

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

CPP Portal Tender ID- 2018_APEDA_371790_1

Dated: 22/10/2018

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 taxies for official use. APEDA, Regional Office, Guwahati, Assam state is also registered at Government eGeM portal for hiring of different services. Vendors those who are registered with Government eGeM 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 taxies 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	Day to day requirement of taxies	As per requirement. Vendor should be Competent enough to provide more number of taxies as per requirement of APEDA from time to time.	Maruti Desire//Toyota Etios/Honda Amaze or equal Cars

- 2.0 Last Date for submission of bid:** The last date for submission of technical & financial bids are as per following schedule:

1	Last Date and time for receipt of Bid in APEDA office.	12 th November, 2018, upto 4.00 p.m.
2	Date and time for opening of Technical Bids	15 th November, 2018, 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 upto the appointed time i.e. 4:00 PM on the next working day of this office.

- 3.0 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 fulfill all the requirements of eligibility criteria as mentioned in the clause no. 4.0 at next page.
- 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 superscribed as “Technical Bid for supply of Taxies” 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 superscribed as "Financial Bid for supply of Taxies."
- 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.

4.0 Eligibility Criteria:

S. No.	Description of Information & Documents required	Criteria Fixed By APEDA
1.	Minimum number of registered vehicles in the name of firm. True copies of Registration Certificates (RCs) of Taxi/Cars in the name of Company/Firm should be submitted duly self certified and stamped by authorised person.	Minimum 03 (Three) Taxies are Mandatory. However, The Vendor should be Competent enough to provide more number of taxies as per requirement of APEDA from time to time.
1.	Minimum 5 years old firm. [Submit Self Certified copies of 1) Firm's registration/PAN or any other Govt. documentary proof for verification]	Mandatory
2.	GST Registration [True copy of GST Certificate should be submitted duly self certified and stamped by authorised person.]	Mandatory
3.	Permanent Account Number [PAN] [True copy of firm PAN should be submitted duly self certified and stamped by authorised person.]	Mandatory
4.	Earnest Money Deposit [EMD] without interest	Rs.25,000.00 [Without interest]

	[EMD should be submitted by way of Bank Draft or Banker's Cheque in favour of "APEDA" drawn on Guwahati, Assam]	
5.	<p>Company Profile of Firm/Company</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>	Mandatory
6.	<p>List of Clients</p> <p>List of clients may be submitted duly self certified and stamps by the authorised person.</p>	Mandatory
7.	<p>Banker's Details</p> <p>[Name of Bank/Branch address/ Name of Account holder/ Account number/CA or SB Bank Account/ IFSC Code number]</p> <p>For making online payment through RTGS/NEFT after empanelment for job work awarded by APEDA, Regional Office Guwahati, Assam.</p>	Mandatory
8.	<p>Self Certificate of Non-Black listing</p> <p>[Self Certification by the Organization/ Company that it has never been blacklisted by any Govt. organization/ departments on the printed letter head of firm.]</p>	Mandatory
9.	<p>Income Tax Return (ITRs)</p> <p>[True copy of ITRs for past 3 years should be submitted duly self certified and stamped by authorised person]</p>	<p>2015-16 Rs.</p> <p>2016-17 Rs.</p> <p>2017-18 Rs.</p>
10.	<p>Turn over of firm for past 03 years.</p> <ul style="list-style-type: none"> • Minimum turnover should be Rs. 1.00 crore 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. 	<p>2015-16 Rs.</p> <p>2016-17 Rs.</p> <p>2017-18 Rs.</p>
11.	<p>Work Experience in the relevant field/service/area for min. 05 years.</p> <ul style="list-style-type: none"> • Firm should have minimum five years 	Mandatory

	<p>work experience in the respective field/ service applied for.</p> <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. 	
12.	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.
13.	<p>Superscribe the Bid covers as under:-</p> <ol style="list-style-type: none"> 1. Sealed Cover number one – “Technical Bid for supply of Non-AC/AC DLY Taxi to APEDA”, Regional Office Guwahati, Assam 2. Sealed Cover number two – “Financial Bid for supply of Non-AC/AC DLY Taxi to APEDA”, Regional Office Guwahati, Assam 3. Sealed Master cover containing Technical and Financial Bids – “Bid for supply of Non-AC/AC DLY Taxi to APEDA” , Regional Office Guwahati, Assam <p>The Bid and its covers for Technical and Financial Bids including Master Cover must be Sealed and should be Superscribed as per guidelines.</p>	Mandatory

5. **Earnest Money Deposit (EMD)**

4.1. EMD of Rs.25,000 (Rupees Twenty Five 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.

4.2 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.

4.2. The EMD should remain valid atleast for a period of 60 days beyond the final tender validity period.

4.3. 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.25,000 (Rupees Twenty Five thousand Only) within the specified period, its EMD will be forfeited.

4.4. 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.

