



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित  
सैक्टर 81, नॉलेज सिटी, प. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI  
(Established by Ministry of Education, Govt. of India)  
Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab  
PAN No. - AAAAII781K GSTIN - 03AAAAII781K2ZS

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CPPP/Institute Website

IISERM (1595-3)23/24-Pur

Dated: 03<sup>rd</sup> August 2023

## ई - निविदा आमंत्रण सूचना NOTICE INVITING E-TENDER

टैक्सी/बस सेवाओं को किराए पर लेने के लिए एजेंसियों के पैनल के लिए दो बोली प्रणाली में निदेशक, आईआईएसईआर मोहाली की ओर से ऑनलाइन निविदाएं आमंत्रित की जाती हैं। तकनीकी विनिर्देश और नीचे दिए गए विवरण के अनुसार और सीपीपीपी पर मूल निर्माता/आपूर्तिकर्ता से बीओक्यू सूची अर्थात् <https://eprocure.gov.in/eprocure/app> निविदा दस्तावेज ई-प्रोक्योरमेंट पोर्टल की वेबसाइट <https://eprocure.gov.in/eprocure/app> और संस्थान की वेबसाइट [www.iisermohali.ac.in](http://www.iisermohali.ac.in) से डाउनलोड किए जा सकते हैं।

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for the **Empanelment of Agencies for Hiring of Taxi/Bus Services** as per technical specification and details given below and BOQ list from the original manufacturer/supplier at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website [www.iisermohali.ac.in](http://www.iisermohali.ac.in).

Sd/-

सहायक कुलसचिव (क्रय तथा भंडार)  
Assistant Registrar (Stores & Purchase)



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित  
सैक्टर 81, नॉलेज सिटी, प. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI  
(Established by Ministry of Education, Govt. of India)  
Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab  
PAN No. - AAAAI1781K GSTIN – 03AAAAI1781K2ZS

• Phone : +91-172- 2240121 • Fax : +91-172-2240124 • <http://www.iisermohali.ac.in> • Email: [stores@iisermohali.ac.in](mailto:stores@iisermohali.ac.in)

CPPP/Institute Website

## ई - निविदा आमंत्रण सूचना / E-TENDER NOTICE

Tender Ref.- IISERM(1595-3)23/24-Pur

Dated : 03<sup>rd</sup> August 2023

### Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	03 <sup>rd</sup> August 2023	6:00pm
2.	Tender Document download start Date & Time	03 <sup>rd</sup> August 2023	6:00pm
3.	Bid Submission start Date & Time	03 <sup>rd</sup> August 2023	6:00pm
4.	Bid Submission End date and Time	04 <sup>th</sup> September 2023	Upto 2:30pm
5.	Tender opening Date and Time	05 <sup>th</sup> September 2023	At 3:30pm

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for following item(s) from the original manufacturer/supplier at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website [www.iisermohali.ac.in](http://www.iisermohali.ac.in). Online Tender fee of Rs 590/- (Non-refundable) should be submitted by bidder in favour of IISER Mohali through Online mode in Institute Account (Canara Bank Saving Account Number 4790101001912 and IFSC Code CNRB0004790). However, scanned copy of the Tender fee/UTR copy should be uploaded on website along with technical bid. **Micro & MSME/NSIC and Firms registered and the firms registered with concerned Ministries/ Departments, the bidders are exempted from payment of Tender Fee as per GOI notifications/GFR (2017) and Ministry of Finance OM No. F.9/4/2020-PPD dated 12 November 2020.**

**Bidders will also be required to execute bond/undertaking Bid Security Declaration Form attached as ANNEXURE-V, in lieu of EMD.**

