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National Remote Sensing Centre,
Indian Space Research Organisation,
Department of Space
Government of India
Purchase & Stores, Balanagar,
Hyderabad - 500 037.

INVITATION TO TENDER

No.NRSC/PUR/2011003976-01

September 26, 2017

Dear Sirs,

Sub: Rate Contract for Hiring of Taxies / Vehicles (A.C.) required for NRSC-Reg.

* * *

The Purchase & Stores Officer, National Remote Sensing Centre, Balanagar, Hyderabad-500037 for and on behalf of the President of India (The Purchaser) invites sealed Tender in TWO PART for entering Rate Contract for Hiring of (A.C.) Taxies/Vehicles required for NRSC, Hyderabad/Shadnagar.

2. The due date for submission of quotation in Two Part is **24.10.2017 @14:30 Hrs. IST**. Since late Offers are not considered, please send your Offer to reach us well within the due date and time.

3. **PRE-BID MEETING DATE & TIME: During 2nd week of October, 2017 (For details Refer clause 13.0 of Terms & Conditions)**

Thanking you,

Yours faithfully,

Sd/-
Purchase & Stores Officer
For and on behalf of the President of India
[The Purchaser]

Department of Space
NATIONAL REMOTE SENSING CENTRE
Hyderabad

Ref: NRSC/PUR/2011003976-01

26/09/2017

TENDER NOTICE

SUB:Rate Contract for Hiring of Taxies / Vehicles (AC) required for National Remote Sensing Centre (NRSC), Hyderabad/Shadnagar.

NRSC invites sealed quotations in Two part, i.e. Techno-Commercial Bid and Price Bid from eligible Service Providers who have their Office/branch Office in Hyderabad / **Shad Nagar, Ranga Reddy District** for providing Taxies / Vehicles (A.C.) required for NRSC/DOS on hiring basis for a period of Two (2) years which shall be extendable for a further period of one year.

Interested Service Providers who are complying with the eligibility criteria mentioned in this Tender document may download the Tender documents from **NRSC** website www.nrsc.gov.in and submit Offers along with a prescribed Tender fee of Rs.590/- (Rupees Five hundred & Ninety Only) in the form of Demand Draft (DD) drawn in favour of Pay & Accounts Officer, NRSC payable at Hyderabad. No other mode of payment for Tender fee is acceptable. Service Provider's Name and Tender No. shall be indicated on reverse side of the DD. DD shall not be dated prior to the date of advertisement and after Tender due date. DD shall be kept separately along with a Techno-Commercial Bid. Techno-Commercial Bids without DD for Tender fee shall be treated as incomplete and the same shall be rejected.

Tenders completed in all respect shall be submitted to the Purchase & Stores Officer, National Remote Sensing Centre, Balanagar, Hyderabad - 500 037 on or before **24.10.2017 @ 14:30 Hrs. IST**. Techno-Commercial Bid(s) will be opened on **25.10.2017 @ 11:00 Hrs. IST** in the presence of Service Providers.

I. Instructions to Tenderers

1.1 Submission of Techno-Commercial Bid

- a) Service Provider shall submit Techno-Commercial bid as specified in Annexure-1 duly conforming all the parameters mentioned therein.
- b) All the points are to be properly responded instead of simply mentioning "compliant" or otherwise.
- c) In order to evaluate the eligibility of the Service Provider, all the conditions mentioned in the Annexure - 1 shall be considered. Techno-Commercial Bid without any supporting documents for the details provided therein shall not be considered. No correspondence in this regard shall be entertained.
- d) **Earnest Money Deposit/ Bid Security:** - Service Providers are required to submit Earnest Money Deposit (EMD) for an amount of Rs.5,00,000/- [Rupees Five Lakh Only] in the form of Demand Draft drawn in favour of PAO, NRSC payable at Hyderabad along with their Techno-Commercial bid. Techno-Commercial Bids without Demand Draft for EMD shall be treated as incomplete and the same shall be rejected. EMD/Bid Security of unsuccessful bidders shall be returned to them at the earliest after the finalisation of the Tender without any Interest whatsoever. The EMD/Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD/Bid security shall be exempted to those Bidders who are registered with the National Small Industries Corporation (NSIC) or Micro, Small Enterprises (MSEs) on submission of attested copy of Registration Certificate along with the Techno-Commercial Bid. NRSC shall not entertain any correspondence in this regard after opening of the Tender. The EMD/Bid Security will be forfeited if the Service Provider withdraws or amends, impairs or derogates from the Tender in any respect during the period between Tender Due date and Tender finalisation. No separate order or letter would be issued for forfeiture of EMD/Bid Security which follows on default and shall be credited at once to the Government Account.

- e) The documents mentioned in the above Tender along with the Demand Drafts for Tender Fee & EMD must be kept in a sealed envelope and superscribed as:-

“PART - I: Techno-Commercial Bid for Rate Contract to provide Taxies / Vehicles (A.C.) required for NRSC.”