5. Performance Security:

5.1. The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of Rs.1.00 lakh (Rupees one lakh 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.

5.2. 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.

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

5.4. 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.

5.5. 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.

6. The Technical bid should contain following details:

6.1. 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.

6.2. 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.

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

6.4. EMD of Rs.25,000 (Rupees Twenty Five thousand Only).

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

6.6. The bidder should have the ownership of at least 03 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.

7. Other Terms and Conditions:

7.1 **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.

7.2 If the contactor 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 contact 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.

7.3 The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be traveled in Guwahati and Assam region and should not be more than 4 years old.

7.4 The Contractor should be able to provide Taxis at a short notice/ (within 30 minutes). For regular requisitions the taxi must reach the destination 30 minutes in advance.

7.5 The drives engaged in the Taxis should have valid driving commercial license to operate the taxi, issued by the Transport Authorities Other necessary certificates like Road. Tax clearance, Pollution Certificate etc. should be in existence for all vehicles quoted.

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

7.7 The driver engaged should be broadly aware of the major routes of Guwahati and Assam state.

7.8 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.

7.9 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.

7.10 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.

7.11 **Penalty Clause:** In the event of Contractor failing to execute the work i.e. supply of Taxis 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.

7.12 Billing will start from and end with Office premises or designated place and not from & with the Taxi stand. All vehicle must first report to the Asstt. General Manager, APEDA, Regional Office Guwahati, Assam on requisition. Where meter reading will be noted and then proceed to the destination. The vehicle may directly report to the designated person/officer when asked to report an officer at residence³ or at designated place where meter reading should be got noted by the user.

7.13 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.

7.14 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.

7.15 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 kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to with hold full payment of the day in respect of such vehicle.

7.16 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.

7.17 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.

7.18 This tender document can also be downloaded from this Department's website: www.apeda.gov.in and Central Public Procurement Portal: www.eprocure.gov.in

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

7.20 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.

7.22 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.

Guwahati, Assam, 30th September,, 2018

APPLICATION FORM FOR TECHNICAL BID ANNEXURE-I

S. No	Description of Eligibility Criteria	Details filled up by the Firm/Company	Page No.
1	Name of the Organization/ Company (Registration document to be submitted duly self certified and stamps by the authorised person.		
2	Name of Proprietor/Partners		
3	Complete Correspondence Address with Pin code number.		
4	Registration Certificate (RC) of at least 03 (Three) Taxi/Cars in the name of Company/Firm/Bidder. Minimum 03 (Three) 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.		
5	Contact Details: Telephone numbers E-mail addresses Mobile Numbers		
6	Company Profile of Firm/ (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.		
7	List of Clients List of clients of Central/State Govt./PSU/Corporate offices with contact details may be submitted.		

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> <p>For making online payment through RTGS/NEFT after empanelment for job work awarded by APEDA, Regional Office Guwahati, Assam.</p>		
9	<p>Self Certificate of Non-Black listing</p> <p>[Self Certification by the Organization/ Company that it has never been blacklisted by any Govt. organization/ departments]</p>		
10	<p>Registration of firm</p> <p>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.</p>		
11	<p>GST Registration</p> <p>Copy of GST Certificate should be attached duly self certified and stamped by the authorised person..</p>		
12	<p>PAN issued by Income Tax dept.</p> <p>Copy of PAN should be attached duly self certified and stamped.</p>		
13	<p>Income Tax Return (ITRs)</p> <p>The agency should submit copies of Income tax returns duly self certified and stamped for past three years.</p>	<p>2015-16 Rs.</p> <p>2016-17 Rs.</p> <p>2017-18 Rs.</p>	
15	<p>Turn over of firm for past 03 years.</p> <ul style="list-style-type: none"> • Minimum turnover should be Rs.25.00 Lakh per annum each year. • 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. 	<p>2015-16 Rs.</p> <p>2016-17 Rs.</p> <p>2017-18 Rs.</p>	

16	<p>Work Experience in the relevant field/service/area for min. 05 years.</p> <ul style="list-style-type: none"> • Firm should have minimum three years work experience in the respective field/ service applied for. • Attach at least 05 (Five) work Orders of different offices of Central/State Govt./PSU/ Corporate office/Reputed Private companies etc. 		
17	<p>Earnest Money Deposit without interest Rs.25,000 (Rupees Twenty Five 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 	
18	<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 DLY Taxi”. <p>The Bid and its covers for Technical and Financial Bids including Master Cover must be Sealed and should be Superscribed as per guidelines.</p>	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	Desire/Indigo/ Etios/Honda Amaze & equal Cars		Toyota Innova/ Mahindra Zylo/ Scorpio & equal Cars	
		Non-AC	AC Car	Non-AC	AC Car
1.	Local Full day duty 100 Kms & 10 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 & 3 above				
5.	Extra per KM charges for outstation duty for 1, 2 & 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.

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

Date: