



**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 HIRING OF TAXI SERVICES ON ANNUAL RATE CONTRACT BASIS AS AND WHEN REQUIRED AT INFLIBNET CENTRE.**

Sr. No.	<b>BID-DATA SHEET</b>	
1.	Tender Number	INF/PUR/TAXI/2020-21
2.	Yearly Estimated Cost of Tender	2,50,000/-
3.	Bid validity	90 days
4.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a> or Central Public Procurement Portal (CPPP) <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
5.	Earnest Money Deposit (EMD)	Earnest Money of Rs.5000/- 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	06/11/2020 at 18:00 Hrs.
7.	Document Download Date	06/11/2020 at 18:00 Hrs.
8.	Document Download / Sal end Date	24/11/2020 at 15:00 Hrs.
9.	Pre-bid Meeting Date	13/11/2020 at 11:00 Hrs.
10.	Bid Submission Start Date	14/11/2020 at 09:00 Hrs.
11.	Bid submission End Date	24/11/2020 at 15:00 Hrs.
12.	Bid Opening Date	24/11/2020 at 17:00 Hrs.
13.	Contact Person	Shri Devang K Roy , Office Assistant II Email : <a href="mailto:devang[at]inflibnet.ac.in">devang[at]inflibnet.ac.in</a> Tel : 079-23268121 <b>For Commercial query :</b> Shri Shyam T Yadav In-Charge (Purchase & Store) Email : <a href="mailto:shyam[at]inflibnet.ac.in">shyam[at]inflibnet.ac.in</a> Tel: 079-23268143
14.	Contact Address	INFLIBNET Centre, Opp. DAIICT, Infocity, Gandhinagar- 382 007 Website : <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a>

## Chapter - 1

### INTRODUCTION

*The Information and Library Network (INFLIBNET) Centre, an autonomous Inter University Centre (IUC) of the University Grants Commission, Ministry of Education, Govt. of India, invites sealed quotations consisting of two-bid tender (Technical and Commercial) from eligible Service Providers for Hiring of Taxi Services on annual rate contract basis as and when required at INFLIBNET Centre Gandhinagar, Gujarat.*

*The bid document and further amendments can be downloaded from the INFLIBNET website ([www.inflibnet.ac.in](http://www.inflibnet.ac.in)) or from Central Public Procurement Portal (CPPP), Govt. of India website ([www.eprocure.gov.in](http://www.eprocure.gov.in)) and submit the same to INFLIBNET Centre on or before due date of the tender.*

***The bidder will have to ensure that the bid documents is available physical copy before last date.***

*Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid. Bidder must submit the technical and financial bid in prescribed format without ANY deviation.*

## Chapter – 2

### GENERAL INSTRUCTION TO THE BIDDERS

#### **2.1 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. The bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal as mentioned in Annexure T-I, failing which their bids will be summarily rejected and will not be considered any further.

#### **2.2 Contract Period of Services:**

The contract will be awarded initially for a period of ONE YEAR extendable maximum up to 3 years on year to year basis or in part thereof as per the requirement of INFLIBNET and based on review of the performance of the services of Contractor/Agency with the same terms and conditions. The BG shall also to be renewed accordingly. The Contract/ Agreement can be terminated by giving one month's notice in writing by either party to the agreement. The Centre reserves the right to curtail or extend the validity of Contract. The purchaser (INFLIBNET) does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not transferable.

#### **2.3 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 of the period of validity and such a request shall be binding on Bidders. INFLIBNET's request and the 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.

## **2.4 Submission of Bid:**

The bidder has been submit proposal/bid of any section or every section as per their eligibility of pre-qualification criteria and scope of work under two bid system i.e. Technical Bid and Financial Bid. The interested bidders are advised to submit two separate sealed envelopes super scribing "Technical Bids Annexure-T-I (Pre-qualification criteria)" and "Financial Bids (Annexure F-I)". Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed suprescribed "Bid for Taxi Services on ARC basis" 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 24/11/2020 at 15:00 Hrs.

