



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 PROVIDING TAXI SERVICES ON ANNUAL RATE CONTRACT AT INFLIBNET CENTRE

Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/TAXI/2017-18
2.	Yearly Estimated Cost of Tender	7.00 Lakhs
3.	Bid validity	90 days
4.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP) www.eprocure.gov.in
5.	Earnest Money Deposit (EMD)	Earnest Money of Rs.14,000.00 (Rupees fourteen thousand only) 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.	Bid Date	23 rd January, 2018
7.	Pre-bid meeting Date	2 nd February, 2018 at 15.00 hrs.
8.	Last Date of Submission of Tender	16 th February, 2018 upto 16.00 hrs.
9.	Opening of Tender	16 th February, 2018 at 16.10 hrs.
10.	Contact Person	Shri Yatrik Patel Scientist In-charge – (P&A) Email : adminofficer[at]inflibnet.ac.in Tel : 079-23268100 For Commercial query : Mrs. ShahanaMunshi Section Officer (Purchase & Store) Email : shahana[at]inflibnet.ac.in Tel: 079-23268141
11.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : www.inflibnet.ac.in

INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited under Two Bid System i.e. Technical Bid and Financial Bid for Hiring of Taxi Services from bonafide, resourceful and reliable service providers/Vendors/agencies based in Ahmedabad/Gandhinagar only as per terms and condition attached.

Desirous companies may obtain tender documents on request in writing from P&S Section, INFLIBNET Centre, INFOCITY, Gandhinagar on all working days between 10:00 Hrs to 17:00 Hrs before the due date. Tender documents can also be downloaded from the website www.inflibnet.ac.in or Govt. of India tender website www.eprocure.gov.in

The bids have been invited 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 "and "Financial Bids ". Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed supprescribed "Bid for Hiring of Taxi services" 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 16th February, 2018 at 1600 hrs.

The Contract will be initially for one year. The Centre reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Centre for further Two Years (at a time One Year).

SCOPE OF WORK

The scope of transport contract is to hire vehicles i.e. Hatchback cars, Sedan Cars, Premium sedan Cars, SUV/XUV, Passenger Vehicle, Bus, Mini Bus as mentioned in the tender notice at Price bid Annexure – I to meet the transport requirement of the Centre at Infocity, Gandhinagar and official visitors for travel from and to the pint as decided by the Centre from time to time, This will include the points in and outside Gandhinagar as well as interstate Journey.

A. Hiring of vehicle on monthly basis

Monthly hiring of regular vehicle will be for a minimum of 2000 Km. per Month and 12 Hrs. per day.

B. Hiring of vehicle services on daily basis

Monthly hired vehicle services will be utilized on call basis for official within local (Ahmedabad or Gandhinagar) areas as and when required.

C. Hiring of vehicle services on daily basis for outside areas

Monthly hired vehicle services will be utilized on call basis for a minimum of 250 Km. per day (24 hrs.) with night halt.

D. Hiring of vehicle services on call basis for pickup/drop from Ahmedabad Airport to INFLIBNET Centre and vice versa as and when required.

E. Hiring of vehicle services on call basis for pickup /drop from Ahmedabad Railway station to INFLIBNET Centre and vice versa as and when required.

Technical Bid (Pre-qualification criteria (Envelop No -1)

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

[Unconditional acceptance of Terms and conditions of the tender] Please use separate sheet for providing complete information.

Pl. Mention Page Numbers

Sr. No.	Pre-qualification criteria	Documents to be provided	Page No.
1.	The bidder must be a company registered under the companies Act, of India/State. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for this service.	I. Certificate of Commencement of Business II. Certificate consequent to change of name, if applicable	
2.	The bidder should have their presence in Ahmedabad or Gandhinagar. Valid proof should be submitted along with the bid.	Self attested copy of telephone bill/ Electricity Bill/ Registered lease Deed.	
3.	Bidder must be in business of providing services for hiring of vehicles for last 5 years' experience of Government department/Autonomous Bodies / Public sector undertaking.	Certified document/Agreements in support of past contracts with Govt/PSUs/Other establishments	
4.	PAN and GST Registration Certificate Bidder shall have to submit photocopy of the documents	I. Attested copy of PAN/GIR Card. II. Attested copy of GST	
5.	The firm should have annual turnover of more than 30%(thirty percent) of the estimated value of contract for each of the last three years.	Turnover Certificate issued by the statutory auditor of the company/Last 3 year balance sheet or Income tax return.	
6.	Earnest Money Deposit (EMD) of Rs.14,000/- (Fourteen thousand only) in favour of "INFLIBNET Centre" payable at Gandhinagar.	Attached with technical Bid.	

