



ESSO-NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH  
(MINISTRY OF EARTH SCIENCES, GOVERNMENT OF INDIA)  
HEADLAND SADA, VASCO-DA-GAMA,  
GOA -403 804

**ADVT. NO. NCPOR/02/19**

**TENDER DOCUMENT FOR ANNUAL RATE CONTRACT FOR HIRING OF  
TAXI/VEHICLES "AS AND WHEN REQUIRED ON CALL BASIS"**

**राष्ट्रीय ध्रुवीय एवं समुद्री अनुसंधान केन्द्र**  
**NATIONAL CENTRE FOR POLAR AND OCEAN RESEARCH**

(पृथ्वी विज्ञान मंत्रालय के अधिन स्वायत्तशासी संस्थान, भारत सरकार)

(An Autonomous Society under the Ministry of Earth Sciences)

Sealed tender under single bid system are invited for annual rate contract of hiring of taxis/vehicles on "As and when required on call basis.

Services	Annual rate contract of hiring of taxis/vehicles on "As and when required on call basis"
Advt. No.	NCPOR/02/19
Division	Administration
Amount of EMD	Rs. 40,000/- in the form of a bank Demand Draft in favour of NCAOR, payable at Goa
Closing Date and Time for tender submission, place of submission	31.01.2019 by 17.00 hrs Tender Box kept at Administration Division, NCPOR, Headland Sada, Vasco Da Gama Goa 403804
Date and time of opening tender	01.02.2019 by 11.00 AM
Bid validity upto	31.03.2019

**TABLE OF CONTENTS**

Sl. No.	Description	Remarks	Page No.
1	Introduction, Eligibility and Terms & Conditions	Annexure-I	3-11
2	Particulars of Tenderer	Annexure-II	12
3	Details of taxis/vehicles	Annexure-III	13
4	Price Bid Format	Annexure-IV	14-18

## ANNEXURE-I

ESSO- National Centre for Polar and Ocean Research (NCPOR) is India's premier R&D institution responsible for the country's research activities in the polar and Southern Ocean realms. Major activities of the Centre are Indian Scientific Expedition to Antarctica, Arctic Research & Expedition, Himalaya Research, Southern Ocean Expedition & Research etc. Hiring of taxi/vehicles required in connection with various meetings, workshops, training programmes, visit of VIPs etc during the year.

### **(1) Definition of As and When Requirement on call basis:**

- (a) The Contractor shall arrange the taxi/vehicles as per NCPOR requirement within one hour from receiving the instruction by the concerned officer/official of NCPOR via any communication mode i.e. telephone/mail/SMS/whatsapp, etc. He shall coordinate with the guest and supply the vehicle accordingly as per requirement.
- (b) The driver should report at NCPOR security gate on his arrival.
- (c) More than one vehicle on any particular day or days can be hired as per the requirement of NCPOR. Accordingly, the contractor should arrange the vehicles as per the requirement.
- (d) The quantum of requirement of vehicles may increase or decrease during the period of contract at the same rate and terms & conditions.

### **(2) Eligibility Criteria:**

Bidders should meet the following eligibility criteria to qualify the tender:

- (a) The bidder should be taxi contractor/individual owner who should have at least one vehicle of Wagon-R/SwiftD'zire/Ertiga/Etios/Innova/Xylo/Scorpio/XUV500/CorolaAltis/Honda City registered in his name or bidder's company/agency name as taxi.
- (b) The registered vehicle of above model and its make year should not be earlier than 01<sup>st</sup>April 2015. Self-attested copy of valid registration document and PUC for the same should be enclosed along with the tender.

(c) The Individual/Agency must have a minimum of two years' experience in supplying taxis to Public Sector Companies/Banks/Central or State Government Departments or reputed organizations. Proof of at least two contracts of at least six months duration relating to supplying of taxi services to Central Government/State Governments/PSUs/Bank/reputed organization during the period from 1.04.2013 to the date of closing of the tender along with self-attested copies of the supply/work order be enclosed with the tender document.

(d) Self-Certificate that the firm has not been blacklisted by any Central Government Department/Ministries/PSU's/Banks, etc. should be enclosed.

(e) Self-certified copy of the PAN card allotted to bidder shall be attached with the Bid/tender document.

(f) Self Certified copy of GST registration allotted to bidder shall be attached with the bid/tender document.

### **(3) Period and term of Contract:**

The contract is initially for the period of one year from the date of award of work. The rates will remain unchanged during period of contract for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel prices or any other additional taxes levied on vehicles like road Tax, etc during the period of contract except Toll Fees, Parking Fees, Ferry Fees and GST percentage (if any). The contract is extendable for another two more years on yearly basis with same rates and terms and conditions based on satisfactory performance assessed by NCPOR.

### **(4) Earnest Money Deposit (EMD)**

(i) The tender document should be accompanied by Rs. 40,000/- in the form of a bank Demand Draft in favour of NCPOR, payable at Goa as an Earnest Money Deposit (EMD). The tender bid without EMD in the prescribed form shall be rejected.

(ii) The EMD of unsuccessful tenderer will be refunded within 15 days

from the date of award of contract to successful bidder.

(iii) The EMD of the tenderer shall be forfeited to NCPOR without prejudice to any other rights or remedies under the following circumstances:

- a) If, a tenderer withdraws his tender during the tender validity period as specified in the tender document.
- b) If, after acceptance of the tender, the tenderer fails to take up the job.
- c) If, the successful tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
- d) If, after acceptance of this tender, the successful tenderer fails to commence the work within the specified time period.

**5. Security Deposit(SD):**

- (a) The EMD of the successful bidder would be converted as Security Deposit.
- (b) No interest shall be payable by NCPOR on the Security Deposit or the EMD.
- (c) Security Deposit shall be returned to the contractor after successful completion of the work.
- (d) If the successful bidder fails to comply with the obligations of Work Order in 100% of the Security Deposit will be forfeited.

**6. Forfeiture of Security Deposit:**

- (i) If the services by a successful tenderer/party are withdrawn during the middle of the contractual period,
- (ii) If the tenderer fails to provide the satisfactory service to NCPOR during the contractual period,
- (iii) If any of the information & documents furnished by the tenderer is found to be false at any stage, further dealing with the tenderer/firm shall not be considered and contract will be terminated and dues held with NCPOR like Security Deposit and pending bills will be forfeited. NCPOR's decision in this matter will be final and binding on the party/firm.
- (iv) The breach of any of the terms and conditions of the tender shall result in discontinuation of further dealing with the party and/or forfeiture of his Security Deposit as the case may be, at NCPOR's discretion.

**7. Taxes & Duties:**

Any taxes should be quoted separately in price bid/schedule column along with the GST number.

**8. Right to Acceptance:**

Director, NCPOR reserves the right to accept or reject any or all tenders, either in part or full or the right to not to accept the lowest offer, without assigning any reason, whatsoever. In case of any dispute on this matter or during contract period, NCPOR's decision in all matters shall be final and legally binding on the tenderer/contractor/party.

**09. a) Condition of Vehicles:**

- (i) The vehicles to be provided should not be earlier than 01<sup>st</sup>April 2015.
- (ii) The vehicles shall be kept in good running condition and it will have clean upholstery with white covers.
- (iii) Seats must be comfortable and with seat covers.
- (iv) Vehicle with damaged body due to accidents etc will not be acceptable.
- (v) No payment shall be made if the vehicle is found in dirty or shabby condition.
- (vi) Air Conditioner (AC) should be in working condition.
- (vii) The vehicles will have to be fitted/provided with the following accessories/utilities: -
  - a) Clean seat covers and floor mates
  - b) Quality radio music system
  - c) Tissue paper box
  - d) Car perfume
  - e) Seat Belts (front and Rear)

**b) The Tenderer should ensure that the Drivers with the Vehicle shall report for duty:**

- (i) With proper driving license, tourist vehicle license, vehicle insurance certificate, PUC Certificate etc.
- (ii) Tank with fuel to cover minimum 200 Kms.
- (iii) Driver in proper uniform.
- (iv) Driver with proper shave and haircut.
- (v) The driver of the vehicle must have all the valid documents in his possession all the times, while plying the vehicle.
- (vi) The vehicle should be defect free.

(vii) Driver shall also ensure that he conducts himself in a proper and orderly manner at all times while on assignments under the contract resulting from this tender. Any misbehaviour with officers/staff or occupant will be viewed seriously and may lead to cancellation of the contract with warning in advance.

(viii) Driver should not indulge in any activity inimical to security of the officer/s travelling in his car.

