



मानव संसाधन विकास केंद्र
(वैज्ञानिक तथा औद्योगिक विकास केंद्र)
सैक्टर 19, सेंट्रल गवर्नमेंट एंक्लेव, कमला नेहरू नगर
गाज़ियाबाद - 201 002 (UP), India
फोन : 0120- 2789882, 2789274, Tele fax : 0120-2788939
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E-mail : head@csirhrdc.res.in

सं. 4-9(2)/2018-सामा

दिनांक 11.01.2019

विषय: सीएसआईआर -मानव संसाधन विकास केंद्र,गाज़ियाबाद में गाड़ियों को hire करने हेतु दिल्ली/गाज़ियाबाद से ई-टेंडर.

सीएसआईआर- मानव संसाधन विकास केंद्र,गाज़ियाबाद में एक वर्ष के लिए गाड़ियों के hire के लिए योग्य bidders से दो bid सिस्टम (तकनीकी एवं वित्तीय) के तहत ऑनलाइन बीड आमंत्रित की जाती है

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प्रमुख,
मानव संसाधन विकास केंद्र,
गाज़ियाबाद – 201 002



मानव संसाधन विकास केंद्र
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दिनांक 11.01.2019

भाग-I

गाज़ियाबाद एवं /दिल्ली से गाड़ियों के hire के लिए एनआईटी के साथ टेंडर विवरण

सीएसआईआर- मानव संसाधन विकास केंद्र सैक्टर-19, कमला नेहरू नगर गाज़ियाबाद 201002 मे एक वर्ष के लिए टैक्सी के hire करने हेतु 02 बीड व्यवस्था (तकनीकी एवं वित्तीय) के लिए योग्य bidder से ऑनलाइन बीड आमंत्रित किए जाते है।

कार्य विवरण	मानव संसाधन विकास केंद्र मे वातानुकूलित/नॉन-एसी पेट्रोल /सीएनजी/डीजल गाड़ियों के हायर हेतु
अनुमानित मूल्य	Rs. 12,00,000/- (Twelve Lack only) Approx.
ईएमडी	Rs. 24,000/- (Twenty Four thousand only)
परफॉर्मेंस सेक्युरिटी	Rs. 60,000/- (Sixty thousand only)

1. ई-टेंडर विवरण

टेंडर संख्या	4-9(2)/2018-सामा
संस्था का नाम	सीएसआईआर-मानव संसाधन विकास केंद्र
पब्लिशिंग दिनांक	11.01.2019
बीड submission प्रारंभ दिनांक	11.01.2019
बीड को submit करने के लिए अंतिम तिथि और समय	28.01.2019 at 14:00 hrs.
तकनीकी बीडों के खोलने की तिथि और समय	29.01.2019 at 15:00 hrs.
संचार के लिए पता	सीएसआईआर-मानव संसाधन विकास केंद्र, गाज़ियाबाद – 201 002 Tel. # 0120-2789274 ईमेल: head@csirhrdc.res.in वेबसाइट: https://etenders.gov.in www.csirhrdc.res.in

2. ई-टेंडर डालने के इच्छुक bidder टेंडर को [https:// etenders.gov.in/eprocure/app](https://etenders.gov.in/eprocure/app) एवं www.csirhrdc.res.in से टेंडर का विस्तृत विवरण नियम एवं शर्त के साथ डाउनलोड कर सकते हैं तथापि रुपए 24000/- की राशि डिमांड ड्राफ्ट के रूप में जो किसी भी राष्ट्रीयकृत बैंक का हो एवं एचआरडीसी गाज़ियाबाद के पक्ष में देय हो, बीड खुलने की समय एवं तारीख के पहले मानव संसाधन विकास केंद्र, कमला नेहरू नगर गाज़ियाबाद में पहुँच जाना चाहिए (MSME एवं सेंट्रल परचेज organisation के केस में exempted है)
3. कोई भी इससे संबन्धित प्रश्न ई-मेल/दूरभाष पर (ऑन वर्किंग days) 14:00 -1500 hrs के बीच पूछा जा सकता है।
4. केवल वह एजेंसिया ही निविदा जमा करे जिनके पास सभी आवश्यक दस्तावेज हैं और वह दस्तावेज etenders.gov.in पर अपलोड होना चाहिए और वह पढ़ने योग्य होना चाहिए।
5. सभी मायनों में पूर्ण टेंडर को नियत समय एवं तिथि पर [https:// etenders.gov.in/eprocure/app](https://etenders.gov.in/eprocure/app) पर जमा कर दिया जाना चाहिए। भाग-III में bidders को दिये गये विशेष निर्देशानुसार ही टेंडर सबमिट करना चाहिए। दस्ती टेंडर स्वीकार नहीं किए जायेंगे।

प्रशासन नियंत्रक,
मानव संसाधन विकास केंद्र,
गाज़ियाबाद – 201 002



HRDC.

HUMAN RESOURCE DEVELOPMENT CENTRE

(Council of Scientific & Industrial Research)

Sector 19, Central Govt. Enclave, Kamla Nehru Nagar

GHAZIABAD - 201 002 (UP), India

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No. 4-9(2)/2018-Gen

Dated: 11/01/2019

Sub: E-Tender for Hiring of taxies from Delhi / Ghaziabad at CSIR- Human Resource Development Centre, Ghaziabad-201002.

Online Bids from eligible bidders are invited under two bid system (Technical & Financial) for hiring of Taxies for the period of **One year** at CSIR- Human Resource Development Centre, Sec-19, Kamla Nehru Nagar, Ghaziabad - 201002.

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Head,
Human Resource Development Centre,
Ghaziabad – 201 002

HUMAN RESOURCE DEVELOPMENT CENTRE
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No. 4-9(2)/2018-Gen

Dated: 11/01/2019

SECTION-I

NIT WITH TENDER SCHEDULE FOR HIRING OF TAXIES FROM GHAZIABAD AND/ DELHI

Online Bids from eligible bidders are invited under two bid system (Technical & Financial) for hiring of Taxies for the period of **One years** at CSIR-Human Resource Development Centre, Sec-19, Kamla Nehru Nagar, Ghaziabad - 201002. The centre requires separate taxi services for Delhi and Ghaziabad, for this either One Agency may have separate offices at Delhi and Ghaziabad or the Agencies which have offices either at Delhi or Ghaziabad may also apply.

Scope of Work	Hiring of dedicated Non-Air conditioned/Air Conditioned Petrol/CNG/Diesel taxies at Human Resource Development Centre, Ghaziabad-201002
Estimated cost on hiring of Taxies	Rs. 12,00,000/- (Twelve Lacs only) Approx.
Earnest Money Deposit	Rs. 24,000/- (Twenty Four thousand only)
Performance Security	Rs. 60,000/- (Sixty thousand only)

1. E-Tender Schedule

E-Tender No.	4-9(2)/2018-Gen
Name of Organisation	CSIR- Human Resource Development Centre
Date of issue/publishing	11.01.2019
Document Download/Sale Start Date	11.01.2019
Bid submission start date and time	11.01.2019
Bid submission End date and time	28. 01.2019 at 14:00 hrs.
Date and Time of Opening of Technical Bids	29.01.2019 at 15:00 hrs.
Address for Communication	CSIR-Human Resource Development Centre, Sec-19, Kamla Nehru Nagar, Ghaziabad – 201 002 Tel. # 0120-2789274 Email: head@csirhrdc.res.in Website: https://etenders.gov.in/eprocure/app www.csirhrdc.res.in

2. Prospective bidders desirous of participating in this e-tender may view and download the tender document containing the scope of work, details terms & conditions from the website <https://etenders.gov.in/eprocure/app> and www.csirhrdc.res.in. However, the EMD Receipt of Rs. 24,000/- (Rupees Twenty Four Thousand only) in form of D/D of any Nationalised Bank drawn in favour of “HRDC” Payable at Ghaziabad must be sent to the HRDC, Sec-19, Kamla Nehru Nagar, Ghaziabad before the bid opening date and time of tender.(Exempted in case of MSME or Central Purchase Organisation)

3. Quarries or any clarification required by any prospective bidders can be obtained personally/ E-mail/ Telephone between 14.00 to 15.00 Hours on working days.
4. Only those agencies are required to submit the tender who have all the requisite documents and that document must be uploaded on e tender and that should be legible.
5. The tender complete in all respect must be submitted online at <https://etenders.gov.in/eprocure/app> by the date and time indicated in the schedule of Tender. The tenders shall be submitted as per instructions given in Section-III “Special Instructions to Bidder for Online Bid Submission” of the Tender Document. No manual tenders shall be accepted.

Controller of Administration,
Human Resource Development Centre,
Ghaziabad – 201 002

SECTION-II

Sub: E-Tender for Hiring of taxies from Delhi/Ghaziabad at CSIR- Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad - 201002.

INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

- (a) **“The Hirer”** means the CSIR-Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad - 201002
- (b) **“The Bidder”** means the individual or the firm who participates in this tender and submits its bid at Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad - 201002.
- (c) **“e-Procurement Portal”** means the Central Public Procurement Portal whose web address is <http://eprocure.gov.in/eprocure/app>
- (d) **“The Contractor”** means the individual or firm to whom the contract of Taxies awarded in this tender.
- (e) **“The work Order”** means the order placed by the Hirer on the Contractor signed by the Hirer including all attachments and appendices thereto and all documents incorporated by reference therein. The work order shall be deemed as “Contract” appearing in the documents.
- (f) **“The Contract Price”** means the price payable to the Contractor under the work order for the full and proper performance of its contractual obligations.

2. ELIGIBLE BIDDERS

- a. This invitation for bids is open to all Transport Agencies/Taxi Operators whose taxies have been duly authorised by concerned RTO for use as Public Transport in Delhi/New Delhi and NCR region and who have GST registration No., at least 3 years of working experience at Govt./Semi govt./ Autonomous/PSUs bodies, telephone connections available at their premises/garage/stands from where such taxies are to be operated and can be requisitioned by the Department.(Proof of such documents may be attached)
- b. The centre requires separate taxi services for Delhi and Ghaziabad, for this either One Agency may have separate offices at Delhi and Ghaziabad or the Agencies which have offices either at Delhi or Ghaziabad may also apply.
- c. Agency must have its GST registration no. (copy of GST registration may be attached)

3. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. The Hirer, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4. BID DOCUMENTS

4.1. The Taxies required, bidding procedure and contract terms are prescribed in the Bid Documents. The Bid documents include:

- (a) Tender Notice

- (b) Instructions to Bidders in Section-II
- (c) Special Instructions to Bidders for Online bid submission in section-III
- (d) General (Commercial) conditions of the contract in Section-IV
- (e) Parameters and Technical specifications for executing the work in Section-V (Part-I & II)
- (f) Format of Technical Bid in Annexure-I
- (g) Declaration in Annexure-II
- (h) Format of Financial Bid in Annexure-III

4.2. Prospective bidders desirous of participating in this tender may view and download the tender document containing the scope of work, details terms & conditions from the website <https://etenders.gov.in> . However, the EMD Receipt of Rs. 24,000/- (Rupees Twenty Four Thousand only) in form of DD of any Nationalised Bank drawn in favour of “HRDC” Payable at Ghaziabad must be sent to the HRDC, Sec-19, Kamla Nehru Nagar, Ghaziabad before the bid opening date and time of tender.(Exempted in case of MSME or Central Purchase Organisation)

4.3. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid documents with due diligence and care. **Failure to furnish all information required as per the Bid Documents in every respect as per clause 5 of Section-II will be at the bidder’s risk and shall result in rejection of the Bid.**

5. DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall comprise of (1) Technical Bid; (2) Financial Bid.

5.1. The technical bid shall contain the following documents.

- i. Technical Bid Form with requisite documents mentioned in the form as per Annexure-I.
- ii. EMD of Rs 24,000/- (Rupees Twenty Four thousand only) in form of DD of any Nationalised Bank drawn in favour of “Human Resource Development Centre” Payable at Ghaziabad.
- iii. Declaration as per Annexure-II.
- iv. Copies of the vehicles documents proposed in the tender i.e. RC, Insurance Policy, Pollution Control Certificate, NCR Road Permit.
- v. Signed copy for acceptance of Parameters and Technical Specifications for executing the work as per Part-I & II of Section V.
- vi. Certificate of experience and list of important works of the nature undertaken during last three years (Summary sheet in PDF file be enclosed giving name of the organisation for whom the work was done and period of work etc.)
- vii. Copies of balance sheet duly certified by Chartered Accountant for the past three years (Scanned copies to be uploaded).
- viii. Copy of GST Registration No.

5.2. The Financial bid shall contain;

Financial Bid to be uploaded as a PDF file as per Annexure-III on the portal.

6. BID PRICE

- 6.1. The bidder shall fill consolidated price strictly as per the PDF file (Annexure-III). The offer shall be in firm Indian Rupees. No foreign exchange will be made available by the hirer.
- 6.2. The price quoted by the firm shall be final. Parking charges, GST and any other tax levied by the Govt from time to time will be reimbursed by this Institute. Road tax/any other charges will not be paid by this Institute. No request for upward revision in the contract rates will be entertained during the period of the contract.
- 6.3. Terms of payment as stated in the Tender Document shall be final.
- 6.4. At the time of payment of bills, TDS and/or any other tax, surcharge etc., shall be deducted as per Government rules and guidelines, applicable from time to time.

7. BID SECURITY (EMD) & PERFORMANCE SECURITY

- 7.1. Bidders shall have to deposit an amount of Rs 24,000/- (Rupees Twenty Four Thousand only) as EMD in the form of DD of any Nationalised Bank drawn in favour of “HRDC” Payable at Ghaziabad and upload on the portal during online submission of the bid. The Successful bidder will also submit Performance Security in form of Bank Guarantee or DD of any Nationalised Bank drawn in favour of “HRDC” Payable at Ghaziabad for Rs.60000/- (Rupees Sixty Thousand only) within 15 days after award of contract . The original of EMD receipt should be sent through Speed Post/Registered Post /in person to the Head, Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad - 201002 before the bid opening date & time of tender. Bid(s) without EMDs will be summarily rejected.
- 7.2. The bid security is required to protect the Hirer against the risk of bidder’s conduct, which would warrant the bid security’s forfeiture, pursuant to para 7.6.
- 7.3. A bid not secured in accordance with para 7.1 shall be rejected by this office being non-responsive at the bid opening stage.
- 7.4. The bid security of the unsuccessful bidder will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest and/or any other benefit shall be given on the EMD and only the Principal amount will be returned.
- 7.5. The bid security of successful bidder will be discharged upon the bidder’s acceptance/signing of the contract and furnishing the performance security.
- 7.6. The bid security shall be forfeited:
 - (1) If a bidder withdraws his bid during the period of bid validity specified by the bidder on the Bid form or
 - (2) If the successful bidder fails:
 - to sign the contract
 - to furnish required performance security.
- 7.7. In both the above cases i.e. 7.6. (1) & 7.6.(2), the bidder will not be eligible to participate in the tender for same category for two years from the date of signing of contract. The decision

of Head, Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad shall be final and binding in this regards.

8. PERIOD OF VALIDITY OF BIDS

- 8.1.** Bids shall remain valid for 90 days after the date of bid opening prescribed by the Hirer. A bid valid for a shorter period shall be rejected by the Hirer as non-responsive.
- 8.2.** In exceptional circumstances, the Hirer may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. The bid security provided under clause 7 shall also be suitably extended. A bidder may refuse the request without forfeiting his bid security. A bidder accepting the request and granting extension will not be permitted to modify his bids.

9. SUBMISSION OF BIDS

The bidders must submit their bids only through the online e-Procurement portal i.e. <https://etenders.gov.in/eprocure/app> in two cover system. The bidders must carefully follow the special instructions to submit the bids online mentioned in Section-III.

