

THE NATIONAL SMALL INDUSTRIES CORPORATION Ltd.,
(A Govt. Of India Enterprise)
No. B-294-295(G), First Floor, Manglam House, RIICO Chowk, Bhiwadi-301019, Rajasthan.
CIN No. U74140DL1955GOI002481

Ref : NSIC/HIRE TAXI/2019-20

Dated: 16.05.2019

NOTICE INVITING TENDER

FOR

**TAXI SERVICE PROVIDER FOR HIRING OF TAXI
AT
NSIC, Branch Office, Bhiwadi**

**Date of Publishing of Tender:16.05.2019 (10:00AM)
Last date of receipt of tender:30.05.2019 (2:00PM)
Date of opening of Technical Bid:30.05.2019 (04:00 PM)
Date of opening of Price Bid: Will be communicated on 30.05.2019**

एन एस आई सी
NSIC
ISO 9001 : 2015

TENDER DOCUMENT
FOR
HIRING OF TAXI FOR OFFICIAL
USE

एन एस आई सी
NSIC
ISO 9001 : 2015

The National Small Industries Corporation Ltd.
(A Government of India Enterprise)
No-B-294-295(G), First Floor,
Manglam House, RIICO
Chowk, Bhiwadi-301019

Price: May be downloaded free of cost.

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A Government of India Enterprise)
No-B-294-295(G), First Floor, Manglam
House, RIICO Chowk, Bhiwadi-301019

Ref : NSIC/HIRE TAXI/2019-20

TENDER NOTICE

Hiring of Taxi For Official Use

The National Small Industries Corporation Ltd., No- B-294-295(G), First Floor, Manglam House, RIICO Chowk, Bhiwadi-301019 invites sealed tenders from registered and reputed agencies/firms for Annual Rate Contract for Hiring one taxi on monthly basis under bids system. **The last date of receipt of tender is 30/05/2019** by 14:00 hrs. The tender document may be downloaded from our website www.nsic.co.in.

The Envelope shall be addressed and submitted to **Senior Branch Manager, National Small Industries Corporation Limited, B-294-295(G), Manglam House, RIICO Chowk, Bhiwadi-301019** and should reach latest by 14:00 hrs on 30/05/2019. The tender box will be placed at the reception of National Small Industries Corporation Ltd. at above address. Bids will be opened on the same day at 16:00 hrs before the representatives of the bidders (if any).

The Competent Authority reserves the rights to cancel any or all the quotations without assigning any reason.

For information regarding any change, please visit our website regularly.

Sr. Branch Manager

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A Government of India Enterprise)
No-B-294-295(G), First Floor, Manglam
House, RIICO Chowk, Bhiwadi-301019

TENDER DOCUMENT

Sub: Tender inviting bids for Hiring of Taxi on day to day basis as per requirement for Local/Outstation Visit

A. INVITATION TO BID

The National Small Industries Corporation Ltd., B-294-295 (G), First Floor, Manglam House, RIICO Chowk, Bhiwadi-301019 intends to **hire one taxi (Swift Dzire or Toyota Etios or equivalent) on day to day basis as per requirement for Outstation /Local visits.** Firms/Individuals who are interested to offer their taxi to NSIC are requested to **send sealed tenders in the requisite proforma given in Annexure-III & IV** to the Senior Branch Manager - The National Small Industries Corporation Ltd., B-294-295 (G), First Floor, Manglam House, RIICO Chowk, Bhiwadi-301019 latest by 16:00 hrs on 30/05/2019.

