

भारत सरकार
Government of India
समुद्री सजीव संसाधन एवं पारिस्थितिकी केंद्र
CENTRE FOR MARINE LIVING RESOURCES & ECOLOGY
पृथ्वी विज्ञान मंत्रालय

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संख्याNo . CMLRE/1-3(6)/2018-19

कोचि / Kochi - 682037.....

Date:

(As per list attached)

NOTICE INVITING TENDER FOR PROVIDING TAXI SERVICES ON HIRE BASIS

Sealed tenders are hereby invited for and on behalf of the President of India from reputed transport companies, tour, taxi operators operating in Ernakulam for providing chauffeur driven taxi to the Centre for Marine Living Resources and Ecology (hereinafter referred to as CMLRE in all documents) as per the requirements detailed out in the terms and conditions of the Tender Enquiry.

The sealed Tenders with requisite documents therein should reach the Director, CMLRE, Kendriya Bhavan, Kakkanad by 1600 hours on ^{31st August} ~~11th July~~ 2018 which will be the closing date for submission of the bids.

CHAPTER – I: INSTRUCTIONS TO BIDDER

1. Definition.

In the document unless otherwise specified

- a) **“Purchaser”** shall mean CMLRE.

b) Bidder shall mean a person or a body of persons, duly registered with the appropriate authorities for the profession/vocation/trade/commerce /manufacturing and having good track record of paying various sales/services/value added Taxes/Excise/custom Duties/GST etc. to the appropriate authorities to the satisfaction of the purchaser. A bidder must have proven ability for supply of the stores/undertaking the services as the case may be.

c) "Stores/Services, Product or item shall mean the goods/services listed in the chapter III below and any inclusion/exclusion/Value addition shall be considered only with respect to the original specification/requirements.

d)'Bid' or 'Tenders' or Offers' or 'Quotation' shall mean a physical signed documented submission or response by the bidder in the prescribed manner against the specified Tender Enquiry Notice or Request for Quotation floated by the Purchase.

2 Eligibility Criteria.

- a) The bidder should have at least 3 years experience of providing taxi services to Government Departments/PSU/autonomous bodies/reputed corporate bodies /organization of contract basis
- b) The bidder should have due registration with concerned Govt. authorities for GST.

3. Submission of Bids

- a) This Tender Document can be used/downloaded from the website of CMLRE(www.cmlre.gov.in) and also from the Central Public Procurement Portal at www.eprocure.gov.in
- b) Bidder must submit their sealed Offers/Bids through TWO BID SYSTEM as detailed below. Bids/Documents must be ink signed and sent to the Director, CMLRE, Kendriya Bhavan, Kakkanad, Kochi 682037 so as to reach him by 1600 hours on ^{03.08}~~11.07~~.2018. The cover containing the bid should be superscribed "Quotation for providing taxi service on hire basis (CMLRE). Not to be opened before ^{03.08}~~11.07~~.2018". Please note that the purchaser shall not take any responsibility if a tendered bid is not submitted with the above identifying information duly superscribed on the envelopes. The purchaser shall also not be liable for any pre-disclosure of such unidentified bids. Late Tenders will not be accepted.
- c) **Bids shall comprise of the following**
- i) Sealed cover containing Technical Bid: Sealed envelope-1
 - ii) Sealed cover containing Price/financial Bid: Sealed Envelope-II
 - iii) As spelt out here under, both kept together in a bigger sealed cover superscribed as above..
- d) Earnest money deposit (EMD) of Rs.5,000/- (Rupees fivoe thousand only) in the form of Account Payee demand draft in favour of the Drawing and Disbursing Officer, CMLRE payable at Ernakulam from any scheduled commercial Bank of India should be kept in the sealed cover containing the Technical Bid. EMD will not accrue any interest.