9.1. FEE/PRE QUAL/TECHNICAL COVER:

This cover shall contain the scan copies (pdf files) of the following documents strictly in the sequence mentioned below:

- i. Technical Bid Form with requisite documents mentioned in the form as per Annexure-I.
- ii. EMD of Rs 24,000/- (Rupees Twenty Four Thousand only) in form of D/D of any Nationalised Bank Payable at Ghaziabad.
- iii. Declaration as per Annexure-II
- iv. Copies of the vehicles documents proposed in the tender i.e. RC, Insurance Policy, Pollution Control Certificate, NCR Road Permits, GST Registration copy of the Company.
- v. Signed copy of acceptance of Parameters and Technical Specifications for executing the work as per Part-I & II of Section V.
- vi. Certificate of experience and list of important works of the nature undertaken during last three years (Summary sheet in PDF file be enclosed giving name of the organisation for whom the work was done and period of work etc.)
- vii. Copies of balance sheet duly certified by Chartered Accountant for the past three years (Scanned copies to be uploaded).

9.2. FINANCE COVER:

This cover shall contain following items:

The Financial Bid to be uploaded as a PDF file as per Annexure-III on Portal.

10. OPENING OF BIDS BY THIS OFFICE

The office shall open the technical bids received through the CPP Portal in the presence of bidders or their authorised representatives if any, who choose to attend on due date and time. The bidders or

their representative, who are present, shall sign in the attendance. Only one person from any bidder shall be permitted to attend the bid opening.

11. CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids the office may, at its discretion ask the bidder for the clarification of its bid. This may be obtained through the site. Bidder should take into account the corrigendum(s) published before uploading the bid online. However, no post bid clarification at the initiative of the bidder shall be entertained. Queries in this regard can be done from 30.07.2018 to 10.08.2018 between 14:00 to 15:00hrs on working days.

12. BID OPENING PROCESS

- 12.1.** Online bids which are complete in all respect received along with original EMD will be opened as per the schedule of the NIT in the presence of bidders, if available.
- 12.2.** Technical bids of only those bidders, whose EMD and GST registration No. found to be in order, will be opened in same bid opening session.
- 12.3.** Financial bids of only those bidders, whose bid are found technically qualified, will be opened at the later date for further evaluation.
- 12.4.** One representative of each bidder would be allowed to be present at the time of bid opening if they want. The representative must carry the entry pass (print-out of bid summary) with him for attending the bid opening (the print-out of the bid summary generated at the time of online bid submission).

13. TECHNICAL EVALUATION

- 13.1.** The evaluation of the tenders will be made by a Committee authorised by the competent authority first on the basis of technical information furnished by the bidders in Annexure-I and documents uploaded as per para 5.1.of Section-II and then on the basis of commercial information furnished in the form given in Annexure-III. The Commercial bid (Annexure-III) of only those bidders will be opened who are found eligible on the basis of technical parameters (as per Annexure-I and criterion given in para 5.1.of Section-II) on the date, time and venue to be communicated after opening of the Technical Bid.
- 13.2.** Bids shall be evaluated to determine whether they are complete in all respect; whether any computational error have been made; whether required documents have been properly signed; and whether bids are generally in order. During the technical evaluation, if any of the parameter is not met, the bid will be summarily rejected.
- 13.3.** If there is any discrepancy between words and figures, the amount in words shall prevail.
- 13.4.** The TEC shall evaluate in detail and compare the respective bids and comparison of bids shall be on the service offered inclusive of all the levies and charges indicated in the Annexure-III. Responsive bid is one, which conforms to all the terms and conditions of the bid document.
- 13.5.** It must be kept in view that no decision will be given by the Tender Evaluation Committee and that any inferences drawn during the meeting of this committee by the tenderers of their representatives will be their own view(s) and the Hirer will not be responsible to abide by the

same. The award of work will further be subject to any specific terms and conditions of the contract given in Section-V of this NIT.

14. FINANCIAL EVALUATION

- 14.1.** The financial bids of only those bidders shortlisted from the technical bids by TEC will be opened electronically. The financial bids of ineligible bidders, if any will not be opened.
- 14.2.** If a firm quotes “NIL” charges/consideration, the bid shall be treated as unresponsive and will not be considered.
- 14.3.** The ranking of tenders will be determined on the basis of rates quoted and lowest quoting (L1) bidder will be selected.
- 14.4.** No Enquiry shall be entertained made by the bidder(s) during the course of evaluation of tender, after opening of bid, till final decision is conveyed to the successful bidder. However, the TEC/its authorised representative can make enquiry/ seek clarification from the bidders, which the bidder must furnish within the stipulated time else the bid of such bidder will be rejected.
- 14.5.** If format of financial bid found modified by the bidder, the bid will be rejected.

15. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Head, Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Academy action. The decision of Head, HRDC in this regard shall be final and binding on all participating bidders.

- 16.** The Hirer also reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

Human Resource Development Centre,
Kamla Nehru Nagar, Ghaziabad - 201002

SECTION-III

Sub: Tender for Hiring of taxis from Delhi/Ghaziabad at CSIR-Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad - 201002.