A. TERMS & CONDITIONS

1. During the period of contract, the contractor should be in a position to supply the vehicles on day to day basis as per requirement.
2. **The rates quoted shall be inclusive of all govt. taxes (except for parking and toll charges and GST). The rates shall not be changed during the period of contract.**
3. **One side dead mileage up to a maximum of only 6 Km per day will be allowed under monthly hire basis.**
4. The NSIC reserves the right to terminate the contract at any time without assigning any reason.
5. The drivers shall maintain logbooks duly signed by the users, otherwise will get sign the duty slip from the concerned official in case of local/outstation visit .
6. Payments for the services rendered would be made on a monthly basis provided the claims are in order and are supported by the relevant duty slips, duly signed by the users.
7. If the performance of the service provider is found unsatisfactory or the terms and conditions of the contract are violated, the NSIC reserves the right to terminate the contract.

8. The service provider shall adhere to all the prevailing statutory laws.
9. The contract shall remain in force initially for one year. The contract may be extended with mutual consent for another one year after the initial period of one year based on satisfactory report on same terms & conditions.
10. Driver should be in a proper uniform and He should be well behaved and courteous to the officers/staff.
11. **The driver should be carrying a working mobile phone, whose number shall be communicated to the NSIC authorities.**
12. **The Taxi registered under Taxi or commercial vehicle only should be provided.**
13. The vehicle should be duly insured and the insurance cover should be valid throughout the period of contract. The Insurance cover, protecting the NSIC against all claims applicable under the Workman's Compensation Act, 1948 or other Acts as applicable, shall be taken by the contractor. The taxi/vehicle provider shall arrange necessary insurance cover for any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on NSIC the same shall be reimbursed/ indemnified by the taxi/vehicle provider.
14. The driver should have experience of at least three years.
15. Payment of bills would take about ten working days time on an average. However, no interest/ penalty would be paid by NSIC in case of delay in payment due to official reason.
16. 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 petrol/diesel/CNG prices or any reason except Govt. taxes during the period of contract.
17. The starting point would be counted from the duty point and not contractor's garage or any other taxi parking place of the contractor. Duty point would be informed to the contractor by NSIC. The starting and end time would be counted from duty to duty point.
18. NSIC shall have the right not to utilize the services of the contractor at all at any time for any period without giving any notice and reason. NSIC also reserve the right to hire taxis from any other service provider even during the period of contract. The contractor shall provide the vehicle any time during the day/night (i.e., on 24 hours x 7 days).

19. **Criterion for Evaluation of Tender:** - Criteria for evaluation are as given at Annexure-II Lowest bidder who fulfills all technical parameters and terms and conditions shall be considered for award of contract. All disputes will be subject to the jurisdiction of Bhiwadi

20. **Arbitration:** If any differences arise concerning this agreement, its interpretation or the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by office of the NSIC. The provisions of Arbitration and Conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings.

Sr. Branch Manager

ANNEXURE -I

GENERAL TERMS AND CONDITIONS

Sub: - Notice Inviting Tender for "Hiring of Taxis" on day to day basis

1. **Parties:** - The parties to the Contract are the contractor (the bidder to whom the work has been awarded) and the National Small Industries Corporation Ltd.
2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address and contact number(s) by a separate letter sent by registered post with acknowledgement due to the NSIC. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address and contact number(s) in the aforesaid manner.
3. Bidders shall not be permitted to withdraw his offer or modify the terms and conditions thereof. Tender document not duly fully filled up tender document & leave blanked will be summarily rejected.

4. Preparation and submission of Tender:

The envelope containing sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same.

5. **Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- (a) 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 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.

Note Below:

- (1) In case of partnership firms, a copy of the partnership deed, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership deed or the general power of attorney.

- (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 bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, this office may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS TENDER DOCUMENT.** (This sub clause will not be applicable in cases where signing of a separate agreement is considered by the NSIC, If necessary).
6. The Bid should be submitted in form given in Annexure-III & IV along with registration particulars, copy of PAN Number issued in favour of the firm, full details of the number of Taxis registered in the name of the tenderer or his firm and other information sought for in the **Annexure-III & IV.**

Terms of payment as stated in the Tender Documents shall be final.

At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

7. **Validity of the Bids:**

The bids shall be valid for a period of 30 days from the date of opening of the tenders.