## ITEM WISE DETAILS

<b>Sr. No.</b>	<b>Description</b>	<b>Qty. (in units)</b>
<b>1.</b>	<p><b>Empanelment of Agencies for Hiring of Taxi/Bus Services</b></p> <p>IISER Mohali invites Bids for providing Taxi/Bus and allied transport services to its campus.</p> <p><b><u>Terms &amp; Conditions:</u></b> AS STATED CONTENTS OF TENDER DOCUMENT, SCHEDULE OF EVENTS AND TERMS OF TENDER SCHEDULE-A, FINANCIAL REQUIREMENT OF BIDDER, ELIGIBILITY CONDITIONS, TENDER REQUIREMENTS, GENERAL TERMS &amp; CONDITIONS, SELECTION PROCESS, TECHNICAL BID: BASIC INFORMATION, DECLARATION BY THE BIDDER, FINANCIAL BID: PRICE BID, PICK UP AND DROP PACKAGE-IISER MOHALI, INSTRUCTIONS AND TERMS &amp; CONDITIONS FOR SUBMITTING PRICE BID, CHECK-LIST</p> <p>(Requirement of vehicles as per <b>ANNEXURE-III</b>)</p>	As per list and BOQ

### **A) IMPORTANT NOTES:-**

- I. The online updated Price BOO is in INR format. Bids are invited in INR only against domestic tender.**
- II. All MSME/NSIC/Startup Units shall be considered as per provisions/rules prescribed by Govt of India.**
- III. Auto-extension of last date for E-Tenders has been activated by CPP Portal which has participation 2 bids or less.**

### **B) INSTRUCTIONS FOR ONLINE SUBMISSION OF TENDER**

- I. All bid/ tender documents are to be uploaded online at Central Public Procurement portal i.e. <https://eprocure.gov.in/eprocure/app> only and in the designated cover/ part on the website against tender ID. Tenders/ bids shall be accepted only through online mode and no manual submission of the same shall be entertained except tender fee and Annexure V (Bid Securing Declaration Form). Late tenders will not be accepted.**
- II. The online bids shall be opened at the office of the Assistant Registrar (S&P), IISER Mohali, on above given date and time. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place. IISER Mohali will not be responsible for any error like missing of schedule data while downloading by the Bidder.**
- III. The bidder shall upload scanned copy of the PAN Card, GST number duly signed and stamped. Also bidders applying against “MSME/NSIC Certificate” issued by appropriate Authority, should ensure that the certificate attached is relevant to the area of service/supply. For example, If the tender is for “supply & installation of Desktop” the certificate should be issued for activity/area of “Computer supply and services activities etc” otherwise bid will be REJECTED without notice.**

- IV. E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.

Sd/-

सहायक कुलसचिव (क्रय तथा भंडार)  
Assistant Registrar (Stores & Purchase)

CONTENTS OF TENDER DOCUMENT

<b>Sl. No</b>	<b>Description of contents</b>	<b>Page Number</b>
1.	Schedules of Events	
2.	Eligibility Conditions/Tender Requirements	
3.	General Terms & Conditions	
4.	Selection Process	
5.	Part – 1 – Technical Bid (Annexure I)	
6.	Declaration by the bidder (Annexure II)	
7.	Part – 2 – Financial Bid Format (Annexure III) Instructions and Terms & Conditions for submitting Price Bid <i>*(Price to be quoted in BOQ only)</i>	
8.	Check List (Annexure IV)	
9.	Bid Securing Declaration Form in lieu of EMD (Annexure V)	

## SCHEDULE OF EVENTS AND TERMS OF TENDER

### Schedule A

Tender No.	Dated:
Validity of bid	90 days from the date of Opening of Price bid
<b><u>Important Dates:</u></b>	
Last date of receipt of tenders	28 <sup>th</sup> August 2023 Time Upto 2:30 pm
Tender opening Date and Time	29 <sup>th</sup> August 2023 Time At 3:30 pm
Contract Commencement Date:	Within one month from date of issue of contractaward letter
Contract Duration:	Tenable up to 3 years on agreed terms and conditions (Will be renewed at the end of every year on satisfactory performance) on mutual consent.
Security Deposit (only for the successful bidder/Bidder/agency)	The successful bidder/Bidder/agency is required to deposit Rs.50,000/- in the form of insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt /Bank Guarantee from a Commercial Bank or DD (nationalized bank/any other banks approved by RBI) within 15 days on the receipt of the contract award letter, which will be valid for 60 days after the expiry of contract period.

