

**GOVERNMENT OF INDIA
STAFF SELECTION COMMISSION (NWR)
Kendriya Sadan, Sector-9-A, Chandigarh.**

Tender Enquiry No. **37/7/2002-NWR**

Dated 23/3/2018

Staff Selection Commission(NWR) intends to empanel registered agencies/firms/companies for supplying one taxi on monthly basis and up to 6-7 taxis on examination days for local duty and outstation journeys normally for 30-40 days in a year. Sealed quotations are invited from the experienced firms/vendors for entering into annual contract for supply of the vehicles as per list enclosed at **Annexure-II of NIT**. The time schedule of the tender is as under:

- Last date of Submission of Tender : 05/4/18(6.00 PM)
- Date and Time of Opening of Tender: 06/4/18(11.00 AM)

Tender document may be downloaded from website of the Commission www.sscnwr.org and sealed envelope containing Technical and Commercial Bid separately inside may be dropped in the box kept with Assistant Director, SSC(NWR), Kendriya Sadan, Sector 9-A, Chandigarh.

Scope of work

Staff Selection Commission(NWR) hereinafter called "Commission" requires vehicles for official work as per following details-

1. One vehicle like Tata Indigo, Tata Zest, Etios etc. on monthly charter basis for local and outstation journey.
2. Up to 6-7 vehicles on daily basis for local journey and outstation journey to Shimla/Hamirpur/Amritsar/Jalandhar/Jammu/Bathinda etc. normally 30-40 days in a year.

Terms & Conditions of the Tender enquiry:-

1. **Earnest Money:** -Earnest Money of Rs. 10,000/- in the form of DD in favour of "Dy. Regional Director, Staff Selection Commission (NWR), Chandigarh" should be submitted along with the quotation. Offer without Earnest Money will be ignored. The earnest money deposited by the tenderer shall be forfeited by this organization due to following reasons:

(i)if tender is withdrawn during the validity period or any extension thereof.

(ii)if tender is varied or modified in any manner during the validity period or any extension thereof.

If a tenderer, whose tender has been accepted, fails to furnish security deposit/performance bank guarantee within 10 (Ten) days of receipt of order the bid will be cancelled and earnest money will be forfeited. The earnest money of unsuccessful bidders will be returned after completion of the process without interest.

2. **Eligibility Criteria for Technical Qualification:** Following is the eligibility criteria and documents must be submitted along with tender documents. Any tenderer submitting bid without documents as specified below, is liable to be rejected.

2.1. Bidder must be a firm/ agency/ company that should be registered with appropriate authorities and Self Attested copy of registration may be attached. Self Attested copy of

Partnership Deed or affidavit in original regarding sole proprietorship in case of proprietorship firm/ Memorandum of Association / Articles as applicable.

2.2. Bidder must have GST number issued by competent authority. Self Attested Copy to be attached.

2.3. Bidder must have PAN card. Self Attested Copy to be attached.

2.4. Bidder must have experience of supplying taxis in the last three years in similar fields from the date of NIT in Central Govt. /State Govt./CPSU/ Bank/State PSU/Govt.Autonomous Body etc..Self Attested Copy of experience Certificate/work order must be attached.

2.5 Bidder must be registered with Government authority for running taxis/cab on rental basis. Self Attested Copy to be attached.

2.6 Bidder must own at least 8 vehicles, not older than 4 years, in the name of Firm/Owner/Partners. Self Attested Copies of documents to prove the ownership to be attached.

2.7 Bidder must have annual turnover of minimum Rs. 25 Lakhs. Self Attested Copy to be attached.

2.8 Bidder must not be blacklisted from any Government organisation/PSU. Affidavit must be attached.

2.9 Bidder must have its office located at Chandigarh/Panchkula/Mohali.

3. The contractor should be able to provide Private Vehicles Taxis on short notice and vehicle(s) must reach the destination within 30 minutes.

4. The drivers engaged in the vehicles should possess a valid driving license to operate the vehicle, issued by the Transport Authority. The drivers should be dressed properly, courteous and polite in behaviour and any complaint in this regard will be views as breach of contract.

5. The contractor should have the capacity to provide on monthly charter basis, one newly purchased vehicle, e.g. Tata Indigo, Swift Dzire, Etios, Honda City, Honda Accord, Tata Zest or similar car not older than three years and should not have run more than 50,000 K. M. The vehicle will be chartered on monthly basis for 224 hours a month for 28 days in a month subject to a maximum of 1400kms in a month.

6. The contractor should also have the capacity to provide up to 10-15 vehicles like Tata Indica, Wagon-R, Santro, etc on the days of examination for carrying the officials and examination material **on daily basis.**

7. Empanelled firms will have to deposit performance security / performance bank guarantee of Rs.25, 000/- which will be forfeited in case of violation of terms and conditions of the tender. In case firm fails to provide requisite number of vehicles on the day of examination by the stipulated time, the whole cost of examination may be imposed as penalty on the firm. The performance security will be returned after completion of the contract without any interest.

8. The drivers on duty should be well dressed, polite in behaviour and well- versed with the Chandigarh/Punjab/Haryana/Himachal/Jammu areas. Any laxity in the behaviour of the drivers shall be treated as breach of contract and cancellation of contract.

9. The vehicles on duty shall have to be kept clean. The working condition of the vehicles provided should be good. The seat should be comfortable. The seat shall always be covered with neat and good quality seat cover. No payment shall be made if the vehicles are found in dirty or shabby condition.

10. In case of any breakdown while on journey, alternative arrangement shall have to be made by the contractor failing which the vehicle will be hired from the open market and the expenses incurred thereon shall be deducted from the bill of the Contractor. This will be in addition to a penalty of up to Rs.500/- per such incident.

11. Empanelment does not give any guarantee for assigning of work. Work will be assigned on the basis of performance and quality of services. There is no commitment for assigning of any minimum work to empanelled agency.

12. The Commission is entitled to terminate the contract without assigning any reason by giving one calendar month notice of its intention to do so.

13. In the event of Contractor failing to execute the work i.e. supply of vehicles on hire basis at any time to the full satisfaction of the Commission, the later reserves the right to cancel the contract.

14. Billing will start from Office premises of the Commission/residence of the official(if instructed to report there) and not from the Taxi stand/ garage. All Taxis must first report to the designated official of Staff Selection Commission on requisition, where Meter reading will be noted and then proceed to the destination on all days including Saturday/Sundays or National Holidays.

15. Driver of the vehicle to be detailed on duty on requisition should be fully experienced with Chandigarh/Punjab/Haryana/Himachal/Jammu Roads. No payment will be made for stay/food etc. of the driver. Agency/Driver should make all these arrangements on their own.

16. The vehicles should be in good working conditions.

17. The agency must be in possession of all valid licence/permission/approvals etc. from appropriate Govt. departments etc. for running taxi business. The agency will be fully responsible for adhering to relevant and applicable rules/ regulation/permissions related to running of taxi business and applicable taxes.

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

19. The contractor should indicate telephone/mobile numbers (at least two numbers) for booking of vehicles. The Mobile Phones should NOT be in switched off mode. It should be kept Switch-on mode round the clock.

20. The successful contractor is required to submit monthly bills on completion of duties along with Log Book of the vehicle and also to submit the bills on completion of examination related duties along with duty slips duly completed and signed by the concerned officers so that the payment is made. It may be noted that payment will be made in a period of 10-15 days after submission of bills, if found correct. Deduction of applicable taxes will be made accordingly.

21.The agency should maintain a log book in the format as prescribed by the Commission and ensure that entries have been made at daily basis. The entries made in the log books have to be got verified.

22.The period of empanelment will be as following-

(i) For one vehicle on monthly charter basis -Initially up to 31.3.19 further extendable to one year on the satisfaction of services by the agency and at the discretion of Dy. Regional Director, SSC(NWR), Chandigarh.

(ii)For vehicles on daily basis-initially upto 31.3.19 and the contract can further be extended for one year, if the services rendered by the firm will be satisfactory. However, it is at the discretion of the Commission to consider extension on the request of the firm or invite fresh quotations.

23.Rate quoted will be inclusive of all expenses like driver, fuel etc but exclusive of all taxes. The Bidder must quote rates exclusive of taxes. Applicable taxes will be paid by SSC(NWR) in addition. No payment on account of Night Charge/food charge etc for drivers etc will be paid by SSC(NWR). However,Toll tax and parking charges etc will be paid by the Commission/User.

24.Commission reserves the right to empanel more than one agency and reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder or bidders of the grounds for Commission's action.

25.Preparation and submission of Tender: The tender should be submitted in two parts namely, Technical Bid (Annexure-I along with Earnest Money Deposit and self attested copies of all documents) and Commercial Bid(Annexure-II) and each bid be kept in a separate sealed cover. Both the bids should be kept in another sealed cover addressed to the Dy.Regional Director, Staff Selection Commission (NWR), Kendriya Sadan, Sector 9-A, Chandigarh. The sealed envelope containing both i.e. Technical & Commercial bids should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be superscripted with subject of Tender, and "Technical Bid" or "Commercial Bid" as per the document contained in the envelope & date of opening of tender including tender number. Each and Every document required as per terms and conditions should be deposited along with Tender. No extra time will be given for any missing/incomplete document.

26.Any overwriting in the Tender/ late submission of Tender will not be entertained.

27.All documents attached with the bid form should be self attested by the authorized signatory/bidder.

28.Evaluation of Tender:

28.1.Technical Bid: The Technical Bids will be opened by a committee authorized by the competent authority on 06.04.18 in the Office of the Staff Selection Commission (NWR), sector-9,Chandigarh in the presence of such tenders who may wish to be present.

