

**(Draft for Newspaper)**

## **Regional Centre for Biotechnology**

**(An institution of education, training & research)**

NCR-Biotech Science Cluster, 3<sup>rd</sup> Milestone,  
Faridabad-Gurgaon Expressway, Faridabad- 121001

**Advertisement No. 03/2015**

*Tender No. RCB/2/2015/TAXI SERVICES*

### **NOTICE INVITING TENDERS FOR HIRING TAXI SERVICES**

On behalf of Executive Director, RCB, Sealed tenders are invited from interested parties/contractors, **under Two Bid system** (i.e. Technical and Financial Bid in separate covers), for providing Taxi services of seven / eight seater vehicles (AC) on monthly basis at Regional Centre for Biotechnology, Faridabad.

Tender details and terms and conditions may be obtained from the RCB office on any working day between 11:00 a.m. and 3:30 p.m. till 07.09.2015. Interested parties/contractors may please quote the competitive rates in the prescribed format (Rates quoted in other format will not be accepted) in a sealed envelope super scribed on top of envelop as **“Quotation for Taxi Services”** and return back to the undersigned. Tender details and terms & conditions and the prescribed formats can also be downloaded from our websites [www.rcb.res.in](http://www.rcb.res.in), [www.rcb.ac.in](http://www.rcb.ac.in) and in CPPP ([www.eprocure.gov.in](http://www.eprocure.gov.in)). **Last Date for submission of bids (under two bid systems) is 07.09.2015 upto 3.00 p.m. and the Technical Bids shall be opened on same day in presence of intending parties at 3.30 p.m.**

Senior Manager (A&F)

**REGIONAL CENTRE FOR BIOTEHCNOLOGY  
FARIDABAD**

*Tender No. RCB/2/2015/TAXI SERVICES*

**NOTICE INVITING TENDER**

**I. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS**

- i. The RCB requires the services of a reputed, well established and financially sound taxi service Company registered under Indian Companies Act for providing taxi services to RCB on monthly basis and should provide an undertaking that they will comply with all relevant statutory norms like Registration , State Insurance and Services tax etc.,
- ii. The contract is likely to commence from 15.09.2015 and would continue for a period of one year. The period of the contract may be further renewed after the completion of contract for a period of three years, provided the requirement of the Centre for augmenting its present taxi service persists at that time or may be curtailed / terminated before the contract period owing to deficiency in service, substandard quality of vehicles deployed by the selected Company in this Centre. The Centre however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected service providing Company.
- iii. In the assessment of this Centre, the initial requirement is for 03 nos of vehicles.
- iv. The interested Company may submit the tender document, complete in all respects, along with Earnest Money Deposit (EMD) or Rs.50,000/- ( Rupees fifty thousand only) in favour of Executive Director, RCB payable at Gurgaon and other requisite documents to the Senior Manager (A&F), RCB Faridabad.
- v. The tendering Company is required to submit attested copies of the following documents, duly attested by a Gazetted Officer, along with the Technical Bid, failing which their bids shall be summarily rejected and will not be considered further:

PAN/GIR No.
Service Tax Registration No.
Documents showing completing at least one service contract of value not less than Rs. 15 lakh or two service contract of value not less than Rs. 10 lakh per annum or at least three service contract of value not less than Rs. 6 lakh per annum related to providing Taxi Services in a single contract, during the last three years.(Satisfactory Performance Reports in addition to the work orders should be mandatorily attached).
Details of the major similar contracts handled by the tendering Company on behalf of PSUs and Government Departments during the last three years.
Affidavit stating that the Company is /has not been black listed by Central / State Government /PSU

- vi. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink rubber stamp of the company.
- vii. The envelope containing Technical Bid shall be opened on 07.09.2015 at 3.30 PM at RCB, in the presence of the representatives of the Company, if any, who wish to be present on the spot at that time. The Technical Bids shall be evaluated by a Technical Evaluation Committee. Financial bids of technically qualified eligible bidders meeting all the requisite criteria only shall be contractors or their authorized representatives.
- viii. The bidder shall quote the technical & financial bids as per the format enclosed at Annexure I & II.