1.2. Submission of Price Bid:

- a) The price Bid shall be submitted in the prescribed format as at Annexure - 2A & 2B to this Tender Notice.
- b) NRSC reserves the right to reject any unreasonable/conditional Offer without assigning any reason.
- c) Price must be shown in figures and words. In case of difference in amounts mentioned in words and figures, the amount mentioned in words shall prevail over the amount mentioned in figures.
- d) Duly filled Annexure - 2A & 2B must be kept in a sealed envelope superscribed as

“PART - II: Price Bid for Rate Contract to provide Taxies / Vehicles (A.C.) required for NRSC”

- 1.3 Both the **separate sealed covers** of Techno-commercial bid and Price bid shall be placed in a bigger sealed envelope superscribed as:-

“Tender for Rate Contract to provide Taxies / Vehicles (A.C.) required for NRSC - Containing Part-I and Part-II bids” individually sealed.

- 1.4 Quotations received unsealed, without Tender Fee/EMD or in any manner after the due date & time shall not be entertained under any circumstances.
- 1.5 The documents attached with the quotation are sacrosanct for considering any Offer as a complete Offer. It is, therefore, important that all documents are duly completed and signed, failing which the quotation is liable to be treated as incomplete and ignored.
- 1.6 NRSC reserves the right to accept or reject any/all quotation(s) in part or full without assigning any reason.
- 1.7 NRSC shall not be responsible for non-receipt of Tender documents / Offers due to postal delay / loss in transit.
- 1.8 Quotation shall be valid for a period of **120 days** from the date of opening of Techno-Commercial bid.
- 1.9 If Tender opening date happens to be a public holiday, the Tender shall be opened on the next Working day. Interested Service Providers who have participated in this Tender may depute their Representative to attend the Public Tender opening with an authorization letter on their firm’s Letter Head along with an Identity Proof. However, participation of Service Providers or their representative in the Tender opening shall be subject to a Security Clearance from concerned Authorities. NRSC reserves the right to disallow any Service Provider or their representative from participation in the Tender Opening in the absence of Security Clearance.
- 1.10 No request for the extension of the due date for any reason shall be considered.

- 1.11 Service Providers who do not utilize the website, can also procure the Tender documents from the Purchase and Stores Officer, NRSC, Hyderabad, on payment of Non-refundable Tender fee in the form of Demand Draft for Rs.590/- drawn in favour of PAO, NRSC, payable at Hyderabad on all working days (till Tender Due Date) between 10.30 Hrs to 12.30 Hrs IST.

II. Evaluation of Bids

1. The Techno-Commercial bid shall be opened first and prior to the detailed technical evaluation, NRSC shall determine the substantial responsiveness of each bid to the Bidding Documents. For the purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without any deviations.
2. A bid determined as not substantially responsive shall be rejected by NRSC and Price Bid of such bids will not be opened. The service provider can bid either for taxis or vehicles or for both.
3. The Techno-Commercial Bid evaluation shall be done on the basis of bidder's response to "Techno-Commercial Bid Format" as given in Annexure - 1.
4. During the evaluation of the bids, NRSC shall ask any Service Provider to produce the Originals of the documents attached for verification. Any failure in this regard by the Service Provider shall be entitled for gross rejection of their Technical Bid.
5. The representatives from NRSC shall visit the premises of Service Provider's client who are availing similar services. Service Provider shall arrange permission from their clients for such visits. Any failure on the part of Service Provider to arrange such permission, such experience(s) shall not be considered for evaluation of their bid.
6. After evaluation of the Techno-Commercial bids, the Price bids of those found technically suitable as per the Tender requirements of the NRSC shall only be opened.
7. Comparison of all the bids shall be done on the basis of rate quoted by the Service Providers for each line item mentioned in the Price Bid.
8. NRSC reserves the right to award the Contract to multiple Service Providers. The required services shall be divided among the Service Providers as decided by NRSC. The lowest rates Offered for each line item by the Service Providers shall be treated as Lowest Offer and if it is found reasonable, the same shall be counter offered to all other Technically qualified Service Providers asking to match the lowest rate. NRSC reserves the right to negotiate with the Service Provider in case the lowest rate quoted is found unreasonable. The acceptance of the counter Offer by the Service Providers should be for all line items of each category of taxi and/or vehicle. Partial or conditional acceptance of the counter Offer shall be liable for rejection.
9. The Rate Contract will be entered with Service Providers for those categories of Taxi &/or Vehicles for which they have accepted our counter Offer.
10. NOTWITHSTANDING ANYTHING STATED ABOVE, NRSC RESERVES THE RIGHT TO ASSESS SERVICE PROVIDER'S CAPABILITY AND CAPACITY TO PERFORM THE CONTRACT. SHALL THE CIRCUMSTANCES WARRANT, SUCH ASSESSMENT IN THE OVERALL INTEREST OF NRSC & DECISION OF NRSC IN THIS REGARD SHALL BE FINAL. NRSC RESERVES THE RIGHT TO REJECT ANY OR ALL TENDERS OR CANCEL/WITHDRAW THE NOTICE INVITING TENDER IN WHOLE/PART WITHOUT ASSIGNING ANY REASON WHATSOEVER AND DECISION IN THE MATTER SHALL BE FINAL & BINDING. IN SUCH CASE NO SERVICE PROVIDER SHALL HAVE ANY CLAIM ARISING OUT OF SUCH ACTION.