7.	The bidder should have atleast 05 number of vehicles of the same model/class either owned by it or through its partnership to meet the specified requirement of INFLIBNET Centre for which rates are quoted.	The bidder should have submitted copies of RC book/Card for the least at 5 taxi/cars.	
8.	Bidder's Details Annexure – II	self-certify of annexure in token of its understanding / acceptance by signing it	
9.	Bid form Annexure – III	self-certify of annexure in token of its understanding / acceptance by signing it	
10.	Declaration of Bidder Annexure – IV	self-certify of annexure in token of its understanding / acceptance by signing it	
11.	Declaration of blacklisting/Non Blacklisting - Annexure – V	self-certify of annexure in token of its understanding / acceptance by signing it	
12.	Financial Capability of bidder Annexure – VI	self-certify of annexure in token of its understanding / acceptance by signing it	
13.	Details of Firm's Experience of Similar Services – VII	self-certify of annexure in token of its understanding / acceptance by signing it	

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.

The bidder is required to enclose 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:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

INSTRUCTION TO BIDDER

01. Submission of Bid

Bid may be submitted in the following manner:

- Envelop No. 1: Shall contain all the information and documents in the same serial order as shown in the technical bid (Pre-qualification criteria (Envelop No -1). The complete document should be numbered chronologically. On the top of envelope must be superscribed "Technical Bid". Shall also contain the bid EMD.
- Envelop No.2: Shall contain the rates/prices of the Services / items duly filled in (schedule of rates) and signed and stamped. On the top of envelope must be superscribed "Price Bid of Hiring of Taxi services".
- All the envelopes must be superscribed "Bid of Hiring of Taxi services" with due date and time and shall be sealed in third envelope of bigger size addressed to The Section Officer (P&S), INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007. The Tender must reach on or before 16th February, 2018 at 1600 hrs. OR deposited/ dropped in the tender Box placed in the security cabin.
- All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.
- Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.
- Incomplete and conditional tender will be rejected
- The bid shall be written in English only.
- No other method/means of submission of bid except as stated above shall be acceptable. 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. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.

- 02. Earnest Money Deposit (EMD):** The interested Companies/firms may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.14,000/- in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar and other requisite documents in the Tender Box kept near Security Cabin of INFLIBNET Centre, INFOCITY, Gandhinagar.

The bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest shall be payable by the Institute on EMD. In the event of the successful bidder/contractor failing to comply with any provision of the contract, EMD/Security Deposit shall stand forfeited. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

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

- 03. Forfeiture of EMD:** EMD made by Bidder may be forfeited under the following conditions: If Bidder withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process, the decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon question under

any circumstances. If Bidder violates any of the provisions of the terms and conditions of the proposal. In the case of a successful Bidder, if Bidder fails to:

- Accept the work order along with the terms and conditions.
- Furnish performance security.
- Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- Submitting false/misleading information/declaration/documents/proof/etc. The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job.

- 04. Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of the 5 % of the total amount of work order within three (3) weeks of the receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations. Bid security shall be refunded to the successful bidder on receipt of performance security.
- 05. Contract Period:** Initially the contract will be period of one year which may be further extended up to maximum two years one year at a time from award of contract/signing of agreement, if the performance/services is found satisfactory in the discretion of INFLIBNET,Gandhinagar.
- 06. Period of Validity of Offer:** For the purpose of placing the order, the proposals shall remain valid till 90 days. 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
- 07. Pre Bid Meeting:** Pre Bid Meeting will be held on 2nd February, 2018 at 15.00hrs at premises of INFLIBNET. Bidder can end their queries to Shri Yatrik Patel, Scientist In-charge – (P&A), Email: [adminofficer\[at\]inplibnet.ac.in](mailto:adminofficer[at]inplibnet.ac.in) copy to Section Officer (Purchase & Store) ([shahana\[at\]@inplibnet.ac.in](mailto:shahana[at]@inplibnet.ac.in)). Only the queries received within the stipulated date prior to the Pre Bid Meeting will be answered.
- 08. Terms of Payment:**
- 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.
 - GST as applicable will be paid on billing.
 - Taxes as per Income Tax Act / Rules will be deducted at applicable rates from all payments made by INFLIBNET Centre.
 - No claim for interest will be entertained by the Centre in respect of any payment/deport 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.
 - No advance payment, in any case, would be made to the firm.
 - No payment shall be made in advance nor any loan from any bank of financial institution recommended on the basis of the order of work.
- 09. Parking and Toll Charges:** The parking charges at the Railway Station, Airport etc. Toll charges for the cars utilized by INFLIBNET official, would be admissible subject to

production of such parking slips/toll receipt duly signed by the user/ co-ordinator after confirmation from user.

