

National Institute of Plant Genome Research

(An Autonomous Institution of the Department of Biotechnology, Ministry of Science and Technology, Government of India)

Aruna Asaf Ali Marg, Post Box Number 10531, New Delhi – 110067

4-6(1)/2013/NIPGR/Admn./____

Jan 23, 2014

Subject: Hiring of DLY/taxi-inviting of quotations-regarding.

Sir,

The Institute intends to hire taxis on need basis to meet its day to day requirements. The vehicles have to be provided along with driver holding valid driving license. The vehicle should be in good condition (registered in 2009 or later) and possessing all documents (s) like Registration Certificate, up to date Pollution under Control Certificate, etc in original.

2. It may be noted that the duty point would be NIPGR or any other place intimated from time to time. The mileage and time for payment will be considered from Garage to Garage subject to a restriction of maximum of 10 kms on the distance of National Institute of Plant Genome Research to Garage.

3. In case agency is already providing the vehicles on hiring basis to any other Ministry/Department/University of the Central Government, details thereof may also be furnished along with quotation.

4. Sealed quotations, duly subscribed “**Quotation for hiring of DLY Taxis**” may be deposited in the Tender Box kept in the Administration, National Institute of Plant Genome Research, Aruna Asaf Ali Marg, New Delhi-110067 not later than **11.00 a.m on February 17th, 2014**. Quotations received after stipulated date/time will not be entertained. The quotations will be opened on **February 17th, 2014 at 11.30 a.m** in the Board Room of the Institute. Representative of the firms, if so desire, may be present at the time of opening of quotations.

5. The other detailed terms and conditions of the tenders are attached herewith at **Annexure I & II** and can also be downloaded from the website of the Institute. Any further detail can be obtained from the undersigned.

भवदीय

(सुधीर पटवाल)

Encls. As above

Terms and Conditions for hiring of DLY Taxis

1. The taxi to be supplied should be DLY (commercial Vehicle) registered in the name of the firm only and in excellent condition mechanically as well as get up wise i.e. outer body/upholstery etc. should be decent looking and should have permit to go to anywhere in NCR of Delhi. The vehicle should be preferably of 2009 registration or above models.
2. The Institute may need vehicles to be hired, as per requirement. The vehicles requisitioned by the institute, should reach the stipulated destiny located within Delhi, within a maximum time of 20 minutes. It may be noted that the number of taxis to be hired and the number of days of hiring vary depending upon the actual requirements. The Vehicles can also be requisitioned on Saturday/Sunday/holidays as well.
3. The contract shall be awarded for a period of one year and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on contract of increase in the rate of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be responsibility of contractor to bear such additional expenses.
4. The firm would ensure that drivers employed have valid license and carry the necessary registration paper, license, etc., should be well educated and well behaved, and fully conversant with the traffic rules/regulations and the routes of National Capital Region (NCR).
5. The owner/firm should be in a position to provide standby taxi in case of any break down on short notice.
6. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of the vehicle supplied, all expenses are to be borne by the firm. The taxi charges from the point of breakdown are to borne by the firm to complete the trip. Immediate replacement of the breakdown vehicle has to be provided.
7. The owner/firm should be available on his own direct telephone (office as well as residence/mobile) so as to call the taxis in emergent cases. The firm should be able to provide taxis at odd hours and holidays also.
8. Compensation and connected expenses, whatsoever, in case of any unforeseen causality shall be borne/paid by the firm.

9. Tenderers may please quote their unconditional rates strictly in Annexure II proforma. Cutting/overwriting, if any, should be avoided.
10. In case vehicle do not report in time/ does not report at all and the institute has to hire vehicle from the open market, a penalty ₹500/- for each default shall be imposed.
11. Tenderers shall also submit photocopy of the valid service tax registration certificate, latest income tax clearance certificate and PAN.
12. Tenderers shall have to deposit EMD of ₹10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of “**Director, NIPGR, New Delhi**” along with the quotation. Tenders received without EMD will not be entertained /considered. No interest will be paid on EMD.
13. The tenderer will not be allowed to withdraw the tender after the same is received in the institute. In case the tenderer withdraws from the process, the EMD deposited by him will be forfeited.
14. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract.
15. The successful tenderer will have to deposit performance security of ₹10,000/- in the form of Demand Draft in favour of “Director, NIPGR, New Delhi” for the period of contract. EMD of the successful tenderer will be converted into the security deposit, the security deposit will be refunded to the contractor within sixty days from date of completion of the contract period and no interest will be paid on the security deposit. The performance security will be forfeited for breach of any of the terms/conditions of this tender enquiry, and if it is found at any time during the contract period and services provided by the firm are poor/deficient/unsatisfactory. The decision of the institute in this regard shall be final; and binding on the firm.
16. No advance payment will be paid by the institute. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the following month. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the officer/staff on a day to day basis. No payment will be made for unsigned duty slips. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, time from institute, places visited, etc. The payment will be released after deduction of Income Tax at source at applicable rates.

17. Toll tax, entry tax, and permit fee for crossing border if any, parking charges will be borne by the institute for which the original receipts should be submitted.
18. NIPGR reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and no claim for compensation in this regard shall be entertained.
19. The finalized contract shall be interpreted under Indian Laws.

(Seal & Signature of the Contractor)

Annexure II

Format in which quotations are to be submitted for vehicles

Sl. No.	Item	Tata Indica/ WagonR		Ikon/Indigo/ Dzire/SX4		Toyota Innova/Qualis/Xylo (Six or Seven Seater)	
		Non-AC (₹)	AC (₹)	Non-AC (₹)	AC (₹)	Non-AC (₹)	AC (₹)
1.	Full day / 80Kms						
2.	Half day/40Kms. and 4 hours						
3.	Charges for each extra Km.						
4.	Charges for each extra hour.						
5.	Outstation Journey per Km.						
6.	NIPGR – Airport (Domestic)						
7.	NIPGR – Airport (International)						

(Seal & Signature of the Contractor)