III. Terms and Conditions:

1.0 Scope of Contract:

- 1.1 NRSC is looking for a qualified, reputed and well established Service Provider who has the potential to provide taxies/vehicles on a regular basis and also within a short notice in case of exigencies. **The Service Provider should have minimum Three years of experience in supplying of Taxies/Vehicles for which necessary proof should be submitted along with the Technical bid without which the bid will get disqualified automatically. The experience should be for a continuous period preceding the date of Tender opening.**
- 1.2 NRSC requires on an average of 50 Taxies and 20 Vehicles per day at any given point of time. In case of any specific occasion, the Service Provider should be capable to supply more than the regular requirements as and when required. Advance intimation will be provided by NRSC for such requirements. However, in case of exigencies, the Service provider should be in a position to provide Taxies/Vehicle(s) within 1 to 2 Hrs. of intimation from NRSC.
- 1.3 The Taxi/Vehicle supplied by the Service Provider shall possess a valid Insurance Policy and of **the latest model & initially registered on or after January 2016. In case Service Provider fails to provide the said model a penalty of Rs. 200/- on each occasion will be imposed. Repetition of such lapses shall be viewed seriously & NRSC reserve right to terminate the Contract by forfeiting Security Deposit.**
- 1.4 The driver[s] of the taxi/vehicle need to possess all the documents of the taxi/vehicle in order to comply with the RTO norms and should wear neat uniform with Identity card as per the extant Motor Vehicle Act in force.
- 1.5 The driver[s] of the taxi/vehicle should have minimum Three years experience in driving with valid commercial driving license with Badge. The Service Provider should monitor and ensure that the Driver[s] behavior shall be courteous to the Officials/Users of NRSC. The Driver[s] should possess a mobile phone while on duty.
- 1.6 **Idle Kms for Taxies/Vehicles:**
In case Taxi/Vehicle reports to or is released from NRSC, Balanagar/Shadnagar, a maximum of 10 Kms or the actual distance, whichever is less between the Office of the Service provider and NRSC shall be admitted as idle Kms for payment. In case the Vehicle reports or is released to/from any other point in the city other than NRSC, Balanagar/Shadnagar, then the actual distance between the Office of the Service provider and reporting/releasing point shall be admitted as idle distance for payment.
- 1.7 The total kilometers run by the Vehicle will be calculated from the logbook/log sheet. However, the decision of NRSC is final to arrive at the correct Kilometers including Idle Km.
- 1.8 In case of outstation duties, the rate shall apply on 24 Hrs. basis and not based on calendar date i.e., every 24 hrs. of usage will be treated as one day and for extra distance and time, if any, on the final day, either slab rate or 24 Hrs. rates whichever is lesser will be applicable. NRSC will reimburse the expenditure incurred towards the inter-state permit charges, infrastructure development charges, toll charges etc. on production of proof of receipts issued by State Govt./local authorities. The driver(s) will not be entitled for any boarding and lodging charges from NRSC.
- 1.9 On booking of the Taxi/Vehicle, the Service Provider shall send SMS containing the details of Taxi/Vehicle number, driver's name with mobile number to each of the user with a copy to Transport-in-charge, NRSC.
- 1.10 Toll & parking charges, if any shall be reimbursed by NRSC on production of proof of payment.

