

**Tender Document for Hiring of Taxi in the office of Central Social Welfare
Board, New Delhi.**

**AN AUTONOMOUS ORGANIZATION UNDER THE MINISTRY OF WOMEN &
CHILD DEVELOPMENT, GOVT. OF INDIA**

**DR. DURGABAI DESHMUKH SAMAJ KALYAN BHAWAN,
B-12, QUTUB INSTITUTIONAL AREA,
NEW DELHI- 110016**

**Tel. No. (011) 26964447, 26543746
E-mail: info-cswb@nic.in**

Last date for receipt of bids	26/11/2018 (02.00 P.M.)
Date of opening of bids	26/11/2018 (02.30 P.M.)



केंद्रीय समाज कल्याण बोर्ड
CENTRAL SOCIAL WELFARE BOARD

महिला एवं बाल विकास मंत्रालय, भारत सरकार

Ministry of Women & Child Development, Govt of India

डॉ. दुर्गाबाई देशमुख समाज कल्याण भवन

Dr. Durgabai Deshmukh Samaj Kalyan Bhavan

बी-12, कुतुब इंस्टीट्यूशनल एरिया, नई दिल्ली-110 603

B-12, Qutab Institutional Area, New Delhi-110 603

वेबसाइट : www.cswb.gov.in, ईमेल : cswb_1@yahoo.co.in

दूरभाष : 011-26543700, फ़ैक्स : 011-26866485

F. No. 11-3/2017-2018

Dated: 16-11-2018

TENDER FOR HIRING OF TAXI IN THE OFFICE OF CSWB, NEW DELHI FOR ONE YEAR

Tenders are invited for Hiring of Taxies in the office of Central Social Welfare Board, B-12, Dr. Durgabai Deshmukh Samaj Kalyan Bhawan, Qutab Institutional Area, New Delhi-110016 for a period of One Year from the date of acceptance of tender / award of work. The method of submission of tender, amounts of Earnest Money/ Security Deposit and General Terms and Conditions, applicable to contract have been mentioned in tender document. The interested firms may obtain the tender form from the Admn. Division of CSWB office or downloaded from e-Procurement of Govt. portal and CSWB website www.cswb.gov.in w.e.f. 19-11-2018. The schedule for the tender is as under: -

i)	Tender Ref. No.	11-3/2017-20187/Admn. Dt. 16-11-2018
ii)	Amount of EMD	Rs.10,000/-
iii)	Cost of Tender Application Fee	Free
iv)	Tender document download start date and time	16/11/2018 4.45 PM
v)	Bid submission start date and time	16/11/2018 05.00 PM
vi)	Pre-Bid Meeting of the Tenderers date and time (in the office of CSWB, New Delhi)	22/11/2018 11.30 AM
vii)	Last date and time of submission of the Tender	26/11/2018 02.00 PM
vii)	Date and time of opening of tender	26/11/2018 02.30 PM
viii)	Venue of opening of the Tender	Central Social Welfare Board, B-12 Qutab Institutional Area, New Delhi-110016
ix)	Tender should be addressed to (containing separate sealed envelope of Technical & Financial Bid in a single Sealed envelope)	Shri A.K.Sinha, Joint Director, Central Social Welfare Board, Dr. Durgabai Deshmukh Samaj Kalyan Bhawan, B-12, Qutab Institutional Area, New Delhi-110016

Competent Authority in CSWB has the right to accept or reject any or all Tenders without assigning any reason. Tender receipt after due date will not be considered due to postal delay or otherwise.

(A. K. Sinha)
Joint Director (Admn.)

**Tender Document for Hiring of Taxi in the office of Central Social Welfare Board,
Ministry of Women & Child Development, New Delhi.**

TERMS & CONDITIONS

General conditions

1. The separate 'Technical Bid' and 'Financial Bid' in the enclosed format in the different sealed envelopes should be kept together in a single sealed envelope and super-scribed with **"Quotation for Hiring of Vehicle"**.
2. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The vehicle can be utilized in any manner even on Sunday and holiday on monthly basis.
3. The contractor/service provider will confirm that they are not charging any other client/customer lower rates than the rates charged to the CSWB under similar terms and conditions. At any time if it is found that the contractor/service provider is charging lower rates from any client/customer, the CSWB will not release the payment subject to maximum of one month.
4. TDS/Statutory taxes as applicable shall be deducted from the payment.
5. Payment shall be subject to furnishing of PAN/GST No. at the time of submitting the monthly bill and same shall be quoted on each bill.
6. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement and administrative convenience of Central Social Welfare Board. Any further extension can be considered on mutually agreed terms and condition. Central Social Welfare Board, however, CSWB reserves the right to terminate / curtail the contract.
7. The firms should have experience with at least 3 Government/Autonomous Organisation/PSUs for such type of work.
8. Taxies to be provided by the Contractor(s) should be in perfectly good and sound condition mechanically and suitable for use by Senior Officers.
9. Taxies supplied should be fitted with all modern features.
10. The vehicles should be comprehensively insured.
11. The vehicles will have to be fitted / provided with the following additional accessories / utilities:
 - a) Clean seat covers
 - b) Quality radio music system
 - c) Reading lamp
 - d) Tissue paper box
 - e) Car perfume
 - f) Seat Belts (front Rear)

g) Umbrella during Monsoon

12. Firms should have sufficient numbers of drivers having experience of driving in Delhi. The contractor should own a fleet of sufficient number of vehicles so as to ensure prompt and smooth service.

13. Only such Taxi Operators may apply whose Taxies have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises / Garage / Stands from where such taxies are to be operated and can be requisitioned by this Department.

14. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules / regulations and city roads / routes as well as security instructions.

15. Each driver employed by the firm must have a cell-phone duly activated.

16. Each driver should wear uniform while on duty. Each driver provided to this Department along with the vehicle should have police verification.

17. Punctuality will have to be ensured and log book shall be maintained by the drivers for this purpose. The driver should not leave the office in the evening without prior permission of the attached with concerned officer in any case.

18. No mileage will be allowed for lunch / tea of the driver. Driver should carry his lunch.

19. The firm should inform in advance the bio-data of all drivers who would be deployed on duty.

20. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, has police verification, have valid driving license and are aware of the roads of Delhi is required.

21. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.

22. The firm should have a provision to take bookings 24x7.

23. The firm should be experienced in providing fleets for events, delegations, meetings and conferences, etc.

24. "Full Day" would imply a run of the Taxi upto 80 kms and 8 hours duration.

25. Full month would imply 2400 kms upto 240 hours.

26. The contractor must also ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Department.

27. The contractor has to submit an acceptance letter indicating type of vehicle and rates and acceptance of all terms and conditions levied therein. He is required to execute a contract before the service is started on a Non-Judicial Stamp Paper of Rs. 100/-.

28. In case of breakdown of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute vehicle, which is of similar make as replacement immediately.

29. The liability of C.S.W.B. will be limited to the hiring charges agreed in the contract.

30. No additional terms & conditions over and above the conditions stipulated above shall be entertained by CSWB.

31. Actual parking charges / Toll charges will be payable along with the monthly bills, only upon submission of the parking bills / toll receipts etc.

32. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc, in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in CSWB.

33. While the CSWB has a regular requirement for hiring taxies, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The CSWB will also reserve the right to hire taxies from any other service provider of such services even during the period of contract.

34. For all disputes / differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the CSWB shall be final and binding on both parties.

35. Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts / annexure thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance /rejection of the tender.

36. Demand Draft of Rs. 10,000/- as earnest money should be of any Scheduled/Nationalized Bank payable at Delhi and to be drawn in favour of Pay & Accounts Officer, Central Social Welfare Board, New Delhi. Earnest money deposits of the successful tenderer shall be treated as security deposits and shall not carry any interest thereon.

B. Terms of Payment:

1. 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.

2. All payments shall be made on monthly against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office.

3. Central Social Welfare Board shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.

4. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security deposit governed by the separate clauses of the contract.

5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 21 days of the submission of the complete documents/bills.

6. Duly signed bills in triplicate shall be submitted along with duly slips of Taxi / car's usage signed by the officer who used the vehicle. The car registration number should be mentioned on bill.

C. Penalty

(a) In case of vehicle provided by the concerned agency is not as per terms and conditions, this will attract penalty amounting to Rs. 1000/- @ per day per vehicle.

(b) If above continues on regular basis Department reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned agency will be forfeited.

D. Condition in case of dispute

(a) Any dispute with regard to any point in connection with hiring of vehicles will be referred to CSWB who will discuss the problem mutually and the decision taken will be final and binding.

(b) For all disputes / differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the CSWB shall be final and binding on both parties.

(c) Alternatives vehicles will be provided immediately in case of break-down / accident etc. failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.

(d) Inspection of vehicles / drivers shall be carried out from time to time by the Deputy Director (Admn.) or his representative.

(e) The tender process of contract can be terminated at any time without any notice as the discretion of the CSWB.

(f) The Chairperson/Executive Director, Central Social Welfare Board will be final authority in resolving disputes and her/his decision will be binding on the Agency. In case the Executive Director decision as refer above is challenged the dispute will be referred to arbitration. Any dispute arising out of the contract agreement shall come under the jurisdiction of the Hon'ble Courts in Delhi.

(g) The Chairperson/Executive Director, Central Social Welfare Board reserves the rights to reject any or all quotations without assigning any reasons.

(h) The agency may submit bills by 1st week of every month, payment will be made within 15 days from the date of receipt of the bills.

(i) The organization is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process and may start new tendering process following GFR.