Bid may be submitted in the following manner:

- 2.4.1 Envelop No. 1:** Shall contain all the information and documents in the same serial order as shown in the Annexure-T-I (Pre-qualification criteria). The complete document should be numbered chronologically. On the top of envelope must be super scribed "Technical Bid of Taxi services". Shall also contain the bid EMD.
- 2.4.2 Envelop No.2:** Shall contain the rates/prices of the Services / items duly filled at Annexure F-I and signed and stamped. On the top of envelope must be super scribed "Price Bid of Taxi services".
- 2.4.3 Envelope No.3 (Bigger Size):** Both the envelopes must be super scribed "Bid for Taxi Services on ARC basis" with due date and time and shall be sealed in third envelope of bigger size addressed to:  
The In-charge (P&S), INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007.

## **2.5 Earnest Money Deposit (EMD):**

- 2.5.1** The interested Bidder/Contractor may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.5,000/- (Five Thousand Only) in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favor of "INFLIBNET Centre" Payable at Gandhinagar and other requisite documents in the Tender Box kept at the Security Cabin of the INFLIBNET Centre, INFOCITY, Gandhinagar.
- 2.5.2** The bid securities of the unsuccessful Bidder/Contractors 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.
- 2.5.3** 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/EMD shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.
- 2.5.4** Exemption in EMD will only be given to Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME).

## **2.6 Forfeiture of EMD: EMD made by Bidder/Contractor may be forfeited under the following conditions:**

- 2.6.1** If Bidder/Contractor withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder/Contractor 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.
- 2.6.2** If Bidder/Contractor violates any of the provisions/terms and conditions of this proposal or indulges any such activities as would jeopardize the work.
- 2.6.3** Does not accept the work order along with the terms and conditions.
- 2.6.4** In case of a successful Bidder/Contractor, if the Bidder/Contractor fails to submit the PBG in accordance with terms and conditions.
- 2.6.5** Submitting false/misleading information/declaration/documents/proof/etc. The decision of the INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD the Bidder/Contractor will be debarred from participating in any job etc. with the INFLIBNET
- 2.6.6** In the event of the successful Bidder/Contractor/contractor failing to comply with any provision of the contract.
- 2.6.7** The Bidder/Contractor shall not be allowed to withdraw or modify the offer on his own after the last date of submission of bid. If any Bidder/Contractor withdraws or makes any modifications or additions in the terms and conditions of his tender not acceptable to the INFLIBNET then the INFLIBNET shall without prejudice to any other right or remedy, be at liberty to forfeit the entire earnest money absolutely.
- 2.6.8** In case the Bidder/Contractor fails to commence the work specified in the tender documents within 15 days or such time period as mentioned in Purchase Order/Work Order/LOI, after the date on which INFLIBNET issues written orders to commence the work, whichever is later, INFLIBNET shall, without prejudice to any other right or remedy, be at liberty to forfeit whole of the earnest money absolutely.
- 2.6.9** In case of forfeiture of earnest money as prescribed as 1.6.1 to 1.6.8 above, the Bidder/Contractor shall not be allowed to participate in the retendering process of the work, if carried out.

## **2.7 Performance Security Deposit:**

The successful Bidder/Contractor shall have to deposit a Performance Security Deposit of 10% of the total amount of work order/tender value immediately on the receipt of the LOI/Order. The performance security deposit shall 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/warranty period etc. Bid security (EMD) shall be refunded to the successful Bidder/Contractor on receipt of performance security. The performance security must be renewed by the Contractor on his own, if the contract is extended.

## **2.8 Pre Bid Meeting:**

The Pre-Bid Meeting will be held on 17/09/2020 at 11:30 Hrs. at the premises of the INFLIBNET. Only the queries received within the stipulated date prior to the pre-bid meeting will be answered. Bidder can send their queries to:

**For Technical query:**

Shri Devang Roy, Office Assistant II  
Email : [devang\[at\]inflibnet.ac.in](mailto:devang[at]inflibnet.ac.in)  
Tel : 079-23268121

**For Commercial query :**

Shri Shyam T Yadav  
In-Charge (Purchase & Store)  
Email : [shyam\[at\]inflibnet.ac.in](mailto:shyam[at]inflibnet.ac.in)

The minutes of the pre-bid meeting or corrigendum/amendments etc. can downloaded from the INFLIBNET website [www.inflibnet.ac.in](http://www.inflibnet.ac.in) or from Central Public Procurement Portal (CPPP), Govt. of India website [www.eprocure.gov.in](http://www.eprocure.gov.in)

