



**Government of India  
Ministry of Communications & I.T.  
Department of Telecommunications  
National Institute of Communication Finance  
Ghitorni, New Delhi-47**

**No. 8-11/DG/Hiring of Taxi (Faculty)/2013-NICF**

**Dated: 28.05.2013**

**NOTICE INVITING TENDER FOR HIRING OF TAXIS ON DAILY BASIS**

**On behalf of the President of India, Sealed Tenders are invited from reputed and established Taxi Operators stationed or having garage at New Delhi/NCR for supply of Air conditioned and Non Air Conditioned Diesel driven/Petrol driven taxis on daily requirement basis for a period of one year or as specified in the letter communicating acceptance of tender/Award of work. The requisition of vehicles shall be for use of guest faculties/trainees/departmental officers as and when required.**

**The total annual estimated cost of hiring will be about Rs. 10,00,000/-. This is only estimation. The actual amount shall depend upon actual use of hired vehicles on requirement basis. The amount of EMD and security deposit for the contract will be Rs.20,000/- and Rs.50,000/- respectively to be given in the form of Bank draft/ Bank Guarantee from any Nationalized Bank. Other detailed information regarding terms and conditions of the contract alongwith tender form can be obtained from this office free of cost on any working day till the date of tendering i.e. 21.06.2013 up to 15:00 hours.**

**2. Schedule of Tender**

**Tender No. : 8-11/DG/Hiring of Taxi (Faculty)/2013-NICF**

**Last Date & Time of Receipt : 21.06.2013 up to 15:30 hours  
of Tender**

**Date & time of opening  
of Tender Venue : 21.06.2013 at 16:00 hours**  
**O/o Director General,  
National Institute of Communication Finance,  
Ghitorni, New Delhi-47**

- 3. The Tender Form along with terms and conditions can be had free of cost from the undersigned on any working day till 21.06.2013 upto 15.00 hours.**
  
- 4. The tenders completed in all respect must in all cases be received in this office before date and time indicated in the Schedule of Tender in para 2 above. The tenders received after the scheduled date and time will be rejected outright. The tenders may be sent by registered post/or may be dropped in tender box in this office, so as to reach before 21.06.2013 upto 15:30 hours. This office will not be responsible for any postal delay. Only one tender should be kept in one cover. Main Envelop should be superscribed as "Tender for Hiring of Taxis on daily basis".**

**(Niranjan Kumar)  
CAO  
NICF, Ghitorni  
New Delhi  
Ph: 011-26502459**

**DEPARTMENT OF TELECOMMUNICATIONS**

**ANNEXURE-I**

**GENERAL TERMS AND CONDITIONS**

**Sub: Notice Inviting Tender for “Hiring of Taxis”**

- 1. Parties:-** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and the Government of India through the Department of Telecom for and on behalf of the President of India.
- 2. Addresses:-** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Department of Telecom. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 3. Earnest Money:**
  - 3.1** Earnest Money of Rs.20,000/- (Rupees Twenty Thousand Only) in the form of Bank Guarantee/demand draft of any nationalized bank must be deposited by bidders along with their duly filled up tenders documents. The validity of the Bank Guarantee/demand draft need to be up to 6 (six) months starting from 21.06.2013. The Bank Guarantee/demand draft shall be in favour of CAO,NICF, ALT Complex, Ghaziabad-201002.
  - 3.2** No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Department in respect of any previous work will be entertained.
  - 3.3** Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee/demand draft will be forfeited by the Government.
  - 3.4** The tenders without Earnest Money will be summarily rejected.
  - 3.5** No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit. No interest shall be paid by the DOT against EMD/SD.

**4. Preparation and Submission of Tender:**

The tender should be submitted in two parts namely Technical Bid (in form given in Annexure-III) along with Earnest Money Deposit and Financial Bid (in form given in Annexure-IV) and each should be kept in a separate sealed cover. Both the bids should

be kept in another sealed cover addressed to the undersigned. The outer envelope containing sealed cover should bear the address, Tender Number and date, subject of tender. The inner envelopes should be superscribed with Tender Number, subject of Tender, whether the envelope is containing "Technical Bid" or "Financial Bid".

## **5. Signing of Tender:**

Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or principal office duly authorized by the Board or Directors of the Company, if it is a Company.

### **Note :**

- (1) 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 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 tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Dept. of Telecom may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by the Department of Telecom if necessary.)

## **6. Technical Bid:**

- 6.1 The Technical bid should be submitted in form given in Annexure-III along with the Bank Guarantee/Demand draft of Rs.20,000/- along with registration particulars, Copy of PAN Number issued in favour of the firm, full details of the number of Taxis registered in the name of the tenderer or his firm with photo copies of RCs and any other information sought for in the last section of the Annexure-III.

## **7. Financial Bid:**

- 7.1 The Financial Bid should be submitted in the form given in Annexure IV in a separate sealed cover kept inside the main cover. The Financial Bids of those tenderers who are found technically compliant, will be opened on a specified date and time to be intimated to the respective tenderer. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.**
- 7.2 Rate to be quoted separately for Air conditioned and non-Air conditioned taxis on daily basis.**
- 7.3 Rates quoted should be inclusive of all taxes. Nothing extra will be paid towards taxes, if tax rates are increased during the currency of contract. However benefit of reduction in taxes will be passed on to the Government.**
- 7.4 The price quoted shall be firm and final for the entire period of contract.**
- 7.5 Terms of payment as stated in the Tender Documents shall be final.**
- 7.6 At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.**

## **8. Validity of the Bids:**

**The bids shall be valid for a period of 180 days from the date of opening of the tenders.**

## **9. Opening of Tender:**

**The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.**

## **10. Criterion for Evaluation of Tender:**

**The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-III and then on the basis of financial information furnished in form given in Annexure-IV. The Financial bid (Annexure-IV) of such firms found valid based on technical parameters (as per annexure-III) will be opened on the date, time and venue to be announced after opening of the Technical Bid. The award of work will be further subject to any specific terms and conditions of the contract given in Part-II of Annexure-II of this NIT.**

## **11. Right of Acceptance:**

- 11.1 The Director General, National Institute of Communication Finance reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Director General, National Institute of Communication Finance, in this regard shall be final and binding.**
- 11.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.**
- 11.3 DG, NICF will have right to add, delete, modify any clause of the tender before award of the work.**

## **12. Communication of Acceptance:**

**Successful Tenderer will be informed about the acceptance of his tender. Necessary instructions regarding the amount and time provided for security deposit will be communicated.**

## **13. Security Deposit:**

- 13.1 The successful tenderer will have to furnish Bank Guarantee/ demand draft of Rs. 50,000/- (Rupees Fifty Thousand Only) in favour of CAO, National Institute of Communication Finance(NICF), ALT Complex, Ghaziabad-201002 towards Security Deposit within 7 days from the date of acceptance of the tender. On request of the bidder, EMD of successful Tenderer may be adjusted against Security Deposit to be submitted.**
- 13.2 The Bank Guarantee/ demand draft can be forfeited by order of the Director General, National Institute of Communication Finance in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee/ demand draft as may be considered by the Department of Telecommunication sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.**

## **14. Penalty:**

- (a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of Taxi from the market in the event of Contractor failing to provide requisitioned taxis or not providing Taxis, Director General, National Institute of Communication Finance shall make deductions at double the rate of Hiring rate on prorata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Department of Telecom.**

- (b) The powers of the Director General, National Institute of Communication Finance under this conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 14 above.

**15. Disclaimer**

The near relatives of employees of O/o Director General, National Institute of Communication Finance, are prohibited from participation in this tender. The near relatives for this purpose are defined as:-

- (a) Members of a Hindu Undivided Family.
- (b) Their husband and wife.
- (c) 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).

**16. Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the security deposit in the form of performance Bank Guarantee shall be encashed.

**17. Subletting of Work:**

The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the Director General, National Institute of Communication Finance which he/she will be at liberty to refuse if she/he thinks fit.

**18. The tender is not transferable. Only one tender shall be submitted by one tenderer.**

**19. Terms of payment:**

- 19.1 No payment shall be made in advance nor the any loan form any bank or financial institution shall be recommended on the basis of the order of award of work.
- 19.2 The contractor shall submit the complete bill in all respect at each stage preferably in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
- 19.3 All payments shall be made by cheque only.
- 19.4 The National Institute of Communication Finance shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 19.5 The term "payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

**19.6 Wherever applicable all payments will be made as per schedule of payments stated in Part-II of Annexure-II.**

**20. Arbitration:**

**If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by a Sole Arbitrator to be appointed by the DG, NICF. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi or at such other place as decided by Department of Telecom and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the Rules framed there under and in force shall be applicable to such proceedings.**

**21. Insurance:**

**The Insurance cover protecting the agency against all claims applicable under the Workman's Compensation Act 1948 shall be taken by the Contractor. The Contractor shall arrange necessary insurance cover for any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on DG, NICF, the same shall be reimbursed/indemnified by the Contractor.**

**(Niranjan Kumar)  
CAO  
NICF, Ghitorni  
New Delhi**



**TENDER NO. 8-11/DG/Hiring of Taxi (Faculty)/2013-NICF**

**DEPARTMENT OF TELECOMMUNICATIONS**

**ANNEXURE-II**

**PARAMETERS AND TECHNICAL SPECIFICATION  
FOR EXECUTING THE WORK**

**Sub: Notice Inviting Tender for “Hiring of Taxis on daily basis”**

**PART-I**

**PARAMETER AND TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK**

- 1. Taxi Operators should have minimum of 2 Private Taxis registered in their names or in the names of the firms. Copy of Registration Certificate (RC) of the Taxi should be submitted with the Tender.**
- 2. The firm should be registered and should furnish a copy of registration certificate in support thereof.**
- 3 (i) Taxis to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers.**  
**(ii) Taxis should not be more than 02 years old, it means vehicle of 2011 or later model only should be provided.**
- 4. Only such Taxi Operators may apply whose Taxis have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises/Garage/Stands from where such taxis are to be operated and can be requisitioned by National Institute of Communication Finance.**

**(Niranjan Kumar)  
CAO  
NICF, Ghitorni  
New Delhi**

## **PART-II**

### **TERMS AND CONDITIONS SPECIFIC TO THE CONTRACT**

- 1. The Taxis will generally be required by National Institute of Communication Finance at Ghitorni Campus, New Delhi / ALT Complex, Ghaziabad for carrying Departmental Officers/Guest Faculty/trainees or other dignitaries ordinarily from New Delhi/ NCR and adjoining areas of New Delhi. They may also be required for other types of journey such as carrying participants on outgoing trips etc. However, vendor may also be required to provide vehicle for the travel of the above mentioned categories of persons occasionally from Delhi to outside NCR region depending upon the work assigned to NICF by the headquarters.**
- 2. NICF will generally make the requisition for the taxis one to two days before the commencement of the actual journey. However, at times urgent requisition for Taxis may also be made which shall have to be complied with.**
- 3. "Full Day" would imply a run of the Taxi up to 80/100 Kilometer and/or 10 hours duration as the case may be .**
- 4. Meter reading will start/terminate at garage. The garage should be within 10Kms radius from NICF, Ghitorni, New Delhi / Ghaziabad.**
- 5. Driver should be in proper uniform, well versed with Delhi and Ghaziabad routes and places specially location of NICF at Ghaziabad and New Delhi campus. He should be well behaved and courteous to the passengers. The driver should be carrying a mobile phone, whose number will be communicated to the NICF authorities before start of the trip and preferably at the time of booking of Taxi.**
- 6. Drivers of each taxi requisitioned by this office will report as per direction of officer nominated by DG, NICF.**
- 7. The vehicles registered under Taxi Quota only should be provided.**
- 8. Payment of bills would normally take about three to four weeks time on an average. No interest/extra charges shall be paid for delay in payment.**
- 9. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel prices or taxes during the period of contract.**
- 10. The period of contract may be extended on the same finalized terms and conditions for a further period at the discretion of the Director General, National Institute of Communication Finance.**
- 11. Toll tax/parking if any shall be paid by NICF along with bill.**

**(Niranjan Kumar)**  
**CAO**  
**NICF, Ghitorni**  
**New Delhi**

**TENDER NO. 8-11/DG/Hiring of Taxi (Faculty)/2013-NICF**

**DEPARTMENT OF TELECOMMUNICATIONS**

**ANNEXURE-III**

**TENDER FORM-I TECHNICAL INFORMATIONS AND UNDERTAKING**

**(See Clause 6 of Annexure-I of this Tender Document)**

**Sub: Notice Inviting Tender for “Hiring of Taxis on daily basis”**

1. **Name of the Tenderer/Concern:** \_\_\_\_\_
  2. **Address (with Tel. & Mob. No.):** \_\_\_\_\_
  3. **Address and telephone number of Garage**
  