(j) After evaluation of financial bid, if the rate quoted by two or more firms comes to equal, then the bid may be, finalize on the basic of financial turnover and experience in the same field.

(k) Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document.

(TECHNICAL BID)

To be submitted in a separate sealed envelope subscribing "Technical Bid"

Name of work	Estimated Cost (for one year)	Earnest Money	Cost of Tender (Non-Refundable)	Time Allowed
Hiring of Taxi of in the office of CSWB, Dr. Durgabai Deshmukh Samaj Kalyan Bhawan New Delhi- 110603	Rs. 07.00 Lakhs	Rs. 10,000/-	Free	Initially One year
1	Name of the Organization/ Firm with full address with pin code, Phone No, Fax No, email etc.			
2	Name of all the Proprietor / Partners / Directors (Attach Certificate of Incorporation)			
3	PAN No (copy enclosed)			
	GST Reg. No. (copy enclosed)			
4	Income tax return for last three years		Year	Page No
			2016-17	
			2015-16	
			2014-15	
5	List of organizations where the Service Provider is currently providing services. (Please attach the job order/service certificate for at least 3 Govt. Organisation)			
6	List of vehicles registered in the name of the business firm			
7	Copies of vehicle Registration Certificate / Insurance cover as per Motor Vehicles Act and any other permit and relevant documentation needed to operate Private Service Vehicles in Delhi/NCR (Specifically for the vehicles to be provided)			
8	Name of the proposed drivers with copy of driving license and recent passport size photograph (Specifically those driver deployed)			
9	Any other information to be considered			

Signature of Authorized Person with date and seal
Name & full address
Telephone No:
Fax No:
Email:

FINANCIAL BID

To be submitted in a separate sealed envelope subscribing "Financial Bid"

1. Rates for AC Cars on daily Basis as an when required.

S.No.	Particulars	Maruti Ciaze & Honda City or equivalent	Maruti Dzire/Honda Amaze or equivalent	Toyata Innova
1	Local Running 8 Hrs. 80 Kms.	Rs.	Rs.	Rs.
2	Extra Kms. Per Kms. After 80 kms.	Rs.	Rs.	Rs.
3	Extra Hrs. Per Hrs. after 8 Hrs.	Rs.	Rs.	Rs.
4	Outstation Per Kms.	Rs.	Rs.	Rs.
5	Outstation Night Halt	Rs.	Rs.	Rs.

2. Rates for AC Cars on monthly Basis.

S.No.	Particulars	Maruti Ciaze & Honda City or equivalent	Maruti Dzire/Honda Amaze or equivalent	Toyata Innova
1	2400 kms per month 240 hrs.	Rs.	Rs.	Rs.
2	Extra Per Kms.	Rs.	Rs.	Rs.
3	Extra Per Hrs.	Rs.	Rs.	Rs.

Signature of Authorized Person with date and seal

Name & full address

Telephone No:

Fax No:

Email:

Format of Covering Letter with Undertaking (on the firm's letter head)

Date: -----

To
Joint Director (Admn.)
Central Social Welfare Board
B-12Qutab Institutional Area
NewDelhi-16

Sub: Quotations for providing transport services

Sir,

With reference to the Request for Quotation (RFQ) dated _____ from Central Social Welfare Board, we, M/s----- (name and address of firm) would like to submit our bids with all the required supporting information. The sealed covers containing technical and financial bids are enclosed herewith.

We further undertake that:

1. I/We have carefully studied all the terms and conditions of contract as indicated in RFQ and understood the requirements of the proposed work and shall abide by them.

2. The information given in this quotation are true and correct in all respects.

Signature of Authorized person with date and seal

Name& full address

Telephone No:

Fax No:

Email:

LIST OF ANNEXURES

SI. No.	DOCUMENTS	PAGE NO.
1	PAN NUMBER	
2	GST REGISTRATION CERTIFICATE	
3	ANNUAL INCOME TAX RETURN FOR 2016-17	
4	ANNUAL INCOME TAX RETURN FOR 2015-16	
5	ANNUAL INCOME TAX RETURN FOR 2014-15	
6	CERTIFICATE OF INCORPORATION OF FIRMS/ REGISTRATION OF COMPANY	
7	LIST OF CLIENT	
8	JOB ORDER OF 3 GOVT. ORGANISATION/PSUs	
9	LIST OF VEHICLES REGISTERED IN THE NAME OF THE BUSINESS FIRM	
10	COPIES OF VEHICLE REGISTRATION CERTIFICATE / INSURANCE COVER AS PER MOTOR VEHICLES ACT	
11	COPY OF DRIVING LICENSE OF PROPOSED DRIVER	
12	OTHER DOCUMENTS ATTACHED, IF ANY (PL. SPECIFY)	
13	DETAILS OF EARNED MONEY (NO., AND AMOUNT)	