

**D-15014/9/2015-General** | 505  
Government of India  
Ministry of Drinking Water & Sanitation  
\*\*\*\*

8<sup>th</sup> floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road  
New Delhi -110003

**Dated, 11<sup>th</sup> July, 2016**

**TENDER DOCUMENT**

**FOR PROVIDING RENTAL TAXI SERVICES TO THE MINISTRY OF DRINKING WATER & SANITATION, PARYAVARAN BHAWAN, CGO COMPLEX, LODHI ROAD NEW DELHI-03 AT DELHI AND NCR FROM REPUTED TAXI SERVICE PROVIDERS :**

Date of issue of Tender Document	:	12 <sup>th</sup> July, 2016
Last Date & Time for submission of Tender Document	:	9 <sup>th</sup> Aug, 2016 upto 3:00pm
<b>Date &amp; time for opening of Tender Document</b>		
Technical Bids	:	9 <sup>th</sup> Aug, 2016 at 3:30pm
Financial Bids of eligible Tenderers	:	Would be intimated later.

**CONTENTS OF TENDER DOCUMENT**

Sl. No.	Description of Comments
1.	Tender Notice
2.	Scope of Work and general instructions for tenderer
3.	Eligibility Criteria
4.	Terms and conditions
5.	Performa for Technical Bid
6.	Performa for Financial Bid
7.	Tender Acceptance Letter

**(S. Sarayal)**

Under Secretary to the Govt. of India  
Tel:-011-24368612

Copy to :

1. Technical Director (NIC) for publishing of tender in the Ministry web-site
2. CPP Portal
3. Hindi Section for translation
4. All Ministries / Departments

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CGO Complex, Lodhi Road  
New Delhi -110003

**Dated the, 11<sup>th</sup> July, 2016**

TENDER NOTICE  
(Hiring of Taxi Services)

Tenders are invited by the Ministry of Drinking Water & Sanitation in two bids system (i.e. Part-I: Technical Bid and Part II: Financial Bid) from reputed, experienced and financially sound Tours and Travel Agencies/Firms located in Delhi/New Delhi having an annual turnover of Rs. 30.00 Lakhs (Rupees thirty lakhhs ) or more for the last three years in the business of tours and travel, taxi operation, for hiring of commercial AC vehicles for official use of the Ministry of Drinking Water & Sanitation, initially for a period of one year. The Contract can be extended further for two years, one year at a time, subject to mutual consent/ agreement on the same terms and conditions.

**2. The tender documents can be downloaded from the website [www.mdws.gov.in](http://www.mdws.gov.in) from 12<sup>th</sup> July, 2016 to 9<sup>th</sup> Aug, 2016 (upto 3.00 PM).**



**(S. Sanyal)**

Under Secretary to the Govt. of India  
Tel:-011-24368612

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## 2. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERS

1. Ministry of Drinking Water & Sanitation, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi requires the services of reputed well established and financially sound taxi service providers (here in after referred to as "Service Providers") to provide rental commercial taxi services for Delhi & NCR.
2. The tender should be sent to Sh S. Sanyal, Under Secretary(Genl), Ministry of Drinking Water and Sanitation, 8h Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 latest by 3.00 PM on 9<sup>th</sup> Aug 2016 and same can also be sent by post so as to reach the undersigned by due date and time. Tender should be submittetd in two covers :-  
Envelop -1 : Super- scribing Technical Bid with details as indicated in proforma for Technical Bid. (To be named as Annexure-I)  
Envelop-2 : Super- scribing Financial Bid as per proforma for Financial Bid with (To be named as Annexure-II)  
Envelop-3 :- Both the Envelops 1&2 are to be put in another envelop i.e. 3<sup>rd</sup> envelop and this envelop should be super- scribed as "Bids for Providing Rental Taxi Services to Ministry of Drinking Water & Sanitation".
3. The contract shall be initially for a period of one year from the date of letter of awarding the contract. However, the contract may be extended subsequently, for a further period of one year at a time (up to a maximum of two extensions of one year each) as may be decided by the competent authority, after review of performance.
4. The interested service providers have to submit the tenders as per tender notice.
5. The estimated annual value of the contract is about Rs. 30 lakhs.
6. The Earnest Money of Rs.60,000/- (Rupees sixty thousand only) in the form of a Demand draft/pay order/fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favor of the Pay and Accounts Officer, Ministry of Drinking Water & Sanitation, CGO Complex, New Delhi must be submitted to the Under Secretary(Genl) 8<sup>th</sup> floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-03 on or before last date/time of bid submission. Bids shall not be considered in case the earnest money is not submitted by 9<sup>th</sup> Aug 2016 upto 3.00 PM.
7. The said Earnest Money of Rs. 60,000/- (Rupees sixty thousand only) deposit will not bear any interest and earnest money of unsuccessful tenderer would be returned without any interest within 45 days after finalization of the contract.
8. The successful bidder will have to deposit **Performance Security Deposit Rs. 3,00,000/- (Rupees Three lakh only)** in the form of account Payee Demand Draft, Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer, Ministry of Drinking Water & Sanitation**, New Delhi for the due fulfillment of the contractual obligations which is refundable without any interest after expiry of the contract after deducting any penalty/any liability of any kind imposed by the Ministry of Drinking Water & Sanitation on account of unsatisfactory services.



**9. Conditional bids shall not be considered and will be rejected summarily.**

10. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be enclosed. **No correction either in the Technical Bids or Financial Bids is permitted. In no case should there be any change in the Format of the Financial Bid. Tenderers are cautioned that any disclosure of financial bid at the technical bid stage will make the tender summarily rejected.**

11. The technical Bid shall be opened on the scheduled date and time i.e. at 3.30 PM on 9<sup>th</sup> Aug, 2016.

12. The financial bid of only those tenders will be opened who qualify in the technical bid. The schedule time for opening of financial bids would be intimated later on.

13. The bidding firm has to give a self-certificate to the effect that it has not been blacklisted by any Central Ministry/Department, PSU's or Banks etc. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained thereof.

14. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its EMD will be forfeited.

15. If after award of the contract, the successful bidder (L-1) fails to provide required number of vehicles / taxies, the contract is liable to be cancelled along with forfeiture of performance security deposit and other consequential actions such as blacklisting of the firm etc.

**(S. Sanyal)**

Under Secretary to the Govt. of India

### **3 ELIGIBILITY CRITERIA**

1. The firm must have average annual turnover of Rs. 30 Lakhs (Rupees thirty lakhs ) per annum during the last 3 years, ending 31<sup>st</sup> March of the previous financial year (2015).CA Certificate, Balance sheet, Profit & Loss Account in support of turnover (along with the income tax return of the relevant year) must be enclosed with the tender.
2. The firm must have least 3 years of experience in the Tours & Travels Business in providing vehicles/Taxi in the Government/Semi Government Sections/Autonomous Bodies etc.
3. The firm must have at least 15 vehicles of the type requirement (commercial vehicles i.e. EtiosSwift Dzire, Toyota Innova) should be registered in the name of firm or the name of the owner of the firm in 2014 or thereafter, failing which offer will be rejected. The copies of the RCs of the vehicles registered are to be enclosed with the technical bid.
4. Experience certificates as per para 2 above, award letters and performance certificates of last three years i.e. 2013-14, 2014-15 and 2015-16 issued by officers of the level of section officer and above should be enclosed.
5. The firm should also have (i) Service Tax No. (ii) TIN No. and (iii) PAN No. Copies of these documents be enclosed with the tender.