## **2.9 Price Bid:**

The Price Rates should be quoted separately for each section respectively. The price bids shall be opened on the scheduled time and date at INFLIBNET Centre, Infocity, Gandhinagar, in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time:

- 2.9.1** The financial bid of only 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.
- 2.9.2** The Price Bid as per Performa given in the tender documents as ANNEXURE- F-I. Any conditions given in the price bid may cause rejection of Bid.
- 2.9.3** The GST charges should be provided separately in financial bid, the GST or equivalent, as may be in force in future would be paid on actual basis at the applicable rate.
- 2.9.4** The prices should be quoted in Indian Rupees.
- 2.9.5** The Incomplete and conditional bids shall not be considered and likely to be rejected in very first instance.
- 2.9.6** The rates to be quoted for each section in figure as well as in words. (in case of dispute, rates quoted in words shall be deemed to be correct).
- 2.9.7** All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. The cuttings/corrections, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.

## **2.10 Bid Evaluation Criteria & Award Criteria:**

- 2.10.1** After the opening of the technical bid, the same will be evaluated by a committee, In case the committee decided for seeking further information/clarification, the same shall be provided by the bidder. Those bids which technically qualified as per pre-qualification criteria, and complete in all aspects with all annexures and meeting the requirements as

specified in chapter-4, the financial bid of such qualified bidders will be opened on a specified date and time by the committee. The date and time of opening of financial bids will be intimated to the bidders well in advance through phone/email. The bidder is at liberty to be present either in-person or authorize, not more than one representative to be present at the time of opening of the financial bid. The Bids will be opened by the committee in the presence of the representatives of the bidders who may wish to be present on that day.

**2.10.2** In case it is found that the bidder has not quoted as per the requirement for any specified item that particular item shall be evaluated on the basis of highest quoted rates by the another bidder.

**2.10.3** Any 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.

**2.10.4** The contract will be awarded for technically suitable lowest evaluated prices, 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 whom the offer shall be granted based on the report of the past performance of the firm, and length of experience etc. the decision of the Competent Authority of the INFLIBNET shall be final.

**2.10.5** The competent Authority of the 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 INFLIBNET Authority in this regard shall be final and binding on the firm.

## **2.11 PENALTY:**

<b>Sr. No.</b>	<b>Causes of Penalties</b>	<b>Amount</b>
01.	Older Model (other than prescribed Model)	10% reduction in quoted rates 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 instructions of the 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 roads failing which shall be penalized.	Rs.500/- Per day
07.	Nonfunctional 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 from the monthly Payment to the contractor)

## **2.12 Terms of Payment:**

**2.12.1** 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 taxes etc., if any.

- 2.12.2** As mentioned in the tender inquiry, contractor will be paid service tax/GST 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.
- 2.12.3** Format of invoice is as per INFLIBNET (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). The terms of such invoice(s) is that they shall be payable as per the rates submitted, negotiated and agreed by both the parties.
- 2.12.4** The payment will be made on quarterly basis by e-transfer through RTGS/ NIFT on submission of bill and scrutinized. No advance payment will be made. The Bidders should provide their bank details duly signed by authorized signatories.
- 2.12.5** 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 Administrative delay for any reasons.
- 2.12.6** The Centre will deduct Income TDS/tax at source under Section 194-C of the Income Tax Act from the tenderer at the prevailing rates of such sum as income tax on the income comprised therein. All Taxes as per applicable rules from time to time will be deducted at applicable rates from all payments made by the INFLIBNET Centre. Necessary TDS certificate will be issued by the Centre.
- 2.12.7** During the currency of the contract, no increase in rates will be allowed.
- 2.12.8** Subject to any deductions which INFLIBNET may be authorized to make under the contract, the contractor shall be entitled upon the certificate of the Administrative Office/Controlling Office to the effect hereinafter stated payments of bills shall be made to the contractor. The payment shall be made subject to availability of Fund/Grant/Letter of Credit etc.
- 2.12.9** If not replaced/replenished with the specified item, the decision of the "INFLIBNET" or its authorized official shall be final in case of dispute for any service or any product or workmanship etc.

### **2.13 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 contractor/empanelled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves the 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 fault by the agency, it shall have the right to award the contract to any other agency at the cost, risk and responsibilities of the contractor and excess expenditure incurred on account of this will be recovered by INFLIBNET from the contractor from his Security deposit or pending bills or by raising a separate claim.