28.2.The Commercial Bids of only those tenderers whose Technical Bids are accepted will be opened in the presence of those tenderers who wish to be present on 06.04.18.

29.The bidder who will quote lowest rate in items in item 5-A(1), 5-B(1), 5-C(1) in **Annexure-II** will only be considered qualified as L-1 respectively and will be awarded contract for that segment subject to fulfilment of all terms and conditions of NIT. There will be no condition of minimum bidders or minimum eligible bidders.

30.SIGNING OF THE CONTRACT AGREEMENT

The successful Tenderer shall be required to enter into an Agreement as per Annexure-VIII with SSC within 10(Ten) working days of being called upon on a non-judicial stamp paper of Rs.100/-(One hundred only) at his own cost and in the form annexed hereto to this effect.Such agreement must conform to all the terms and conditions of NIT and other such condition in the tender offer as may be agreed upon by Dy.RD, SSC (NWR),Chandigarh.

31.Duration of the contract will be upto 31.3.19 initially, extendable up to one year if performance or service is found satisfactory on review. The contract so awarded can be terminated by SSC at any time without any notice orconveying any reason therefore.

32.Right of Acceptance: The Staff Selection Commission reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever. The SSC reserve the right to award the contract or part thereof to one or more tenderer whose rate may not be necessarily lowest. The decision of the Competent Authority of the SSC in this regard shall befinal and binding.

Date:-23.3.18



(Jyoti Bala)
Assistant Director

Technical Bid

1. Name of the Bidding Agency/Firm (Attach Certificate of registration) :
2. Name of proprietor/ Director of Agency/firm :
3. Full Address of Reg. Office with Telephone/ Mobile No., FAX No. & E-mail :
4. Full Address of Operating/Branch Office with Telephone/Mobile No., FAX No. & E-mail:
5. PAN/GIR/TAN No. (Attach Self Attested copy) :
6. GST Registration No. (Attach Self Attested copy) :
7. Detail of Vehicles (Age in years/Model, make, Total Km run) owned by the agency (Attach Self Attested copy) :
8. Self Attested copy of experience certificate/work order for the satisfactory execution of work as per requirement in “**Eligibility Criteria for Technical Qualification**” mentioned at point 02 of NIT– “. The summary of that can be tabulated in the given format in chronological order :-

S.No.	Details of client along with Address, contact detail etc.	Nature of work executed	Work value (In Rs.)	Detail of Experience certificate/work order

(If the space provided is insufficient, a separate sheet may be attached)

9. Documentary evidence of Annual Turnover of minimum Rs.25 Lakhs-
10. Registration with Government Department for running Taxi/cab on rent-
11. Documentary Evidence of office located at Chandigarh/Panchkula/Mohali-
12. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date :
Place:

Name :
Rubber Seal of the Agency

Signature of bidder with seal

Annexure-II

Commercial Bid

- 1.Name, address and telephone numbers of the Tender:
- 2.Permanent Account Number (PAN):
- 3.Registration Certificate No of Firms:
- 4.Name and address of the Proprietor/Partners/ Directors and their PAN No:
- 5.Hiring charges of vehicles (inclusive of all taxes, except Toll Tax and Parking Charges):

A.For monthly basis

S.No.	Description	Charges for vehicle [Exclusive of all taxes] per month
1.	For vehicle for 28 days, 224 hrs per month subject to maximum of 1400 kms per month Tata Indigo,Swift Dzire, Tata Zest,Honda Accord etc.	
2.	For every extra kilometer beyond total 1400 Kms per month	
3.	For every extra hour beyond 224 hrs per month	

B)For Daily basis-Tata Indica / Santro / EECO / Maruti Van/ Wagon-R etc. cars or others small utility vehicle for distribution /Collection of examination related materials/conduct of examination.

S.No.	Details	Charges for vehicles [Exclusive of all taxes] per car
1.	Rate for Local Journey(Tricity) 80 Kms and 8 hrs	
2.	Rate for outstation Journey 200 KM (14 hours between 6 AM to 10 PM)	
3.	Rate for extra Km. per Km.	
4.	Rate for extra Hours per hour	

C) For Daily basis-Innova/Tavera/ scorpio/xylo etc mid segment utility vehicle

S.No.	Details	Charges for vehicles [exclusive of all taxes] per car
1.	Rate for local Journey(Tricity) 80 Kms and 8 hrs	
2.	Rate for Outstation Journey200 Kms(14 hours between 6AM to 10 PM)	
3.	Rate for extra Km. per Km.	
4.	Rate for extra Hours per hour	

NOTE: For out station journey the night charge will be borne by the agency. No payment/arrangement will be made by the commission for stay/food of the driver.

Date:

Place:

Name, designation and signature of the authorized person