TENDER DOCUMENT

FOR

Engagement / Empanelment of agency to provide vehicles (Taxis) on hire on daily basis and on monthly basis.

CSIR-NATIONAL METALLURGICAL LABORATORY
(Council of Scientific & Industrial Research)
JAMSHEDPUR -831007
Telephone : 0657- 2345000-01, Fax- 2345153
Website Address : www.nmlindia.org
Tender document for Engagement / Empanelment of agency to provide vehicles (Taxis) on hire on daily basis and on monthly basis.

PUBLISHING DATE : 22.02.2019

ORIGINAL : To be submitted online under two bids system (Technical and Commercial/Price)

DUPLICATE : To be retained by the bidder for his reference.

COST OF TENDER DOCUMENT : Rs.500/- (Rupees Five Hundred only) (Non-Refundable)

Earnest Money Deposit : Rs.10,000/-

Bid Document Download/Sale Start Date : 22.02.2019 from 9:30 hrs.

Bid Submission Start : 22.02.2019 from 9:30 hrs.

Bid Submission End Date : 14.03.2019 from 15:00 hrs.

Bid Opening Date (e-Envelope-I) : 15.03.2019 at 15:30 hrs.

Last Date & Time of submission of original D.D/B.C. against EMD & Tender fee : 15.03.2019 up to 15:00 hrs.

Bid Opening Date (e-Envelope-II) : After evaluation of Technical Bids
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</table>
Notice inviting Tender

NOTICE INVITING e-TENDER (eNIT)

Tenders are invited under Government e-Procurement System from experienced and registered Contractors, under Two Bid system Technical Bid (Part I: Un-priced ) and Financial Bid ( Part II: Priced) from taxi operators/ Travel agencies, with minimum annual turnover of Rs.5.00 lakhs each during the last three years for providing vehicles on requirement basis for a period of two years. The bidder should have the experience of providing vehicles in Jamshedpur to any Government department; Government approved body, Tata Steel and associated Companies and having its branch office at Jamshedpur.

Prospective Bidders are advised to get register themselves at NIC CPP portal, obtain ‘Login ID’ & ‘Password’ and go through the instruction available in the Home Page after login into the CPP-portal http://etenders.gov.in/eprocure/app. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their tender. Bidders are required to upload the digitally signed file of scanned document along with scanned copy of Demand Draft for Tender Fee. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document, which will be legible easily to read.

Tender document along with detailed terms and conditions of the work can be obtained online on payment of Rs.500/- (non refundable) by D/D/Banker’s Cheque drawn in favour of the Director, National Metallurgical Laboratory, Jamshedpur, payable at Jamshedpur. Scanned copy of respective DD be submitted along with the tender documents & the original submitted within 1 working day after last date of online submission of tenders (upto 3:00 P.M). Tender documents may available on CSIR-NML’s website http://www.nmlindia.org.

A scanned copy of Demand Draft/Banker’s Cheque of Rs. 10,000/- (Rupees Ten Thousand only) towards Earnest Money Deposit drawn in favour of Director, National Metallurgical Laboratory, Jamshedpur and payable at Jamshedpur shall be submitted online alongwith Tender documents on or before 14/03/2019 upto 3:00 P.M. and the original of the same DD/BC may be submitted in the office of CSIR-NML within 1 working day after online submission of tender documents on or before 15/03/2019 upto 3:00 P.M. Concessions to the bidders registered with NSIC/MSME, shall be applicable as per the directives of Govt. of India. Exemption in lieu of EMD shall granted to NSIC/MSME Registered Firm. The Bidder should upload the registered document of his/her firm. Tenders submitted by FAX/e-Mail will not be entertained. Director, CSIR-National Metallurgical Laboratory, Jamshedpur reserves the right to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially, without assigning any reason thereof.

Controller of Administration
Section – 2

Instructions to Bidders & General Terms and Conditions of Contract

1.0 Terms and conditions

Council of Scientific & Industrial Research (CSIR) is a premier public funded research & development organization in the country (refer website www.csir.res.in), CSIR-National Metallurgical Laboratory, Jamshedpur is a constituent laboratory of Council of Scientific & Industrial Research (CSIR) under the aegis of Ministry of Science & Technology, Govt. of India (refer website www.nmlindia.org).

1.1 Period of Contract- The contract shall be for a period of TWO years subject to successful review after completion of one year.