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

10. **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 an Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.
11. **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.
12. **INFLIBNET'S Right to reject any of all bids:** 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) of 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.
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 empanelled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons. Where a contract terminated by INFLIBNET on account of the committed by the agency, it shall have the right to award the contract to any other agency at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from his Security deposit or pending bill or by raising a separate claim
14. **Resolution of Disputes:**
 - 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 [which attempt shall continue for not less than 30 (thirty) days], give 15 days notice thereof to the other Party in writing.
 - 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.
 - 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.

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

15. Relaxation of Terms and Conditions: The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.

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.

17. Penalties:

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 Ahmedabad & Gandhinagar roads failing which	Rs.500/- Per day
07.	Non functional of A/C or heating system	Rs.500/- Per trip
08.	Not providing vehicle after intimation within 4 hours	Rs.500/- per incident (the fine will be deducted for the monthly Payment)

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

18. Bid Evaluation Criteria & Award Criteria:

- 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, 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 either present himself 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 representative of the bidders who may wish to be present on that day.
- 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.
- The conditional bids shall not be considered and likely to be rejected in very first instance.

- The contract will be awarded for technically suitable 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 the past performance of the firm, and length of experience etc. the decision of the Competent Authority of INFLIBNET shall be final.
- If bidder is L1 for both categories tender will be awarded to him
- If successful bidders are L-1 for both categories separately (Monthly hiring/Daily basis as and when required/Railway station/Airport trips etc.) order of award of contract will be issued respectively to both the vendors.

19. Disclaimer: The near relative of employees of the INFLIBNET are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Member of a INFLIBNET Centre
- Their husband or wife.
- The one is related to the other in the manner as father, mother, son(s), son’s wife (daughter-in-law), daughter(s) & daughter’s husband (son-in-law), brother(s) & brother’s wife, sister(s) and sister’s husband (brother-in-law).

20. Definition of “Hour and Day”

“Hour” means an hour of 60 minutes. For the purpose of charge, fraction of an hour upto 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 24:00

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

TERMS & CONDITIONS:

- 01.** 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.
- 02.** 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.
- 03.** During the period of contract, the revision of any taxes by the Government of India shall be taken into consideration by the Centre.
- 04.** 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.
- 05.** The Director, INFLIBNET reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Tenderer at any point of time during the period of the contract.
- 06.** Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 07.** The Contracting Agency shall render the services as mentioned in the scope of work.
- 08.** The working hours will be as under: From 9:30AM to 6.00 PM from Monday to Friday. Saturday and Sunday are holiday on account of being weekend days. They may also be called on Saturdays/Sundays/Gazettes holidays as and when required.
- 09.** The personnel deployed by the agency shall be healthy, active. He shall not have any communicable diseases.
- 10.** 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.

- 11.** 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.
- 12.** 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.
- 13.** There will be no dead mileage. The kilometer age for the purpose of “vehicle run” and “hours of duty” shall be reckoned from the point of reporting for duty to the point of vehicle released. No mileage will be allowed to drivers for lunch/breakfast or drawal of petrol/diesel/CNG etc.
- 14.** 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.
- 15.** The owner/firm should be in a position to supply commercial vehicles on short notice as and when needed.
- 16.** 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.
- 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 emergent cases. The Mobile Number must also be given. The firm should be able to provide vehicles on holidays / Sundays also.
- 18.** 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.
- 19.** Vehicle shall always carry first aid box and mandatory spares, viz fuses, spark plugs, belts, fire extinguishers, torch, umbrella, etc.
- 20.** 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.
- 21.** The firm will obtain the duty slips every day duly signed by the officer or will maintain the log book daily, duly signed by the officers concerned.

22. The INFLIBNET will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
23. The cars to be supplied should be registered in the name of the firm/owner/partner.
24. The Drivers of the vehicles provided must follows traffic rules and other regulations prescribed by the Govt. from time to time.
25. The Contractor will have to submit Valid photo ID Proof, Police Verification and medical certificate of person deployed at INFLIBNET Centre.
26. The Contractor will have to submit the Name, Phone no and email id of the person to book the Vehicle.
27. Fuel Price Escalation: No fuel price escalation will be given during the period of contract.
28. 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.
29. 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.

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: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/TAXI/2017-18)

Annexure – II

Bidder's Details

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

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

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Annexure – III

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: Hiring 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/2017-18, do hereby propose to execute the job as per specification as set forth in your Bid documents.