## FINANCIAL REQUIREMENT OF BIDDER

FINANCIAL Turn-over of Bidder	For the year 2020–21, 2021–22 and 2022-2023 minimum of Rs.10,00,000/- (Rupees Ten Lakhs only)
Tender Type	<b>Two Bid System</b>  Price bids are to be submitted for each category of vehicles for both per k.m. and per hour basis, also, indicating night charges, minimum charges and applicable taxes. Etc. in Financial Bid/BOQ.  The online bids shall be opened at the office of the Assistant Registrar (S&P), IISER Mohali, on above given date and time. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place.
Any clarification	Assistant Registrar (S & P) IISER Mohali

## **ELIGIBILITY CONDITIONS:**

1. The Bidder/Bidder/agency should preferably have Registered Office with good infrastructure in Chandigarh/Mohali. The Bidder/Bidder/agency can be either proprietor/company/partnership firm and the Bidder/agency should be registered with the statutory authority as prescribed in law.
2. The Institute or his authorized officers may make discreet enquiry or may visit/inspect the office premises of the Bidder/agency to ascertain the infrastructure and condition of vehicles. The Institute may also engage an Investigator to inspect and submit the report which will be taken into account for evaluation of Technical Bid.
3. The Bidder/agency should own a fleet of at least three cars/bus of any of the models as mentioned in Clause No.03 under Tender Requirements and registered in the name of the Bidder/agency. The vehicles should be in good condition, and preferably vehicles not more than 5 years old.
4. The Bidder/agency should have minimum 5 years of experience in providing 'Car Rentals and other transport services' with reputed Govt./Public Sector Enterprises/Banks/ Government Departments/Research Organizations/ (provide/attach copy of work order/s in this regard).
5. Preference may be given for agencies who have operated taxis in the past and presently providing to research institutes of national importance.
6. The Bidder/agency from Individual/Firm/Organization including its Partners/Shareholders / Directors who have been blacklisted/prosecuted by any departments/statutory bodies in any State or by any Court of Law, shall be rejected.

## **TENDER REQUIREMENTS**

1. The vehicles supplied/provided by Bidder/agency should have clean interior, upholstery, well maintained exterior & noiseless drive.
2. All necessary tools like GPS Kit, spare tyre (stepney), operational First-Aid Kit and fire extinguisher should be available at all the time in vehicle(s) to cater for any exigency *en route*.
3. The Bidder/agency should be able to provide cars at short notice such as Toyota Innova, Toyota Etios, Etios Sedan, Maruti Ciaz, Hyundai Accent, Maruti Suzuki D'Zire, Tata Indigo, Tata Safari, Mahindra Scorpio, Mahindra Bolero, Swift, Chevrolet, Ertiga and Bus (Force, Tata, Ashok Leyland, etc..) or equivalent with valid registration for **commercial use (yellow board)**.
4. The Bidder/agency should have tax registrations PAN, GST, vehicle insurance, permits, fast tag, emission certificate, etc. and all other up to date records pertaining to the vehicle.



