amaze, Swift Dzire, Hyundai Xcent or	Item27	1.000				0.00	0.00	INR Zero Only
40	5.03	Innova and similar cars	Item28	1.000				0.00	0.00	INR Zero Only
41	5.04	Mahindra Xylo/Tata Winger	Item29	1.000				0.00	0.00	INR Zero Only
42	5.05	Sub Total	Item30	1.000					0.00	INR Zero Only
43	6	Cat F: Rate per km beyond the ceiling rate mentioned in the above categories	Item31							
44	6.01	Hatchback cars (Tata Indica, Toyota Liva, Maruti Swift or any	Item32	1.000				0.00	0.00	INR Zero Only
45	6.02	Sedan Cars (Honda Amaze, Swift Dzire, Hyundai Xcent or	Item33	1.000				0.00	0.00	INR Zero Only
46	6.03	Innova and similar cars	Item34	1.000				0.00	0.00	INR Zero Only
47	6.04	Mahindra Xylo/Tata Winger	Item35	1.000				0.00	0.00	INR Zero Only
48	6.05	Sub Total	Item36	1.000					0.00	INR Zero Only
49	7	Cat G: Rate per hour beyond the ceiling rate mentioned in the above categories	Item37							
50	7.01	Hatchback cars (Tata Indica, Toyota Liva, Maruti Swift or any	Item38	1.000				0.00	0.00	INR Zero Only
51	7.02	Sedan Cars (Honda Amaze, Swift Dzire, Hyundai Xcent or	Item39	1.000				0.00	0.00	INR Zero Only
52	7.03	Innova and similar cars	Item40	1.000				0.00	0.00	INR Zero Only
53	7.04	Mahindra Xylo/Tata Winger	Item41	1.000				0.00	0.00	INR Zero Only
54	7.05	Sub Total	Item42	1.000					0.00	INR Zero Only
55	Total in Figures								0.00	INR Zero Only
	Quoted Rate in Words								INR Zero Only	