Ref No: BEDF-2022-23-000040/01 **18th Nov, 2026**

NOTICE INVITING TENDER

The Basmati Export Development Foundation (BEDF), Society registered under Societies Registration Act 1861 has been founded by Agricultural & Processed Food Products Export Development Authority (APEDA), Ministry of Commerce; Government of India, invites tender for hiring the service of taxi for use in BEDF, SVPUAT Campus, Modipuram, Meerut.

The format for bid may be downloaded from the website: www.apeda.gov.in.

The proper filled bids on prescribed format in sealed envelope super scribed **"Bid for Hiring the Service of Taxi for BEDF Uses"** may be submitted on or before **Dec 9th, 2026, 3 PM**

The Director
Basmati Export Development Foundation
(APEDA, Ministry of Commerce, Govt. of India)
Lab-cum-office complex, SVPUAT old Campus,
Near Modipuram RRTS station, Modipuram Meerut-250110 (UP)

BID APPLICATION FORM

a)	Name of Company/ Firm/ Person	
b)	Address of Bidder	
c)	Email Id	
d)	Phone/ Mobile No	
e)	PAN No	
f)	GST No	
g)	Registration number	

Note:-

a) The bidders are advised to submit the bid well in advance to avoid any unforeseen difficulties during submission of tender.

b) Conditional bids are not allowed and would be rejected summarily.

c) Bids received after the deadline of submission of application will not be considered or opened under any circumstances. Bids received through email will also not be considered.

d) No modification or substitution of the submitted bid shall be allowed. An applicant may withdraw his application after submission, provided that written notice of the withdrawal is received by BEDF before the end of the time for submission of applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions by the stipulated date.

e) Sealed Tenders are invited from reputed Tours and travel Agencies/Companies located in Meerut, for hiring of AC/Non-AC Cars on a regular basis for official use of BEDF, Modipuram. Number of vehicles may increase or decrease as per requirement of the BEDF. The time schedule is as under:

1.	Closing date & time for receipt of Bid	
2.	Date and time for opening of Technical Bids	

1. **NOTE:** In case the date specified 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 scheduled time i.e. 3:00 P.M. on the next working day of this office and will be opened on the same day at 3:30 P.M.

1.1 TWO BID SYSTEM: The bid should be submitted in a sealed cover in two parts as under

a. Technical Bid: Envelope should be superscribed "Technical Bid for Supply of AC/Non-AC Taxi" for the year 2026-2027, and it should be submitted in the prescribed application form as given in the Annexure-I only.

b. Financial Bid: Envelope should be superscribed "Financial Bid for supply of AC/Non-AC Taxis" for the year 2026-2027 and it should be submitted in the prescribed application form as given in the Annexure-II only.

1.2 The technical bid and the financial bid should be sealed by the bidder in separate covers, duly superscribed and both these sealed covers are to be put in a bigger cover, duly superscribed as "Bid for supply of AC/Non-AC Taxis". The cover containing both the bids should be addressed and submitted to the The Director, Basmati Export Development Foundation, SBPUAT (Old Campus), Roorkee Road, Modipuram, Meerut -250110

1.3 The technical Bids shall be opened at 3:30 P.M. on the date as indicated above in the presence of such of the bidders or their representatives, who may wish to be present

1.4 Financial Bids(s) of only those bidder(s) will be opened on a later date whose bids are considered technically acceptable after evaluation by a Technical Evaluation Committee.

1.5 Hypothetical/Conditional/Incomplete bids will not be entertained.

2. LATE BIDS Bids received after the specified date and time, as indicated in para-I above, for receipt of bids will not be considered.

3. EARNEST MONEY DEPOSIT (EMD)

3.1 EMD of Rs. 25,000/- (Rupees twenty-five thousand only) in the form of Demand Draft/Pay Order from any commercial Bank payable to the **"Basmati Export Development Foundation"** must accompany the bid. Bids without EMD and in any other form than prescribed will not be considered.

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

3.3 EMD of the bidder will be forfeited if the bidder withdraws or amends its bid or impairs or derogates 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 within the specified period, their EMD will be forfeited.

3.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder (s) will be returned after receipt of the Performance Security from him.

4. PERFORMANCE SECURITY:

4.1 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 a Commercial Bank in an acceptable form in favour of **"Basmati Export Development Foundation"**, Meerut within 10 days of award of contract.

4.2 Performance Security should remain valid for a period of ninety days beyond the date of completion of all contractual obligations of the supplier.

4.3 Performance Security will be returned to the supplier without any interest whatsoever, after it duly performs and completes the contract in all respects.

4.4 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.

4.5 The bidder should quote their unconditional rates strictly as per the Annexure-I; cutting/overwriting, if any, will not be accepted. Each page of the tender should be duly stamped and signed by the authorized signatory.

4.6 In case any bidder is already providing the AC/Non-AC Taxis to any other Department/Ministry/ department of Central Government, details thereof should also be furnished along with the bids.

5. THE TECHNICAL BID SHOULD CONTAIN THE FOLLOWING DETAILS:

5.1 The contractor should have at least two years' experience of providing vehicles to Govt/Semi Govt./PSUs. A satisfactory service certificate from the concerned organization/Department needs to be furnished along with the bid; otherwise, the tender document will be treated as unacceptable.

5.2 PAN number and copy of GST Registration Certificate, if any.

5.3 A certificate from the bidder that all the terms and Conditions are acceptable to him.

5.4 EMD of Rs. 25,000/-

5.5 Copies of RC of all the vehicles registered in the name of the transport company firm.

5.6 The bidder should have the ownership of at least 5-10 vehicles. The bidders are advised to read the instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions without 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.