1.2 The bidder should have the experience of providing vehicles in Jamshedpur to any Government department, Government approved body, Tata Steel and associated Companies. Work Completion Certificate(s) to this effect is to be attached with the offer.

1.3 Turn over: The agency should have minimum annual turnover of Rs. 5.00 lakhs each in the last three years. A copy of turnover certificate should be attached with the offer.

1.4 The vehicles will generally be required by CSIR-NML for the travel of Departmental Officers.

1.5 The firm/agency should be willing to provide vehicle(s) at a short notice i.e. Within one hour of requisition.

1.6 Any place within 100 Kms will be called Local and any place beyond 100 Kms will be called Outstation.

1.7 For outstation journey(s) involving night halt, charges will be payable at a flat rate as mentioned by the agency in the financial bid.

1.8 There is no guarantee of hiring of any specific number of vehicles. The agency shall have to provide as many vehicles as may be required by CSIR-NML at a particular point of time.

1.9 The bidder should have minimum three (03) numbers of commercial vehicles in the name of firm/owner. Copy of ownership proof of vehicles registered with firm/owner required to be provided. The vehicles to be provided should be manufactured in the year 2014 or any subsequent years. The car should be in perfect running condition, should be good looking and should have clean seat covers. Taxi license should be in firm’s name/ owner’s name.

1.10 The vehicles should be duly insured and should carry required documents.

1.11 Time, Place and odometer reading at the start and end of journey including details of journey shall be recorded in duty slips duly signed by the user.
1.12. The documents submitted by the bidders should be serially numbered along with an index.

1.13. All vehicles should carry first aid box, torch, stepney, tool box etc.

1.14. In case of any breakdown of vehicles on duty, it shall be the responsibility of the agency to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.

1.15. Vehicles shall have to be made available on all days including Sundays & Holidays, if required. The firm/agency shall maintain the vehicles in good running condition at its own cost and shall also keep a valid Pollution Control Certificate with the vehicles at all times.

1.16. The vehicles should be petrol / diesel driven.

1.17. The vehicles provided to CSIR-NML by the firm should meet all the requirements of the RTO.

1.18. No mileage will be allowed for journey performed for lunch/tea of the driver. Driver should carry his lunch box along with him while on duty.

1.19. The drivers should be educated, able to read and write Hindi and English and possess a valid driving license.

1.20. The drivers should have adequate knowledge of car machinery systems so that they can attend to minor faults.

1.21. The driver should be well conversant with roads and routes of Jharkhand and surrounding areas, his operation and functions shall be governed as per motor vehicles Act and Rules.

1.22. The driver should follow the discipline at CSIR-NML during the duty period. The driver should maintain proper dress code viz. shirt, pant and shoes. CSIR-NML will not compromise towards punctuality, cleanliness, obedience, promptness, poor driving, negligent behavior etc. If the driver, at any point of time during official duty, fails to perform duties as directed by CSIR-NML, the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.

1.23. It will be the responsibility of the agency to provide drivers whose police verification has been done.

1.24. CSIR-NML will not be responsible for any loss, damage or any accident of the vehicles. CSIR-NML will not be responsible for the injury to the driver or to any other third party. Any liability arising from damage or legal expenses on this account shall be borne by the transport agency.

1.25. Every page of the tender should be signed by the authorized signatory signifying acceptance of all the terms and conditions.

1.26. Competitive rates for following vehicles in AC segments are invited. The different categories of vehicles required will be as follows:

(i) Tiago/Swift  (ii) Indigo/ Swift Dezire (iii) Innova/ Xylo/Aria/Scorpio.
EVALUATION CRITERIA

All categories (Including monthly rate after dividing by number of days) taken will be added up together and then divided by number of total categories to arrive at the lowest technically suitable bids.

1.27 It will be mandatory for all the bidders to quote for all the categories. In case some firm does not quote for any one of the categories then it will be considered a technically unsuitable bid.

1.28 The order for providing taxis on hire basis may be given to the agency/agencies which has/have quoted the lowest rates while meeting all the terms and conditions laid by CSIR-NML.

1.29 The tenderer/firm should have

(i) PAN Number, GST Registration No. and should attach a photocopy of the same.

(ii) The tenderer/firm should have income Tax returns for the last 03 years and should attach a photocopy of the same.

1.30 The agency shall maintain an office with adequate staff and telephone facilities round the clock to facilitate communication. It is mandatory that driver will also be provided with mobile phone by the agency.

1.31 Any act on the part of the tenderer to influence anybody in CSIR-NML is liable for rejection of the tender.

1.32 The agency selected shall have to execute an agreement on a non judicial stamp paper of Rs.100/- or above with CSIR-NML.

1.33 Tenders/bids not conforming to the requirement will be rejected and no correspondence thereof shall be entertained whatsoever.

1.34 Toll tax, entry tax; permit fee, etc. if any, for crossing border, parking charges will be borne by CSIR-NML for which original receipts should be submitted. CSIR-NML will not be liable to pay any penalties for failure of the operator to conform to any statutory rules. CSIR-NML will not pay any penalty for violation of any rules.

1.35 Any relaxation in the terms & conditions will be at the sole discretion of the Director CSIR-NML.

2.0 Payments

2.1 Payments will be made through ECS/ RTGS/ Cheque within one month of the receipt of pre-receipted bill in duplicate and duly supported by requisite documents after deducting the tax at source. Mandate form for RTGS payments enclosed.

2.2 Bidder will not be allowed to provide any condition for maximum/ minimum usage of any category of vehicles.
2.3 The calculation of mileage shall be from the reporting point to the relieving point (i.e. CSIR-NML) and will not be calculated on garage to garage basis. Distance shall be reckoned / computed from the reporting point i.e. CSIR-NML.

2.4 The rates so fixed during the period of engagement/empanelment shall be valid/applicable for a period of two years.

2.5 “Full Day” would imply a run of the Taxi of minimum 80 kilometers and 8 hours duration at Jamshedpur. Anything Beyond 8 hrs or 80 Kms – Extra Kms and Extra hrs rates will be applicable.

2.6 “Half Day” duty would imply a run of the Taxi up to 50 kms and 5 hours duration or less at Jamshedpur. Anything within 5 hrs but beyond 50 Kms will be paid as per rates for Extra Kms. Anything beyond 5 hrs or 50 kms – extra Kms and Extra Hrs rate will be applicable.

2.7 CSIR-NML will devise a sample for ‘Duty Slip’ to bring in transparency while requisitioning the vehicle, which will be given to the agency for CSIR-NML duties only.

2.8 All the vehicles provided shall have yellow number plate meant for taxis/commercial vehicle along with valid commercial license.

3.0 Earnest Money Deposit

The Technical Bid should be accompanied by E.M.D. of 10,000/- (Rupees Ten Thousand only) by way of Demand Draft/Banker’s cheque from a nationalized Bank, drawn in favour of The Director NML payable at Jamshedpur along with their offer. The draft/Banker’s cheque number should be clearly mentioned in the tender document. The tenders which are not accompanied by the requisite EMD shall be outrightly rejected. The EMD submitted by all the firms who do not qualify for the contract or are not the lowest will be returned back to the unsuccessful bidders.

3.1 The earnest money deposit will be forfeited:

3.1.a If the Tenderer withdraws his Tender during the period of Tender validity.

3.1.b If in the case of the successful Tenderer, he fails to:

(i) Sign the contract or to furnish performance security in accordance with General terms and conditions of contract.

(ii) Comply with all the terms and conditions of the agreement.

(iii) Comply with the rules and regulations set forth by the government.

4.0 Security Deposit

4.1 The successful tenderer will have to deposit a security money of Rs. 30,000/- (Rupees thirty thousand only) in the form of Demand Draft/Banker’s Cheque, drawn in favour of The Director NML within 10 days of the Work Award letter. No interest on this security deposit will be paid by
CSIR-NML. Earnest money deposit Rs. 10,000/- (Rupees ten thousand only) may be adjusted against security deposit of successful bidder and shall remain with the CSIR-NML till the expiry of the contract.

4.2 In case of any breach of the terms and conditions of the contract, CSIR-NML will forfeit the security deposit of the agency, in addition to any other action which may be taken by the Competent Authority.

4.3 The Financial Bids should be in the format given in Annexure-III. The rates quoted in the Financial Bid should be both in words and figures. Any corrections/ use of correcting fluid should be duly authenticated by the tenderer. The amount of bids quoted should include all statutory payments excluding GST.

5.0 Penalty Clause

5.1 If the contractor fails to provide the vehicle at the requisitioned time or within a reasonable time of half-an-hour of the requisitioned time, the contractor is liable to pay the penalty of Rs.500/- per duty.