### **2.14 Resolution of Disputes:**

- 2.14.1** 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.
- 2.14.2** 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.
- 2.14.3** The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.
- 2.15 Relaxation of Terms and Conditions:** The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.
- 2.16 Agreement:** The contractor will have to enter into a written Agreement with this Centre within 15 days of intimation of acceptance of approved rates.
- 2.17 Indemnity Bond:**
- 2.17.1** 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 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.
- 2.17.2** During the performance of the contract, if the person(s) of THE BIDDER meet with any accident which results into the death or injuries to the person(s) of THE BIDDER or any damage made to the Third party and any claim or legal penalties arise out of it will be the responsibility of THE BIDDER only. INFLIBNET will not be responsible in any way.
- 2.17.3** THE BIDDER shall follow all the regulations of the Government of Gujarat and Government of India. THE BIDDER shall have any and all responsibilities of all the person(s) employed for the performance of the contract.
- 2.17.4** In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the INFLIBNET by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the INFLIBNET. As a result of the acts of the Contractor, if the INFLIBNET is required to pay any tax or damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the INFLIBNET or the INFLIBNET reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the INFLIBNET.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_



**Technical Bid (Pre-qualification criteria)**

The Bidders are required to submit technical bid enclosing therewith certified 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.5,000/- 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 rates. Documentary proof to the effect should be submitted with the tender document. The bidder should have submitted copies of RCs, insurance etc. for at 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: \_\_\_\_\_

**Scope of work for providing taxi services on annual rate contract basis at the INFLIBNET Centre, Gandhinagar**

**SCOPE OF WORK**

The scope of the taxi/transport contract is to hire vehicles (taxies) to meet the transport requirement of the Centre at Infocity, Gandhinagar 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 2019 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 60 Kms./ 4 Hours	Upto 80 Kms./ 8 Hours	Upto 150 Kms./ 12 Hours	Upto 250 Kms./one day (Night halt charges are not admissible under this slab)
1.	Hatchback Cars (Tata Indica, Toyota Liva, Maruti Swift or similar cars)				
2.	Sedan Cars (Honda Amaze, Swift Dezire, Hyundai Xcent or similar cars)				
3.	Innova and similar cars				
4.	Mahindra Xylo/ Tata Winger				
5.					

**1. CASUAL VEHICLE FOR RAILWAY STATION / AIRPORT TRIP/LOCAL/ANY REQUIREMENT ETC. (Rates excluding 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 30 Kms./ 3 Hours for any requirement etc.	Upto 50 Kms./ 4 Hours for Railway Station, Airport, Any other place etc.	
1.	Hatchback Cars (Tata Indica, Toyota Liva, Maruti Swift or similar cars)			
2.	Sedan Cars (Honda Amaze, Swift Dezire, Hyundai Xcent or similar cars)			
3.	Innova and similar cars			
4.	Mahindra Xylo/ Tata Winger			
5.				
6.				

**2. RATE PER UNIT BEYOND THE CEILING MENTIONED ABOVE AT 1 & 2 (Rates excluding 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 at table No 1 & 2.	Rate per Hour over the time specified above at table No 1 & 2.
1.	Hatchback Cars (Tata Indica, Toyota Liva, Maruti Swift or similar cars)		
2.	Sedan Cars (Honda Amaze, Swift Dezire, Hyundai Xcent or similar cars)		
3.	Innova and similar cars		
4.	Mahindra Xylo / Tata Winger		
5.			
6.			

