



Regional Centre for Biotechnology

(An institution of education, training & research)
NCR-Biotech Science Cluster, 3rd Milestone,
Faridabad-Gurgaon Expressway, Faridabad-121001

Tender No.:- RCB/Eeco Van/03/2018

Date :- 28-12-2018

**Tender for empanelment of vendors from
Faridabad/Delhi/Gurgaon region for hiring of Maruti Suzuki Eeco Van (AC)
Vehicle on Monthly/Need basis for RCB**

On behalf of RCB, The Executive Director RCB invites agencies/vendors from Faridabad/Delhi/Gurgaon region in order to empanel vendors for hiring Maruti Suzuki Eeco Van (AC) on monthly as well as need basis for a period of one year from the date of award of the contract. The vendors/agencies who are willing to provide the vehicle as per the decided rates are hereby invited against the subject proposal.

| Sr. No. | Name of the work | Estimated Annual cost | Period of contract | Tender Fee | EMD |
|---------|--|-----------------------|--------------------|-------------------|-----------------------------|
| 1. | Proposal for empanelment of vendors from Faridabad/Delhi/Gurgaon region for hiring of Maruti Suzuki Eeco Van (AC) for RCB at — NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurgaon Expressway, Faridabad-121001. | Ten Lakhs | One year | One Thousand only | Twenty Thousand only |

Closing Date

07th January 2019, 03:00 PM

Opening of Technical Bid

07th January 2019, 03:30 PM

- EMD of Rupees Twenty Thousand only** and tender fees of Rupees One Thousand only is to be submitted along with the technical bid in the form of demand draft issued by any nationalized / scheduled bank in favor of "Regional Centre for Biotechnology" payable at Faridabad, Haryana.

2. **The complete tender document can also be downloaded from our website www.rcb.res.in or CPPP Website.** After obtaining the tender document, the bidder should go through it carefully and then submit the documents as sought. Incomplete information may lead the bid to be summarily rejected.
3. The duly completed EMD along with tender fee should reach RCB latest by **07th January 2019, 03:00 PM.** The envelope should be duly super-scribed "Tender for empanelment of vendors for hiring of Maruti Suzuki Eeco Van (AC)" and addressed to — The Executive Director, Regional Centre for Biotechnology at – NCR- Biotech Science Cluster, 3rd Milestone, Faridabad-Gurgaon Expressway, Faridabad -121001. Late submission of bids will not be accepted and will be summarily rejected.

A. Technical Bid

1. The technical bid will be opened and evaluated for compliance with the minimum eligibility criteria as mentioned in the tender document. After evaluation of technical bids, the bidders who are found to be meeting the eligibility criteria will be declared to be technically qualified. The work will be awarded to the bidder whose bid has been determined to be eligible and to be substantially responsive to the tender documents and who is willing to provide the vehicles as per the rates decided by the institute. The decision of evaluation committee as regards to the evaluation of bids will be final and no correspondence will be entertained in this regard.
2. Bidder must unconditionally accept all terms and conditions stipulated in the original/downloaded tender document and submit the entire signed and stamped document.
3. All documents submitted should be self-attested affixing seal of the bidder.
4. All pages of the bid including enclosures should be serially numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
5. All amendments, time extension, clarifications etc. will be uploaded on the websites only and will not be published in newspapers. Bidders should regularly visit the above websites to keep themselves updated. No extension in the bid due date/time shall be considered on account of delay in the receipt of any document.

B. ELIGIBILITY CRITERIA

1. **The agency should have at least 10(ten) vehicles in its own name. The vendors should submit the proof of vehicle registration in their own names along with the technical bid.**
2. The agency should have experience of at least 03(three) years in providing vehicles of similar type in any organization of repute and in at least one State/ Central Govt. / PSU or other government organizations.
3. Bidder must provide the van with stable modification that can carry two liquid N_2 sample storage container of volume 60 litter or more (each), sample will be transported from Gurgaon civil hospital to NCR Biotech Cluster and Safdarjung hospital, New Delhi to NCR Biotech Science Cluster every day.
4. Van must be petrol operational.
5. The agency should have a valid PAN, GST/Service Tax Registration No.

6. The annual turn-over of the agency should not be less than Rs. 40/- lakhs for the last 03 financial years ended 31-03-2018 and should furnish the last three years audited financial Statement of the Agency/Entity.
7. The bidder should not have been black listed by any government organization during the last five years. An undertaking in this regard shall be submitted along with the Technical Bid.
8. The vendor should have its office in either of Faridabad/Delhi/Gurgaon region.

C. GENERAL TERMS AND CONDITIONS

1. The vendor shall provide air-conditioned vehicle along with drivers as per the requirement within 07 days from the date of receipt of order. In case of vehicles supplied on monthly basis, only brand new vehicles will be accepted by **RCB** and the vehicle supplied on need base basis should not be more than three years old. However, if required, suitable extension of time may be granted for arranging new vehicles.
2. Initially the contract will be valid for a period of one year which may be extended after completion or initial period of contract on satisfactory performance for a further period up to 02 (two) years. The criteria for extension shall be purely the performance of the contractor during the initial contractual period of one year. The said extendable period shall purely be at the discretion of **RCB** and at the same terms and conditions.
3. The vehicles should be registered as commercial vehicle in Faridabad/Delhi/Gurgaon region and should have appropriate registration to ply interstate.
4. The agency shall not deploy the vehicles hired by **RCB** on monthly basis for any other purpose or other business during the validity of the contract.
5. The vehicle along with the driver should be placed at the disposal of **RCB**. **RCB** would be free to use the hired vehicle in any manner for carrying officials, materials etc. as per its requirement and the agency should not have any objection to it.
6. The antecedents of the drivers to be deployed should be properly verified (by police authorities) and their details (Names, address, telephone nos., photograph, copy of driving license etc.) will have to be provided to the institute. Prior permission has to be obtained from the **RCB** authorities before change of any driver.
7. The drivers employed by the firm should have a cell-phone duly activated.
8. The vehicle provided to **RCB** shall not be changed except under compelling circumstances and only after prior consent of the **RCB** authorities.
9. The **RCB** reserves the right to enter into parallel rate contract with other service providers.
10. The vendor shall undertake comprehensive insurance for the vehicles throughout the period of engagement and copy of the policy shall be submitted to the institute. Insurance for drivers should also be arranged by the contractor and copy of the same should be submitted to the institute. Renewal of the insurance policy will be done by the contractor at his own cost during the contract period and copy of renewal policy to be submitted to the institution.
11. Service Tax/GST will be paid as per the prevailing rates as applicable from time to time. In case any Government, Central, State body imposes any additional levies or taxes on this service during the contract period, the same will be reimbursed only on production of original documentary evidence.

12. Parking space — The vehicles hired on monthly basis should be compulsorily parked in **RCB** campus and shall not be utilized for any other purpose / business.
13. All charges towards repair/servicing, salary of the driver, fuel expenses any other incidental expenses on operation and maintenance of the hired car would be borne by the agency.
14. **Performance security deposit: - The successful tenderers will have to deposit the performance security deposit of Rs. 1,00,000/- in the form of Bank Guarantee issued by any scheduled bank drawn in favor of "Executive Director, Regional Centre for Biotechnology" payable at Faridabad. The PBG shall remain valid for the entire duration of the agreement plus three months claim period.**
15. RCB reserves the right to cancel the contract at any time by giving a notice period of at least 45 days. The agency will not be entitled to claim any compensation against such termination. However, while terminating the contract, payment due, if any, to the agency for services already performed would be paid as per the contract terms.
16. The agency may discontinue the contract by giving a notice of at least 45 days in writing.
17. The agency should have adequate number of telephone connections (office / residence) available at their premises / garage / stand from where such cars/vehicles are to be operated and can be requisitioned by **RCB**. Further, for any emergency the agency should have 24 x 7 helpline / contact number to respond to such situations.
18. No advance payment, in any case, would be made to the agency.
19. The agency will be required to submit the bill complete in all respect by 7th of the following month duly certified by the authorized representative of the agency, on monthly basis. Generally, the payment may be released by 15th of the following month. **RCB** will not be responsible for delay in payment due to non-submission of bills on time. Payment will be made once in a month only on submission of the bill, duly certified by the user officer after deducting TDS, liquidated damages and other applicable deduction (if any) from the monthly bills. The vendor should furnish the PAN/Service Tax No. for Income-tax deduction at source.
20. Actual parking charges / toll taxes / entry taxes / inter-state taxes for journeys / service taxes will be paid by the driver and may be reimbursed along with the hiring charges by attaching the original receipts with the bill. The bills raised by the agency should have all tax registration numbers printed on the bills.
21. The vehicles should be GPRS enabled for real time tracking.
22. Vehicles provided to the institute must be equipped with first aid box and fire safety measures.
23. The agency awarded the contract shall only be the sole supplier of the vehicle and shall not transfer, assign, pledge or sub-contract its service under any circumstances without written permission of the **RCB**.
24. EMD in full or part may be forfeited in case of deviation from any of the condition specified therein the tender document.
25. The agency has to provide vehicles on monthly basis from 08:00 AM to 08:00 PM on all days of the year and should be available at all time including Saturday, Sunday and Public holidays, if required.

26. The duty point would be **RCB** or any other place intimated by the institute's authorized officials from time to time. The mileage and timing would be calculated from the place of reporting to the place of release and not from garage to garage.
27. Log book entry - Daily record (indicating time and mileage) shall be maintained separately for each vehicle and countersigned by the user official.
28. The contract shall be awarded to the bidder whose bid has been determined responsive to the bidding documents and who is willing to provide the required vehicles as per tender rates.
29. The vendor shall on award of Contract, within 15 days from the issue of letter of Intent (LOI), execute the Agreement and the Schedules. The stamp duty cost shall be borne by the vendor.
30. All legal obligations which include insurance, pollution control, road tax, liaisoning with local licensing authority and all other compliances shall be complied by the contractor and **RCB** will not own any responsibility in this regard.
31. The contractor will have to fulfill the conditions of Contract Labour (Regulation Abolition) Act and comply with all statutory acts, Labour laws / Regulations / Motor vehicle Act etc. as applicable
32. In case of accident of the vehicle, the driver and occupants of the vehicle at the time of accident, the whole and sole responsibility will be of the vehicle owner / Contractor to pay compensation on damages to the person involved as per the law and RCB will not be responsible for any claim or any other action on this account.
33. The contractor shall indemnify RCB against any claim arising out of accident or misbehavior of the driver. The vehicle shall be kept properly insured all the time to cover the 3rd party risk and simultaneously indemnify RCB on account of likely claims from public, police deptt. etc.
34. Executive Director, RCB reserves rights to accept/reject any or all of the tenders without assigning any reason(s) thereof.
35. The institute reserves the right to hire any or all kinds/variants of vehicles in any number mentioned above as per its need or requirement.
36. The agency should mandatorily quote price for vehicles running on petrol.
37. The price quoted by the vendor shall be applicable for the first year of the contract. In case, extension of contract is granted for the second year, the increase of 5% may be considered on the quoted price. Further, in case of extension for the third year, the increase of rates upto 10% may be considered on the initial quoted price.

D. PENALTY CLAUSE

- i. The vendor shall provide the vehicles for use within 07 days from the date of receipt of order. Any delay in providing the vehicles beyond 07 days from the date of receipt of order will attract liquidated damages of Rs. 1,000/- per day, per vehicles till the date of providing the vehicles. In case, any or all vehicles are not provided within 15 days of the receipt of order, RCB reserves the right to terminate the contract and forfeit the EMD.

ii. Penalty clauses would be as under: -

| S. No. | Problems | Penalty |
|--------|--|--|
| 2. | Attire/ turnout of the driver a) Inappropriate b) Very Inappropriate | a) The driver with the vehicle will be sent back and a penalty of Rs. 500.00 will be imposed. A taxi will be hired for the day and payment for the same will borne by the contractor. |
| 3. | Unclean vehicle or seat covers/ smell in the vehicle | Rs. 500.00 for the 1st day Rs. 1,000.00 per day for the 2nd consecutive day and beyond |
| 4. | AC not working, malfunctioning | The contractor to provide another vehicle in maximum of 30 minutes time or else the office can hire a taxi for |
| 5. | Breakdown enroute | Office to hire a taxi to reach the destination, payment to be borne by the contractor. |
| 6. | Recurrent malfunctioning/ dissatisfactory vehicle condition | The vehicle will be returned. A taxi will be hired, payment of which will be borne by the contractor. |
| 7. | Driver's poor knowledge of route | Driver to be changed by the contractor. If the contractor doesn't change the driver within 03 days, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine of Rs. 500/- daily. |
| 8. | Driver's behavior | Rs. 500.00 to Rs. 1,000.00 depending upon the gravity of the misbehavior. If the misbehavior continues then the driver will have to be changed by the contractor. If the contractor doesn't change the driver within 03 days, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine of Rs. 1,000.00 daily. |

iii. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.

E. FORCE MAJEURE

- i. "Force Majeure" shall mean any event beyond the reasonable control of the Institute or the Bidder/ Agency, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected.
- ii. If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within fourteen (14) days after the occurrence of such event.