- e) TECHNICAL BIDS must be submitted in duplicate together with specification & Descriptive literature etc. in a separate SEALED ENVELOPE-I addressed to the Director, CMLRE duly superscribed as "TECHNICAL BID' With Tender Reference Particulars. This part is to contain the relevant technical specifications and allied commercial term details as required in terms of the tender enquiry documents details as per Annexure I have to be submitted invariably. **The Price details should not be mentioned in Technical Bid.**
- f) The Technical Bid should contain attested copy of registration certificate & Pan Card of the firm.
- g) PRICE BID should be in the firms' letter head covered in a sealed ENVELOPE -II addressed to the Director, CMLRE duly superscribed as "Price BID" with Tender reference Particulars mentioning very clearly the details of the price. Details as per proforma in Annexure-II should invariably be enclosed.
- h) The purchaser may at its discretion at any stage before or after the evaluation of the offers as may be received chose to cancel the present tender process or extend or alter the closing and opening schedule or proceed to retender without assigning any reason whatsoever.

4. CLOSING DATE

Duly completed Tenders should reach the Director, CMLRE, Kendriya Bhavan, Kakkanad, Kochi-682037 on or before 1600 hours on the closing date as mentioned in this document and in the event of the date being declared as closed Holiday for the purchaser's Office, the due date for closing of the Tender will be the following working day at the prescribed time. The bidders are not permitted to alter or modify their tender after expiry of the deadline for receipt of the tender till the date of validity of tenders.

5. Opening of Bids.

Tenders shall be opened at 1500 hours on the date following the Last Date for the submission of Bids (Closing Date) in the presence of the bidders or their authorized representative who may choose to attend on the specified date and time at the premises of the Purchaser with proper authentication letter and identity proofs. The venue, date, time may be changed at the discretion of the Purchaser. Technical Bids will be opened first.

6. Evaluation of Bids

- a) Selection of the Bidder will be done in accordance with the prescribed norms and rules of the Govt. of India. Canvassing in any manner will render a bidder disqualified for consideration at any stage in the process of Tender evaluation. The Purchaser, however, reserves the right to seek clarification on any aspect from the bidder as required. The Purchaser also reserves the right to reject/cancel any bid without assigning any reason therefore.
- b) Evaluation of the Technical Bids in the sealed envelopes will be done first and only those bids whose compliance of Technical parameters as well as general and commercial Terms through Technical Bid Evaluation is established will be considered for determining the lowest evaluated responsive bidder. The purchaser will have full right to seek clarification from the vendors at any stage during the technical evaluation. The Financial Bids in sealed cover-II of the tender which have been found satisfactory during the technical evaluation will be opened after due notification of time, date and venue for determining the lowest evaluated responsive bidder

- c) Evaluation of the financial bids received will be done by adopting weighted average methods by giving weightage to each parameter as detailed in Annexure-III.

CHAPTER-II: CONDITIONS OF CONTRACT

1. Period of contract will be for 11 months.
2. The Taxies should be in a position to report to CMLRE (Kendriya Bhavan, Kakkanad) within 20 minutes of intimation being given by authorized officers of CMLRE.
3. Only firms who are able to supply on hire at least 5 vehicles in the Indica/similar category, 3 vehicles in the Indigo/similar category, 2 vehicles under Innova/Tavera/Qualis/similar category which are of 2012 and above makes need to apply. Submit details strictly as per proforma (Annexure-I).
4. Name, address and telephone and mobile number of the contact person/Executive for the routine correspondence and address, contact number (Landline and Mobile) of the 24 hours support service point of the company/Firm/concerned with name, of the contact person should be provided with quotation.
5. For the purpose of comparing the rates of various tenders, the rates quoted should be filled strictly as per proforma (Annexure-II)
6. The starting and ending point of the vehicle will be at Kendriya Bhavan, Kakkanad, Kochi-37 and accordingly rate may be quoted.
7. A demand draft (DD) worth Rs.10,000/- (Rupees Ten thousand only) in favour of the DDO, CMLRE, Kochi will be deposited as Security Deposit by the successful bidder within a week. Performance security which will not accrue any interest must be kept valid for a period upto two months from the date of completion of contract. The performance security money will be

refunded/adjusted in the bills within two months of the date of the successful completion of the contract without any interest.

8. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightway without any consideration and tenderers are requested to submit only firm and fixed price.
9. Tenderers are requested to enclose a copy of their valid certificate of PAN with their tender. Proof of having at least 10 vehicles for service at the disposal of the bidder shall be submitted with the tender. Tenderers are therefore, requested to ensure that all documents duly completed and signed are submitted with their offer, failing which, the tender is liable to be treated as incomplete and ignored.
10. The vehicle offered shall have the following essential features:-
 - 1) Tachometer/speedometer in proper working condition
 - 2) Good quality fabric seat upholstery
 - 3) Any other items as governed by the prevailing statutory requirements shall be fitted in the car.
 - 4) The vehicle offered should conform to the statutory safety and pollution norms etc.
 - 5) Enough fuel to run 120 KM
 - 6) The taxis offered for service shall be maintained in excellent running condition. The taxi offered should be kept properly cleaned before reporting for duty. In the event of Director, CMLRE is not satisfied with the functioning of the taxi, its maintenance or cleanliness the bidder shall be bound to provide an alternate taxi immediately. The decision of the Director, CMLRE shall be final in this regard.

- 7) The Director, CMLRE reserves the right to verify the physical condition of the vehicle offered for service before finalization of the Contract. For this purpose, the vehicles should be brought to the Kendriya Bhavan on specified time and date. The Director, CMLRE also reserves the right to quarterly inspect the condition of vehicle and its maintenance.
11. The taxi shall be for the exclusive use of this Department and no sharing with any other user with the service provider will be allowed under any circumstances. To the extent possible the service provider/contractor may depute same set of their drivers, who should not have any adverse background.
12. In the event, a journey is interrupted due to breakdown etc. the service provider shall make available alternate arrangement immediately for CMLRE. In such an event, any excess amount paid shall be borne by the service Provider.
13. It shall be the responsibility of Service Provider to provide a trained driver with vehicle offered for service who should hold a valid driving license. The driver provided should follow proper traffic rules, and possessing a good knowledge of the city streets & routes. The vehicles must be insured.
14. All relevant papers duly updated along with insurance paper shall be available in the vehicle at all times during the service rendered to CMLRE, Kochi.
15. Any liabilities, losses or injuries due to road accident etc arising during the course of engagement of the vehicles for the services to CMLRE shall be borne fully by the service Provider. CMLRE or its users will not be involved in any manner and any liabilities arising out of such accidents will be responsibility of the Service Provider. The bidder/Service provider shall be bound to render complete indemnity to the CMLE users against any liability, criminal or civil arising on account of hiring taxis by CMLRE.

16. The meter reading on arrival/departure time will be noted at the place where the vehicle has been requisitioned. Dead mileage (distance from garage to the Reporting Point and from End point to Garage) will not be allowed to be charged.
17. Payment will be made in the month next to the month of service. Advance payments will not be made under any circumstances. Contract holder may submit bills for the service rendered during the calendar month by the end of the first week of the ensuing calendar month. Payments will be released during the next calendar month on receipt of pre-receipted Bills in triplicate, on verification of the claim with reference to the utilization.
18. All disputes and differences arising out or in any way touching or concerning the contract shall be referred to the sole arbitration of any person nominated by the Secretary, MoES. The award of the arbitrator so appointed shall be final and binding on the parties to the agreement.
19. Resultant contract will be interpreted only under Indian laws and will be subject to Jurisdiction of courts at Ernakulam.
20. The agreement can be terminated by either party by giving one month's notice in advance, If the agency fails to give one month's notice in writing for termination of the Agreement then the Security Deposit /Performance Guarantee submitted by them shall be forfeited.
21. The driver should be neatly dressed and well mannered.
22. Since CMLRE is part of a scientific Ministry, it is required to carry scientific and other samples obtained from the sea in taxis/vehicles hired.
23. Dues which are payable to Government by the service provider (TDS) will be deducted by CMLRE.