- 1.11 The Taxies/Vehicles provided by Service Provider should be free from any court cases.
- 1.12 The Driver(s)/Taxies/Vehicles deployed on monthly basis shall not be changed without prior permission of focal point from NRSC.
- 1.13 The Service provider shall ensure that adequate fuel is available for the scheduled trips for performing the duty. NRSC will not incur any expenditure towards operation, maintenance, repair, fuel, oil, servicing, driver's wages, garage fees, insurance, road tax, etc. The complete liability of such expenditure rests with the Service Provider.
- 1.14 Only yellow board taxies with valid permits and insurance are to be supplied. NRSC reserves the right to verify the documents and the condition of the Taxi/Vehicle at any point of time.
- 1.15 The Service Provider shall be solely responsible for all costs and liabilities arising out of any accidents or traffic offences. NRSC will not be a party to any dispute arising out of such events.
- 1.16 In case of breakdown of any Taxi/Vehicle, the replacement Taxi/Vehicle shall be provided by the Service Provider within one hour of the breakdown. No payment will be made for idle period during replacement and also for the distance from travel Office to breakdown point/NRSC for the substitute vehicle. If the Service provider fails to provide the replacement Taxi/Vehicle within specified time, NRSC reserves the rights to arrange alternate Taxi/Vehicle at the cost of the Service Provider, i.e., the cost of alternate vehicles over and above agreed rate will be deducted from the running bills of the Service Provider. In case NRSC decides to terminate the Service at the point of breakdown, no difference amount will be recovered from the Service provider.
- 1.17 The Service Provider shall ensure that the entries in the log sheets be written legibly by the users. Incomplete and illegible log/trip sheets will not be considered for payment. The Service Provider should give strict instructions to the driver(s) that they should not make any entries in the log sheets other than travel from Office of the Service Provider to the first duty point and from the last duty point to the Office of Service Provider.
- 1.18 Service provider should submit the log sheet within 2 days from the date of Service to the Transport Division and take an endorsement for the actual Kms and time. In the absence of the same, NRSC shall not be responsible for any delay in settlement of the bill.
- 1.19 The Service provider shall raise the bill only for the endorsed Kms and time. The bills for the daily hiring shall be submitted periodically preferably every fortnight to ensure timely settlement of the bills.
- 1.20 The number of Hrs. and kms. for which the Taxi/Vehicle is hired, forms the basis for deciding the applicable slab. However, when the actual running km or hr. exceeds the maximum km or hour. for a particular slab, the rate for next available slab or the rate for extra km or hr. whichever is less shall be taken into account for payment.
- 1.21 If on any occasion it is found that the driver of any Taxies/Vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/journey, the Service Provider shall be responsible for the same. The Office reserves the right to withhold full payment of the day in respect of such Taxi/Vehicle.
- 1.22 Service Provider should have Registered Office in Hyderabad/Shadnagar. The Office should have necessary telephone & computer with internet connection and the same should be intimated to NRSC. The requirement of Taxi/Vehicles will be sent to the e-mail id furnished besides sending Contract related communication, if any.
- 1.23 Hyderabad to Shadnagar and vice-versa will be treated as local duties. However, for outstation duty, the permit charges will be re-imbursed, if applicable, subject to production of proof of payment.
- 1.24 Taxi/Vehicle should be equipped with First aid kit and Fire Extinguisher, which shall be periodically checked and maintained.

- 1.25 Pickup from RGIA Airport & drop to RGIA Airport should be made only from arrival lounge & departure lounge respectively. Necessary display boards mentioning NRSC on the Taxi/Vehicle should be made available in such Taxi/Vehicle.

2.0 Period of the Contract

- 2.1 The Contract shall be *for a period of two years from the date of award of contract unless it is curtailed or terminated by NRSC* owing to deficiency of service, sub-standard quality of taxi/vehicles deployed, breach of contract, reduction or cessation of the requirements etc. The Contract shall automatically expire unless extended further by the mutual consent.
- 2.2 The Contract may be extended for a **further period of One year upon** mutual consent on the same terms and conditions.

3.0 Essential Conditions for Technical Qualification

- 3.1 The Service Provider to be eligible for technical qualification MUST satisfy the following conditions / qualification criteria. Any Service Provider not fulfilling any of these conditions / requirements would be classified as "Technically Disqualified". It is reiterated that any bid not fulfilling any of the essential requirements mentioned in this Tender document would also be classified as "Technically Not Qualified" and rejected. Price bids of such bidders will not be opened. No relaxation would be given to any Service Provider on any of these conditions.

- (1) Service Provider should be registered with the Transport Department of Telangana Government or Transport Department of any other State Government / Central Government as a Taxi/Tour operator for providing commercial Taxi/Vehicle services and having its Office/Branch Office in Hyderabad/Shadnagar. A self-attested copy of such certificate(s) has to be provided along with Technical Bid.

- (2) (a) To provide Taxi Services, Service Provider should have a minimum fleet of Ten (10) Taxies in **A/C Sedan class** or **A/C MUV class** initially registered on or after January 2016 and presently it should be in the name of Service Provider/their Firm's name.

A/C Sedan Class includes the taxies of Toyota ETIOS, Swift DZIRE, Mahindra Verito, Maruti Ciaz, Hyundai Xcent or equivalent make. A/C MUV class includes taxies of Toyota INNOVA, Maruti ERTIGA, Mahindra Xylo or equivalent make.

- (b) To provide services of other Vehicles, Service Provider should have a minimum fleet of Five (05) Vehicles with a seating capacity ranging from 12 to 36 seater capacity initially registered on or after January 2016 and presently it should be in the name of Service Provider/their Firm's name.

A/C Vehicles includes Tempo Traveller/Swaraj Mazda/Eicher/Ashok Leyland/TATA Mini Bus or equivalent make with push back seats.

- (c) Service Provider should submit the copies of Registration Certificate & valid Insurance Policy in respect of Taxies/Vehicles mentioned in para 3.1 (2) (a) & (b) above and the details of such Taxies/Vehicles shall be provided in Annexure-4.

- (d) Taxies/Vehicles registered in the name of any other person/firm/relatives shall not be considered for eligibility criteria mentioned in para 3.1 (2) (a) & (b) above.

- (3) Service Provider should have executed at least two Contracts for similar requirements for any Central/State Government Offices/PSUs/reputed Companies during the last 5 years. A Contract copy/Contract completion certificate of such contracts should be submitted along with the Techno-Commercial Bid. NRSC reserves the right to make enquiries from such clients about the work, conduct, performance, quality of service and such other related general enquiries about such Service Providers. The Service Provider should have no objection to making such enquiries from their existing / past clients by NRSC.
- (4) Service Provider should not have been 'blacklisted' or not have been reprimanded/warned by any of their existing / past clients, especially any Government Department / Organizations, in the last 5 years for defective / deficient service or any such reasons related to Taxi/Vehicle service provided by them. Service Provider should submit a declaration to this aspect along with the Techno Commercial Bid as per Annexure - 3.
- (5) Techno-Commercial Bids should be accompanied with the Demand Drafts for EMD and Tender Fee. **In case Service Provider is claiming exemption from payment of EMD & Tender Fee being registered with the National Small Industries Corporation (NSIC) or Micro, Small Enterprises (MSEs), they should submit a self attested copy of Registration Certificate along with the Techno-Commercial Bid.**
- (6) Service Provider should fulfill all other conditions / requirements mentioned in this Tender document.

3.2 Documents required along with the Offer:-

The Service Provider is required to enclose photocopies of the following documents along the Offer failing which their bids shall be summarily/out rightly rejected and shall not be considered any further.

- (a) A copy of valid registration certificate issued by the Transport Department of Telangana State Government or Transport Department of any other State Government / Central Government as a Taxi/Tour operator for providing commercial taxi services.
- (b) A copy of PAN Card.
- (c) A copy of Income Tax Clearance Certificate.
- (d) A copy of the latest IT return filed by agency.
- (e) A copy of Goods & Service Tax (GST) registration certificate.
- (f) A self attested copy of Solvency Certificate for Rs.50 Lakhs issued by a nationalized/scheduled bank after the tender release date.
- (g) Statement of Bank A/c for the last six months in the name of firm/establishment/agency.
- (h) Details of at least Two Contracts for similar services executed by the Service Provider with Central/State Government Offices/PSUs/reputed companies for the last 5 years along with a contract copy / contract completion certificate from such establishments.
- (i) Undertaking to be furnished by the Service Provider that the Service Provider is having no legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.

4.0 Legal

- 4.1 The Service Provider will be bound by the details furnished by him/her to NRSC while submitting the Tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract and making him/her liable for legal action.

- 4.2 The Character and Antecedents of the Drivers deployed shall be got verified through record check by the Service Provider from the concerned Police authorities and submit the Original Police Report to this Office along with the copies of Aadhar Card.
- 4.3 Service Provider shall be required to follow the security requirements with a valid Identity Card to drivers/staffs while entering NRSC campus and shall maintain high order of discipline while on duty.
- 4.4 In case, if the person employed by the Service Provider commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, conflict of interest, security risks, the Service Provider shall be liable to take appropriate disciplinary action against such persons including their removal from site of work, or replace them immediately who are found unacceptable to NRSC.
- 4.5 Minimum wages and other labour related statutory conditions as per the respective State acts shall be strictly adhered to, by the Service Provider. NRSC will not be responsible in any way for such lapses on the part of the Service Provider.
- 4.6 The Service Provider shall maintain all statutory registers under the applicable Law. The Service Provider shall produce the same, on demand, to the concerned authority of NRSC or any other authority under Law.
- 4.7 NRSC shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
- 4.8 The Service Provider shall be solely responsible for the redressal of grievances/resolution of disputes relating to workforce deployed. NRSC shall, in no way, is responsible for settlement of such issues whatsoever.
- 4.9 Service Provider shall be responsible for the safety of their manpower so deployed with NRSC. In case of any accident/injury/loss to any of its staff while on deployment with NRSC, the Service Provider shall undertake the responsibility for their medical treatment, compensation etc., as required under the law.
- 4.10 The Service Provider shall strictly adhere to all laws relating to the employment of labour.
- 4.11 Any loss or injuries due to any road accidents arising during the execution of service shall be handled fully by the Service Provider, who shall take all legal actions and be responsible for all the acts of the driver deployed by him. NRSC will not have any liability arising out of any such accidents whether on account of action of the drivers of the Service Provider or any third party. The Service Provider shall render complete indemnity to NRSC as well as its Officers and / or user of such Taxies/Vehicles against any liability, criminal or civil, arising on account of hiring of such Taxies/Vehicles by NRSC.
- 4.12 The Service Provider should ensure availability of proper and valid insurance at all times in respect of Taxies/Vehicles as well as insurance coverage to passengers, third party, etc. Copies of such insurance policies should be kept in the respective taxi/vehicle with the drivers concerned.

5.0 Payment Terms

- 5.1 Payments would be made on the monthly basis, normally within 15 days of submitting relevant bills, complete in all respect, with all documents as required for the previous month.

6.0 Price Variation

- 6.1 The base price of fuel shall be the price of the fuel on the date of opening of the Tender.

- 6.2 The Revised price per km rate shall be applicable only for the actual distance run by the Taxi/Vehicle in a slab and also for the extra km, if any, run by the Taxi/Vehicle.
- 6.3 The Diesel price on the first day of a month shall be compared with the Diesel price applicable on the date of opening of the Tender i.e., either increase or decrease (Base price as quoted in price bid) the same will be compensated proportionately for fuel component on the basis of KMPL of the Taxi/Vehicles. For this purpose, the KMPL of the Taxi/Vehicles are as given below.