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

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

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

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

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

Dated, thisday of2018

Thanking you, we remain,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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Annexure – IV

DECLARATION

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

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

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

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

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

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

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No.INF/PUR/TAXI/2017-18)

Annexure – V

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

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

Or

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

Signature:.....

Name:

Capacity in which as signed:

Seal of the firm should be affixed.

Name & address of the firm:

.....

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 Ltd.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**
(Tender No.INF/PUR/TAXI/2017-18)

Annexure - VI

FINANCIAL CAPABILITY OF BIDDER

Sl. No.	Name of the Bidder	Turnover (Rs. / Crores)		
		2014-15	2015-16	2016-17
1				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Note:

Submit the audited financial statement/ audited annual report of the last three financial years.

Details of works of similar type executed by the bidder

(To be submitted in Envelop No. 1)

Sl.No.	Name of the Company with full address, phone, fax and name of contact person	Work Description	Ref. & Date of the order	Work Order Value	Details of Order	Dates of	
						Start	Completion

Sign and Seal of Contractor

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

INDEMNITY BOND

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

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

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

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

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

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

Address of the Tenderer-----

Seal of the Company/Firm:

Telephone No/ Mobile No.-----

FORM OF AGREEMENT

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

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

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

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

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

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.

2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;

a) Limited Tender No,INF/PUR/TAXI/2017-18 DATED 23rd JANUARY, 2018

b) General rules and Instructions for the guidance of tenderers.

c) The Tender, Letter of Acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.

d) General Conditions of contract and clauses of contract along with Annexures thereto.

e) Schedules consisting of Technical Specifications, Special Conditions, Compliances, etc.

f) Schedule of quantities including Prices and tendered amount known as Price - Bid.

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

[Note : * Strike off whichever is not applicable]

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

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

Signed, sealed and delivered by the said tenderer, _____
_____ to the
CLIENT(INFLIBNET) _____ in the presence of:

Signature of Tenderer (with seal)

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

Witness (Signature, Name & Address):

1).

2).

Financial Bid (Envelop No.2) Part -A

Particulars	Name of CNG driven B S IV compliance ordinary sedan car. (i.e. Honda Amaze, Toyota Etois, Tata Indigo, Maruti Dezire, Hyundai Xcent etc.				
Regular Vehicle hired on Monthly Basis 12 hrs. per day Up to 2000 kms./Month.	Sr. No.	Make & Model	Manufacture year	Rate (Rs.)	Detention Charges beyond 12 hrs on hourly basis.

Part -B

Sr. No.	Category of Journey	Hatchback cars (Tata Indica, Toyota Liva, Maruti Swift etc.)	Sedan Cars (Honda Amaze, Swift, Dezire, Hyundai Xcent Etios etc.)	Premium Sedan Cars (Honda city, Accord, Cemary, Sunny etc.)	SUV/XUV (Innova, Scorpio, Chevlorate Tavera , Xylo etc.	Passenger Vehicle (Tempo Traveller and similar) 14 Seater	Passenger Vehicle (Tempo Traveller and similar) 19 Seater	Bus/Mini bus (29 seater)	Bus 56 Seater
01.	Vehicle hire charges per day basis (8 hrs. with 80 km.)local duty								

	Per Km. charge beyond 80 km.								
02.	Vehicle hire charges per day basis (12 hrs. with 120 km.)								
	Per Km. charge beyond 120 km.								
		Approx. use 4-5 time per month	Approx. use 4-5 time per month	Occasionally used	Approx. use twice per month	Every month twice (approx 30 time in a year)			
(For SI No. 01 & 02 combined)									
03.	Vehicle hire charges per day basis (full day with 250 km) for local Journey								
	Per km. charge								

	beyond 250 km. (including night halt charges)								
		Occasionally used							
04.	Vehicle hire charges per day basis (full day with 300 km) for outstation Journey								
	Per km. charge beyond 300 km. (including night halt charges)								
		Occasionally used							
05.	Pickup/Drop from Ahmedabad Airport to INFLIBNET Centre and/or Ahmedabad								
		Occasionally used							

06.	Pickup/Drop from Ahmedabad Railway station to INFLIBNET Centre and/or Ahmedabad								
		Occasionally used							

Rates quoted should be exclusive of any taxes/GST.

Statutory charges in GST shall be quoted/ mentioned separately by the vendor, as applicable will be paid on billing.

The price bid as per performa given in the tender document at annexure-I filled up and submitted in Envelope No.-2 must be duly sealed superscript with name of tender. Any conditions given in the price bid may cause rejection of Bid.

The contract will be awarded for technically suitable lowest offer.

Ahmedabad-Gandhinagar will be treated as local.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____