

**TOR FOR EMPANELMENT OF AGENCIES FOR HIRING OF TAXI SERVICES
ON DEMAND BASIS BY APEDA, REGIONAL OFFICE, GUWAHATI, ASSAM FOR
A PERIOD OF TWO YEARS**

Dated: 01/02/2024

Agricultural and Processed Food Products Export Development Authority (APEDA), Regional Office, Guwahati, Assam state is an autonomous organization under the Ministry of Commerce & Industry, Govt. of India and is in process for empanelment of agencies for hiring of taxis on demand basis for official use. APEDA, Regional Office, Guwahati, Assam state is also registered at Government GeM portal for hiring of different services. Vendors those who are registered with Government GeM portal are also eligible for empanelment and may apply accordingly according to terms and conditions of tender document.

1. Invitation of Sealed Tenders under Two Bid System: Sealed Bids are invited from the registered agencies/service providers from Guwahati, Assam State region for hiring of taxis for APEDA's Regional office at Guwahati, Assam state. The details of requirement of vehicles are as under :-

S. No	Description of requirement	Number of vehicles	Category of taxi
1	On Demand Basis requirement of taxis.	As per requirement. Vendor should be Competent enough to provide more number of taxis as per requirement of APEDA from time to time.	Maruti Dzire/ Innova / or equal Cars

2. Last Date for submission of bid: The last dates for submission of technical & financial bids are as per following schedule:

1	Last Date and time for receipt of Bid in APEDA Regional office, Guwahati, Assam.	23 rd February 2024, up to 4:00 p.m.
2	Bid to be submitted	Shri Bidyut Baruah Deputy General Manager (Regional Head), APEDA Guwahati, Housefed Complex, West End Block Building, 4th Floor, Beltola- Basistha Road, Dispur, Guwahati – 781006, Assam
3	Date and time for opening of Bids (Technical & Financial).	26 th February, 2024, at 2:30 p.m. Representative of the firms/agencies may attend the bid opening process as per schedule, if desired so. No separate invitation/intimation shall be issues in this regard.

In case the date specifies for submission of bid falls on or is subsequently declared a holiday or closed day for this office, the bids will be received up to the appointed time i.e. 4:00 PM on the next working day of this office.

3. Two Bid System: The bid should be submitted in a sealed cover in two parts as under:

A. Technical Bid:-

- i. The Technical bid should be submitted in the prescribed application form as given in the Annexure-I only.
- ii. The Technical bid should fulfil all the requirements of eligibility criteria as mentioned in the clause no. 4.
- iii. Hypothetical/ Conditional Incomplete technical bids will not be entertained and rejected out rightly.
- iv. The technical bid should be signed and stamped by the authorised person.
- v. The Technical bid should be super scribed as **“Technical Bid for supply of Non AC/AC Taxis to APEDA”, Regional Office, Guwahati, Assam** in the prescribed format as mentioned in the Annexure-I

B. Financial Bid:-

- i. The financial bid should be submitted in the prescribed format as mentioned in the Annexure-II.
- ii. The cover/envelop of financial bid should be super scribed as **"Financial Bid for supply of Non AC/AC Taxis to APEDA”, Regional Office, Guwahati, Assam.**
- iii. The bidders should quote their unconditional rates strictly as per the prescribed format in the Annexure-II. Cutting/overwriting, if any, will not be accepted. Each page of the tender should be duly Numbered, Stamped and Signed by the authorized signatory.
- iv. GST/Taxes should be mentioned separately.

C. The technical bid and the financial bid should be sealed by the bidder in separate covers, duly super scribed and both these sealed covers are to be put in a bigger cover, duly super scribed as **“Bid for supply of Non AC/AC Taxis to APEDA Regional Office, Guwahati, Assam”**.