Type of Taxi/Vehicle	(Mileage)
A/C Sedan class	15 KMPL
A/C MUV class	10 KMPL
A/C 12/22/28 Seater	07 KMPL
A/C 36 Seater	05 KMPL

- 6.4 Any other type of vehicle, if provided, the KMPL will be considered equivalent to similar type, based on the assessment by NRSC.
- 6.5 The Price Variation formula is given below:

$$\frac{D}{M} \times DC$$

Where D = Distance in Kms

M = Mileage per one litre of diesel

DC = Difference component of fuel = (Revised Price - Basic price)

The other price component remains firm during the contract period.

7.0 Parallel/Adhoc Contract:

- 7.1 NRSC reserves the right to enter into parallel/Adhoc contract(s) with one or more Service Provider(s) during the currency of the contract for availing the same or similar service.
- 7.2 In order to identify more than one Service Provider, NRSC reserves the right to award the Contract to any other Service Provider who has qualified in the subject Tender and willing to provide the services.

8.0 Fall Clause:

The rates quoted by Service Provider shall, in no event, exceed the lowest rates at which Service Provider provides the services of identical nature to any other party/parties during the currency of the contract. If at any time, during the Contract period, the Service Provider reduces the rates to any other party/parties, such reduction shall be notified to NRSC and the rates payable shall be correspondingly reduced to the lower rates.

9.0 Security Deposit and its forfeiture:

- 9.1 The Service Provider shall guarantee faithful execution of the Contract in accordance with the terms and conditions specified herein. As a performance security, the Service Provider shall furnish a Security Deposit for a sum of Rs. 4,00,000/- (Rupees Four Lakh only) for Taxi Service and/or Rs. 6,00,000/- (Rupees Six Lakh only) for Vehicle Service within 15 days from the date of contract in the form of Bank Guarantee or any other acceptable form valid for

entire contract period with a claim period of six months beyond the validity of the Bank Guarantee. The Security Deposit shall not carry any interest and shall be returned after satisfactory completion of all the contractual obligations.

- 9.2 In the event of any breach of any of the terms and conditions of the Contract, NRSC shall have (without prejudice to other right and remedies) the right to terminate the contract forthwith and/or to forfeit the entire or part of the amount of security deposit or any part thereof.

10.0 Subletting of contract

The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under the Contract to any other agency.

11.0 Penalty Clause

- 11.1 If the Service Provider fails to provide the vehicle(s) at specified time and date or violates any of the terms and conditions of this contract an amount of Rs.500/- for each occasion will be deducted from the monthly bill. Any recurrence of violations, for more than three times a month, NRSC reserves the right to terminate the contract with such Service Provider(s).

12.0 Termination or Short closing of Contract

- 12.1 In the event of Service Provider failing to execute the work i.e. supply of Taxies/Vehicles on hire basis at any time to the full satisfaction of NRSC, the Competent Authority reserves the right to cancel the Contract with immediate effect or withhold the payment due to Service Provider in part or full apart from forfeiting Security Deposit.
- 12.2 NRSC reserves the right to terminate the Contract without assigning any reasons by giving a prior notice of 30 days.
- 12.3 If the Service Provider desires to withdraw the Services, he/she is required to give an advance notice of two months in writing. However, the Service provider shall agree to continue the Services till such alternate arrangements are made.

13.0 Pre-bid meeting

Pre-bid meeting for techno-commercial discussion/clarifications on the subject tender is scheduled at NRSC, Balanagar, Hyderabad during second (2nd) week of October, 2017. It is advisable to attend Pre-bid meeting by the Service Provider to understand the requirements of NRSC, Balanagar/Shadnagar which will help in submitting reasonable bids. In order to attend the pre-bid meeting, Service Provider have to take prior appointment from the Purchase & Stores officer at srini_p@nrsc.gov.in / purchase_unit3@nrsc.gov.in

14.0 Indemnity Bond:

The Service Provider shall indemnify NRSC on a Rs.200/- non-judicial stamp paper against any action, claims or proceedings relating to infringement of all or any of the prevailing Laws like Workmen's Compensation Act, 1923, Contract labour (R&A) Act, EPF Act, ESI Act, Industrial Dispute Act and any other Acts specifically not mentioned herein during the currency of the Contract.

15.0 Arbitration:

In the event of any dispute or differences relating to the interpretation and application of

the Contract, such dispute or difference shall be settled amicably by mutual consultations of the good Offices of the respective parties. If such a resolution is not possible, then unresolved dispute or differences shall be referred to the Sole Arbitrator appointed by the Director, NRSC in accordance with the rules and procedures of Indian Arbitration and Conciliation Act, 1996 or any modification thereof. The decision of the Arbitrator shall be final and binding on both the parties. The expenses for the Arbitration shall be paid as determined by the Arbitrator. The Arbitration shall be conducted in Hyderabad.