5. The Bidder/agency should have a complete list of clientele in Chandigarh/Mohali and Performance Certificates from at least **two** major clients, presently in force/vogue (Government/Public Sector organizations preferred) should be attached.  
In addition, the list of attached agencies may please be provided.
6. The Bidder/agency should also see the website regularly for any amendment/clarification/ corrigendum issued with regard to this tender and IISER Mohali is not responsible for any failure to notice such changes posted on its website
7. The drivers deployed to IISER Mohali should be well trained, experienced and shall possess valid driving license. The driver should not be more than 50 years old. He shall report in proper uniform & carry mobile phone. Also, the Drivers shall be medically fit, have clear vision, good conduct and character. The Drivers should be courteous, well conversant with local areas/roads/routes in and around Chandigarh/Mohali and the suburbs. He should be able to converse in Punjabi/English & Hindi. Preferably drivers who are familiar with IISER nature of duty should be deployed.
8. Drivers should carry with them related RTO/insurance papers, registration certificate, permits, fitness certificate of the vehicle and valid driving license
9. The driver must carry a placard with particulars of the arriving Guest/Officer at the Airport/Railway Station, etc.
10. If the Institute notices that the service/conduct of any of the driver(s) is not in conformity with the standards of the Institute, such driver(s) should be replaced immediately.
11. The Driver shall wear WHITE UNIFORM and shall maintain it in good and impeccable condition always.
12. If any vehicle provided is found to be not properly maintained/is not presentable, such vehicle(s) shall be immediately replaced with alternate vehicle of same or equivalent model in good condition.
13. Toll tax, parking charges etc. paid by the Bidder/agency during the course of providing taxi services/journey will be reimbursed to the Company on actual basis. These charges are to be paid by the driver of Bidder/agency on duty and shall be claimed by Bidder/agency along with the bill on monthly basis. The drivers shall not demand money from the users and the Bidder/agency should ensure sufficient cash is made available with the drivers to meet such contingent expenditure.
14. The Drivers deputed for duty will conduct himself with dignity and would extend support to guest/user, to load/unload/transport his belongings, if need be.
15. The behaviour of the driver should be polite, cordial, and obedient. He should not have criminal background or convicted by any Law enforcement agencies. In case of any misbehavior, in addition to taking legal action, the Bidder/agency will also be penalized for the same and the decision of the Competent Authority of the Institute in this regard shall be final and binding on the Bidder/agency.

16. The taxi can also be used for Outstation Trips. In such an event, the minimum average running limit of taxi will be 250 Kms. per day. The taxi operator will bear the toll charges for outstation trip for more than 80 km. The next package rates will be applicable only if time and Kilometer limit of lower package exceeds over and above 250 Kms. or as agreed.
17. A driver who takes a break for tea/lunch or for any other purpose for a short duration during duty hours, prior intimation/permission should be given/taken from/to the guest/user/office/reception/security of the Institute.
18. The driver should report for duty at specified time and stay with the car/vehicle during duty hours. He must ensure to fill the duty slip details –Bidder/agency Office out time, opening kilometer, release time, closing kilometer, parking charges etc., and obtain signature by the guest(s)/user of the vehicle mandatorily. Incomplete trip sheets will not be honored/approved for payment.
19. Agencies should communicate/provide details of the car, driver's name and his mobile number to the concerned section and to the guest at least 3 hours before reporting time by SMSes/WhatsApp.
20. The Bidder/agency will submit/raise bills on monthly basis along with the User/guest Certification Slip certifying the Kms reading and time of usage. The bills shall be settled within 15 days from the date of receipt of bill by the Institute. The time will be rounded off to hour. While making payment, Institute will deduct applicable statutory taxes at source and issue necessary certificate in this regard.
21. In case of any lapses, the penalty as decided by the IISER Mohali may be imposed on the bills payable to the vendor.