Special Instructions to Bidder for Online Bid Submission

Instructions to the Bidders to upload the bids online on the e-Procurement site <https://etenders.gov.in/eprocure/app>

1. Bidder should do the registration in the tender site using the “Enroll Here” option available.
2. Then the Digital Signature registration to be done with the e-Token of SIFY/TCS/nCode or any Certifying Authority after logging into the site.
3. Bidder can use “My Space” area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
4. Bidder may go through the tenders published in the site and download the required documents/ tender schedules for the tenders he/she is interested.
5. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during registration and password of the DSC/e-Token.
6. Only one e-Token should be used for a bidder and should not be misused by others.
7. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
8. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published before uploading the bid online.
9. Bidder must in advance prepare the bid documents to be uploaded as indicated in the tender schedule and they should be in required format. If there is more than one document, they can be clubbed together using zip format.
10. Bidder should prepare the EMD as specified in the tender. The original should be sent through Speed Post/ Registered Post/ in person to the Head, Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad - 201002, before opening date & time of Tender.
11. Bidder selects the tender which he is interested in by using the search option & then moves it to the “My Favourite” folder.
12. Firm the “My Favourite” in folder, he selects the tender to view all the details indicated.
13. The bidder reads the terms & conditions and accepts the same to proceed further to upload the bids.
14. The bidder has to select the payment option as offline to pay the Tender Fee & EMD as applicable.
15. The details of the EMD & Tender Fee, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise the uploaded bid will not be acceptable.
16. The bidder has to enter the password of the eToken and the required bid documents have to be uploaded one by one as indicated.
17. The rates offered have to be uploaded strictly as per the PDF file provided in the Financial Bid in the space allotted. If the format of Financial Bid is found to be modified by the bidder, the bid will be rejected.

18. The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no. and the date & time of submission of the bid with all other relevant details. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files/file found uploaded by the tenderer, the bid of such tenderer will be rejected.
19. The bid summary has to be printed and kept as an acknowledgment as a token of the submission of the bid.
20. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry pass to participate on the bid opening date.
21. For any clarifications with the Hirer, the bid number can be used as a reference.
22. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
23. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip and the same can be uploaded. However, if the file size is less than 1MB, the transaction uploading time will be very fast.
24. The time setting fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc. in the e-Procurement system. The bidders should follow this time during bid submission.
25. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorised persons during bid submission & not be viewable by any one until the time of bid opening.
26. The confidentiality of the bids is maintained since the Secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
27. Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to symmetric encryption using buyer's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorised individual.
28. For any queries, the bidders are asked to contact through e-mail id head@csirhrdc.res.in, ajeet@csirhrdc.res.in, priyanka@csirhrdc.res.in or by phone 0120-2789274,2789264,2785268.

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SECTION-IV

Sub: Tender for Hiring of taxies from Delhi/Ghaziabad at CSIR-Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad - 201002.

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. APPLICATION:

The General Conditions shall apply in contract made by the Hirer for hiring of dedicated Air Condition/Non-Air conditioned Petrol/CNG/Diesel taxies.

2. PARTIES:

The parties to the Contract are the Contractor (the tenderer to whom the work is awarded) and CSIR through the Head Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad – 201002 to as the Department.

3. ADDRESSES:

For all purposes of the Contract including arbitration thereunder, 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 Personally or Registered post with acknowledgement due to the CSIR-HRDC. The Contractor shall be solely responsible for the consequences of any omission and/or error to notify change of address in the aforesaid manner.

4. EARNEST MONEY:

4.1 Earnest Money of Rs. 24,000/- (Rupees Twenty Four Thousand only) must be in the form of D/D of any nationalised bank through Speed Post/Registered Post /in person to the Head, Human Resource Development Centre, Kamla Nehru Nagar, Ghaziabad-201002,

4.2 No request for transfer of any previous deposit of Earnest Money or Security Deposit or payment of any pending bill held by the Hirer in respect of any previous work will be entertained.

4.3 Tenderer shall not be permitted to withdraw his/her 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 amount of Earnest money will be forfeited to the Government.

4.4 The tenders without Earnest Money Deposit will be summarily rejected.

4.5 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.

5. SIGNING OF TENDER:

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

(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 registered power of attorney duly executed by the partners of the firm.

- (c) Director or Principal Officer duly authorized by the Board or Directors of the Company, if it is a Company.

N.B.

- (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 or 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 bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Head, HRDC may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the Civil and Criminal remedies available.

6. OTHER TERMS AND CONDITIONS:

- 6.1. The vehicles should have the necessary permits to travel in NCR regions also.
- 6.2. Dedicated vehicles, in view of security considerations, and drivers with proven integrity must be provided.
- 6.3. The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Delhi, New Delhi and NCR regions and must hold valid commercial driving license for driving taxies.
- 6.4. The agencies should abide by all statutory requirements for running the vehicles according to the hiring contract. The department will have no responsibility and will in no way be liable towards cost of fuel, and salary to drivers, maintenance etc. or any other charges payable except the contract price, GST, parking charges and toll tax, if any.
- 6.5. The agencies have to ensure that all necessary documents (Registration certificate, Insurance papers, PUC, etc.) are available with the drivers, and that the drivers are well mannered and neatly dressed in uniform. The drivers should always carry a mobile phone with them to facilitate quick contact. The name and full addresses with mobile numbers of the drivers, who will attend the duty, should be furnished as and when they are deployed.
- 6.6. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with prior information/ approval.
- 6.7. All the vehicles should be provided with duty slips/log books. vehicles engaged for duty must be certified by the users indicating clearly the kilometre reading and time of arrival for duty and end of duty on duty slips/log books and the driver should be able to maintain the same independently, with proper care.
- 6.8. The model of the vehicle to be provided should not be older than two years.