4. Eligibility Criteria:

S. No.	Description of Information & Documents required	Criteria Fixed By APEDA
1	Minimum number of registered vehicles in the name of firm or in the name of company with which they have formal contract for supply of vehicles (duly notarised on non judicial stamp paper of Rs 100/-).. True copies of Registration Certificates (RCs) of Taxi/Cars in the name of Company/Firm should	Minimum 05 (Five) Taxis are Mandatory. However, The Vendor should be Competent enough to provide more number of taxies as per requirement of APEDA from time to time.

	be submitted duly self certified and stamped by authorised person.	
2	Minimum 5 years old firm. [Submit Self Certified copies of 1) Firm's registration/PAN or any other Govt. documentary proof for verification].	Mandatory
3	GST Registration. [True copy of GST Certificate should be submitted duly self certified and stamped by authorised person.]	Mandatory
4	Permanent Account Number [PAN]. [True copy of firm PAN should be submitted duly self certified and stamped by authorised person.]	Mandatory
5	Earnest Money Deposit [EMD] without interest. [EMD should be submitted by way of Bank Draft or Banker's Cheque in favour of "APEDA" drawn on Guwahati.	Rs.50,000.00 [Without interest]
6	Company Profile of Firm/Company. (A write up in the field of relevant activities being carried out by the firm/company should be submitted. Firm may like to submit any relevant documents also in this regard.	Mandatory
7	List of Clients. List of clients may be submitted duly self certified and stamps by the authorised person.	Mandatory
8	Banker's Details. [Name of Bank/Branch address/ Name of Account holder/ Account number/CA or SB Bank Account/ IFSC Code number]. For making online payment through RTGS/NEFT after empanelment for job work awarded by APEDA, Regional Office Guwahati, Assam.	Mandatory
9	Self Certificate of Non-Black listing. [Self Certification by the Organization/ Company that it has never been blacklisted by any Govt. organization/ departments on the printed letter head of firm.].	Mandatory
10	Income Tax Return (ITRs).	2020-21 Rs.

	True copy of ITRs for past 3 years should be submitted duly self certified and stamped by authorised person]	2021-22 Rs. 2022-23 Rs.
11	Turnover of firm for past 03 years. <ul style="list-style-type: none"> • Minimum turnover should be Rs. 15 lakhs per annum. • Self Certified copies of Balance Sheets and C.A. Certificate from a qualified C.A. should be submitted certifying turn over of firm for last three years. The C.A. Certificate should be in original duly complete in all respect. 	2020-21 Rs. 2021-22 Rs. 2022-23 Rs.
12	Work Experience in the relevant field/service/area for min. 05 years. <ul style="list-style-type: none"> • Firm should have minimum five years work experience in the respective field/ service applied in different offices of Central/State Govt./PSU/Corporate office/Reputed Private companies etc. • Attach at least 05 (Five) work orders of preceding 5 years along with satisfactory performance reports given by concerned organisation. 	Mandatory
13	Covering Letter on Firms/Companies Letter head duly signed by the authorised person and stamped.	A Covering Letter must be provided with the bid on Firms/ Companies printed letter head and should be signed by the authorised person.
14	Super scribe the Bid covers as under:- 1. Sealed Cover number one – “Technical Bid for supply of Non-AC/AC Taxis to APEDA”, Regional Office Guwahati, Assam. 2. Sealed Cover number two – “Financial Bid for supply of Non-AC/AC Taxis to APEDA”, Regional Office Guwahati, Assam. 3. Sealed Master cover containing Technical and Financial Bids – “Bid for supply of Non-AC/AC Taxis to APEDA”, Regional Office Guwahati, Assam. The Bid and its covers for Technical and Financial Bids including Master Cover must be Sealed and should be Super scribed as per guidelines.	Mandatory

5. Earnest Money Deposit (EMD)

5.1 EMD of Rs.50,000 (Rupees Fifty thousand Only) in the form of Demand Draft/ Pay order/Banker's cheque from any Nationalised/commercial Bank in favour of "APEDA" payable at Guwahati, Assam must be submitted with the bid. Bid without EMD and in any other form will not be considered and the bid shall be rejected.

5.2 The EMD shall be without interest and no interest shall be payable during the period of holding with APEDA, Regional Office, Guwahati, Assam for completion of tender process.

5.3 The EMD should remain valid at least for a period of 60 days beyond the final tender validity period.

5.4 EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required **Performance Security of Rs.50,000 (Rupees fifty thousand Only)** within the specified period, its EMD will be forfeited.

5.5 EMD will be returned to all unsuccessful bidders without interest after completion of tender process and award of contract to successful bidders after receipt of the Performance Security from him.

6. Performance Security:

6.1. The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of Rs.50.000/- (Rupees fifty thousand only) in the form of Fixed Deposit Receipt/ Bank Guarantee from Commercial Bank in an acceptable form in favour of "APEDA" drawn on Guwahati, Assam within 10 days of award of contract.

6.2. Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the supplier or one year whichever is higher.

6.3. Performance Security will be refunded to vendor without any interest, whatsoever, after completion of contract satisfactorily in all respects.

6.4. Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.

6.5. In case any bidder is already providing the Taxis to any other Ministry/Department of Central Govt. details thereof should also be furnished along with the bids.

7. The Technical bid should contain following details:

7.1. The contractor should have at least five years experience of providing vehicles to Govt./ Semi Govt./ PSUs satisfactory service certificate from the concerned Department need to be furnished along technical bid otherwise tender document will be treated as not acceptable.

7.2. Self Certified copies of PAN and GST number and copy of the latest Income Tax return/Service Tax certificate should be submitted with the bid.

7.3. A Certificate from the bidder that all the terms and Conditions are acceptable to him.

7.4. EMD of Rs.50000/- (Rupees Fifty Thousand Only).

7.5. Copies of RC of all the taxies registered in the name of the transport company/firm should be submitted.

7.6. The bidder should have the ownership of at least 05 vehicles. The bidders are advised to read to instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions with deviations. In case there are any deviations from the terms & Conditions of the tender they may be clearly indicated in the technical bid for consideration.

8. Other Terms and Conditions:

8.1 Risk Hire Clause:- In case the firm awarded contract fail to supply the requisite number of vehicles, this office reserves the right to hire the Taxi 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.

8.2 If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, APEDA, Regional Office, Guwahati, Assam will have the right to forfeit the EMD or the Performance Security, if deposited by the bidder.

8.3 The vehicles provided should be authorized to be used as taxies and should have proper permission of the areas to be travelled in North Eastern Region (NER) and should not be more than 4 years old.

8.4 The Contractor should be able to provide Taxis at a short notice/ (within 30 minutes).

8.5 The drivers engaged in the Taxis should have valid driving commercial license to operate the taxi, issued by the Transport Authorities' **the firm/service provider will have to get the police verification of the drivers at their own cost and submit to this office.** Other necessary

certificates like Road Tax clearance, pollution certificate etc. should be in existence for all vehicles quoted. **The service provider should confirm all the provisions prescribed in Motor Vehicles Rules 1989.**

8.6 The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.

8.7 The driver engaged should be broadly aware of the major routes of Assam and other NER states.

8.8 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.

8.9 In case of any break down while on journey, alternative arrangement shall have to be done 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.

8.10 The Department 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.

8.11 Penalty Clause: In the event of Contractor failing to execute the work i.e. supply of Taxies on hire basis at any time to the full satisfaction of the Department the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposited.

8.12 Billing will start from and end with garage/taxi stand or designated place. All vehicles must first report to the Dealing Officer, D/o APEDA on requisition. Where meter reading will be noted and then proceed to the destination on all days except Sundays or Holidays. On Sundays and National Holidays the vehicle may directly report to the designated person where meter reading from the garage/taxi stand should be got noted from the user.

8.13 At times, APEDA, Regional Office, Guwahati, Assam may need additional number of taxies on specific days in connection with any conference/ meeting. The Contractor should, be responsible to arrange for additional demand of taxies by making necessary tie-ups at his end with other taxi operators and such additional vehicles should be supplied at the contractual rates and conditions.

8.14 The contract will be valid for two year from the date of award of contract and extendable for one year by mutual consent of the parties. No request of hike in approved rates for supply of taxies will be entertained during the period of contact for any other reason what so ever except in case of force measure circumstances.

8.15 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 kilometre 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.