## **GENERAL TERMS & CONDITIONS:**

1. If a particular car model requisitioned is not available, an equivalent/identical model should be arranged at the same rates.
2. The Bidder/agency should not charge extra mileage and hours utilized by drivers for food and fueling etc.
3. The vehicles should comply all the provisions of Motor vehicle Act, 2021 as in force from time to time, and fit for hiring, during the period of the contract.
4. The empaneled Bidder/agency will have to include the Force Majeure Clause as per the Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division, at the time of the agreement.
5. Complaints, if any, with regard to deficient services shall be lodged directly with the Bidder/agency and such complaints shall be dealt with and resolved immediately.
6. It is onus on the Bidder/agency to verify the antecedent/background of the drivers and shall indemnify such certified verification.
7. The Institute will confirm booking of vehicles at least 4-5 hours in advance and the Bidder/agency should be able to provide the vehicles any time of the day, even during odd hours, on need basis. The Bidder/agency should also be ready to provide vehicles at short notice (1 hour before reporting time) to supply cars at approved rates during important occasions like BOG Meetings, Visit of high-level Dignitaries (Foreign Delegations, Ministers, Ambassadors) etc.,
8. The Institute shall not be liable for any damage to the vehicles due to accidents or unforeseen reason like fire, floods or other natural/manmade calamities arising out of accidents or while driving vehicles. Further, the Institute shall have no liability to pay compensation for any such incidents/accidents to any individual/Government/statutory bodies. The Bidder/agency, shall alone, will be responsible and liable for all such statutory obligations as per law.
9. In case of any damage or any injury caused/due to negligence by the Driver while on duty either to the Institute's property or personnel including students and visitors of the IISER, the Bidder/agency, shall alone, will be responsible to compensate to any or all such damages/injuries.
10. In case the Bidder/agency fails to provide vehicle(s) or if the driver(s) fail to report within a reasonable time beyond schedule, the Institute reserves the right to explore/hire services from any other agencies and recover the proportionate cost from the monthly bill of the Bidder/agency for such lapse/loss. In addition, the Institute may penalize the Bidder/agency for each such deficient / poor service.
11. Any overwriting or corrections against readings in the trip sheet shall be countersigned by the user/guest, failing which, the cost of the trip shall be calculated on average mileage basis.

12. **The lowest rates L1 received from eligible agencies for each type of vehicle will be tabulated for each slab and circulated to all eligible agencies for their consideration and acceptance. The agencies who are ready to provide taxi services on these rates and accept the rates in writing would be empaneled as Taxi Operators by the Institute for providing taxi services.**
13. The rates quoted by the agencies shall be valid for a period of **one year** from the date of empanelment of Taxi Operator irrespective of the fluctuation in the fuel charges during the contract period.
14. The empanelment will be confirmed by the Institute in writing only on receipt of confirmation from the eligible Bidder/agency that the **minimum rates** offered are acceptable to them.
15. The Institute shall be liable only to the extent of paying hiring charges as per the agreed rates, specified in the agreement and as per terms and conditions and are not responsible for (driver's salary, insurance, repair costs, fuel cost, breakup costs or other incidental expenses), which are to be borne by the Bidder/agency.
16. No advance payments shall be admissible under any circumstances. Payments shall be made by way of NEFT/RTGS to the empaneled agencies.
17. **Cancellation Charges** – Three hours prior to the scheduled trip, no cancellation charges will be paid. However, if the vehicle has reported to the designated location and booking is cancelled, then the cancellation charges will be paid as per agreed terms.
18. The empaneled agencies shall take appropriate measures in respect of its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The empaneled agencies obligations with respect to non-disclosure and confidentiality is valid till the expiry or termination of this agreement.
19. Mere contract award letter will not be counted as Experience Certificate. Performance and satisfactory service certificate issued by the concerned organization is mandatory.
20. On satisfactory completion of the contract period of one year or on premature termination of the contract, the Security Deposit paid in the form of Insurance Surety Bonds, Account Payee in favour of Registrar IISER Mohali through Online mode in Institute Account (Canara Bank Saving Account Number 4790101001912 and IFSC Code CNRB0004790), Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank by the Bidder/agency will be discharged within 60 days of expiry of the Contract without any interest/after deducting dues, if any. In case, the contract of services are extended, the validity of Security Deposit shall be extended accordingly, for the renewed period.
21. The empaneled Bidder/agency shall be solely responsible for compliance of all the provisions of the "Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment is received against any drivers deputed to the Institute by the empaneled Bidder/agency, besides lodging the police complaints, the complaint may also will be referred to the appropriate Committee constituted under the said Act at the Institute. The empaneled Bidder/agency/s shall be responsible for educating its employees about prevention of sexual harassment/misbehavior.