- 6.9. Payment will be made on monthly basis on submission of pre-receipted bill(s) supported by duty slips/log books duly signed and stamped by the concerned officers using the vehicle/authorised signatories. All bill of a month will be submitted by 10th of following month.
- 6.10. The contractor should have enough resources to repair their vehicles in minimum possible time when required, they should be in a position to substitute/replace or arrange extra vehicles at very short notice.
- 6.11. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority. The Department will not be responsible for any challan, loss, damage and accident to the vehicle or to any other vehicle or injury.
- 6.12. The rates should be quoted inclusive of all expenses such as fuel, maintenance, repair and servicing excluding GST and other govt. taxes.
- 6.13. The rates once quoted and approved will be valid for a period of one year from the date mentioned in the Award letter. No request for revision of rates will be entertained during the period of contract to the disadvantage of the HRDC.
- 6.14. The successful bidder will have to enter into an Agreement for one year on Rs 100/- Non-judicial paper. The Head, HRDC reserves the right to cancel/withdraw the hiring contract/Agreement at any time without assigning any reason thereof and the contractor shall have no right to contest against the said decision of the Head, HRDC.
- 6.15. The Head, HRDC reserves the right to reject any or all the quotation/bid, without assigning any reason(s).
- 6.16. The Head, HRDC reserves the right to call any of the vehicles mentioned in the Annexure-II on approved rates.

7. COMMUNICATION OF ACCEPTANCE:

Successful Tenderer will be informed of the acceptance of his tender. Necessary Instructions regarding the amount and time provided for Security Deposit will be communicated at appropriate time.

8. SECURITY:

- 8.1.1. No request for transfer of any previous deposit of earnest money and/or security deposit or payment of any kind held by the Hirer in respect of any previous work, etc., will be entertained for the purpose.
- 8.2. The Security Deposit can be forfeited by order of the Hirer in the event of any breach or negligence or non – observance of any of the terms and conditions of the 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 / EMD as may be considered by the Head, HRDC, Ghaziabad sufficient to cover any incorrect or excess payments made on the bills to the contractor / firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
- 8.3. The security will be discharged by the Hirer after a period of Thirty days beyond completion or the supplier's performance obligations including any warranty obligations under the contract.
- 8.4. In case, the successful bidder does not furnish the required performance security or does not accept the contract within the stipulated target dates, such non-compliance will constitute sufficient ground for forfeiture of EMD and further suitable action will be taken against the bidder.

9. PENALTY:

- 9.1. In case of breach of any conditions of the contract and for all type of losses caused, **Penalty as prescribed in Para 17 of Part-II of Section-V will be levied.** Head, HRDC, Ghaziabad shall make deductions as suitable or as specified in the Contract from the bill 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 of him to be paid within 45 days to the credit of the HRDC.
- 9.2. The powers of the Head, HRDC, Ghaziabad under these conditions shall in no way alter or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under Clause 8 above.

10. INSOLVENCY:

In the event of the contractor/firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the insolvency Act made against them or in the case of a company the passing of any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, the Head, HRDC shall have the power to terminate the contract without previous notice.

11. DISCLAIMER:

The near relatives of employees of the CSIR 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 spouses
- (c) The one related to the other in the manner as father, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law)

12. 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 the Hirer in that event and the Security Deposit shall also stand forfeited.

13. SUBLETTING OF WORK:

- 13.1. The firm shall not assign or sublet the work or any part of it to any other person or party.
- 13.2. The tender is not transferable.

14. TERMS OF PAYMENT:

- 14.1. No payment shall be made in advance nor any loan from any bank or financial institution, shall be recommended on the basis of the order of award of work.
- 14.2. The Contractor shall submit the bill on a monthly basis at each stage/ upto 10th of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment. Payment of bills would take about up to 45 Days from the date of submission of bills.

- 14.3. **All payments shall be made by account payable cheque/ NEFT only after deduction of TDS, etc.**
- 14.4. Head, HRDC shall be at liberty to withhold any of the payment/ payments in full or in part subject to recovery of penalties mentioned in para 9 above.
- 14.5. The term payment/ payments mentioned in this para includes all types of payment/ payments due to the Contractor arising on account of this Contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
- 14.6. Wherever applicable all payments will be made as per schedule of payments stated in part – II of Section-V.

15. ARBITRATION:

- (i) In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, CSIR, on the recommendation of the Secretary, Department of Legal Affairs(“Law Secretary”), Government of India. The provisions of arbitration and Conciliation Act, 1996 (No. 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at New Delhi. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the “award”), which shall be final and binding on the parties. The cost of the arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.
- (ii) Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published, the Parties shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

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SECTION V

Sub: Tender for Hiring of taxies from Delhi/Ghaziabad at CSIR- Human Resource Development Centre, Ghaziabad-201002.

PART – I

PARAMETERS AND TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK

1. Taxi Operators should have minimum of three (03) Taxies registered in their names or in the names of the firms. The list of Taxies along with photo copies of RC should accompany the Technical bid of the Tender.
2. The firm should be registered under Shop and Commercial Establishment Act and should furnish a copy of registration certificate in support thereof.
3. Taxies to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers. Taxies should not be more than two years old i.e. not registered before January 2016.
4. Only such Taxi Operators may apply whose Taxies have been duly authorized by the concerned RTO for use as public transport i.e Indigo, Indica, WagonR, Vista, Swift Dzire, Toyota, Etios, Tavera, Qualis, Innova etc. in Delhi and NCR Region. They should have telephone connections available at their Premises/ Garage/ Stands from where such taxies are to operate and can be requisitioned by the Hirer.
5. The taxies to be provided should have valid up-to-date registration valid comprehensive insurance cover and pollution under control certificate at all times .
6. Taxi operators must have GST NO. of their firm.
7. The Vehicles should be made available for the service of HRDC as and when required,24*7 i.e at any point of time including odd hrs/Holidays.

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SECTION-V

Sub: Tender for Hiring of taxies from Delhi/Ghaziabad at CSIR- Human Resource Development Centre, Ghaziabad-201002.

PART-II

TERMS AND CONDITIONS SPECIFIC TO THE CONTRACT

1. The Taxies will generally be required by Human Resource Development Centre for carrying Guest Faculty or other dignitaries from Ghaziabad to Delhi / New Delhi and back to Ghaziabad and adjoining areas of Ghaziabad to Human Resource Development Centre, Ghaziabad and / or vice versa.
2. The Hirer will generally make the requisition for the Taxies one day before the commencement of the actual journey. However, at times urgent requisition for Taxies may also be made by the HRDC authorities which shall have to be complied with.
3. “Full Day” would imply a run of the Taxi up to 80 Kilometers and 8 hours duration.
4. “Half Day” would imply a run of the taxi up to 40 Kilometers and 4 hours duration. Only if the Taxies is used beyond 4 hours duration and beyond 40 Kilometer, payment would be made for “Full Day” or additional charges per Kilometer or per hour, which ever will be less will be paid. For additional Kilometer done within 4 hours or additional hours done within 40 Kilometers run, charges per Kilometer or per hour would be payable in accordance with the quotation of the firm.
5. The meter reading will start/terminate from garage to garage for Delhi/NCR, However, the dead mileage shall be limited to 10 km per day (i.e 5 Km one way) per taxi for local journey in Ghaziabad and Delhi or as per actual whichever is less..
6. No mileage will be allowed for lunch/ tea of the driver. Driver should carry his lunch.
7. The Driver should immediately report to the Office on his arrival at HRDC.
8. The Driver should not have a past criminal record. The Driver should be in proper uniform to be provided by the vehicle provider. He should be well versed with Delhi and Ghaziabad routes, specially the location of HRDC. He should be well behaved and courteous to the passengers. He should be in possession of valid driving licence to drive appropriate class of vehicle. The driver should be carrying a working mobile phone, whose number will be communicated to the HRDC authorities before start of the trip. The Driver must be neatly turned out, properly shower (or with neatly kept beards). They should wear shoes or sandals, and not chappals. In case the Driver strays from the route to HRDC, and delays the officer/ Guest faculty / other dignitaries by wrong routing, the penalty Clause 9 of Section-IV shall be invoked.
9. The driver should reach the destination well in time for pick-up of the Officers / Guest Faculty/ other dignitaries, failing which penalty Clause No.9 of Section-IV shall be invoked.
10. It shall be duty of driver to get the signature of officers/faculty etc. as passenger failing which claim for that ride shall not be entertained.
11. The vehicles registered under Taxi Quota only should be provided. Private vehicles shall not be accepted as Taxies.

12. The rates quoted in the commercial bid will be inclusive of taxes, if any. 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 fuel prices.
13. Any request for the enhancement in the rates due to hike in fuel etc. will not be entertained during the period of Contract.
14. The Contractor should have minimum 03 no. of vehicles in the name of firm or on proprietor name.
15. The period of contract may be extended for a further period of one year in one or more spells at the discretion of the Head, Human Resource Development Centre, Ghaziabad.
16. Hirer will have the right to check original documents related to any vehicle as mentioned in tender document at any point of time.
17. In case of any accident/damage while on duty, the liability of compensation due to third party. Owns will lie on contractor in full.
18. In case of breach of any conditions of the Contract or for any type of losses caused, the penalty would be follows:

S.N.	Occasion	Penalty in Rupees
1	a) When there is delay in arrival of Taxi whenever requisitioned – upto first 30 minutes.	Rs. 500/-
	b) When there is delay in arrival of Taxi whenever requisitioned beyond 30 minutes	Rs. 1000/-
2	When the driver is not having and not in possession of valid driving license, whenever he comes to the HRDC with the Taxi (for every occasion)	Rs. 1000/-
3	When the driver is not having the mobile phone (for every occasion)	Rs. 500/-
4	When the Vehicle registered under commercial Vehicle Quota is NOT provided	Rs. 1000/-
5	When any loss caused by the driver/ cleaner to the HRDC	Actual amount of the loss assessed by HRDC
6	Failure to provide the requisitioned vehicle at that approximate time on a date	Rs. 5000/-
7	Vehicle not maintained properly	Rs 500/-

18. Hirer will have right to check the vehicle on reporting for duty and in case vehicle not found maintained properly, action will be taken as per clause 9 of Section-IV of Tender document.

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TENDER FORM - TECHNICAL BID
(See Clause 5 of Section – II of the Tender Document)

Sub: Tender for Hiring of taxies from Delhi/Ghaziabad at CSIR- Human Resource Development Centre, Ghaziabad-201002.

