

INDIAN INSTITUTE OF GEOMAGNETISM
(An Autonomous Body under
The Department of Science and Technology, Govt. of India)
Plot No. 5, Sector 18, Near Kalamboli Highway,
New Panvel, Navi Mumbai – 410 218

TENDER NOTICE

Tender Ref.: IIG/2018/10

Date:04.10.2018

Sealed quotations are invited from registered competent transport operators having valid permit for the following service:

Sr. No.	Name of works	Estimated Cost Rs. (Lakhs) Per annum	EMD	Last date and time of receipt of Tender	Validity of Tender
1.	Providing Vehicles for various purpose i.e. Scientific surveys on all India basis, airport duty, local journeys etc, as and when required.	Rs.5.00/- (approx.)	Rs.10,000/-	22.10.2018 at 16.00 hrs.	120 Days

Demand draft to be drawn in favor of Indian Institute of Geomagnetism payable at New Panvel.

Interested parties may please log onto www.iigm.res.in or www.eprocure.gov.in for further details.

The tender document shall not be issued by post. The dully filled in and sealed tender document along with credentials will be received by the Registrar on above address.

The Director, IIG reserves the right to reject any or all the tenders without assigning any reason.

Registrar

Technical Eligibility Criteria

The tendering Agency **must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid.**

1. The Agency should be located either in Mumbai/Navi Mumbai. An attested copy of the registration certificate of offices in Mumbai/Navi Mumbai shall be enclosed.
2. The Agency must have a minimum of three years' experience in supplying vehicles to reputed private companies / Public Sector Companies / Banks / Central and State Government Departments. Proof of successful and satisfactory completion of at least two contracts relating to supplying of vehicle services to Central Government / State Governments / PSUs / Bank / reputed private firms in last three years along with attested copies of the supply order be enclosed with the tender document. The certificate should be from prominent organizations (Government organizations / PSUs / Bank/ reputed private firms).
3. The Agency should have its own Bank Account. Certified copy of the account maintenance for the last three years issued by Bank shall be enclosed.
4. Certified copy of the PAN card shall be attached with the Bid document.
5. The Agency (not individual) should be registered with GST. Certified copy of the registration shall be attached with the Bid document.
6. The Agency must have a minimum of 10 vehicles registered in its name in Mumbai / Navi Mumbai. A list of such vehicles with registration details should be attached with the bid.
7. Self-Certificate that the firm has not been blacklisted by any Central Government Department /Ministries/PSU's/Banks, etc. should be enclosed.

Earnest Money Deposit (EMD)

The bidder should deposit Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) refundable in the form of Demand Draft / Pay order payable to "Indian Institute of Geomagnetism, New Panvel. The bid without EMD shall be rejected and no correspondence will be entertained on this subject.

Performance Guarantee

The tenderer, whose tender is accepted, will be required to furnish performance guarantee of 5% of the tendered amount upfront prior to award of the work order. The Performance Security shall be submitted in the form of Demand Draft / Bankers Cheque / Fixed deposit receipt / Pay Order drawn in favour of Indian Institute of Geomagnetism, New Panvel or in the form of Bank Guarantee issued by a scheduled Bank as Performance Security as per enclosed Performa. Performance Security will be discharged after completion of Contractor's performance obligations under the contract or after one month of completion of the contract, whichever is later.

The performance security deposit is liable to be forfeited during the period of contract, in case of breach of any terms & conditions of the contract by the contractor or failure to provide any services under the contract or loss resulting from the contractor's action or failure and breach of obligation under the contract.

Security Deposit

The person(s) whose tender may be accepted (hereinafter called the contractor) shall permit The Institute at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 3.0% of the gross amount of each running bill till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5.0% of the tendered value of the work.

Terms and Conditions of the Contract

General

1. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement and administrative convenience of IIG. Any further extension can be considered on mutually agreed terms and conditions. IIG, however, reserves the right to terminate / curtail the contract at any time after giving one week's notice without assigning any reason.
2. Vehicles to be provided by the Contractor(s) should be in perfectly good and sound condition mechanically and suitable for use by Senior Officers.
3. Vehicles supplied should be fitted with all modern features.
4. The vehicles should be comprehensively insured.
5. The vehicles will have to be fitted / provided with the following additional accessories / utilities: -
 - a) Clean seat covers
 - b) Quality radio music system
 - c) Reading lamp

- d) Tissue paper box
 - e) Car perfume
 - f) Seat Belts (front Rear)
 - g) Umbrella during Monsoon
6. Firms should have sufficient numbers of drivers having experience of driving in Mumbai. The contractor should own a fleet of sufficient number of vehicles so as to ensure prompt and smooth service.
 7. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules / regulations and city roads / routes as well as security instructions. The Contractor and his drivers must follow and comply the safety instructions issued by RTO from time to time.
 8. Each driver employed by the firm must have a cell-phone duly activated.
 9. Each driver should wear uniform while on duty. Each driver provided to this Department along with the vehicle should have police verification.
 10. No mileage will be allowed for lunch / tea of the driver. Driver should carry his lunch.
 11. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
 12. The firm should have a provision to take bookings 24x7.
 13. The firm should be experienced in providing fleets for events, delegations, meetings and conferences, etc.
 14. "Full Day" would imply a run of the Vehicle upto 80 kms and 8 hours duration.
 15. 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 for that day(s) on pro rata basis @ 10% in the first instance, 20% in the second instance .
 16. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to IIG.
 17. The time and mileage shall be taken in to account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage.
 18. The driver provided by the contractor should fulfill the following conditions:
 - a. Should be in possession of valid driving license issued by RTO.
 - b. Should not drink, smoke; chew Pan / Pan masala / Tobacco.

- c. Should be conversant with the routes of all Government buildings and important roads within Mumbai and suburban .
 - d. Should not indulge in any activity inimical to security of the officers travelling in his car.
19. The contractor must also ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Department.
 20. In case of breakdown of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute vehicle, which is of similar make as replacement immediately.
 21. The liability of IIG will be limited to the hiring charges agreed in the contract.
 22. No additional terms & conditions over and above the conditions stipulated above shall be entertained by IIG.
 23. Actual parking charges / Toll charges will be payable along with the monthly bills, only upon submission of the parking bills / toll receipts etc.
 24. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc, in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them.
 25. While IIG has a regular requirement for hiring vehicles, it shall have the right not to utilize the services at all at any time for any period without giving any notice. IIG will also reserve the right to hire vehicles from any other provider of such services even during the period of contract.
 26. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Institute in that event and the Security Deposit in the form of Performance Bank Guarantee shall be encashed.
 27. The Bank Guarantee can be forfeited by order of the Competent Authority of the Office of IIG in the event of any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. During the contract period or even after expiry of the contract to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
 28. 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.

29. The tender are to be submitted in two parts systems i. e. Technical and Financial. Technical bid consists of all the copies of relevant documents, No. of & types of vehicles owned by the agency, EMD etc.
Financial bid consists of the quotation in the format, duly signed & sealed.
30. The vehicles which will be provided by you should have the T mark.
31. On duty drivers should have a mobile phone and as and when your vehicle is called you should confirm the booking over phone. The mobile number of the driver and the vehicle No. that you will be sending should be communicated one day prior to the journey to the concerned officers of IIG and Guest by SMS.
32. The vehicle/s should have All India Permit. The entry tax, if any for crossing the inter state boarder, will be born by the Institute, while taking the vehicle out of state on tour, if required.
33. For field duties, out of municipal limits, the vehicles should be able to run on all types of roads.
34. If there are any pick up from the airport or railway station etc. you will ensure to carry a signboard.
35. Copies of Registration under the shops & Establishment Act, GST No. PAN, Tax receipt / Road Permit, etc, are required to be submitted.
36. Whether your firm/agency has been prematurely terminated by IIG. (Yes / No)
 - a) If yes state the reason:
37. The Agency should inform, if they have been blacklisted by any Central Government Department /Ministries/PSU's/Banks, etc. at any stage after the award of work order, which may result in termination of contract in 90 days.
38. The GST/Taxes will be paid as applicable from time to time.

Terms of Payment:

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of work order award by IIG.
2. All payments shall be made on monthly basis as the case may be against the bill duly supported by duty slips to be signed by user(s) or concerned authorized Officer of this office.
3. IIG shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.

4. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security deposit governed by the separate clauses of the contract.
5. Tax Deduction at Source (TDS) shall be deducted as per the rule.

Penalty

- 1) 100% penalty will be imposed if the agency fails to provide vehicle at a requested time and violation of any other condition as mentioned above.

Condition in case of dispute

- (a) For all disputes / differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of IIG shall be final.
- (b) The tender process of contract can be terminated at any time without any notice as the discretion of IIG.

ANNEXURE – I

Name and address of registered agency :

Name and addressed of owner :

PAN & GST Registration copies to be annexed :

Details of previous experience in Govt.Dept/
Public Sector Unit/ Pvt. firm:

Any other remarks :

Whether blacklisted by the Central/State/
UT Govt or any such Govt. Organization including PSUs etc:

Signature of the Owner :

Full Name :

Name of the Contractor :

Phone – Landline No. :

Mobile Number :

Place :

Date :

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/agency/owner/contractor will be blacklisted and will not have any dealing with the IIG in future.

(Signature of authorized signatory with date)