- 3.1 The prices should be quoted in Indian Rupees. All vehicle should be 2019 or onward models.
- 3.2 The decision of INFLIBNET Centre, on all types of penalties, shall be final and binding on the firm.
- 3.3 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.
- 3.4 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.
- 3.5 INFLIBNET reserves the right to split the work between two or more contractors.
- 3.6 The above vehicles must be registered for operating as taxies in RTO and must have RTO clearance.
- 3.7 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.
- 3.8 The vehicles should be comprehensively insured for coverage of all parties and all kinds of risks.
- 3.9 Normally, the Centre/Institute will give advance intimation for hiring the vehicle. However, in any urgency the vehicles are to be provided on short notice of 1 hour. 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.
- 3.10 The firm should have a provision to take bookings 24x7 and provide the vehicle as required.
- 3.11 The vehicles should be maintained in excellent running condition and should have neat and clean curtains, seat covers, upholstery and carpets / mattings etc. The windscreen should have sun control film or smoke glass.
- 3.12 In case of brake down of any vehicle, the contractor shall immediately replace the same by equally good vehicle as approved by the Centre.
- 3.13 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.
- 3.14 No charges will be paid for casual vehicles for reporting for duty and for return from the duty point at the end of duty.
- 3.15 The A.C. and heater of Car should be functional all the time and the same should be used according to the climatic conditions.
- 3.16 The dickey of the vehicles should be neat and clean to accommodate luggage without any obstacle.
- 3.17 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.
- 3.18 The drivers of the vehicles shall possess valid driving license and valid taxi cab number. He should wear the neat and clean uniform and cap while on duty. The driver should be well experienced, well mannered, polite, disciplined and should have unblemished record in safe driving.
- 3.19 The drivers of the vehicles should have full knowledge of local city, state and national highways and traffic rules.
- 3.20 Driver reporting at Airport/Railway Station for pick-up duties shall display play card of INFLIBNET Centre for helping employees and guests to identify the driver.
- 3.21 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 log sheet duly signed by end user would not be passed for payment.
- 3.22 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.

- 3.23 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.
- 3.24 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 penalized for the same as mentioned under penalty clause and replaced immediately by the contractor.

**RATES AND DETAILS OF VEHICLE:**

**The rates are to be given in the prescribed form (Annexure- F - 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/GST. 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 towards lavy of taxes etc.

**OTHER 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 etc. or drawl 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 taxis 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 for every duty duly signed by the officer or will maintain the log book of duty, 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 etc.
  - 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: \_\_\_\_\_

**FINANCIAL BID**

**[On the letterhead of the Bidder]**

The Director,  
INFLIBNET Centre,  
Infocity,  
Gandhinagar-382007

Sir,

I/we wish to submit our financial bid for the tender for taxi services on annual rate contract basis as and when required on call basis at INFLIBNET Centre, Gandhinagar 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 2019 onwards models:**

**Table -1**

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 60 Kms./ 4 Hours		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	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/LOCAL/ANY REQUIREMENT ETC. (Rates exclusive of GST):**

**Table -2**

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 30 Kms./ 3 Hours for any requirement etc.		Upto 50 Kms./ 4 Hours for Railway Station, Airport, Any other place etc.		
		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.						

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

**Table -3**

Sr. No.	Name of Electric / CNG / Diesel driven ordinary sedan car, SUV/ XUV Cars.	Rate per Km. Over the various limits specified above at Table No.1 & 2.	Rate per Hour over the time specified above at Table No.1 & 2.



		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 2019 or onward models.
- 5.2 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.
- 5.3 The contract will be awarded on the bases of the lowest price (L1) for maximum usage category i.e. 8 Hours, up to 80 kms. of Table -1 and such lowest bidder will be required to match the lowest rates for other categories of usages quoted by other bidders at Table -1, 2 and 3.
- 5.4 In case the L-1 bidder does not match the lowest rates in other categories of usages the Competent Authority of the INFLIBNET Centre shall take a suitable decision under such circumstances.
- 5.5 Any 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.

**GST RATE \_\_\_\_\_%**

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/TAXI/2020-21)

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 photo and photo id proof. 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 with addresses and contact details in district headquarters 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 Inflibnet Centre Gandhinagar

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/TAXI/2020-21, 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 the bidding.

We declare that items will 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 (10%) of the Order value as stipulated in Financial Bid.

We agree that if our proposal is accepted we will enter into agreement with the INFLIBNET as given in the bid document within the stipulated time.

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, this .....day of .....2020

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/our 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 submittin

g this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totality.

**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 earnest money deposit.**

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/s .....hereby 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 of .....years w.e.f..... The period over on ..... And now the firm/ company is entitled to take part in Government tenders. 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. 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/services etc.

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 its office at INFOCITY, Opp. DAICT, Gandhinagar 382 007, Gujarat, 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, the 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, the 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/ the INFLIBNET is desirous that certain services/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 services/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/TAXI/2020-21 DATED \_\_\_\_\_, 2020
  - 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 services/works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the 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).