## **1. TERMS AND CONDITION**

- i) Definition of Similar work: The words "Similar work" shall mean the experience in providing hired vehicles to Govt. Departments/Public Sector Undertakings.
- ii) The Ministry requires 08 vehicles on monthly basis. The vehicles required are Swift Dzire/ Toyota Etios/Toyota Innova. All the vehicles will be of AC type. The number of vehicle may increase or decrease at the discretion of Ministry of Drinking Water & Sanitation. The type/make of vehicle to be hired will be the sole discretion of the Ministry.
- iii) **The contracting firm will be solely responsible for strict compliance of all the rules and regulations notified by the Govt. of NCT of Delhi from time to time for plying of commercial vehicles.**
- iv) There will be no dead mileage. The kilometer for the purpose of "vehicle run" and "hour of duty" shall be reckoned from the point of reporting for duty to the point of vehicle released. No mileage will be allowed to drivers for lunch /breakfast or for drawal of petrol/diesel/CNG etc.
- v) The vehicles should be in very good condition as well as perfect working condition and are well maintained during the contract period. **None of the vehicles supplied should be registered prior to 2014.** Bids must accompany copies of RCs of vehicles.
- vi) The Firm should have at least **3 years** of experience in the tour and travel business in providing vehicle / taxi in the Government Sector / PSUs and should have an annual turnover of Rs. **30.00 Lakhs** or more for the last three years. **Experience and performance certificate should be enclosed along- with the tender documents.**
- vii) The firm should possess at least 15 vehicles of the type indicated at (ii) above i.e. Swift Dzire/ Toyota Etios/Toyota Innova which may be registered in the name of the firm or in the name of owner.
- viii) The vehicles supplied should be in excellent condition mechanically as well as get-up wise, i.e. outer body/upholstery etc. should be decent looking. The vehicle should be provided with additional accessories/utilities:-
  - a. Clean Seat Covers
  - b. Good quality radio music system
  - c. Reading lamp
  - d. Tissue paper box
  - e. Car perfume
  - f. Mobile charger
  - g. Seat Belts(Front & Rear)
  - h. Umbrella
  - i. Towals etc.**
- ix) The owner/firm should be in a position to supply vehicle on short notice as and when needed.



- x) The drivers of the taxis should be professional drivers and should be fully conversant with the routes of Delhi especially Central and South Delhi areas around Central Secretariat and should possess valid commercial driving license in their names. The drivers will always be decently dressed in uniform and courteous. The Drivers must be proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. Drivers not found up to the mark as per above condition or in the event of misbehavior on the part of drivers, the Ministry may impose penalty as deemed fit on the firm.
- xi) GPS and Navigation System must be fitted in the vehicle detailed for duties of this Ministry.
- xii) The owner/firm should be in a position to provide standby vehicle in case of any breakdown.
- xiii) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.
- xiv) In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Ministry will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. **Besides, a penalty of Rs. 500/- would be imposed for every such lapse.**
- xv) The owner/firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for taxis in emergent cases. The Mobile Number must also be given. The firm should be able to provide vehicles on holidays/Sunday also.
- xvi) All the charges towards repair/servicing, salary of the Driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
- xvii) The car would be insured in all respects by the firm. In case of any accident or theft etc. All the claims arising out of it will be met by the Agency and this Ministry shall not be liable in any matter whatsoever.
- xviii) The car with the Driver would be placed at the disposal of this Ministry as and when required. This Ministry would be free to use the hired car in any manner for carrying officials, material etc., as per its requirements and the firm will not have any objection to it.
- xix) Immediate replacement of drivers will have to be provided by the firm in case of illness of the driver and other conditions.
- xx) If required, the Ministry may hire vehicle on daily basis also. **The mode of hiring of vehicle would be at the sole discretion of Ministry of Drinking Water & Sanitation.**



- xxi) Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Delhi courts only.
- xxii) Renderers may quote their unconditional rates strictly in the attached Performa. Cutting/overwriting, if any, should be countersigned.
- xxiii) No advance payment, in any case would be made of the firm.
- xxiv) The firm will obtain the duty slips every day duly signed by the officer on will maintain the **logbook daily**, duly signed by the officers concerned or his / her Private Secretary.
- xxv) The Bills for hiring of cars would be submitted after the completion of the month. Bills for supply of vehicles for any month along with signed duty slips and copies of the logbook signed by the officers/PS shall be submitted in the first week of the following month to the Under Secretary (Genl), Ministry of Drinking Water & Sanitation for payment.
- xxvi) The firm will ensure that vehicles and the drivers are not normally changed. Frequent changes of vehicles and drivers will not be permitted. A penalty of Rs. 500/- will be imposed for frequent change of drivers.
- xxvii) The Ministry will not be responsible for any challan. Loss, damage or accident to the vehicle or to any other vehicle or injury.
- xxviii) In case of delay in reporting, a penalty of Rs. 50/- per 15 minutes delay shall be imposed.
- xxix) **A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle fails to meet the above terms and conditions on any day. Vehicles supplied by the firm will be regularly inspected by nominated Officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice by the users or the inspecting Officer, a penalty of Rs. 500/- on each fault will be imposed.**
- xxx) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms & conditions of the tender.
- xxxi) The Ministry reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
- xxxii) The vehicles registered as All India Tourist / National permit may not be provided to this Ministry to play intra city services being in violation of the orders of Hon'ble Supreme Court in Writ Petition © No. 13029 of 1985.