16.0 Jurisdiction:

The Courts within the Hyderabad city shall have jurisdiction to deal with and decide any matter arising out of this Contract.

TECHNO COMMERCIAL BID FORM**(On Original Letter Head of the Bidder)**

Sl. No.	Particulars	To be filled up by the Service Provider
1	Name of the Service Provider	
2	Nature of ownership	
3	Details of Tender Fee & EMD: i) Amount ii) Demand Draft No iii) Date iv) Issuing Bank Or MSE/NSIC Certificate	
4.	Agency Registration Date & its validity as mentioned in Para 3.1 (1) (Proof to be enclosed)	
5.	Detailed Office Address of the Agency including branch Office at Hyderabad/Shadnagar along with Office Telephone Number, Fax Number and Mobile Number, e-mail id.	
6.	Details of the Experience in the field. (Proof to be enclosed)	
7.	Permanent Account Number [PAN] (Copy to be enclosed)	
8	Goods & Service Tax (GST) Registration Number (Copy of Registration to be enclosed)	
9.	Solvency Certificate for Rs.50.00 lakhs (Rupees Fifty Lakhs only) from a Nationalized/ Scheduled Bank (A self attested copy of latest certificate to be enclosed)	
10.	Annual Turn Over for last 3 years (I) (II) (III) (Copy of the Income Tax Return / Certified copy of Audited Balance Sheet from a Chartered Accountant to be enclosed)	
11.	Whether the Agency of the Service Provider has been blacklisted by any Govt. Organization/any Organization (Declaration Certificate to be enclosed as per Annexure - 3)	

12.	Details of Taxies/Vehicles as per Annexure-4						
13.	Names and designation of authorized persons eligible to enter into Contract.						
14.	Name of contact person for conveying any information along with telephone numbers in absence of authorized person mentioned above.						
15.	<p>Details of minimum Two Contracts entered/executed for similar requirements with any Central/State Government Offices/PSUs/reputed companies during the last 5 years. A contract copy / contract completion certificate from such establishments shall be submitted in the following format.</p> <p>A copy of Contract mentioned below shall be attached to this Annexure. Also, letter of appreciation/feed back issued by the agencies, if any, could be included. Any details of work executed without a proof of contract copy shall not be considered.</p>						
	Sl. No	Details of Clients along with address, contact nos.	Contract Amount Rs. (in Lakhs)	Duration of Contract		Type of the vehicles provided	No. of the vehicles provided
				From	To		

(Signature of Service Provider/Authorized Person)

Place:
Date:
Office Seal:

Name :
Designation:

Address:

PRICE BID FORM FOR NRSC BALANAGAR**A. TAXIES**

LINE ITEM	Description / Line Items	Categories of Taxies	
		A/C Sedan class	A/C MUV class
		Rs.	Rs.
DAILY BASIS			
1	4 hours and 40 Kms		
2	8 hours and 80 Kms		
3	10 hours and 100 Kms		
4	12 hours and 140 Kms		
5	14 hours and 160 Kms		
6	Charges for outstation trips (minimum 250 km per day)		
	Driver's batta		
7	For extra km		
8	For extra hour		
MONTHLY BASIS (Total minimum Kilometers & Hours for entire month)			
9	2000 kms / 300 Hrs		
10	2500 kms / 300 Hrs		
11	3500 kms / 300 Hrs		
12	4500 kms / 360 Hrs		
13	For extra km		
14	For extra hour		

NOTE:

1. All the above categories should be AC Taxies only.
2. The above taxies are originating from NRSC, Balanagar.

Date:
Place:

Signature of the Service Provider with seal

B. VEHICLES (MINI BUSES/BUSES)

LINE ITEM	Description / Line Items	A/C Vehicles with Push Back Seats			
		12 Seater	22 Seater	28 Seater	36 Seater
		Rs.	Rs.	Rs.	Rs.
DAILY BASIS					
1	10 hours and 100 Kms				
2	12 hours and 140 Kms				
3	14 hours and 160 Kms				
4	Charges for outstation trips (minimum 250 km per day)				
	Driver's batta				
5	For extra km				
6	For extra hour				
MONTHLY BASIS (Total minimum Kilometers & Hours for entire month)					
7	1000 kms/300 Hrs				
8	2000 kms/300 Hrs				
9	3500 kms/360 Hrs				
10	4500 kms/400 Hrs				
11	For extra km				
12	For extra hour				

NOTE:

1. All the above categories of Vehicles should be AC Vehicles with push back seats only.
2. The above Vehicles are originating from NRSC, Balanagar.