22. The empaneled Bidder/agency shall not disclose directly or indirectly any information, material, and details of the Institute's infrastructure/systems/equipment's/Security Area/ etc., which may be noticed or comes to knowledge of their staff/ empaneled Bidder/agency/s during the contract period shall maintain confidentiality as its contractual obligations to any third party and shall at all times hold the same in strictest confidence. The empaneled Bidder/agency/s shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The empaneled Bidder/agency/s shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the empaneled Bidder/agency/s and the Bidder/agency/s shall be liable for damages/termination of the contract.
23. The Institute reserves the right to terminate the contract of all or any empanelled Bidder/agency, giving one month's notice and without assigning any reason whatsoever. Bidder/agency intending for premature termination of contract may do so, by giving one month's notice.
24. Self-attested declaration that the Bidder/agency has not been blacklisted by any Government Department, PSUs or Banks etc to be submitted along with the Tender document.
25. **The Driving License of the drivers should be pasted at appropriate place inside the vehicle and the validity of the Driving License should be periodically checked by the Bidder/agency and reconfirm that the Divers hold a valid Driving License while on road.**
26. Jurisdiction for legal disputes, if any, arising during the period of the contract, will be in Mohali Court only.
27. The Director of IISER Mohali reserves the right to accept any or all tenders /or reject any or all tender wholly or partly without assigning any reason.

## **SELECTION PROCESS:**

1. The Tender Committee duly constituted by the Director of IISER Mohali will evaluate all the Technical & Commercial Bids.
2. Price Bid/Commercial Bid of only those Tenders will be opened by the Committee who are found eligible/qualified after scrutiny of Part -1 (Technical Bid).
3. L1 rates for each category and model of vehicles will be computed.
4. The technical evaluation includes checking the registration certificates, legal, statutory, taxation and other associated compliance in respect of the organization and of existing contracts. The Committee may get independent feedback with regard to the performance of the Bidder/agency, from the existing clients, which may include obtaining references and /or visiting the work site.
5. The Institute reserves the right to grade the agencies based on number of fleets at the disposal of the transport Bidder/agency, availability of spare fleets, number of years of experience, in particular, with research establishments, yearly turnover, location of Bidder/agency office and quality of service provided and commitment to the client's requirements, (will be based on client's report.)

**ANNEXURE-I**

**TECHNICAL BID**

**Assistant Registrar (S & P)**

**Indian Institute of Science Education and Research Mohali**

**Sector – 81, Knowledge City, P.O. Manauli, S.A.S. Nagar, Mohali, Punjab -140306**

**BASIC INFORMATION:**

<b>Sl. No.</b>	<b>Information Required</b>	<b>Information to be submitted by the Applicant (Attach Separate Sheet if Required)</b>
1.	Name of the Organization	
2.	Type of Organization, Proprietorship, Partnership, Company, Society etc.),	
3.	Name of the Proprietor/Partners/Director	
4.	Authorized person on behalf of the Bidder/agency (Name, contact details including telephone/email)	
5.	Registration (firm, company etc) Registration Authority: Registration Date: Registration Number: Validity	
6.	Total no. of years of experience (1) With research establishment (2) With corporates (3) Others	_____ years _____ years _____ years _____ years

7.	Name and address of the Bankers and Bank Account Details	Banker's Name: Branch Address: Contact No. Type of Account: Account No: IFSC Code:		
8.	Copies of Balance Sheet & P & L a/c statement for last 3 years. (Indicating separately turnover through supply of cars/buses on hire) (Copies to be attached)	Sl. No.	Year	Amount (In Rs. Inlakhs)
		1	2020-2021	
		2	2021-2022	
		3	2022-2023	
9.	Local office address with telephone number, email address for correspondence			
10.	Presently working with any Government/semi-government Undertaking/s/ research establishment /corporate, as approved transport provider and if so, furnish details.			
10.	PAN, GST (attach copies)			
11.	Whether the organization is registered under Ministry of Micro, Small & Medium Enterprises (MSME), (Attach relevant documents, if applicable.)			



12.	<p>List of cars owned in the name of the Bidder/agency with Model, Registration Number/s, Permit Number/s, Date of purchase, Insurance Policy.</p> <p>(Copies of the documents should be attached.)</p> <p>The list should be category wise (categories as indicated in Price Bid) and in descending order of date of purchase.</p>	
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**Copies of documents to be submitted (mandatory):**

1. Feedback from at least two major clients (Government/Semi Government/public sector/research establishment/ major banks/ corporates) indicating the period of contract.
2. Balance Sheet & P&L a/c statement for last 3 years. (indicating separately turnover through supply of cars/buses on hire)
3. The Bidder/agency must enclose notarized copy of the lease agreement for verification in case of lease agreement with other owners, to provide minimum required vehicles as per tender.
4. The Bidder/Bidder/agency should preferably have Registered Office with good infrastructure in Chandigarh/Mohali within a radius of maximum 10 km from the campus of IISER Mohali. The Bidder/Bidder/agency can be either proprietor/company/partnership firm and the Bidder/agency should be registered with the statutory authority as prescribed in law.
5. The Bidder/agency should own a fleet of at least three cars/bus of any of the models as mentioned in Clause No.03 under Tender Requirements and registered in the name of the Bidder/agency. The vehicles should be in good condition, and preferably vehicles not more than 5 years old.
6. The Bidder/agency should have minimum 5 years of experience in providing 'Car Rentals and other transport services' with reputed Govt./Public Sector Enterprises/Banks/ Government Departments/Research Organizations/ (provide/attach copy of work order/s in this regard).

**Note: The Institute reserves the right to call for proof/verify the furnished information.**

## ANNEXURE-II

### DECLARATION BY THE BIDDER/AGENCY

1. I/We certify that I/We have gone through & agree to the terms & conditions of Tender (Ref No. \_\_\_\_\_) and undertake to comply with them for the contract period (valid for one year from the date of signing of the agreement deed plus extendable on same terms & conditions as decided by IISER).
2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in any tenders by any State Government / Central Government organizations.
3. I/We certify that each self-attested pages of photocopy of various documents/certificates attached are true of best of my/our knowledge and no erasing/overwriting/cuttings/corrections has been done by me/us.
4. I/We, hereby, agree to all the terms and conditions, stipulated by the IISER in this connection including penalty etc.
5. I/We understand that IISER, Mohali reserves the right to reject any or all tenders including the lowest quotation without assigning any reasons (s) thereof.
6. I/We agree that in case of failure to provide vehicle(s) on time, the IISER-Mohali is free to obtain services from other service provider at my/our risk and cost.

Name:

Sign:

Address:

Name (s) and Signature (s) of the Bidder/agency with stamp of the firm

**ANNEXURE-III**

**FINANCIAL BID**

**PRICE BID**

1. Price bid.

Price bid format (To be filled in BOQ only)

S. No.	Type/Category of Vehicle	Base Rate (for 40kms & 4 Hrs)*	Base Rate (for 80kms & 8 Hrs)*	Outstation (Outside Chd/Mohali charge per day (min. 250 km) (5.00 am to 10.00 pm)	Rate per Extra Km	Rate Per Extra Hour	Night Charges (per Night i.e from 10.00 pm to 5.00 am)
		A	B	C	D	E	F
Category 1: Cars							
1	Maruti Dzire/ Hyundai Xcent or any similar compact sedan						
2	City/Hyundai Verna/ Toyota Corolla or any similar mid size sedan						
3	Tyoto Innova (6 & 7 Seater) / Ertiga / any similar SUV/MUV						
Category 2: Public Carrier							
1.1	16 Seater TEMPO TRAVELLER						
1.2	22 Seater TEMPO TRAVELLER						
2.1	35 Seater Bus						
2.2	40 Seater Bus						
2.3	45 Seater Bus						

\* L1 will be decided based on the base price (column C). However bidders will be required to furnish the other applicable charges mentioned above in columns B to G in BOQ format.