**c) Conditions for operating:**

(i) In case of a break down, an alternative arrangement shall be made by the Tenderer immediately and the vehicle shall report for duty at the given time and place, where breakdown has taken place.

(ii) The vehicle shall report for duty as and when required including Sundays/Holidays, without any additional charges. If the vehicle does not report for duty on Holidays/Sundays or any working day as per NCPOR requirement, NCPOR shall hire the vehicle from other sources and payment of hiring of vehicle shall be deducted from party's bill.

(iii) The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.

(iv) Drivers should be familiar with all important places in the State of Goa.

(v) The Tenderer should have the arrangements for repairing their vehicle in a short time and during repair time the Tenderer should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Office.

(vi) Mobile/Telephone facility (24 hours) must be available with the transporter/agency

(vii) In case, the tenderer's vehicle does not report for duty and NCPOR hires a vehicle in lieu thereof, the actual hired amount shall be recovered from the party/tenderer from the monthly billed amount.

(viii) Toll, parking and ferry charges will be paid extra on actual, by NCPOR against documentary proof/bills only.

(ix) The tourist taxis should have a valid permit for plying in Goa, Karnataka and Maharashtra.

(x) The taxi should be available on prior information to operate more than 100 kms and outside the State of Goa limits as and when required from time to time.

(viii) When a taxi is called for duty on any day by NCPOR, only actual timings as mentioned by the user/NCPOR in the trip slip of the duty performed will be considered.

(ix) The driver should be available in his vehicle all the time and should leave his

vehicle after obtaining specific permission from the user, if required.

(x) Responsibility to get the trip slip signed by the Authorised Officer of NCPOR/user solely rests with the driver/party. If the vehicle is being used by any outsider with NCPOR permission, it will be the responsibility of the Driver/party to obtain the endorsement of the concerned officer from NCPOR.

**(viii) Reckoning of distance run & duty timing:**

Kilometre reading and duty timing of the vehicle will be started (counted) from NCPOR, Goagate and back. However, if vehicle required other than NCPOR premises and directed to report other than NCPOR campus, kilometre reading and duty timing of the vehicle will be counted from Vasco and closing kilometre and duty timing will be counted at the close of journey by user at Vasco or NCPOR as the case may be. Payment will be released only as per entry made by user and certified by the NCPOR Officer in prescribed duty trip slip.

**(ix) Compliance with Acts/Rules:**

a. The tenderer shall ensure all the time proper safety of the persons carried by him in his vehicle. He shall also comply with all the Rules, Regulations, Notification and Provisions of all the Acts pertaining to the operations of the Motor Vehicles.

b. Contractor shall comply all statutory Acts, labour laws/regulations/motor vehicle Act etc.

c. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.

**(x) Speed Limits:**

The driver of the tenderer's vehicle shall strictly observe the safe speed limits in the town, on the highways and shall not resort to any negligent/reckless driving.

**(xi) Tea/Lunch Break:**



The driver of the vehicle shall be available in or around the vehicle at all times, and shall report for the assignments at a short notice. However, a tea/lunch break will only be allowed with prior permission of the concerned Officer/user of the vehicle.

**(xii) Consumption of Liquor:**

The tenderer shall ensure that the driver of the vehicle doesn't report for duty under the influence of liquor. He shall also ensure that he conducts himself in a proper and orderly manner at all times, while on assignments under the Contract resulting from this tender, and any lapse in this regard shall lead to termination of contract without any notice and decision of Director NCPOR shall be final and binding on the contractor.

**(xii) Smoking while driving:**

The tenderer shall ensure that the driver of his vehicle doesn't indulge in Smoking while driving. He shall also ensure that he conducts himself in a proper and orderly manner at all times, while on assignments.

**(xiii) Playing Cards/Gambling:**

Playing cards/gambling are totally forbidden inside NCPOR premises. Any driver found violating these rules will be liable for termination of his services forthwith and the party shall arrange the replacement with immediate effect.

**(xiii) Payment:**

- a. Payment will be made within 30 days on submission of bill in duplicate along with duty trip slip duly filled and signed by the respective officer/user. TDS and GST TDS as applicable will be deducted.
- b. No advance payment will be made.
- c. Bills duly completed in all respects should be submitted month-wise. Delay in submission of the bills may result in delay of payment, for which the NCPOR shall not be held responsible.
- d. PAN and GST should be of Billed entity, failing which no payment will be

made.