24. Penalty @ 0.5% per week or part thereof of ~~the~~ shall also be levied for failure to perform the contract satisfactorily subject to a maximum of 10% in the form of liquidated damages. This would be without prejudice other remedies available to the purchaser.
25. The service provider shall be contactable at all times and messages sent by E-mail/Fax/Special Messenger/Phone from Ministry/CMLRE to the service provider shall be acknowledged immediately on receipt on the same day. Service provider shall strictly observe the instructions issued by CMLRE in fulfillment of the contract from time to time.
26. CMLRE reserves the right to cancel the contract at any stage without assigning any reason.
27. Based on instruction of Government of India from time to time Integrity Pact etc have to be entered into with the government by the service provider.
28. The prices charged for the services supplied under the contract by the service provider shall in no event exceed the lowest price at which the service provider provides the services of identical description to any person/organization during the period of the contract. If at any time during the said period the service provider reduces the service price or offer to provide services to any person/organization such lower price will be chargeable from CMLRE under the contract.
29. Submission of bids would imply that the bidder has accepted all the terms and conditions in this tender document in totality.
30. CMLRE will have the option to request vehicles either on full day basis or for shorter ~~during~~^{duration} as per hourly/KM charges.

CHAPTER -III: Schedule of Requirements

Bids are required for the following services under this Tender

Nomenclature Stores/Services	Quantity required	Tender No.	Closing Date
Taxi services on hire basis	Depending on requirement, on daily basis	CMLRE/1- 3(6)/2018-19	11.07.2018 03.04

CHAPTER-IV: Specifications & Allied Technical Details.

Details in Annexure-I and Annexure-II should be enclosed with technical and financial bids respectively as detailed in chapter-I.

Anyone having any grievance regarding the tender procedure etc are invited to send their complaint to the Director, CMLRE, Kendriya Bhavan, Kakkanad, Kochi-682037 before date of opening of the bids.

(वर्गीस योहन्नान/Varghese Yohannan)

अवर सचिव, भारत सरकार

Under secretary to the Government of India

Annexure-I

S.No	Type of Vehicle	Number of vehicles available	Year of make

Signature of bidder & seal of firm

TYPE OF VEHICLES-Indica/Indigo& Premium vehicles

Sl. No	Item	Type of Vehicle		
		Indica or similar class-Non AC 3600-4000 mm length & > 1000cc	Indigo or similar class-AC 4000-4500 mm length & <1600cc	Premium vehicles-AC Above 4500 mm length & > 1600 cc. Seating capacity of 7 and above
1	Day time	a Full day charge Full charges (80KM - 8 Hours)		
		b Per KM / hours Charges(Upto 20 KM/2 Hour)		
		1.Per KM charges (Beyond 20 KM)		
		2.Per Hours/Waiting charges (Beyond 2 Hour)		
2	Night time (10 PM to 5 AM)	a Full night charge Full night charges(80 KM/8 hours)		
		b KM/Hourly basis 1.Minimum charges (20KM/2 hours)		
		c 2.Per KM charge (Beyond 20 KM)		
		d 3.Per Hour/waiting charge (Beyond 2 Hours)		

Foot Note:

1. For night service charges, times will be from 10 PM to 5 AM
2. For claiming toll charges, receipts will be submitted to CMLRE.
3. The above charges are inclusive of all taxes/cess etc. (Please see para 9 of the terms & conditions)
4. * In case of engagement of vehicles on full day/night charges basis, if the KM/Hr exceeds 80KM/8 hours, pro rata amount will be paid for excess KM/Hours.

Signature of bidder & seal of firm

Annexure-III

Sl.No	Item	Weightage
1	Day time	
	a Minimum charges (for first 20KM/2 hrs.)	20
	b Per KM Charges	20
	c Waiting charge/per hour	20
	d Full day charge(80 KM/8 hours)	30
2	Night time (10 PM to 5 AM)	
	a Minimum charges (for first 20KM/2 hrs.)	3
	b Per KM Charges	5
	C Waiting charge/per hour	1
	d Full night charge(80 KM/7 hours)	1