6. OTHER TERMS AND CONDITIONS

6.1 **Risk Hire Clause:** In case the contractor fails to supply the requisite number of vehicles, this office reserves the right to hire the taxis 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.

6.2 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, the BEDF will have the right to forfeit the EMD or the performance security deposited by the bidder.

6.3 The vehicles provided should be authorized to be used as taxis and should have proper permission to be traveled in Delhi/NCR and other states and should not be more than 2 years old, and the model has to be of 2024 onwards.

6.4 The contractor should be able to provide AC/Non-AC Taxis at short notice/ (within 30 minutes). For regular requisitions, the taxi must reach the destination 15 minutes in advance.

6.5 The drivers 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.

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

6.7 The driver engaged should be broadly aware of the major routes of Delhi/ New Delhi and other states.

6.8 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.

6.9 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.

6.10 The BEDF 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.

6.11 **PENALTY CLAUSE:** In the event of the contractor failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction of the BEDF 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.

6.12 Billing will start from and end with office premises or designated place. All vehicles must first report to the Dealing Officer (D/o), BEDF 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 should be noted from the user.

6.13 At times, D/o BEDF may need additional Number of vehicles on specific days in connection with any conference/ meeting. The Contractor should be responsible for arranging for additional vehicles and such vehicles should be supplied at the contractual rates and conditions.

6.14 The contract will be valid for one year from the date of award the contract and extendable for one or two years by mutual consent of the parties. No request of hike in approved rates for the supply of Taxis will be entertained during the period of the contract for any other reason whatsoever.

6.15 If on any occasion it is found that the driver of any vehicle 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.

6.15.1 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 D/o BEDF for verification at the time of submission of the bill in each month.

6.15.2 In case of hiring of Taxis, 50 Kms or 5 hours shall be considered half day. In case if the vehicle is detained for more than five hours, then it shall be treated as full day. In such a scenario, the "Kms" have no relevance. If the usage goes above 50 kms within 5 hours, then charges would be for each additional km only and the vehicle would be considered a "half day" usage. If the number of hours exceeds 5 hours, then the vehicle would be treated as hired for "full day". Then the "KM' usage has no relevance. (See Annexure 1 Column 2)

6.16 Rate should be quoted for AC and Non-AC Taxis.

6.16.1 This tender document can also be downloaded from APEDA website: www.apeda.gov.in under icon "Tender".

6.16.2 Decision of the Competent Authority of the BEDF regarding acceptance or rejection of a tender will be final and binding

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

Dr. Ritesh Sharma
Director, BEDF

ANNEXURE – I

Application Form for Technical Bid for Hiring of Taxi Services for BEDF

S. No.	Particulars	Details / Remarks
1	Name of Organization	
2	Correspondence Address	
3	Contact Person	
4	Contact Details	Telephone: Mobile: Email:
5	Profile of the Agency	
6	Details of Drivers on Payroll	
7	Experience (in Years) as per Clause 5.1	
8	Number of Vehicles (Owned by the Agency)	
9	CA Certificate for Turnover (Last 3 Financial Years, including FY 2024–26)	Turnover should be Rs. 10,00,000/- for the last 3 FY.
10	Self-attested Copies of Income Tax Returns (Last 3 Years)	
11	Permanent Account Number (PAN) – Self-certified Copy	
12	GST Registration Number – Self-certified Copy	
13	TIN Number (if applicable) – Self-certified Copy	
14	TAN Number – Self-certified Copy	
15	List of Major Clients	

16	Self-certified Undertaking of Non-Blacklisting	
17	Application Fee Details	Amount: ₹_____ DD No.: _____ Date: _____
18	Earnest Money Deposit (EMD) Details	Amount: ₹_____ DD No.: _____ Date: _____
19	Copies of RC of All Vehicles Registered in the Name of the Agency	
20	Any Other Relevant Information	
21	List of Enclosures	

Declaration: It is certified that all the information provided by us is authenticated and true to the best of our knowledge. The bid may be cancelled/rejected by BEDF 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 BEDF are acceptable to us.

Date: _____

Place: _____

(Signature of the Bidder)

Full Name of the Firm with Complete Address,
Tel. No. & Company Rubber Stamp

ANNEXURE-II

Application Form for Financial Bid For Hiring of Taxi Services for BEDF

S. No	Particulars	Swift Dezire / Hydai Aura / Honda Amaze & similar Cars		Ertiga & similar Cars		Honda City / Corolla & similar Cars		Innova / Mahindra XUV700 & similar Cars	
		Non-AC	AC Car	Non-AC	AC Car	Non-AC	AC Car	Non-AC	AC Car
1.	Monthly Duty – Single Taxi 3000 Kms & 300 Hrs (Monthly, 30/31 days basis)								
2.	Local Full Day Duty 100 Kms & 10 Hrs								
3.	Local Half Day Duty 50 Kms & 05 Hrs								
4.	Outstation Full Day Duty [Min. 200 Kms] Charges. Toll and State taxes extra at actual.								
5.	Extra per KM charges for Local Duty (Sl. No. 2 & 3 above)								
6.	Extra per KM charges for Outstation Duty (Sl. No. 4 above)								
7.	Night Charge for driver – Local Duty								
8.	Night Charge for driver – Outstation Duty								
9.	GST / Taxes (to be mentioned separately)								

***Food & stay charges of the driver will be borne by the taxi agency.**

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 BEDF in case any information or document is found to be fake/wrong by any means at a later stage. It is also confirmed that all terms and conditions of this tender document of BEDF are acceptable to us.

Date: _____

Place: _____

(Signature of the Bidder)

Full Name of the Firm with Complete Address,
Tel. No. & Company Rubber Stamp