5.2 If the vehicle/driver fails to report for duty on more than three occasions in a month for reasons whatsoever, the contract shall be terminated forthwith and the Security Deposit will be forfeited.

5.3 CSIR-NML will not compromise towards punctuality, cleanliness, obedience, promptness, negligent behavior, poor driving etc. of the Firm/driver. If the Firm/driver at any point of time, during official duty, fails to perform duties as directed by CSIR-NML or the travelling officer, the Security Deposit will be forfeited and the contract will be cancelled forthwith without any notice by the competent authority.

5.4 The tenderer should take care that the figures, rate and amount should be written neatly without overwriting. Any overwriting should be signed by the tenderer. No blanks should be left which would otherwise make the tender liable for rejection.

5.5 “Price or Financial Bids” of only those firms will be opened which are short-listed on the basis of evaluation of the “Technical bid”.

5.6 Both the “Technical Bid” and “Financial Bid” should be put in separate envelopes super -scribed as "Technical bid" and “Financial Bid” respectively and sealed cover and addressed to the Director CSIR-NML, Burmamines, Jamshedpur, Jharkhand-831 007.

5.7 The firm should necessarily fill all the columns in Annexure I, II, III, IV, V & VI. Partly filled tender will not be accepted and liable to be rejected.

5.8 The documents attached in the tender by the tenderers should be serially numbered and an index be provided for the same.
6.0 Non Relationship with Employees

CSIR-NML will debar parties from tendering having relatives working in CSIR-NML. A non-relationship Certificates (at Annexure – “V”) is required to be submitted.

In case of dispute of any kind and in any respect whatsoever, the decision of the Director, CSIR-NML shall be final and binding.

7.0 Dispute Resolution

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities’ representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to the sole Arbitration of DG CSIR or his nominee.

(b) The award of the sole Arbitrator shall be final and binding on all the parties. In the event of such arbitrator, to whom the matter is originally referred to is unable to act for any reason whatsoever, the Director General, CSIR shall appoint another person to act as arbitrator in place of the outgoing arbitrator in accordance with the terms of this agreement. The arbitrator so appointed shall be entitled to proceed with the reference from the stage it was left by his predecessor or afresh as the case may be.

(c) The arbitrator may give interim award(s) and /or directions, as may be required.

(d) Subject to the aforesaid provisions, The Arbitration and Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

(e) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.

8.0 Jurisdiction of Court

The courts at Jamshedpur, Jharkhand shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

9.0 Termination of the Contract

9.1. Notwithstanding any other provisions made in the contract, CSIR-NML reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor will not be eligible for any compensation or claim in the event of such
cancellation. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to CSIR-NML shall be forfeited without any claim whatsoever on CSIR-NML and the contractor is liable for action as appropriate under the extant laws.

9.2. Engagement of agency shall stand cancelled in case the agency violates any of the terms and conditions.

9.3. Any relaxation in the terms & conditions will be at the sole discretion of the Director CSIR-NML.

Name: ____________________________

Position: ____________________________

Address/Phone/Mobile No. ____________________________
Section: 3

Technical Information and Undertaking

TECHNICAL BID (Part-I: Un-priced) (Instructions related to Technical Bid)

i. Name and correspondence address of the firm along with phone/mobile numbers;

ii. The firm should be well established with a minimum turnover of Rs. 5 lacks per annum and at least 03 years experience in providing taxi services in Jamshedpur to Govt. departments/Govt. approved body/Tata Steel and associated companies thereof, valid documentary proof in this regard required to be enclosed/ provided.

iii. The firm should be registered and proof thereof may be provided.

iv. The firm should have minimum three (03) commercial vehicles (of model 2014 onwards) in its name/owner/firm  (Copy of ownership proof to be provided)

(a) Registration No. :
(b) Make :
(c) Year of Registration :

v. The vehicles should have valid Pollution Control Certificate (proof to be attached)

vi. The firm/ tenderer should provide the following information:

(a) Last 3 years Income Tax Return – proof thereof
(b) PAN / TAN Number – proof thereof
(c) GST Registration Number – proof thereof

vii. Each sheet of the “Technical Bid” should be signed by the tenderer.

viii. List of Important Organizations with address and Telephone number to whom Taxi services have been provided during the last three years with period of contract to be enclosed (summary may be enclosed on separate sheets for each contract and period and amount of contract, remarks/ observation / appreciation of the organization considered important by tenderer in the form of a completion certificate.)

ix. (a) DD/ banker’s Cheque ________ for Rs. 10,000/- in favour of Director NML (in separate cover)
(b) DD/ banker’s Cheque ________ for Rs. 500/- in favour of Director NML.

x. Any other information the tenderer wish to mention.

