INVIATION OF TENDER FOR HIRING OF VEHICLE ON DAILY BASIS

No. BT/A.02/003/2017-Admin
Government of India
Ministry of Science & Technology
DEPARTMENT OF BIOTECHNOLOGY

7th Floor, Block 2,
CGO Complex, Lodi Road,
New Delhi-110003
Dated the 11th April, 2019.

Subject: Notice Inviting Tender in Two bid system for hiring of environmental friendly cars for official use in the Department of Biotechnology to meet day to day requirement.

Department of Biotechnology (DBT) invites quotations from reputed, experienced and financially sound car rental service providers to provide car rental services to the Department of Biotechnology at CGO Complex, Lodhi Road, New Delhi to meet the day to day requirement of cars. The cars to be provided under the contract should be environment friendly electric vehicles and vehicle run with CNG namely Indigo, Esteem, Honda City, Swift Dzire, Ciaz, Ascent, Innova. Vehicles with fossil fuel i.e. petrol and diesel shall not be acceptable.

The contract will be initially for a period of one year and extendable on year to year basis, subject to satisfactory performance of the firm and with the approval of Competent Authority. The rates for different make/model of AC cars may be quoted in the Financial Bid in a separate sealed cover as under :-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Make/Model of the vehicle</th>
<th>Rates for journey for 4 hrs/40 kms (Excluding GST) – Rs.</th>
<th>Rates for journey for 10 hrs/100 kms (Excluding GST) – Rs.</th>
<th>Rates in cases cars used more than 10 hrs/100 kms (Excluding GST) Rs.</th>
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2. Technical Eligibility Criteria

The bidder must fulfil the following technical specifications. Only those bids qualify in the technical bid are eligible for opening of financial bids.

1. The Registered Office of the bidder should be located either in Delhi/New Delhi in a radius of eight km. from CGO Complex. An attested copy of the registration Certificate of their office in Delhi shall be enclosed.
2. The bidder should be an ISO certified firm with sufficient experience in serving Govt. Organisations with good reputation and should be financially sound. The ISO certificate issued after the bid invitation date will not be accepted.
3. In case of partnership firms, a copy of the Partnership Agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished on a stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the quotation.

4. The bidder should have a minimum annual turnover of Rs. 1 crore each during the last three financial years i.e., 2015-16, 2016-17 and 2017-18. Copies of profit and loss account and balance sheets duly certified by a CA along with ITR for these three years must be enclosed with the quotations.

5. The bidder should have its own bank account.

6. A self attested copy of PAN Card be attached with the quotation.

7. A self certified copy of the GST registration must be attached with the quotation. Without GST registration, the bid will be summarily rejected.

8. The bidder must have at least ten CNG operated cars not older than 2015 registered in its name in Delhi or NCR. A list of such vehicles with self attested copies of RCs should be attached with the quotation.

9. An undertaking from the bidder firm letter head stating that the firm has not been blacklisted by any Central Government Department/Ministry/PSU/Bank, or State Government etc. must be attached with the bid documents.

10. The bidder must have a minimum **three years experience** in supplying cars on rent basis to reputed organisations particularly Central/State Govt. Govt. Departments/PSUs. The bidder will be required to submit along with the bid document a proof of successful and satisfactory completion of service from at least three contracts/work each amounting to a value of not less than Rs. 30 lakh per annum during the last three years. The certificates should be from a prominent organisations (Government organisation/PSU/Bank).

11. The firm should follow labour laws and should be registered with ESIC.

12. Police verification of the firm must be attached.

**3. Earnest Money Deposit (EMD)**

The bidder should deposit EMD amounting to Rs. 1.5 lakh (Rupees one lakh fifty thousand only) along with the technical bid in the form of Demand Draft/Pay Order Payable to the Drawing and Disbursing Officer, Department of Biotechnology, New Delhi, which will be returned to the unsuccessful bidder on finalization and award of contract to the L1 firm and to the successful bidder on receipt of performance security deposit equivalent to 10% of the total contract value in the form of DD/Fixed Deposit in favour of DDO, DBT. The bid without EMD shall be rejected and no correspondence will be entertained in this regard.

**4. Sealed Quotations**

Sealed quotation will be submitted in two bid system namely Technical and Financial in two different sealed covers and the same should be kept in a third sealed cover superscribing “**QUOTATIONS FOR HIRING OF ENVIRONMENTAL FRIENDLY CARS IN THE DEPARTMENT OF BIOTECHNOLOGY TO MEET REQUIREMENT ON DAY TO DAY BASIS**”. The technical bid will contain only documents relating to eligibility criteria and EMD.
5. **Performance Security Deposit**

The successful bidder will have to deposit performance security amounting to Rs. 3 lakh (Rupees three lakh only) in the form of bank guarantee (BG) from a reputed bank. The BG should be valid for sixty days beyond the date of completion of the contractual obligations. In case the contract is extended beyond the initial period of one year, the validity of Performance Security Deposit received from the firm by way of BG will also be renewed.

6. **Terms and Conditions of the Contract**

1. The mileage will start and terminate at the stand i.e. the location of the firm. Cars can also be used on holidays, Saturdays/Sundays, as and when required.
2. The contract will be initially for a period of one year and it is likely to commence from the date of signing of the agreement after award of the contract to the L1 firm which may be extended on yearly basis at the same rates, terms and conditions depending upon the requirement and administrative convenience of the Department of Biotechnology with the approval of the Competent Authority. The DBT, however, reserves the right to terminate/curtail the contract at any time after giving one month notice without assigning any reason.
3. The vehicles to be provided should not be older than 2015 model and should not have covered more than 50,000 kms.
4. The cars to be provided by the contractor should be in perfectly good and sound condition.
5. The cars should be fitted with all modern features such as clean loose seat covers, quality radio music system, reading lamp, tissue paper box, car perfume, seat belts front and rear, umbrella during monsoon.
6. The vehicles should be comprehensively insured.
7. The firm should have sufficient number of drivers having experience of driving in Delhi/NCR.
8. Only such tour operator/agency may submit their quotations whose cars/taxies have been duly authorised by the concerned RTO for use as public transport and who have telephone connections available at their premises/garage/stands from where such taxies/cars are to be operated and can be requisitioned by this Department.
9. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
10. Each driver employed by the firm must have a cell-phone duly activated.
11. Each driver should wear uniform while on duty. The L1 firm, on award of the contract should verify the antecedent of the drivers to be deployed with the Department from the local police. The drivers to be deployed with the Department should have got their antecedent verified by the local police.
12. Before award of the contract the successful bidder will be required to submit a list of drivers to be deployed under the contract with copy of their police verification certificates and detailed bio-data.
13. The firm will also be required to furnish a certificate stating that the drivers proposed to be deployed bear good moral character.
14. Punctuality will have to be ensured and log book shall be maintained by the drivers. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the users.

15. The firm should have adequate number of telephone/mobiles to be available round the clock.

16. The firm should have a provision to take bookings round the clock.

17. The firm should be capable of providing fleets of vehicles for events, delegations, meetings and conferences, etc.

18. The “Full Day” would imply 100 km and 10 hrs duration and half day would be 40 km and 5 hours duration.

19. Rates once finalised will be fixed at least for a period of one year and used as base rate in the case of upward and downward change in rates in fuel prices.

20. Any complaint from the user regarding poor upkeep, maintenance, non availability of requisite accessories or any of the conditions prescribed for drivers not being met would attract a penalty by cut from the bill for that day(s) on prorata basis @ 25% in the first instance, 50% in the second instance and removal of driver and/or vehicle from the fleet on the third instance.

21. Any overtime arising due to breakdown of vehicle supplied by the agency shall be on its account and shall not be charged to DBT.

22. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per staff car rules of the Govt. of India and the log book shall be submitted to the concerned officer in DBT for scrutiny, etc.

23. A vehicle will be allowed for use only in good condition when the milo meter is sealed. During the running of the vehicle, if the milo meter is found to be tempered/unsealed then forfeiture of hiring charges and a penalty as fixed by DBT will be imposed.

24. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and drivers should not be changed unless so requested for by the DBT. The vehicles must be available at any time of day as desired by DBT.

25. The contractor shall indemnify the Department against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages 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 Department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.

26. Vehicles provided by the Department should bear commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving Licence and Badges.

27. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of NCT of Delhi.

28. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Department has the right to hire vehicle from any other sources at the expense of the contractor.

29. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.

30. No advance payment will be made.
31. The bills should be made date-wise by the contractor and should be submitted to the Administration Section of the Department on monthly basis i.e by 10th of each succeeding month. Late submission of the bills after the due date will not be entertained. The bill should indicate the GST registration No. and PAN No.

32. The Department will deduct Income Tax and GST at source under relevant rules from the contractor at the prevailing rates.

33. The contractor shall ensure that all the necessary documents i.e. RC, Insurance papers, PUC certificate, etc are available with the drivers deployed for duty in the Department.

34. The firm should be in a position to repair the vehicle(s) in short time.

35. 1% of the daily amount will be deducted in case of delayed reporting by the driver and Rs.1,000/- per day will be deducted in case non availability of vehicle on any day in case of hiring on monthly basis.

36. Last date for submitted the quotations is 1st April, 2019 at 1500 hrs. No tender will be received after the closing date and time. No tender will be accepted by fax/mail.

**PENALTIES**

37. For non-providing of vehicle in time: Rs.100/- per hour of delay;

38. For not providing substitute vehicles: Rs.500/- per default or cost of hiring charges from other sources, whichever is higher;

39. On misbehaviour by the Driver: Rs.500/- per default;

40. For violation/breach of any of the condition of the contract: Rs.1000/- per default and/or Termination of the contract/forfeiture of Performance Security Deposit.

41. **The price to be quoted shall be exclusive of GST, but inclusive of road tax, cess, green tax, octoroi, etc.**

42. In the case of dispute or difference arising out of or the agreement shall be referred to the sole arbitration of any person nominated by the Secretary, Department of Biotechnology, New Delhi. The award of the arbitrator so appointed shall be final and binding on the parties.

43. The entire dispute shall be subject to the Delhi jurisdiction.

44. The tender process of the contract can be terminated at any time without any notice at the discretion of the DBT.

Last date for submission/receipt of tender(s) will be 1st April, 2019 at 1500 hours. The Technical bids (As per Annexure I) will be opened by a Tender Evaluation Committee (TEC) in the presence of tenderers who wish to be present or their authorized representatives on the same day at 1600 hours in the Office of Department of Biotechnology, Room No. 518, Block 3, CGO Complex, Lodhi Road, New Delhi-110003. The financial bids (As per Annexure II) of the technically qualified bidder will be opened on the same day or any other day as decided by the TEC. Technical bids should be sent as per the attached technical bid check list format only. In case, any holiday is declared by the Government on the day of opening quotation, the tenders will be opened on the next working day at the same time. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

(J. K. Dora)
Annexure I

Technical Bid

The details in respect of the bidders are as given under:
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Details</th>
<th>Page No.</th>
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<tbody>
<tr>
<td>1</td>
<td>Name of Firm &amp; Address</td>
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<td>2</td>
<td>Name of the proprietor of the firm</td>
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<td>3</td>
<td>Telephone No. of Agency and Proprietor</td>
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<td>4.</td>
<td>The Tender should be accompanied by earnest money of Rs. 1.5 lakh (Rupees One lakh fifty thousand only) in the form of Demand Draft/pay order drawn in favour of D.D.O., D.B.T., New Delhi, without which the Tender will not be considered.</td>
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<td>6.</td>
<td>The Bidder must have PAN No., Copy of Documentary proof of same must be enclosed.</td>
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<td>7.</td>
<td>ITR during the last 3 years, 2015-16, 2016-17 and 2017-18</td>
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<td>8.</td>
<td>The Bidder should have minimum turnover of 1 cr. per annum. Documentary proof should be attached</td>
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<td>9.</td>
<td>Successful and satisfactory completion of at least three contracts/work each amounting to a value of not less than Rs.30 lakh per annum during the last three years. Enclose certificate from prominent organisations (Government organisation/PSU/Bank).</td>
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<td>10.</td>
<td>Copies of Profit and Loss Accounts and Balance Sheets for the last three years i.e. 2015-16, 2016-17 and 26017-18</td>
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<td>11.</td>
<td>GST Registration Number. (Copy of GST Registration Certificate to be attached).</td>
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<td>12.</td>
<td>List of at least 10 cars of not older than 2015 model alongwith copies of RCs, and Insurance</td>
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<td>13.</td>
<td>Copy of Police verification certificate of the firm</td>
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<td>14.</td>
<td>List of drivers available with biodata and their local police verification reports</td>
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<td>15.</td>
<td>ESIC and EPF registration certificate</td>
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<td>16.</td>
<td>The Bidder must submit an undertaking on its letter head stating that they have not been blacklisted by any State/Government/ Central Government/ PSU Department in India.</td>
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<td>17.</td>
<td>All pages of the tender document and all enclosures should be serially numbered and signed by the bidder.</td>
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<td>18.</td>
<td>The bidder should be an ISO certified firm with sufficient experience in serving Govt. organisations, good reputation and financially sound. (Attach copy). The ISO certificate issued after the bid invitation date will not be accepted.</td>
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I understand the terms and conditions of the Tender Notice and undertake to accept these terms and conditions.

Name with Seal

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**Annexure II**

**FINANCIAL BID**
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<th>S.No.</th>
<th>Make/Model of the vehicle</th>
<th>Rates for journey for 4 hrs/40 kms (Excluding GST) – Rs.</th>
<th>Rates for journey for 10 hrs/100 kms (Excluding GST) – Rs.</th>
<th>Rates for cars used more than 10 hrs/100 kms (Excluding GST) - Rs.</th>
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