

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH
NEW DELHI

File No.4-6(1)/2015/NIPGR/Admn./_____

December 23, 2015

NOTICE INVITING TENDER

Sealed tenders are invited on behalf of Director, NIPGR from the reputed agencies for providing Taxi services to the Institute. The tenders duly subscribed “**Tender for hiring of Taxis**” must accompany a Demand Draft amounting to ₹10,000/- (Rupees Ten Thousand only), towards EMD in the name of Director, NIPGR, New Delhi. The same may be deposited in the Tender Box kept in the Administration, National Institute of Plant Genome Research, Aruna Asaf Ali Marg, New Delhi-110067 not later than **January 13, 2016 up to 11.00 a.m.** Tenders received after stipulated date/time will not be entertained. The tenders will be opened on **January 13, 2016 at 11.30 a.m** in the Board Room of the Institute. Representative of the firms, if so desire, may be present at the time of opening of tenders. It may be noted that the duty point would be NIPGR or any other place intimated from time to time. The mileage and time for payment will be considered from Garage to Garage subject to a restriction of maximum of 10 kms on the distance of National Institute of Plant Genome Research to Garage. In case agency is already providing the vehicles on hiring basis to any other Ministry/Department/University of the Central Government, details thereof may also be furnished along with tenders. The other detailed terms and conditions of the tender are available at our website www.nipgr.ac.in and Central Public Procurement portal (CPP portal), www.eprocure.gov.in/cppp.

Manager, NIPGR

Terms and Conditions for hiring of DLY Taxis

1. The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be traveled in Delhi/NCR and should not be more than 4 years old.
2. The contractor should be able to provide AC/Non-AC DLY Taxis at a short notice/ (within 20 minutes). For regular requisitions the taxi must reach the destination 10 minutes in advance. The Vehicles can also be requisitioned on Saturday/Sunday/holidays as well.
3. The drivers engaged in the Taxis should have valid driving commercial license to operate the taxi, issued by the 'Transport Authorities' other necessary certificates like Road Tax clearance, pollution certificate etc. should be in existence for all vehicles quoted.
4. The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.
5. The driver engaged should be broadly aware of the major route of Delhi/ New Delhi.
6. The Vehicles on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
7. In case of any break down while on journey, alternative arrangement shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
8. The bidder should have the ownership of at least 05 vehicles. The bidders are advised to read the instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions without deviations. In case there are any deviations from the terms & conditions of the tender they may be clearly indicated for consideration.
9. Rate should be quoted separately for AC and Non-AC Taxis. Cutting/overwriting, if any, should be avoided.
10. The successful tenderer will have to deposit performance security of ₹10,000/- in the form of Demand Draft in favour of "Director, NIPGR, New Delhi" for the period of contract. Tenders received without EMD will not be entertained /considered. No interest will be paid on EMD.
11. EMD of the successful tenderer will be converted into the security deposit, the security deposit will be refunded to the contractor within sixty days from date of completion of the contract period and no interest will be paid on the security deposit. The performance

security will be forfeited for breach of any of the terms/conditions of this tender enquiry, and if it is found at any time during the contract period and services provided by the firm are poor/deficient/unsatisfactory. The decision of the institute in this regard shall be final; and binding on the firm.

12. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract.
13. Billing will start from and end with garage/taxi stand or designated place. All vehicles must first report to NIPGR on requisition. Where meter reading will be noted and then proceed to the destination. Vehicle may also directly report to the designated person, if instructed so by the Institute, where meter reading from the garage/taxi stand should be got noted from the user. Toll tax, entry tax, and permit fee for crossing border if any, parking charges will be borne by the institute for which the original receipts should be submitted.
14. No advance payment will be paid by the institute. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the following month. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle.
15. If on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to with hold full payment of the day in respect of such vehicle.
16. At time, NIPGR may need additional Number of DLY vehicles on specific days in connection with any conference/ meeting. The Contractor should be responsible to arrange for additional demand of DLY Taxi operators and such additional vehicles should be supplied at the contractual rates and conditions.
17. In case of hiring of DLY Taxis, 40 Kms or 4 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the "Kms" have no relevance. If the usage goes above 40 kms within 4 hours, then charges would be for each additional km only and the vehicle would be considered a "half day" usage. If the number of hours exceeds 4 hours, then the vehicle would be treated to be hired for "full day". Then the "KM' usage has no relevance. (See Annexure I, Row 3)
18. The contract will be valid for one year from the date of award the contract and extendable for one year by mutual consent of the parties. No request of hike in approved rates for supply of DLY Taxis will be entertained during the period of contact for any other reason what so ever.
19. **Risk Hire Clause:** In case contract on fails to supply the requisite number of vehicles, this office reserves the right to hire the DLY Taxis from other Taxi Stands at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered equally from the firm.

20. If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the Contract, the NIPGR will have the right to forfeit the EMD or the performance security, deposited by the bidder.
21. **PENALTY CLAUSE:** In the event of Contractor failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction of the NIPGR the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposited.
22. Compensation and connected expenses, whatsoever, in case of any unforeseen casualty shall be borne/paid by the firm.
23. Tenderers shall also submit photocopy of the valid service tax registration certificate, latest income tax clearance certificate and PAN, along with copies of RC of all the vehicles registered in the name of the transport firm.
24. The NIPGR reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
25. Decision of Competent Authority of the NIPGR regarding acceptance or rejection of a tender will be final and binding
26. This tender document can also be downloaded from NIPGR website: www.nipgr.ac.in under icon "Tender".

Annexure I

Format in which tenders are to be submitted for vehicles

Sl. No.	Item	Tata Indica/ WagonR		Ikon/Indigo/ Dzire/SX4		Toyota Innova/Qualis/Xylo (Six or Seven Seater)	
		Non-AC (₹)	AC (₹)	Non-AC (₹)	AC (₹)	Non-AC (₹)	AC (₹)
1.	Full day / 80Kms						
2.	Half day/40Kms. and 4 hours						
3.	Charges for each extra Km.						
4.	Charges for each extra hour.						
5.	Outstation Journey per Km.						
6.	NIPGR – Airport (Domestic)						
7.	NIPGR – Airport (International)						

(Seal & Signature of the Contractor)