Date:
Place:

Signature of the Service Provider with seal

PRICE BID FORM FOR NRSC SHADNAGAR**A. TAXIES**

LINE ITEM	Description / Line Items	Categories of Taxies	
		A/C Sedan class	A/C MUV class
		Rs.	Rs.
DAILY BASIS			
1	4 hours and 40 Kms		
2	8 hours and 80 Kms		
3	10 hours and 100 Kms		
4	12 hours and 140 Kms		
5	14 hours and 160 Kms		
6	Charges for outstation trips (minimum 250 km per day)		
	Driver's batta		
7	For extra km		
8	For extra hour		
MONTHLY BASIS (Total minimum Kilometers & Hours for entire month)			
9	2000 kms / 300 Hrs		
10	2500 kms / 300 Hrs		
11	3500 kms / 300 Hrs		
12	4500 kms / 360 Hrs		
13	For extra km		
14	For extra hour		

NOTE:

1. All the above categories should be AC Taxies only.
2. The above taxies are originating from NRSC, Shadnagar.

Date:
Place:

Signature of the Service Provider with seal

B. VEHICLES(MINI BUSES/BUSES)

LINE ITEM	Description / Line Items	A/C Vehicles with Push Back Seats			
		12 Seater	22 Seater	28 Seater	36 Seater
		Rs.	Rs.	Rs.	Rs.
DAILY BASIS					
1	10 hours and 100 Kms				
2	12 hours and 140 Kms				
3	14 hours and 160 Kms				
4	Charges for outstation trips (minimum 250 km per day)				
	Driver's batta				
5	For extra km				
6	For extra hour				
MONTHLY BASIS (Total minimum Kilometers & Hours for entire month)					
7	1000 kms/300 Hrs				
8	2000 kms/300 Hrs				
9	3500 kms/360 Hrs				
10	4500 kms/400 Hrs				
11	For extra km				
12	For extra hour				

NOTE:

1. All the above categories of Vehicles should be AC Vehicles with push back seats only.
2. The above Vehicles are originating from NRSC, Shadnagar.

Date:
Place:

Signature of the Service Provider with seal

(On Original Letter Head of the Bidder)

DECLARATION

1. I/We have carefully read and understood all the terms and conditions of the Tender for providing Taxies/Vehicles on Hiring Basis to NRSC and undertake to abide by them;
2. The information / documents furnished along with this Tender (Technical and Commercial bid) are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our Tender at any stage besides liabilities towards prosecution under appropriate law.
3. I/We shall not assign the Contract nor shall we sublet any portion of the Contract except with NRSC written consent.
4. I/We accept that you are neither bound to accept the lowest Tender nor bound to assign any reason for rejecting or returning of our Tender.
5. I/We hereby undertake that I/our Company/Firm do not have any legal suit/criminal case either pending against us/proprietor or any of our Directors (in the case of Company) or being contemplated and have not been earlier convicted on the grounds of moral turpitude or for violation of laws in force.
6. I/We are not black-listed by any Central/State Government/Public Sector Undertakings/ Autonomous Bodies under Central/State Government/any Other Organization.

Signature of Service Provider/Authorized person

Date:

Full Name:

Seal

Place:

DETAILS OF TAXIES/VEHICLES OF THE SERVICE PROVIDER**AS MENTIONED IN PARA 3.1 (2) (a) & (b)**

SL NO	REGD. NUMBER	MAKE & MODEL	NAME OF REGD. OWNER	TYPE OF TAXI/VEHICLE	DATE OF REG.	INSURANCE VALIDITY
TAXIES						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
VEHICLES						
1						
2						
3						
4						
5						

SIGNATURE OF THE SERVICE PROVIDER
(WITH OFFICE SEAL)

NOTE: Xerox copies of document for all the above Taxies/vehicles are to be enclosed. The Service Provider should clearly highlight the above details in the Xerox copies of RC books. The Service Provider should be able to produce the Vehicles along with original documents when called for verification.

CHECK-LIST FOR SUBMISSION OF BID

The documents are to be placed one below the other, strictly as per the SI.No. (SI. No.1 on top and subsequent documents below it and the page no. must be mentioned on all the pages.
(The submitted technical bids may preferably be spiral bound as a single entity having all documents)

SI. No.	Documents to be attached (All documents must be duly signed)	Yes	No	If Yes Page No.
I.	PART-I - Techno-commercial Bid (in a separate sealed envelope superscribing 'Techno-commercial bid for Hiring of taxies/vehicles to NRSC'.) containing the following documents.			
1.	Duly filled Techno-commercial bid as per Annexure -1.			
2.	Duly signed Tender document on all the pages.			
3.	DD for Tender Fee			
4.	DD for EMD			
5.	Agency Registration Certificate & its validity			
6.	Details of Office Address at Hyderabad/Shadnagar with Telephone/Mobile/Fax No. & email id			
7.	PAN Card copy			
8.	Self-attested Copy of Goods & Service Tax Registration			
9.	Self-attested copy of Solvency Certificate			
10.	IT Returns & Balance Sheets for last 3 years			
11.	Declaration as per Annexure-3			
12.	Details of Taxies/Vehicles as per Annexure-4			
13.	Contract copies of two similar Contracts executed during last 5 years along with satisfactory performance certificates.			
14.	Copy of valid Registration certificate issued by NSIC/MSE, if applicable			
15.	Any other relevant documents, if any, must be attached in the last.			
II.	PART-II - Duly filled Price Bid as per Annexure - 2A & 2B (in a separate sealed envelope superscribing 'Price bid for Hiring of Taxies/Vehicles to NRSC'.)			