Date:
Place:
FINANCIAL BID PART-II (Price)  (Instruction related to Financial Bid)

Financial/Price Bid should be in the format given in Annexure-III.

1. The rates quoted in the “Financial Bid” should be both in words and figures.

2. It will be mandatory for all the bidders to quote for all the categories. In case some firm does not quote for any of the categories then it will be considered a technically unsuitable bid. Rates should be quoted under all columns. Incomplete quotation will be out rightly rejected.

3. The tender should be clearly filled in ink legibly or type written and signed giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Quotations with any cutting or overwriting and use of correcting fluid in figures will not be considered. Alteration if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tenderer should duly sign the entire tender documents personally.

4. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.

5. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Documents to be attached</th>
<th>Yes</th>
<th>No</th>
<th>If Yes Page No.</th>
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<tbody>
<tr>
<td>1.</td>
<td>a) EMD of 10,000/- in the form of DD/Banker’s cheque issued by any scheduled Bank in</td>
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<td></td>
<td>favour of Director NML valid for 90 days</td>
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<td>b) Tender fee of Rs.500/- in the form of</td>
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<td></td>
<td>DD/Banker’s Cheque.</td>
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<td>2.</td>
<td>One self attested recent passport size photograph of the authorized person of the</td>
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<td></td>
<td>firm/agency with name, designation, address and office telephone numbers. If the</td>
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<td></td>
<td>bidders is a partnership firm, name designation, address and office telephone</td>
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<td></td>
<td>numbers of Heads/partners also. (Annex-II)</td>
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<td>3.</td>
<td>Tenderer’s self attested copy of the PAN/ TAN card issued by the Income Tax Department</td>
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<td></td>
<td>with copy of Income-tax return of the last three financial years</td>
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<td>4.</td>
<td>Self attested copy of GST Certificate.</td>
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<td>5.</td>
<td>Proof of experience of last three financial years</td>
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<td>along with satisfactory performance certificates</td>
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<td></td>
<td>from the concerned employers.</td>
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<td>6.</td>
<td>a) Technical Bid as per Annexure-I</td>
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<td></td>
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<tr>
<td></td>
<td>b) Financial Bid as per Annexure-III</td>
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<td>7.</td>
<td>Copy of ownership proof of vehicles in the name of firm/owner.</td>
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<td>8.</td>
<td>Annexure-IV, V &amp; VI. Any other document, if attached</td>
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## TENDERERING AGENCY’S PROFILE

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name, address of firm/Agency and Telephone numbers.</td>
</tr>
<tr>
<td>2.</td>
<td>Registration No. of the Firm/Agency</td>
</tr>
<tr>
<td>3.</td>
<td>Name, Designation, Address &amp; Tel. No. / Mob. No. of Authorized person of firm/Agency to deal with</td>
</tr>
<tr>
<td>4.</td>
<td>Please specify as to whether tenderer is sole proprietor/ Partnership firm/company or any other establishment.</td>
</tr>
<tr>
<td>5.</td>
<td>Name, Address and Telephone No. of Head/Partners etc. be specified</td>
</tr>
<tr>
<td>6.</td>
<td>Details of PAN/ TAN card issued by Income Tax Dept., GST Registration No. &amp; Copy of previous three Financial Year’s Income Tax Return</td>
</tr>
<tr>
<td>7.</td>
<td>Authorization/Power of Attorney</td>
</tr>
<tr>
<td>8.</td>
<td>Number of Vehicles owned by firm.</td>
</tr>
</tbody>
</table>

### Declaration by the bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.
**FINANCIAL BID (Annex-III)**

It is mandatory for all the bidders to quote for all the categories. In case some firm does not quote for any one of the categories then it will be considered a technically unsuitable bid.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Type of Vehicles</th>
<th>Description</th>
<th>LOCAL Within 100 KM</th>
<th>OUTSTATION Beyond 100 Km</th>
<th>Pick up and Drop</th>
<th>MONTHLY (22 Days @ 8 hrs per day.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fixed rate 1) 5 Hr. 50 Km 2) 8 Hr. 80 Km</td>
<td>Extra Km rates Beyond 50kms and 80Km (Rs/Km)</td>
<td>Extra Hour Rate (Beyon d 5/8 hrs)</td>
<td>Rs/Km Night Halt Charges (Rs)</td>
</tr>
<tr>
<td>1.</td>
<td>Tiago/Swift</td>
<td>AC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Swift Dezire/Indigo</td>
<td>AC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Xylo/Innova/Aria/Scorpio</td>
<td>AC</td>
<td></td>
<td></td>
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Engagement/ empanelment of agency to provide vehicles on hire on daily basis and monthly basis

Terms & Conditions.