**18. Penalty:**

(a) If the Contractor fails to provide the agreed taxi make, model, year of manufacturing and registration as per scope of work more than two occasions in a calendar month, then 10% of the monthly billed amount will be deducted as penalty.

(b) Any complaint from the users regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for drivers not being met would attract a cut from the bill @ 10% of the monthly billed amount.

**19. Security:**

The tenderer shall make his own reasonable arrangement for the safety of his vehicle. NCPOR will not be responsible for loss due to any reasons.

**20. Indemnity:**

The tenderer shall indemnify NCPOR against any or all liabilities, legal, financial or otherwise, which may arise during the currency of the Contract as a result of non-compliance with the aforesaid Terms and Conditions or otherwise.

**21. Cancellation of Contract:**

The Contract resulting from this tender may be terminated by NCPOR at any time during its currency without any notice or without assigning any reason thereof or compensation in lieu, thereof. However, in case, if the tenderer wants to cease the Contract, he shall have to give two months' notice to NCPOR.

**22. Nature of Contract:**

The Order resulting from the tender shall be treated as an individual contract and it shall not create any general lien on the tenderer and shall not get prejudiced in execution due to any situation arising out to some other contract that the tenderer may have with NCPOR.

**23. Rejection of Tender/Quotation:**

Tender/Quotation duly completed in all respect along with necessary document should be submitted at NCPOR, on or before due date and time. Quotation received without signature, seal document or incomplete quotation/tender will be summarily rejected.

**24. Jurisdiction:**

In the event of any dispute/difference remains unresolved through NCPOR, the same shall be subject to the jurisdiction of the State of Goa.

**25.**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.

**26. The Annexure I to V will form part of the Tender.**

(I/We hereby agree to the above terms and conditions)

Signature and seal of the tenderer

Date:

Seal:

Full Address:

**ANNEXURE-II**

**PARTICULARS OF THE TENDERER**

(Bidder should fill this form and enclose along with original copy of the tender duly signed)

1.	Name of the Bidder (Party):	
2.	Firm of Bidder:	
3.	Telephone No. (Office):	
4.	Mobile:	
5.	Telephone No. (Residence):	
6.	Office Address:	
7.	Residential Address	
8.	PAN of the Bidder: (Copy of PAN to be attached)	
9.	GST of the Bidder (copy of GST to be attached)	

Signature and seal of the Tenderer

Date:

Seal:

Details of vehicle - Wagon-R/Hyundai -i10/ i20/ Grand i10/Santro / Volkswagen Polo / Kwid /Tata Tiago/ SwiftD'zire/ Nexa-Ciaz/Ford Freestyle/Ford Figo/Baleno/ Ertiga/Honda Amaze/ Etios- Liva/Innova/Xylo/XUV 500/ XUV300/ Tata -Nexon/Mahindra-Marazzo/ Scorpio/CorolaAltis/Honda City registered in contractor/individual owner or bidder's company name as taxi. Registered taxi/vehicles model and its make year should not be earlier than 01<sup>st</sup>April 2015. Proofs of claimed documents are to be submitted with the tender.

Particulars	Vehicle details
Taxi make & Model	
Year of manufacturing	
Registration No. & Year	
Owner's Name	
Vehicle permit for commercial use	

Signature and seal of the Tenderer

Date:

Seal:

**ANNEXURE-IV**

**PRICE BID FORMAT**

1. The bidders should quote for all categories of price bid from Sl. No. 01 to 09, failing which the bid will not be considered.
2. The rates to be quoted allinclusive i.e. fuel, driver, taxes, etc.
3. The quoted taxi/bus/vehicles model and its make year should not be earlier than 01<sup>st</sup>April 2015.

