

BRIC, NATIONAL INSTITUTE OF PLANT GENOME RESEARCH
NEW DELHI

File No.4-6(1) Taxi/2025/NIPGR/Admn.

April 25, 2025

NOTICE INVITING TENDER

Online tenders are invited in two bid system on behalf of Director, NIPGR from the reputed agencies for providing DLY Taxi/Car etc services to the Institute.

S.No.	Estimated cost in Rs.	Last Date & Time Submission of Tenders	Date & Time of Opening of Tenders
1.	4,00,000/-	16/05/2025 (by 3.00 PM).	19/05/2025 (by 3.00 PM).

The Earnest Money deposit amounting to ₹8000/- (Rupees Eight Thousand Only) should be deposited in the form of Demand Draft as well as Bank Guarantee issued by any commercial bank drawn in favour of the Director, NIPGR payable at New Delhi so as to reach the undersigned latest by 13.05.2025 (by 3.00PM).

The mileage and time for payment will be considered from Garage to Garage subject to a restriction of maximum of 5 kms on the distance of National Institute of Plant Genome Research to Garage. 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.

The Director, NIPGR, reserves the right to accept or reject all or any of the bids without assigning any reasons thereof. Submission of complete tender documents duly signed and stamped with technical bid by the tenderer is mandatory.

Controller of Administration, NIPGR

Technical Bid

Terms and Conditions for hiring of DLY Taxis

1. The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be travelled in Delhi/NCR and should not be more than 4 years old.
2. The contractor should be able to provide AC Taxis at a short notice/ (within 20 minutes). For regular requisitions the taxi must reach the destination 10 minutes in advance. The Vehicles can also be requisitioned on Saturday/Sunday/holidays as well.
3. The registered office of the firm must be located in Delhi/NCR (proof of the same must be enclosed with Tender).
4. The registered garage of the firm must be located within 5 Kms of Road Distance from NIPGR, Aruna Asaf Ali Marg, New Delhi-110067.
5. The drivers engaged in the DLY Taxis should have valid driving commercial license to operate the taxi, issued by the 'Transport Authorities' other necessary certificates like Road Tax clearance, pollution certificate etc. should be in existence for all vehicles quoted.
6. The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.
7. The driver engaged should be broadly aware of the major route of Delhi/ New Delhi.
8. The Vehicles on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
9. In case of any break down while on journey, alternative arrangement shall have to be made by the contractor 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.
10. The bidder should have the ownership of at least 05 vehicles. The bidders are advised to read the instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions without deviations. In case there are any deviations from the terms & conditions of the tender they may be clearly indicated for consideration.
11. Billing will start from and end with garage/taxi stand or designated place. All vehicles must first report to NIPGR on requisition. Where meter reading will be noted and then proceed to the destination. Vehicle may also directly report to the designated person, if instructed so by the Institute, where meter reading from the garage/taxi stand should be got noted from the

user. 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.

12. The bidder should not be blacklisted/suspended or involved in any service related to Dispute with any Government Organisation/Department etc, in India or outside India. A Declaration in this regard should be attached as per Annexure-I.
13. 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.
14. If on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
15. At time, NIPGR may need additional Number of vehicles on specific days in connection with any conference/ meeting. The Contractor should be responsible to arrange for additional demand of Taxi operators and such additional vehicles should be supplied at the contractual rates and conditions.
16. The contract will be valid for one year from the date of award the contract and extendable by mutual consent of the parties. No request of hike in approved rates for supply of Taxis will be entertained during the period of contract for any other reason whatsoever.
17. **Risk Hire Clause:** In case contract on fails to supply the requisite number of vehicles, this office reserves the right to hire the Taxis from other Taxi Stands at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered equally from the firm.
18. Compensation and connected expenses, whatsoever, in case of any unforeseen casualty shall be borne/paid by the firm.
19. Tenderers shall also submit photocopy of the valid GST certificate, latest income tax clearance certificate and PAN, along with copies of RC of all the vehicles registered in the name of the transport firm.
20. The NIPGR reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
21. Decision of Competent Authority of the NIPGR acceptance or rejection of a tender will be final and binding.
22. The Finalized Contract shall be interpreted under Indian Laws.

23. 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 of ₹500/- for each default shall be imposed.
24. The successful tenderer shall be required to deposit an amount equal to 5% of the tender value of the contract as Performance Security within 10 days from the date of issue of award letter. Performance Security may be deposited in the form of Demand Draft or Bank Guarantee from State Bank of India or any scheduled bank.

Not to be quoted with Technical Bid

Financial Bid

Format in which quotations are to be submitted for vehicles

Sl. No.	Item	Tata Indica/ WagonR/Equivalent	Ikon/Indigo/ Dzire/SX4	Toyota Innova/Qualis/Xylo (Six or Seven Seater)
	Rates for Day to day hiring	AC (i)	AC (i)	AC (i)
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.	Overnight Outstation charges per Kms. (min. Limits 200 Kms.)			
7	Night Charges (after 11.00 pm to 5.00 am)			
8.	NIPGR – Airport (Domestic)			
9.	NIPGR – Airport (International)			

Part B Rates on monthly Basis

S.No	Items	Tata Indica/ WagonR/Equivalent	Ikon/Indigo/ Dzire/SX4	Toyota Innova/Qualis/Xylo (Six or Seven Seater)
1	2000KM & 200Hrs			
2	Extra Hour			
3	Extra K.M			
4	Driver night charge after 10 P.M			

Note: Applicable GST will be extra.

(Seal &Signature of the Contractor)

ANNEXURE-I

(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)

I/We (bidder) hereby give an undertaking that:

- (a) I/We have not been backlisted/ not on holding list during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.
- (b) I/We do not have any dispute with any of the Govt. Department/Govt. Autonomous Bodies/Institutions, etc.;
- (c) I/We have never been certified as “Unsatisfactory Performer” for the said services provided to the Govt. Department/Govt. Autonomous Bodies/Institutions;
- (d) I/We have not submitted any fake/forged certificates/documents and later, if any such ‘Certificates/Documents’ found to be fake/forged or contains willful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides ‘Blacklisting’ etc.
- (e) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the NIPGR shall be authorized to take action as deemed appropriate against me/us.

(Signature of Authorized Signatory with Company Seal)