## **II. TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY**

The tendering service Provider Company should fulfil the following technical specifications:

1. The Registered Office or one of the Branch Offices of the Service Provider Company should be located either in Delhi / Faridabad or in any of the satellite towns of Delhi.
2. The Service Provider Company should be registered / incorporated under Indian Company Act.
3. Service Provider Company should have at least five years experience in providing Taxi services to private and /or public sector Company / Banks and Government Departments.
4. Service Provider Company should have its own Bank Account.
5. Service Provider Company should be registered with Income Tax and Service Tax departments.
6. The Service Provider Company must have a turnover of Rs.30 Lakhs per year during the last three financial years.
7. The Service Provider Company must provide a solvency certificate of atleast Rs.20 Lakhs or more.
8. The Service Provider Company shall submit affidavit stating that the Company is not / has not been black listed by Central / State Government / any PSU. Non compliance with any of the above conditions by the Service Provider Company will amount to non-eligibility for the services for which tender has been floated and its tender will be ignored summarily.
9. The service provider must have at least 20 vehicles not older than 2 years (as on 30.08.2015) on roll on the date of submission of bids, registered in the name of Company / Proprietor. Copies of registration of all vehicles must be submitted along with the technical bid will stand rejected
10. Documentary evidence in support of having satisfactorily completed jobs of providing minimum three vehicles each to at least two organisation (preferably Govt/PSU/ Research organisation) during the past three years .
11. List of drivers on role with copies of their valid driving licenses.

## **III. TERMS AND CONDITIONS**

1. The contract is likely to commence from 15.09.2015 and shall continue for a period of one year, unless it is curtailed or terminated by this Centre owing to deficiency of service, sub-standard quality of contract, reduction or cessation of the requirements of work.
2. The contract shall automatically expire after one year from commencement of the contract unless renewed further by the mutual consent of contracting Company and this Centre.
3. The contract may be renewed, on the same terms and conditions or with some additions / deletion / modification for a further period not exceeding one year for

a maximum of two additional tenures. The contracting Company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company without the prior written consent of this Centre.

4. The tenderer will be bound by the details furnished by it to this Centre, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.
5. Financial bids of only those tenderers who are declared qualified technically shall be evaluated.
6. The Executive Director, RCB, Faridabad reserves right to terminate the contract during initial period also after giving a week's notice to the contracting Company.
7. Vehicle model should not be older than 2014. Vehicles are required to be provided for a maximum period of three years at our institution, Faridabad
8. Drivers deployed shall be educated preferably (Matric & above) and shall possess Heavy duty licence. Police verifications of the drivers deployed shall be the responsibility of the service provider.
9. One day weekly off for drivers shall be allowed. However, the vehicle shall be provided for all seven days in a week as per the actual requirements.
10. The vehicle shall ply for minimum of 3000 kms per month beyond which extra per kilometre shall be paid. The vehicle shall ply for minimum of 12 hours per day beyond which extra per hour shall be paid.
11. Taxes and statutory levies (at Toll) shall be reimbursed during official plying hours (subject to production of documentary evidence). All other taxes / duties / levies etc. shall be borne by the service provider.
12. Vehicles deployed shall be a **commercial vehicle** and must **bear yellow board**.
13. Vehicles deployed shall be cleaned and well maintained by the service provider and will be subject to periodical/ weekly inspection, failing which a penalty up to Rs. 500/- on each occasion will be imposed at the discretion of the competent authority.
14. If any of the vehicles found break down/ not provided on time, the institute has the right to hire any vehicle from the outside source and the cost borne on this account shall be recovered from the monthly bill of the service provider. Any complaint of repair/ service shall be attended within 24 hours and during the period substitute vehicle should be provided.
15. In case, the Driver (s) employed by the Service Provider Company commits any act of omission / commission that amounts to misconduct /indiscipline / incompetence and security risks, the Service Provider Company will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the Centre within 2 days of being brought to their notice.

16. Vehicles should report for duty at RCB at 8 AM and after normal duty hours ends at 8 PM at RCB. Any instructions to report beyond this hours should be honoured and is subject to be paid on extra hours / Kms basis. The drivers, is irrespective of duties, are expected to be available from 8 AM till 8 PM. During the idle hours the vehicle will be parked in the designated area only & drivers be available on call from the resting room, to be provided specifically by the Centre.
17. The service providing Company shall be solely responsible for the redressal of grievances / resolution of disputes relating to Drivers deployed. This Centre shall, in no way, be responsible for settlement of such issues whatsoever.
18. The Contractor shall be responsible for verifying the antecedents of its Drivers and their details (name, address, telephone number, photograph, copy of Driving License etc) to be deployed at RCB and shall be made available to the Administrative Officer within 15 days from the date of finalization of the contract at RCB. Prior permission has to be obtained from this office before change of any Driver. The Driver/staff deployed by the Contractor should not be changed frequently.
19. The driver/ staff deployed by the Contractor for driving the vehicles should hold valid driving license and to be in uniform as well be fit physically and mentally. Medical Fitness certificate for all such staff appointed pursuant to this Tender should be provided at the time of award of tender. The Drivers provided should have at least 4 years of prior driving experience.
20. No Vehicle fitted with LPG should be used during the contract. All the vehicles that would be put to use under the contract should invariably bear yellow plate registration (commercial registration) only.
21. During the contract, if there is any additional requirement of the vehicle, the agency will have to provide the additional vehicle at the quoted rates.
22. The requirement for the number of vehicles to be hired by RCB on monthly basis would be flexible and can be changed by giving 7 days notice. Depending upon the requirement and need. The actual charge from the pick up and drop off points would be considered and not from garage to garage. This is applicable to all the vehicles on RCB duty whether on day-to-day basis or monthly basis. However, the contractor is required to provide the address of the garage. The Contractor shall obtain adequate insurance cover for the vehicle, his staff and all bonafide passengers of the vehicle supplied pursuant to this tender. Further, the contractor shall be responsible for all injuries and accidents to such staff and bonafide passengers including such injuries and accidents which may arise or occur to his employees and/ or the bonafide passengers during the course of performance of the Contractor's obligations pursuant to this tender.

23. If the Contractor fails to perform its obligations as per the Standard Operating Procedures annexed at 'Annexure B' hereto to the satisfaction to the Administrative Officer of RCB or any officer nominated by the Director, RCB or on any day in any assigned route, RCB may, without prejudice to its other rights and remedies, levy a charge of Rs. 1000/- for each day or part thereof.  
The Contractor shall maintain a Complaint Book which will be made available to the Administrative Officer of RCB to redress the complaints of RCB staff making use of the transport service provided hereunder. Whenever there is a complaint, it should be brought to the notice of the Administrative Officer at the earliest by the Contractor.
24. The vehicles should be GPRS enabled for real time tracking. Actual toll taxes/inter-state taxes for journey/entry taxes/parking charges/service taxes will be paid by the Driver and will be reimbursed on presentation of original payment slip/bill. The bills raised by the firm should have all tax registration numbers printed on the bills.
25. In case of theft or any accident, the RCB will not be held responsible whatsoever.

IV. **FINANCIAL**

- i. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs.50,000/- (Rupees. Fifty Thousand only) in the form of Demand Draft / Pay Order/BG drawn in favour of Executive Director, RCB, payable at Gurgaon without which the tender shall be rejected uprightly.
- ii. The EMD in respect of the Company which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to it without any interest. Further, if the Company fails to deploy vehicals against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
- iii. The successful tenderer will have to deposit a Performance Security for a sum of Rs. 1,00,000/- (Rupees one lakh only) at the time of placing the work order within 15 days of the furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of Executive Director, RCB, payable at Gurgaon. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.
- v. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the Company will be liable to be forfeited by this Centre besides annulment of the contract.
- vi. The Company shall raise the monthly bill, in triplicate, along with logbook sheet to the Division in the first week of the succeeding month.
- vii. Settlement of disputes will be as per Indian Arbitration and Conciliation Act, 1996 and venue will be the RCB, Faridabad.

- ix. The RCB, reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties



**TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

For providing taxi services for the RCB, Faridabad

1.	Name of Tendering Company (Attach certificate or registration with a brief profile of the company)	
2.	Name of Proprietor / Director of Company	
3.	Full address of Registered Office with Telephone No., FAX and E-Mail	
4.	Full address of operating / Branch Office with Telephone No., FAX and E-Mail	
5.	Banker of Company with full address ( Attach certified copy of statement of A/C for the last three years)	
6.	PAN / GIR No. (Attach attested copy)	
7.	Service Tax Registration No. (Attach attested copy)	
8.	Documents showing at least completion of one work not less than Rs. 15 lakh per annum or two service contracts of value not less than Rs.10 lakh per annum or at least three service contract of value not less than Rs. 6 lakh per annum related to providing Taxi Services in a single contract, during the period of last three years. (Attaching Satisfactory Performance Report in addition to the Work Order is mandatory)	
9.	Give details of the atleast two major similar contracts of providing three vehicles each handled by the tendering Company on behalf of PSUs and Government Departments during the last three years. (Attested copies of work orders may also be attached.)	
10.	Affidavit stating that the company is / has not been black listed by Central / State Government / PSU (Attach copy) (Subject to verification by RCB)	
11.	Registration details of atleast 20 vehicles owned/registered in the name of the Company, which are not older than 2 years	
12.	Driving license of drivers on roll with authenticated list.	
13.	Solvency certificate of atleast Rs.20 Lakhs or more.	

Signature of authorized person

Name:

Seal

Date:

Place:

**FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

For providing taxi services in the RCB, Faridabad.

1. Name of tendering Service Provider Company :
2. Details of Earnest Money Deposit Amount :  
D.D / P.O & Date :  
Drawn on Bank :
3. Rates are to be quoted with applicable taxes in accordance with those applicable in the NCT of Delhi / Faridabad and other by- laws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.)

**Eight / Four Seater Vehicles - Model (2014) \*\***

Type of Vehicle (AC)	Time Slabs	Scorpio/ Innova (Eight Seater) <b>Category-I</b>	Swift Desire/ Indigo (Four Seater) <b>Category-II</b>
Rates	(A) For 12 Hrs per day /3000 kms per month (Lumpsum)		
	(B) For extra kms used over & above 3000 kms. in a month		
	(C) For extra hrs used over & above 12 hrs per day		

\*\* Note :- Individual evaluation / markings shall be made for both the categories.

- 4 Minimum of **20 vehicles** should be registered in the name of service provider.
- 5 No price revision shall be allowed in the First year Therefore price revision shall be allowed once in six months based on an average increase/ fluctuations subject to minimum of 5% average fluctuation over the said period shall be considered (necessary supporting documents should be attached as evidence)
- 6 The vehicle shall ply for minimum of 3000 km per month beyond which extra per kilometre shall be paid. The vehicle shall ply for minimum of 12 hours per day beyond which extra per hour shall be paid.
- 7 Taxes and statutory levies (at Toll) shall be reimbursed during official plying hours (subject to production of documentary evidence). All other taxes / duties / levies etc. shall be borne by the service provider.
- 8 One day weekly off for drivers shall be allowed. However, the vehicles shall be available for all seven days in a week as per the actual requirements.

Signature of authorized person

Date:

Name:

Place:

Seal

**Note:-**

1. The rates quoted by the tendering Company should be inclusive of all statutory / taxation liabilities in force at the time of entering into the contract.

2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each vehicle during the month.

## DECLARATION

1. I, \_\_\_\_\_ Son / Daughter/ Wife of  
Sh. \_\_\_\_\_ Proprietor /  
Director, authorized signatory of the Company mentioned above, is  
competent to sign this declaration and execute this tender documents;
2. I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide to them;
3. The information / documents furnished along with the above application are  
true and authentic to the best of my knowledge and belief. I / we, am / are  
well aware of the fact that furnishing of any false information / fabricated  
document would lead to rejection of my tender at any stage besides liabilities  
towards prosecution under appropriate law.