**Pick up and drop package-IISER Mohali**

S. No.	Type Category of vehicle	Airport	Chandigarh Railway Station	Mohali Railway Station	Sector 17 Chandigarh Bus Stand	Sector 43 Chandigarh Bus Stand	Mohali Bus Stand
		A	B	C	D	E	F
1.	Maruti Dzire/Hyundai Xcent or any similar compact sedan						
2.	Honda City/Hyundai Verna/Toyota Corolia or any similar mid size sedan						
3.	Tyoto Innova (6 & 7 seater) Tata Hexa/any similar SUV/MUV						

Note 1. Excluding parking fees, toll charges and applicable taxes.

**Instructions and Terms & Conditions for submitting Price Bid**

1. Agencies are advised to quote the rates strictly in the price bid format.
2. The rates quoted by Bidder/agency should be valid for at **one year** from the date of empanelment as taxi operator.
3. No revision in rates will be allowed during the Rate Contract period of one year. Any increase/decrease of 10 paise per one rupee hike/reduction in the cost of petrol/diesel will be effected per running kilometer only, with effect from the date of hike/reduction in the cost of the petrol/diesel. **However, if any escalation in the fuel price, only fuel component will be compensated and likewise, if any reduction in the fuel price, the benefit has to be passed on the IISER.**
4. All the columns should be clearly filled in ink legibly or typed.
5. The amount should be filled in figures as well as in words.
6. No column should be left blank which would otherwise make the tender document liable for rejection.
7. The agencies are advised to refer Scope of Services given in the Tender Document so as to cover all charges to be borne by him/them before quoting rates for providing taxi services as and when required.
8. The lowest rate/s quoted by the technically qualified agencies for each type/category of vehicle will be tabulated and offered to the empaneled agencies and all those agencies who are ready to provide services at the lowest rates (L1) will be considered for empanelment.
9. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, and Higher Education Cess etc. will be made from the amount payable as per rules.
10. Goods and Service Tax (GST), if any, will be paid in addition to the amount of rate quoted by the Firm/Travel Bidder/agency.

## ANNEXURE-IV

### CHECK-LIST

<b>PARTICULARS</b> (All Documents to be provided along with the Technical Bid)	<b>Compliance</b> (Yes/No)
BIDDERS are required to furnish <b>Annexure-V</b> in lieu of Earnest Money Deposited (EMD)	
<b>Copy of NIT/Tender Document</b> (duly signed and stamped)	
Copy of Trade License Certificate enclosed (duly signed and stamped)	
Copy of Registration under Shops and Establishment Act enclosed (duly signed and stamped)	
Proof of financial Turn-over for previous years enclosed (on letter head duly signed and stamped)	
Copy of PAN (duly signed and stamped)	
Copy of the IT returns filed for the last 3 financial years (2020-2021, 2021-2022, 2022-23) (duly signed and stamped by CA)	
Copy of GST Certificate (duly signed and stamped)	
Self-certificate declaring that the Bidder/agency has not been blacklisted by any Government Department, PSUs or Banks etc. (duly signed and stamped)	
Clientele list (reputed organizations major clients only)  Feedback from at least two major clients (Government/Semi Government/public sector undertakings, banks/corporates) also indicating the period of car hire service provided by the Bidder/agency	
List of owned cars (category wise) with details viz. Model, Registration Number, date of purchase etc., (in letter head duly signed and stamped)	
Balance Sheet & P & L a/c statement for last 3 years (indicating separately turnover through supply of cars on hire) for the year 2019-20, 2020-21 and 2021-2022. (duly signed and stamped by CA firm)	

The above information is correct to the best of my/our knowledge and belief. I/we understand that the tender will be cancelled if it is found to be incorrect at any later date.

**ANNEXURE-V**

**Bid Securing Declaration Form**

Date: \_\_\_\_\_ E-Tender No. \_\_\_\_\_ E-Tender ID \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

PS: *Furnish the above in original stationary/letter head with signed and sealed.*