8.16 For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries be got attested from the users. The log book will have to be shown to the General Administration for verification at the time of submission of the bill in each month.

8.17 In case of hiring of Taxies, 50 Kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 50 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds 5 hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

8.18 This tender document can also be downloaded from this Department's website: www.apeda.gov.in

8.19 Decision of Competent Authority of the Department regarding acceptance or rejection of a tender will be final and binding.

8.20 In case any bidder does not agree with the bidding conditions, bidding pr may give in writing the reasons for the same. The bidders(s) will also right to seek reasons for rejection of their bids if is rejected.

8.21 Page numbering of each page of tender: [Proper page numbering of bid & all documents should be done as a one bunch]. Indexing of documents should also be done appropriately.

8.22 Before award of the final contract, a physical verification of all vehicles' condition and document of vehicles may be carried out by the APEDA officials.

Date: 1st February 2024

**Shri Bidyut Baruah
Deputy General Manager
& Regional Head
APEDA Guwahati- 781006**

TECHNICAL BID

ANNEXURE-I

S. No.	Description of Eligibility Criteria	Details filled up by the Firm/Company	Page No.
1	<p>Name of the Organization/ Company</p> <p>(Registration document to be submitted duly self certified and stamps by the authorised person.</p>		
2	<p>Name of Proprietor/Partners</p>		
3	<p>Complete Correspondence Address with Pin code number</p>		
4	<p>Registration Certificate (RC) of at least 05 (five) Taxi/Cars in the name of Company/Firm/Bidder.</p> <p>Minimum 05 (five) Taxies are Mandatory. Self Certified copies of all RCs should be attached]. However, The Vendor should be Competent enough to provide more number of taxies as per requirement of APEDA, Regional Office, Guwahati, Assam from time to time.</p>		
5	<p>Contact Details :</p> <p>Telephone numbers :</p> <p>E-mail addresses :</p> <p>Mobile Number :</p>		
6	<p>Company Profile of Firm/</p> <p>(A write up in the field of relevant activities being carried out by the firm/company should be submitted. Firm may like to submit any relevant documents also in this regard.</p>		
7	<p>List of Clients</p> <p>List of clients of Central/State Govt./PSU/Corporate offices with contact details may be submitted.</p>		
8	<p>Banker's Details [Name of Bank/Branch address/ Name of Account holder/ Account number/CA or SB Bank Account/ IFSC Code number]</p>		

	For making online payment through RTGS/NEFT after empanelment for job work awarded by APEDA, Regional Office, Guwahati, Assam.		
9	Self Certificate of Non-Black listing [Self-Certification by the Organization/ Company that it has never been blacklisted by any Govt. organization/ departments]		
10	Registration of firm Minimum 5 years old firm. Copy of Regn. Certificate/PAN/ Any other Govt. documentary proof should be attached duly self certified and stamped by the authorised person.		
11	GST Registration Copy of GST Certificate should be attached duly self certified and stamped by the authorised person.		
12	PAN issued by Income Tax dept. Copy of PAN should be attached duly self certified and stamped.		
13	Income Tax Return (ITRs) The agency should submit copies of Income tax returns duly self certified and stamped for past three years.	2020-21 Rs. 2021-22 Rs. 2022-23 Rs.	
14	Turn over of firm for past 03 years. <ul style="list-style-type: none"> • Minimum turnover should be Rs.15.00 Lakh per annum each years. • Balance Sheet and C.A. Certificate from a qualified C.A. should be submitted certifying turn over of firm for last three years. The C.A. Certificate should be in original duly complete in all respect. 	2020-21 Rs. 2021-22 Rs. 2022-23 Rs.	
15	Work Experience in the relevant field/service/area for min. 05 years. <ul style="list-style-type: none"> • Firm should have minimum five years work experience in the respective field/ service applied for. 		