xxxiii) The firm should have operational help line desk which is manned 365x24x7 so as to call for taxi in emergency cases.

xxxiv) L-1 Bidder shall be determined by giving 90% weightage to the fixed rate, 5% weightage to additional kilometer and 5% weightage to additional hour rate.



**(S. Sanyal)**

Under Secretary to the Govt. of India

### 5. PROFOMA FOR TECHNICAL BID

S. No	Particular	<u>Document name or number</u>	<u>Page No.</u> (To be filled by the bidders)
1	Name of the firm/company/Agency		
2.	Complete Address & Telephone Number		
3	Location of the Garage with telephone No. and address.		
4	Whether EMD of Rs. 60,000/- enclosed in the prescribed form.	To be enclosed	
5	Annual turnover of the firm for last three years (2013-(with proof) in the form of CA's certificate/Last 3 years balance sheet/ profit & loss A/C.	To be enclosed	
6	The firm must have at least 3 years of experience in the Tour travels Business in providing vehicles / taxi in the Government / Semi Govt. Section / Autonomous Bodies	Copies of experience certificate to be enclosed.	
7	The firm must have at least 15 vehicle of the type i.e. Swift Dzire/Toyota Etios and Innova or equivalent registered not prior to 2014.	Copies of RCs are to be enclosed	
8	Name & Address of the Department/ Ministries and other organizations where, at present, taxies are engaged on regular/ monthly basis ( <b>self-certified duty stamped copies of contract letters be attached.</b> )		
9	Copy of latest Income Tax return filed and PAN Number ( <b>With Proof</b> )	To be enclosed	
10	15 Digit Service Tax Code No./ VAT A/c number ( <b>With proof</b> )	To be enclosed	
11	Name, Address & Telephone Number of the proprietor	To be enclosed	
12	Self Certificate declaring that the firm has not been black listed by any Govt. Agencies	To be enclosed	

(Signature with name & Address)



**6 PROFORMA FOR FINANCILA BID.**

**MONTHLY HIRE BASIS 3000 Kms & 300 Hrs/ Per Month**

**AC Cars.**

Make of the Car	Rates for 3000 kms and 300 hrs per month	Rates per additional hour beyond 300 hours per month	Rates per additional kilometer beyond 3000 km per month
Swift Dzire/Toyota Etios			
Toyota Innova			

**Note: - None of the vehicles should be registered prior to 2014.**

**DAILY HIRE BASIS 100 Kms & 10 Hrs/Day**

**AC Cars**

II. Make of the Car	Rate for 100 km & 10 working hours per day	Rates per additional hour beyond 10 hours per day	Rates per additional kilometre beyond 100 km.
Swift Dzire/Toyota Etios			
Toyota Innova			

**Note: - None of the vehicles should be registered prior to 2014.**

**DAILY HIRE BASIS 40 Kms & 4 Hrs/Day**

**AC Cars**

Make of the Car	Rate for 40km & 4 working hours per day	Rates per additional hour beyond 4 hours	Rates per additional kilometre beyond 40 km.
Swift Dzire/Toyota Etios			
Toyota Innova			

**Note: - None of the vehicles should be registered prior to 2014.**

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**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Tender:**

Tender Reference No. \_\_\_\_\_

Name of Tender/Work:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work' for the web site (s) namely:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As per you advertisement, given in the above mentioned website(s).

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No.----- to ----- (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall hereby by the terms/conditions/clauses contained therein.

The corrigendum (s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in it's totally/entirely.

In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

**Yours faithfully,**

(Signature of the Bidder, with official Seal)  
Name \_\_\_\_\_