  4. **Nature of the concern** \_\_\_\_\_ **(i.e., Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization.)**
  5. **Registration Number of Tenderer/Concern**  
**(Under shop and commercial establishment act or any other relevant Act, attested photocopy of registration should be attached)**
  6. **(i) Photo copy of Income Tax Returns for the last three years to be attached** \_\_\_\_\_  
**(ii) PAN**
- Number of Tenderer/Concern:** \_\_\_\_\_  
**(Attested copy should be attached)**
7. **Demand draft No.** \_\_\_\_\_ **Dated** \_\_\_\_\_ **from bank name** \_\_\_\_\_ **Amounting to Rs. .... as Earnest Money Deposit**  
**(to be enclosed)**
  8. **Registration Nos. of Taxis together with make:**  
1. \_\_\_\_\_ 2. \_\_\_\_\_  
**(photocopies of registration book should be attached)**
  9. **Whether each page of NIT and its Annexure have been signed and stamped.**  
.....

10. **List of Important Organizations with address and Telephone number to whom Taxi services have been provided during the last three years with period of contract should be enclosed (Summary may be enclosed on separate sheets for each contract and period and amount of contract; remarks/observations/appreciation of the organization for whom the work was conducted; and any other information considered important by tenderer)**
  
11. **Any other information important in the opinion of the tenderer.**

**Dated : .....**  
**Place : .....**

**(Dated Signature of Tenderer  
With stamps of the firm)**

## **UNDERTAKING**

1. **I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the National Institute of Communication Finance and shall abide by them.**
  
2. **I/We also undertake that I/we have understood “Parameters and Technical Specifications for conducting the Work” mentioned in Annexure- II of the tender No. 8-11/DG/Hiring of Taxi (Faculty)/2013-NICF dated: 28.05.2013 and shall conduct the work strictly as per these “Parameters and Technical Specifications for conducting the work”.**
  
3. **I/We hereby certify that none of my relative(s) as defined in disclaimer clause of Annexure-I is/are employed in the National Institute of Communication Finance.**
  
4. **I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.**

**Dated: .....**  
**Place : .....**

**(Dated Signature of Tenderer  
With stamps of the firm)**

**TENDER NO: 8-11/DG/Hiring of Taxi (Faculty)/2013-NICF**

**DEPARTMENT OF TELECOMMUNICATIONS**

**ANNEXURE-IV**

**TENDER FORM-2 COMMERCIAL INFORMATIONS  
(See Clause 7 of Annexure-I of the Tender Document)**

**Sub: Notice Inviting Tender for “Hiring of Taxis on daily basis”**

- (A) Rates for Non Air Conditioned Taxis, Indica or similar type of vehicle on daily basis.**

Particulars	Rate in	
	Figures	Words
a. 10 hours or 80 Kms. (Full day)		
b. Rate per additional Km		
c. Rate for additional time i.e. per hour beyond 10 hours		

- (B) Rates for Air Conditioned Taxis, Indica or similar type of vehicle on daily basis.**

Particulars	Rate in	
	Figures	Words
a. 10 hours or 80 Kms. (Full day)		
b. Rate per additional Km.		
c. Rate for additional time i.e. per hour beyond 10 hours		

- (C) Rates for Innova/Xylo/Tavera or similar type of vehicles.**

Particulars	Rate (In words & figures)	
	Air conditioned	Non Air Conditioned
a. Up to 100 Kms. and 10Hrs.		
b. Rates per additional Kms.		
c. Rate for additional time i.e. per hour beyond 10 Hrs.		

**Any other information:**

**Evaluation Criteria: The L1 bidder would be determined as lowest 'X' as per formula given below with reference to financial bid quoted by the bidder –**

$$X = (2 X a) + (50 X b) + (5 X c)$$

**Note: Quoted price should be inclusive of all taxes and levies except toll tax, Service Tax, Parking charges and Border/Entry Tax which will be paid additionally but only on production of original receipt at the time of settlement of bill. Driver should not ask passenger to pay these taxes during journey.**

**Dated: .....**  
**Place : .....**

**(Dated Signature of Tenderer  
With stamps of the firm)**