	<ul style="list-style-type: none"> • Attach at least 05 (Five) work Orders of different offices of Central/State Govt./PSU/ Corporate office/Reputed Private companies etc. 		
16	<p>Earnest Money Deposit without interest Rs.50,000 (Rupees fifty thousand Only)by way of Bank Draft/fixed deposit/Pay order etc. in the name of “APEDA” drawn on Guwahati, Assam. EMD is mandatory.</p>	<ul style="list-style-type: none"> • Number • Dated • Rupees • Name of Bank • Branch 	
17	<p>Superscribe the Bid covers as under:-</p> <ol style="list-style-type: none"> 1. Sealed Cover number one – “Technical Bid” 2. Sealed Cover number two – “Financial Bid” 3. Sealed Master cover containing Technical and Financial Bids – “Bid for Supply of Non-AC/AC Taxi”. The Bid and its covers for Technical and Financial Bids including Master Cover must be Sealed and should be Superscribed as per guidelines. 	Mandatory	

Declaration: It is certified that all the information provided by us is authenticated and true to our knowledge. The bid may be cancelled/rejected by APEDA, Regional Office, Guwahati, Assam in case, any information or document found to be fake/wrong by any means at a later state. It is also confirmed that all terms and conditions of this tender document of APEDA, Regional Office, Guwahati, Assam are acceptable to us.

(Name & Signature of the Bidder)
Full name of the firm with complete
Company Rubber Stamp

Date:

FINANCIAL BID**ANNEXURE-II**

S. No.	Particulars	Maruti Dzire/equal Cars		Toyota Innova/Crysta/ equal Cars	
		Non-AC Car	AC Car	Non-AC Car	AC Car
1	Local Full day duty 80 Kms & 08 Hrs.				
2	Local Half day duty 50Kms & 05 Hrs.				
3	Outstation Full day Duty [Min. 250 kms] Charges. Toll and State taxes extra at actual.				
4	Extra per KM charges for local duty for 1 & 2 above				
5	Extra per KM charges for outstation duty for 3 above				
6	Per Hour rates for extra hours for 1, 2 & 3 above				
7	Night Charge for driver for local duty				
8	Night Charge for driver for out-station duty				
9	GST/Taxes should be Mentioned separately.				

Declaration: It is certified that all the information provided by us is authenticated and true to my knowledge. The bid may be cancelled/rejected by APEDA, Regional Office, Guwahati, Assam in case, any information or document found to be fake/wrong by any means at a later state. It is also confirmed that all terms and conditions of this tender document of APEDA, Regional Office, Guwahati, Assam are acceptable to us.

(Name & Signature of the Bidder)
Full name of the firm with complete
Company Rubber Stamp

Date:

APPLICATION FORM FOR EMPANELMENT OF AGENCY FOR HIRING THE SERVICE OF AC/ NON AC TAXI ON DEMAND BASIS FOR APEDA, GUWAHATI

1	Name of Organization	
2	Correspondence Address	
3	Contract Person	
4	Contract Details Telephone No./Fax No. Cell no: Email:	
5	Profile of the agency	
6	Details of Drivers on payroll	
7	Experience (No. Of Years) as per clause 7.1	
8	Number of Vehicles (Ownership of Vehicles)	
9	A CA certificate certifying the turnover of the applicant bidder for the last 3 financial years including i. e. 2 0 2 0 - 2 1, 2 0 2 1 - 2 2 a n d 2 0 2 2 - 2 3. The turnover should be in the name of applicant organization only and not that of group/ sister organizations.	
10	Self attested photocopies of latest Income Tax Returns for the last 3 years.	
11	Permanent Account No. (Self certified copy)	
12	GST No.(Self certified copy)	
13	Tin No. (Self certified copy)	
14	Tan No. (Self certified copy)	
15	List of Clients	
16	A self certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date.	
17	Earnest Money (Rs 50,000/-)	Rs. Date- DD. No.
18	Copies of RC of all the vehicle registered in the name of the transport company/firm	
19	Other relevant details	
20	List of Enclosures	

I/We hereby certify that the information given above is true and nothing has been corrected therein. It is further certified that neither the organization nor any of the officials of the organization have resorted to unethical practices and no investigation/vigilance agencies/courts.

Signature

Name

Date --/--/----

Designation With Company Seal

Last Date of Submission Of Tender is 23rd February 2024 by 04:00 P.M.