1. Any place within 100 Kms will be called Local and any place beyond 100 Kms will be called Outstation. In case of outstation duties, no OT is applicable.
2. In case of outstation duties, Night Halt is applicable.
3. “Full Day” would imply a run of the Taxi of minimum 80 Kms and 8 hours duration at Jamshedpur. Anything Beyond 8 hrs or 80 Kms – Extra Kms and Extra Hrs rates will be applicable.
   “Half Day” duty would imply a run of the Taxi up to 50 kms. and 5 hours duration or less at Jamshedpur. If Time does not exceed 5 Hrs and Kms exceeds 50 Kms, for extra Km, per Km rate will be applicable. Anything Beyond 5 hrs or 50 Kms – Extra Kms and Extra Hrs rates will be applicable.
4. For monthly duty extra day beyond 22 days will be paid as per local rates.
5. It will be mandatory for all the bidders to quote for all the categories. In case some firm does not quote for any one of the categories then it will be considered a technically unsuitable bid.
6. Any other charges, if any, may be mentioned.
7. Duty meter will start from reporting point to the relieving point and will not be calculated on garage to garage basis.
8. Rates to be quoted under all columns. Incomplete quotations will be out rightly rejected.
9. Toll, Entry Tax and Parking, as applicable will be Reimbursed.
10. All Rates will be all inclusive.

Escalation Clause

Petrol/Diesel rates considered as on date of opening the Price bid. Consolidated Increase /Decrease in petrol/diesel +/- Rs.5.00 to be re-worked for fuel element only. ( Example- if Diesel rate on reference date is Rs.45/- and due to gradual increase Diesel price becomes Rs.50 per liter then, if mileage of vehicle is 10 km per liter then for each 10 km of running an additional amount of Rs.5.00 will be paid on account of fuel price increase, vice versa for decrease.
UNDERTAKING

1. I/we undertake that I/we have carefully gone through and abide by all the terms and conditions and understood the scope/conditions of the proposed work of providing vehicles as per the categories mentioned on hire basis to CSIR-NML Jamshedpur and shall abide by them.

2. I/we also undertake that I/we have understood “Parameters and Technical specifications for conducting the work” mentioned in Section – 2 of the Tender and shall carryout the work strictly as per these "Parameters and Technical Specifications for conducting the Work”.

3. I/we further undertake that the information given in this tender are true and correct in all respects.

Date:

Dated Signature of Tenderer
With Seal of the Firm
Engagement/ empanelment of agency to provide vehicles on daily basis and monthly basis

________________________________________________________________________________________

CSIR-NML

NML/VEHICLE/E-III/19

________________________________________________________________________________________

ANNEXURE - V

Participation of near relatives of employees in the tender / execution of works in units

I ______________________________ S/O, D/O ______________________________

Resident of ______________________________ hereby certify that none of my near relative(s) is/ are employed in CSIR-NML. In case at any stage, if it is found that the information given by me is false / incorrect, CSIR-NML shall have the absolute right to take any action deemed fit without any prior intimation to me.

TENDERER’S SIGNATURE

DATE:

OFFICIAL STAMP
PAYMENT DETAILS OF THE AGENCY

A. Details of account holder
1. Vendor Name / Payment in favour of :
   Telephone Number / Mobile number :
   E-mail :

B. Bank Accounts Details
   a. Bank’s name :
   b. Branch name :
   c. IFSC Code :
   d. Type of account :
   e. Account No :
   f. MICR Code :

We declare that the particulars given above are correct and complete. If the transaction is delayed are not affected at all for reasons of incomplete or incorrect information, we would not hold the user institution responsible. We have read the option invitation letter and agree to discharge responsibility expected of us as a participant under the scheme.

Name (in capital) of firm
Authorized signatory
Official rubber stamp