1. Name of the Tenderer / Concern:

1 (a). Registration No. Of the Concern:
(Attach scanned copy)

1 (b). Address & Contact No. of the Concern:

1 (c). PAN & TIN No. of the concern:
(Attached scanned copy)

1.(d). GST No. of the Firm

2. Nature of the Concern
(i.e., Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)

3. D/D No. _____ Dated _____ Name of Bank _____
(Attached scanned copy) and amount of Earnest Money in original Deposit
Rs. _____ (Rupees _____ only).

4. Certificate of experience and list of important works of the nature undertaken during last three years (Summary sheet in PDF file be enclosed giving name of the organisation for whom the work was done and period of work etc.)

5. Copies of balance sheet duly certified by Chartered Accountant for the past three years(i.e-2015-16,2016-17,2017-18). (Scanned copies to be uploaded).

6. Information about the vehicles

S.N.	Type/Make of Vehicle	Model of Year	Regn. No.	Kms Coverd as on date	Comprehensive Insurance valid upto	Pollution under Control Certificate valid upto	Permit valid upto

(Note: Photocopies of the documents in support of the above information should be uploaded in the relevant area of Technical bid as mentioned in para 5.1 of Section-II)

7. Address of Garage/Taxi stand at Delhi and Ghaziabad

8. Distance of Garage from HRDC _____ kms.

Date: _____

Place: _____

(Signature of Tenderer
With stamp of the firm)

DECLARATION

Sub: Tender for Hiring of taxies from Delhi / Ghaziabad at Human Resource Development Centre, Ghaziabad-201002.

1. I / we _____ son/Daughter of Shri _____ Proprietor/Partner/ Director/ Authorised signatory of M/s. _____ am/are competent to sign the declaration and execute this tender document (No. _____)
2. I have carefully read and understood all the terms and conditions of the tender which are fully acceptable to me.
3. The information/ documents furnished alongwith the above tender 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.

Date: _____

Place: _____

(Signature of Tenderer
With Stamp of the Firm)

Note:

1. The above declaration by the authorised signatory of the tenderer in token of acceptance of all the terms and conditions should be uploaded with the Technical Bid. Technical bids without this form shall be summarily rejected.
2. The above declaration may also be furnished on the letterhead of bidder.

TENDER FORM – COMMERCIAL/ FINANCIAL BID
(See Clause 6 of Section – II of the Tender Document)

Sub: Tender for Hiring of taxis from Delhi/Ghaziabad at CSIR- Human Resource Development Centre, Ghaziabad-201002.

1. Rates for Taxies (in words & figures) :-

	Tavera/Qualis/Innova		Vista/WagonR/Indica		Indigo/Swift Dzire/ Accent or equivalent	
	A.C.	Non A.C.	A.C.	Non A.C.	A.C.	Non A.C.
a. 8 hours or 80 Kms (Full day)						
b. 4 hours or 40 Kms (Half day)						
c. Rate per additional Km. after 40 Km./ 80Km.						
d. Rate for additional time i.e. per hour after 4 Hrs./ 8Hrs.						
e. Driver night charges after 11:00 PM to 05:00 AM						
f. Cancellation charges						

2. VEHILCE TYPE : INDIGO / D'ZIRE OR EQUIVALENT VEHICLE FOR DELHI / NCR AND GHAZIABAD ON MONTHLY BASIS (DAILY USES- 12 HOURS APPROX.) (IN WORDS & FIGURES) :-

	Tavera/Qualis/Innova		Vista/WagonR/Indica		Indigo/Swift/Dzire/Accent or equivalent	
	A.C.	Non A.C.	A.C.	Non A.C.	A.C.	Non A.C.
a. Monthly basis 2000 Km. 300 hrs.						
b. Monthly basis 2500 Kms 330 hrs.						
c. Additional charges beyond 2000/2500 Kms (per Kms)						
d. OTA / Extra charge Beyond 300/ 330 hrs.(per hour)						
e. Driver night charges after 11:00 PM to 05:00 AM						

Note:

1. Monthly vehicle , only one no. should be made available for the service of HRDC on monthly basis as well as, as and when required and not merely during 09:00am to 05:30 on working days. The vehicle is required on 24x7 basis.The rate quoted will be from garage to garage. However the

dead mileage shall be limited to 10 km per day(i.e 5km one way) per taxi for both Delhi & Ghaziabad.

2. The rates quoted above are inclusive of all taxes, if any.
3. Parking Charges and any other tax levied by the Govt. will be reimbursed on production of receipt paid by the taxi operator.

Date:

(Signature of Tenderer
with Stamp of the Firm)

Annexure IV
(To be submitted alongwith the documents of Technical Bid)

UNDERTAKING

Date: _____

To,
The Head,
Human Resource Development Centre,
Kamla Nehru Nagar, Ghaziabad-201002

Ref: Tender No. 5-26/2015-Gen1.

Dated 09.01.2019

Sub: Tender for Hiring of taxies from Delhi/Ghaziabad at CSIR- Human Resource Development Centre, Ghaziabad-201002

Dear Sir,

I/We _____ hereby confirm that our firm is neither banned nor blacklisted by any unit of CSIR, India nor any blacklisting is current.

Signature of Bidder : _____

Name : _____

Designation : _____

Place : _____

Date : _____

Seal : _____