- iii. No delay or nonperformance by either party hereto caused by the occurrence of any event of Force Majeure shall
 - a. Constitute a default or breach of the Contract
 - b. Give rise to any claim for damages or additional cost or expense occasioned thereby
 - c. If and to the extent that such delay or non-performance is caused by the occurrence of an event of Force Majeure.
- iv. Notwithstanding clause (iii) above, Force Majeure shall not apply to any obligation of the Institute to make payments to the Agency herein.

F. JURISDICTION

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil jurisdiction in this behalf at New Delhi and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

G. FALL CLAUSE

If at any time during the contract period, it is noticed or brought to the knowledge of the Institute that the contractor/bidder has reduced/proposed to reduce the rates for such outsourcing of Transport Services as are covered under this tender enquiry, to any organization (including any department of Govt. of NCT Delhi) at rate lower than the rates quoted under this contract, he shall forthwith reduce the rates payable under this tender for such services after the coming into force of such reduction, the rate of services shall stand correspondingly reduced. The Institute shall make payments based on such reduced rates only.

H. ARBITRATION

Any dispute or controversy arising out of or in connection with the Agreement including any question regarding its existence, validity or termination which cannot be settled amicably by and between the Parties, may be referred by the Parties to be settled by arbitration in accordance with

Arbitration & Conciliation Act, 1996 and its rules which are deemed to be incorporated by reference to this clause, for the time being in force. The arbitral tribunal shall consist of a sole arbitrator appointed unanimously by the Parties in accordance with the said rules or where unanimous decision cannot be made, each party shall appoint one arbitrator and the appointed arbitrators shall appoint a sole arbitrator on mutual consent. The Parties agree that any arbitration proceedings shall be instituted and heard in Delhi. The language of the arbitration shall be English. The cost of arbitration shall be borne equally between the Parties and the prevailing Party shall be entitled to recover the same from the other.

For Executive Director

TECHNICAL INFORMATION AND UNDERTAKING

| | | |
|----|--|--|
| 1 | Name of the Agency (Attach copy of certificate of registration) | |
| 2 | Address of the Agency and Contact person/(s) | |
| 3 | Nature of the firm / Agency (whether Sole proprietor / Partnership / Company) (Attach copy of certificate of registration) | |
| 4 | Whether assessed to Income tax (Furnish copy of IT return of last 3 financial year) | |
| 5 | Telephone / Mobile number | |
| 6 | E-mail address | |
| 7 | Summary of the fleet of vehicles with date of registration (Attach details along with RC copy of minimum 10 vehicles) | |
| 8 | Annual turnover of the last 3 financial years of Rs. 40 Lacs till 31.3.2018 (Attach details) | |
| 9 | Pan No. (Attach copy) | |
| 10 | Service Tax/GST No. (Attach details) | |
| 11 | Experience of at least 03(three) years in providing vehicles of similar type in any organization of repute and in at least one State/ Central Govt. / PSU or other government organizations. (as per Annexure-II) | |
| 12 | EMD and Tender fees details (Amount, DD No. and date) | |
| 13 | Black List undertaking may be submitted in form of affidavit. | |
| 14 | Non-participation of near relatives in the tender undertaking as per Annexure-III | |

Date:
Place:

(Signature of Tenderer with Stamp of the Agency) Name of Signatory:

Annexure-II

WORK EXPERIENCE AS TRANSPORT SERVICE PROVIDER OF SIMILAR TYPE

(During last three years ending last day of month previous to the one in which applications are invited)

| S. No | Name of work/project and location | Owner or sponsoring organization | Cost of work in Lakhs | Date of commencement as per contract | Stipulated date of completion | Actual date of completion | Name and address/ telephone number of officer to whom reference may be made | Remarks |
|-------|-----------------------------------|----------------------------------|-----------------------|--------------------------------------|-------------------------------|---------------------------|---|---------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |

NOTE: Please attach supporting documents (completion certificates along with order copies) for the above information

Signature and seal of the Authorized Signatory of the bidder

UNDERTAKING FOR NON-PARTICIPATION OF NEAR RELATIVES IN THE TENDER

I....., S/O.....,
Resident of hereby certify
that none of my relative(s) as defined in the Bid document is / are employed in RCB as per details given in the
bid documents. In case at any stage, it is found that the information given by me is false/incorrect, RCB shall
have the absolute right to take any action as deemed fit/without any prior intimation to me.