Signature of authorized person

Date:

Name:

Seal

Place:

## **BID EVALUATION PROCESS**

1. The participants shall follow two bid systems where the technical bid and financial bid shall be evaluated separately.
2. The tendering evaluation shall be done on weightage with 70% to Technical Evaluation and 30% to financial evaluation.
3. The technical bid evaluation shall be done based on the following criteria:
4. During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks, as per the criteria specified below:

**(i) Number of years in Operations**

**Max 15 Marks**

- |   |          |
|---|----------|
| (a) Upto to 5 years                     | 5 Marks  |
| (b) More than 5 years and upto 10 years | 10 Marks |
| (c) More than 10 years                  | 15 Marks |

**(ii) Turnover** (during the last three years)

**Max. 15 Marks**

- |  |          |
|--|----------|
| (a) Minimum Thirty Lakhs each year         | 10 Marks |
| (b) More than double the minimum each year | 15 Marks |

(pro-rata marks will be awarded if double the minimum is not achieved in each of the three years)

**(iii) Number of Vehicles owned by Service Provider**

**Max. 20 Marks**

- |                  |          |
|------------------|----------|
| (a) Minimum 20   | 10 Marks |
| (b) More than 20 | 20 Marks |

(need to be supported by list of manpower deployed site-wise as on date, with authenticated list failing which no marks will be awarded against this criteria)

**(iv) Statutory Compliance**

**Max. 10 marks**

- |  |          |
|--|----------|
| (a) Income Tax, Service Tax Regn. Certificates | 10 Marks |
|--|----------|

**(v) Solvency Certificate**

**Max. 10 Marks**

- |                       |          |
|-----------------------|----------|
| (a) Minimum 20 lakhs  | 5 Marks  |
| (b) Double the amount | 10 Marks |

(Pro-rata marks will be awarded to value of certificate in excess of the minimum amount)

**(vi) Number of Completed works**

**Max. 30 marks**

- |   |          |
|---|----------|
| (a) Number of works as per minimum requirement            | 15 Marks |
| (b) Double the number of works as per minimum requirement | 30 Marks |

(needs to be supported by satisfactory service certificate from the agency awarding the work or else only 70% weightage will be awarded, if only work orders are enclosed.)

5. **A Bidder should secure mandatorily a minimum of 70% marks** (i.e. 70 marks out of total 100 marks in Technical Evaluation in order to be a qualified bidder **for being eligible for Technical weightage and subsequently for opening of financial bids.**
6. The total marks obtained by a Bidder in the technical bid shall be allocated 70% of technical weightage and the financial bids shall be allocated 30% of the financial weightage, and thereby making a total of 100% weightage for the complete bidding.
7. The Bidder shall be required to produce self-attested copies of the relevant documents in addition to the documentary evidences for being considered during technical evaluation.
8. A substantially **responsive bid** shall be one that meets the requirements of the bidding document in **totality i.e. by following the procedures of Para 4.** The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will be unopened.
9. The bidder who qualified in the technical evaluation stage shall only be called for opening of financial bids. RCB shall intimate the bidders, the time/ venue for the **financial Bid opening.**

## **10. FINANCIAL BID OPENING PROCEDURE**

10.1 The Financial Bids of all the technically qualified Bidders shall be opened on the notified date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

10.2 All the technically qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be required to submit the Authorisation letter from their companies and shall be asked to sign as witness for record purposes.

10.3 Absence of bidders or their authorized representatives shall not impair the legality of the process.

10.4 The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.

10.5 Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the Lowest bidder to claim that he is successful in the bidding process. The successful bidder (R 1) shall be decided only after following due procedure as explained in para 11.

## **11. FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER**

11.1 The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weightage. Individual evaluation / markings shall be made for both the categories (ie., for Eight Seater and Four Seater separately)

11.2 The Bidder with the lowest bid Prices (L1) shall be assigned full 30marks (i.e. 30% x 100) in each category (ie., for Eight Seater and Four Seater separately).

11.3 The Bidders' ranking shall be arranged depending on the marks obtained by each of the bidder both in Technical Evaluation and Financial Evaluation in each category.

11.4 The Bidder meeting the minimum eligibility criteria and with the **highest marks/rank** (i.e. the **total** of technical evaluation marks and financial evaluation marks) shall be deemed as the **successful Bidder** and shall be considered eligible R-1 Bidder for further process.

11.5 If there is a discrepancy between words and figures, the amount in words shall prevail.

11.6. The decision of the Competent Authority at RCB will be final and binding in all cases.