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NOTICE INVITING TENDER

The Building Materials & Technology Promotion Council (BMTPC), New Delhi invites sealed Tenders from registered and reputed agencies/firms for hiring taxies/car (AC/Non-AC) Diesel / Petrol driven and CNG Taxies for a period of one year.

The details of the Tender alongwith specified Proforma are available on www.bmtpc.org. Interested firms may submit their Tender within 15 days from the date of advertisement in the newspaper at the following address. The extension of last date, if any, shall be announced through website.

Building Materials & Technology Promotion Council, (Ministry of Housing & Urban Poverty Alleviation, Govt. of India), Core-5A, 1st Floor, India Habitat Centre, Lodhi Road, New Delhi-110003.

NOTICE INVITING TENDER
(No.Admn-V-01)

The Building Materials & Technology Promotion Council (BMTPC) invites sealed Tenders from registered and reputed agencies/firms for hiring taxies/car (AC/Non-AC) Diesel / Petrol driven and CNG Taxies for a period of one year. The average monthly expenditure on hiring of taxis may come around 2-3 Lacs which may increase or decrease depending upon the requirement. **Separate** sealed Tender for Technical and Commercial bid may be submitted in the specified Proforma attached with the notice. The last date for receiving the bids is within 15 days from the date of advertisement in the newspaper or as notified on the BMTPC website after appearance of advertisement in the newspaper. The Tenders should be addressed and sent to the Executive Director, Building Materials & Technology Promotion Council located at 1st Floor, Core 5A, India Habitat Center, Lodhi Road, New Delhi-110003 between Office hours. These specified formats along with all terms and conditions may be obtained from BMTPC office or downloaded from BMTPC's web site i.e. www.bmtpc.org.

The bids shall be opened in BMTPC Office in the presence of such tenderers who may wish to be present. The Competent Authority reserves the right to accept or reject any or all the Tenders without assigning any reason thereof.

Executive Director
Building Materials & Technology Promotion Council
Core 5 A, India Habitat Centre, Lodhi Road,
New Delhi-110 003.

ANNEXURE - I

GENERAL TERMS AND CONDITIONS

Sub:- Notice Inviting Tender for "Hiring of Private Taxis"

1. **Parties:-** The parties to the Contract will be contractor who will provide the taxi services and other party will be Building Materials & Technology Promotion Council who will avail the services.
2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement to the BMTPC, New Delhi. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:** Earnest Money of Rs. 50000/--(rupees fifty thousand only) drawn in favour of BMTPC, New Delhi in the form of Demand Draft of any nationalized Bank must be deposited by tenderers along with their duly filled up tender documents.
 - 3.1. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the EMD will be forfeited.
4. **Preparation and submission of Tender:** The tender should be submitted in two parts namely, Technical Bid (in form given in Annexure-III) along with Earnest Money Deposit and Commercial Bid (in form given in Annexure-IV) and each should be kept in a separate sealed cover. Please indicate on the envelop - "Technical Bid for hiring Taxis" and "Commercial Bid for hiring Taxis" on respective envelopes. No Tender will be accepted without EMD Amount. Both envelopes should be put in one envelop mentioning Tender for hiring Taxi.
5. **Signing of Tender:** The individual signing the tender or other documents connected with contract must specify whether he signs as:-
 - (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
 - (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute the document.
6. **Technical Bid.** The Technical bid should be submitted in form given in Annexure-III along with the Bank Demand Draft drawn in favour BMTPC of Rs.50,000/--(rupees fifty thousand only) along with registration particulars, copy of PAN Number issued in

favour of the firm, full details of the number of Taxis registered in the name of the tenderer or his firm with photocopies of RCs and other information sought in Annexure-II.

7. **Commercial Bid:** The Commercial Bid should be submitted in the form given in Annexure-IV in a separate sealed cover kept inside the main cover. The Commercial Bids of those tenderers who are found technically competent/eligible, will be opened on a specified date and time to be intimated to the respective tenderer.

7.1 Terms of payment as stated in the Tender Documents shall be final.

7.2 At the time of payment of bill, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment

8. **Validity of the Bids:** The bids shall be valid for a period of 90 days from the date of opening of the tender.
9. **Opening of Tender:** The tenderer is at liberty to be present at the time of opening of the tender either on his own or through authorized representative either himself or authorized. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.
10. **Criterion for Evaluation of Tender:** The Bids will be opened by a committee in the presence of such tenderers who may wish to be present.

10.1. The contract will be awarded to the lowest eligible tenderer and will commence from the date of consent indicated in the terms and conditions. The contract will be for a period of 12 months which will be extendable up to one year thereafter if the performance/service is found satisfactory on the same terms and conditions.

11. **Right of Acceptance:** The BMTPC reserves the right to accept or reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever, and does not bind itself to accept the lowest or any specific tender. The decision of the BMTPC in this regard shall be final and binding.

11.1 Tenders not in conformity with the prescribed terms and conditions will stand disqualified.

12. **Communication of Acceptance:** Successful Tenderer will be informed of the acceptance of their tender. EMD of the successful Tenderer will be retained for the contract period & will be returned after successful expiry of the contract.

- 13. Penalty:** In case of breach of any conditions of the contract as losses caused including excess cost due to hiring of Taxi from the market in the event of Contractor failing to provide requisitioned taxis or not providing Taxis, the BMTPC shall make deductions at double the rate of hiring rate on prorata from the pending / up coming bills of the contractor.
- 14. Breach of Terms and Conditions:** In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by BMTPC in that event and the EMD will be forfeited.
- 15. Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.
- 16. The Tender is not transferable.**
- 17. Terms of payment:**
- 17.1** No payment shall be made in advance.
 - 17.2** Payment of bills sanctioned by Competent Authority will be credited to the firm's bank account directly through NEFT for which details needs to be submitted by the firm.
 - 17.3** BMTPC shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties mentioned in preceding Para.
 - 17.4** The terms "payment" mentioned in this para includes all types of payments due to the contractor arising on account of this contract excluding Earnest Money/Security Deposit governed by the separate clauses of the contract.

ANNEXURE - II

PARAMETER AND TECHNICAL SPECIFICATIONS

Sub: Notice Inviting Tender For "Hiring Private Taxis"

PART-I

ELIGIBILITY CRITERIA/ PARAMETER AND TECHNICAL SPECIFICATIONS FOR HIRING OF TAXIS

1. The Agency/Firm etc. should be at least serving one Govt. organization /PSU/autonomous body on regular basis at present and should own at least 10 Taxis and the list of Taxis along with photocopies of registration book (for confirmation that Taxis are in the name of the Firm/agency/proprietor) should be attached with the tender and average turnover per month for the last two years should not be less than Rs.5 lacs per month or Rs.60 lacs per year. A copy of the Income Expenditure statement duly authenticated by a practicing CA/ITR to prove the party's turnover must be submitted with the technical bid. **It may also be noted that CNG should be registered on RC of the vehicle.**
2. Taxis to be provided by the Contractor should be in perfectly sound running condition and suitable for use by BMTPC and not older than 3 years as on last date of submission of tender.
3. Only such Agency/Firm may apply whose Taxis have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises/Garage/Stand from where such taxis are to be operated and can be requisitioned by BMTPC. If any party/parties found to forming cartel or canvassing in any form, the Competent Authority reserve the right to cancel the tender.
4. (i) The firm should ensure that the drivers employed hold valid driving licence, are well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as with the security instructions.

(ii) Each driver employed by the firm must have a cell-phone duly activated.

(iii) No mileage will be allowed for lunch/tea etc. of the driver.

(iv) The firm should have an adequate number of telephones for contact round the clock which may be conveyed to this office.

(v) **The time and distance in respect of hired taxis will commence from BMTPC Office and terminate at the Taxi Stand. In case the taxi is reporting directly to a place other than BMTPC Office, the time and distance will be from garage to garage.**

(vi) While BMTPC has a periodical requirement for hiring taxis, it shall have the right not to utilize the service at all at any time for any period without giving any notice / assigning any reason. BMTPC reserves the right to hire taxis from any other provider of such services even during the period of the contract. Revision of rates will not be entertained during the period of contract.

5. (i) "Full Day" would imply a run of the Taxi up to 100 kilometer and/or 10 hours duration.
(ii) "Half Day" would imply a run of the Taxi up to 50 kilometer and/or 5 hours duration.
(The vehicle registration in original will be seen at the time of opening financial bid and those who qualify the technical bid, financial bid will be opened before those party who will be informed time and date of opening financial bid)
6. Rates once finalized will be valid for a period of one year of the award of contract. Upward change in rates will not be considered due to hike in petrol/diesel /CNG prices or taxes or any other ground.

Executive Director
Building Materials & Technology Promotion Council
Core 5 A, India Habitat Centre, Lodhi Road,
New Delhi-110 003.

ANNEXURE - III

**TENDER FORM
TECHNICAL INFORMATION AND UNDERTAKING
(See Clause 6 of Annexure-I of this Tender Document)**

Sub: Notice Inviting Tender For "Hiring Private Taxis"

1. Name of the Tenderer /Concern: _____

2. Address (with Tel. & Mob. No.) _____

3. Address and Tel. No. of Taxi Stand: _____

4. Nature of the concern:
i.e. Sole Proprietor or
Partnership firm or a
Company etc.).

5. PAN Number of Tenderer
/Concern: _____
(Attested copy should be attached)
)

6. EMD/Demand Draft No. _____ Dated _____
Bank name

_____ Amounting to Rs. _____

7. Registration number alongwith make (photocopies of registration certificate should be attached)

S.NO.	Registration No.	Year	Make
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

8. Whether each page of NIT and its Annexure have been signed and stamped: YES / NO

9. List of Important Organizations with address and telephone number to whom taxi services have been provided during the last three years along with period of contract (Summary may be enclosed on separate sheets for each contract and period and amount of contract; remarks/observations/appreciation of the organization for whom the work was conducted; and any other information considered important by the tenderer).

10. Address of taxi stand at Delhi/New Delhi and its distance from BMTPC office at New Delhi.

11. Any other information important in the opinion of the tenderer.

Dated: _____

At: _____

(Dated Signature of Tenderer with stamp of the firm)

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of BMTPC and shall abide by them.

2. I/We also undertake that I/we have understood "Parameters and Technical Specifications for undertaking the Work" mentioned in Annexure-II of the Tender and will undertake the same accordingly.

3. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.

Dated: _____
At: _____

(Dated Signature of Tenderer with stamp of
the firm)

ANNEXURE - IV

TENDER FORM- 2 COMMERCIAL INFORMATION

Sub:- Notice inviting Tender for "Hiring Private Taxis"

1. Rate (all inclusive including all taxes and levies except service tax & parking charges)
for Taxis are as indicated below:-

Sl. No	Particulars	Rate for Half day (5 hrs. or 50 kms.)	Rate for full day (10 hrs. or 100kms)	Rate on Monthly basis (260 hrs. or 2600kms.)	Rate after full day		Rates for outstation duties alongwith driver night charges
					For extra hrs.	For extra kms.	
1.	Indica/wagon-r/equivalent (AC)						
2.	Innova (AC)						
3.	Maruti Dzire/ equivalent						
4..	Maruti SX4/ equivalent						

Dated: _____
New Delhi: _____

(Dated Signature of Tenderer with stamp of the firm)