8. **Opening of Tender:**

The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

9. **Right of Acceptance:** The National Small Industries Corporation Ltd, reserves all rights to reject any tender without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority of the NSIC in this regard shall be final and binding.

10. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractors' quotation.

11. **Communication of Acceptance:** Successful Tenderer will be informed of the acceptance of their tender.

12. **Disclaimer:** The near relatives of employees of the NSIC 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 husband or wife.
- (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

13. **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 NSIC in that event.

14. **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.

15. **The tender is not transferable.**

16. **Terms of payment:**

No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

The contractor shall submit the bill in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.

All payments shall be made by online through NEFT/RTGS/Ac Payee Cheque only.

Office of the NSIC shall be at liberty to withhold any of the payments in full or in part subject to recovery by the NSIC, if any.

17. **Arbitration:** If any difference arises concerning this Agreement, its interpretation or the payment to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by Office of the NSIC. The arbitration proceedings shall take place in NSIC. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed thereunder and in force shall be applicable to such proceedings.

TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK

1. Main parameters for technical evaluation under Hiring of Taxi on day to day basis as per requirement for Outstation /Local visits

- a) **The vehicles should be** in good physical and working conditions with proper insurance coverage. Vehicle model should not be old for more than 5 years.
 - b) The driver should have **at least three years driving experience**, must have valid commercial license , must be conversant with the traffic routes and must carry working mobile phones with them while on duty.
 - c) The firm/individual should have registration certificates, insurance coverage certificates and pollution under control certificates during duty for the vehicle earmarked for the NSIC.
 - d) **The following documents should be attached to the bid documents:**
 - a) Copy of the Income Tax Return filed/acknowledgement obtained.
 - b) Copy of the PAN card issued by the Income Tax Department.
 - c) Details of the taxis owned by the firm or proprietor
 - d) Details of Government Departments/Organizations for which services are being provided by firm/individual.
 - e) The bidder should indicate whether they have ever been black listed in the past by any Department, Govt. of India.
 - f) In case of firm, the same should be registered and should furnish a copy of registration certificate in support thereof.
 - g) The firm/Individual should have minimum two years of experience of working. Satisfactory Service Certificates from existing/past employers should be enclosed, in this regard.
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ANNEXURE -III

TENDER FORM-1 TECHNICAL INFORMATION AND UNDERTAKING

Sub: - Notice Inviting Tender for Hiring of "Taxi" on day to day basis

1. Name of the bidder/concern:
2. Office Address (with Tel. & Mob. No.) :
3. Address and Tel. No. of Garage (if any) :
4. PAN No. of the firm/individual:
5. Working experience (in years):
6. Nature of the concern :(i.e. Sole Proprietor or Partnership firm or a Company) - Copy of Registration Certificate be furnished.
7. Whether assessed to Income-Tax: (furnish copy of latest income tax return)
8. Nos., Age in Years & Models, Make of the vehicle owned by the firm: (copy of RTO registration and insurance to be submitted)
9. Remarks (if any):

Date:

Place:

Sign. & seal

Name _____

Annexure - IV

Hiring of Taxi on day to day basis as per requirement for
Outstation/ Local visit -

S.No.	Vehicle Type	Description	Rate
1	Dzire, Etios, Swift, Liva (With AC)	8 Hours 80 KM	
		Extra Rate Per Hour	
		Extra Rate Per KM	
		Night Charges will be charge 11 PM to 5 AM	
2	Innova (With AC)	8 Hours 80 KM	
		Extra Rate Per Hour	
		Extra Rate Per KM	
		Night Charges will be charge 11 PM to 5 AM	

Note:1- All toll taxes & Parking , State tax shall be paid by company subject to
submission of original receipt.

2-	Half Day	4 Hour 45 KM	
3-	Extra 2 Hour		
4-	office to office	Fix 6 KM Up & Down	
5-	Cancellation Charges	Dzire, Etios, Swift, Liva	
		Innova	

6- GST as Applicable on above all