Sl.	Name & make of taxi/bus	Description	Quantity per annum*	Unit Rate (INR)	Total charges (INR)	Taxes applicable (GST)	Total charges inclusive of taxes (INR)
(1)	(2)	(3)	(4)	(5)	(4)x(5) =(6)	(7)	(6) + (7)
<b>Air Conditioned Vehicle (AC)</b>							
01	Wagon-R /Baleno/ Liva/ Hyundai i10/ Grand i10 / i20 / Santro/ Kwid/ Volkswagen Polo/ Ford Freestyle/ Tata Tiago/ Ford Figo (AC)	Upto 50 Km or 6 hrs.	50 Nos				
		Upto 100 Km or upto 10 hrs.	500 Nos				
		Per Km rate for extra Kms	500 Km				
		Per Hour rate for extra hours up to 11 pm when taxi is not running (for Halt charges)	200 Hour				
		Night halt charges from 11:00 pm to 06:00am	100 Halts				
2		Upto 50 Km or 6 hrs.	200 Nos				

	Swift D'zire/ Ertiga/ Etios/ Ciaz / Honda Amaze (AC)	Upto 100 Km or upto 10 hrs.	1000 Nos				
		Per Km rate for extra Kms	1500 Km				
		Per Hour rate for extra hours up to 11 pm when taxi is not running (for Halt charges)	1500 Hour				
		Night halt charges from 11:00 pm to 06:00am	1000 Halts				
3	Innova/ Xylo/ Scorpio/ XUV 500 / Tata Nexon/ Marazzo / XUV 300 (AC)  (7 Seater) (8 Seater)	Upto 50 Km or 6 hrs.	150 Nos				
		Upto 100 Km or upto 10 hrs.	1500 Nos				
		Per Km rate for extra Kms	2000 Km				
		Per Hour rate for extra hours up to 11 pm when taxi is not running (for Halt charges)	1000 Hour				
		Night halt charges from 11:00 pm to 06:00am	300 Halts				
4	CorolaAltis/ Hyundai Creta (AC)	Upto 50 Km or 6 hrs.	25 Nos				
		Upto 100 Km or upto 10 hrs.	50 Nos				
		Per Km rate for extra Kms	500 Km				
		Per Hour rate for extra hours up to 11 pm when taxi	200 hour				

		is not running (for Halt charges)					
		Night halt charges from 11:00 pm to 06:00am	50 halts				
5	12 Passenger Seater Tempo Traveller (AC)	Upto 50 Km or 5 hrs.	20 nos				
		Upto 100 Km or upto 10 hrs.	40nos				
		Per Km rate for extra Kms	100 Kms				
		Per Hour rate for extra hours up to 11 pm when tempo is not running (for Halt charges)	150 hrs				
		Night halt charges from 11:00 pm to 06:00am	10 Halts				
6	23 Passenger Seater Bus (AC)	Upto 50 Km or 6 hrs.	10 Nos				
		Upto 100 Km or upto 10 hrs.	30 Nos				
		Per Km rate for extra Kms	300 Km				
		Per Hour rate for extra hours up to 11 pm when taxi is not running (for Halt charges)	80hour				
		Night halt charges from 11:00 pm to 06:00am	5 halts				
7	32 passenger seater (AC)	Upto 50 Km or 6 hrs.	5 Nos				



		Upto 100 Km or upto 10 hrs.	20 Nos					
		Per Km rate for extra Kms	200 Km					
		Per Hour rate for extra hours up to 11 pm when taxi is not running (for Halt charges)	80 hour					
		Night halt charges from 11:00 pm to 06:00am	5 halts					
<b>Cargo loading Vehicle</b>								
8	TATA ACE/ Mahindra Supero (Non AC)	Upto 50 Km or 6 hrs.	2 Nos					
		Upto 100 Km or upto 10 hrs.	5 Nos					
		Per Km rate for extra Kms	100 Km					
		Per Hour rate for extra hours up to 11 pm when taxi is not running (for Halt charges)	50 Hr					
		Night halt charges from 11:00 pm to 06:00am	5 halts					
9	TATA 407 Goods Carrier (Non AC)	Upto 50 Km or 6 hrs.	5 Nos					
		Upto 100 Km or upto 10 hrs.	10 Nos					
		Per Km rate for extra Kms	100 Km					
		Per Hour rate for extra hours up to 11 pm when taxi is not running (for Halt charges)	50 Hr					

		Night halt charges from 11:00 pm to 06:00am	5 halts				
Total							

**Note:**

- (i) Taxes if applicable to be quoted with GST Number and applied rate to be indicated.
- (ii) The given numbers/Km/Hours/Halts under column (4) are indicative and NCPOR shall not guarantee the hiring of taxies/bus/vehicles for the indicated quantity.
- (iii) L1 will be arrived from the quoted total amount of Sl. No. 01 to 09)

Signature and seal of the Tenderer

Date:

Seal:

Address: