



IFCI INFRASTRUCTURE DEVELOPMENT LIMITED

**Regd. Office: IFCI Tower, 61, Nehru Place,
New Delhi-110019**

Website: www.iidlindia.com

CIN No: U45400DL2007GOI169232

Mobile-9818311485/Tarun Chaturvedi

Name of work: Appointment of taxi Service at Fraser Suites, Plot No. 4A, District Centre, Mayur Vihar-I, Delhi-110091

Tender No. IIDL/Fraser/2018-19/01

Dated: 22.6.2018

NOTICE INVITING TENDER (NIT)

1. TENDER: Appointment of taxi Services.

The offer for the above job, **are to be submitted in two separate sealed envelope superscripted : "Technical Bid" & "Financial Bid" as respectively and kept in another big envelope duly sealed superscripted on the top of envelope 'Tender for taxi Services'** addressed to The Managing Director, IFCI Infrastructure Development Ltd., IFCI Tower, 61-Nehru Place, New Delhi-110019". Subject to the following conditions to be put in the tender box kept at Ground Floor of the building:-

- (a) The Agency/firm/Contractor having track record in providing taxi services to the reputed companies. Experience in PSUs/PSU Banks and other Government Bodies is desirable .
- (b) Agency/firm/Contractor's average turnover should be minimum Rs. 30 Lacs in a year, (consecutively for the last 3 years ending 31st March, 2018).
- (c) Should have minimum of five years of experience in similar nature of work.
- (d) Should have a Registered Office/Branch in Delhi/NCR at least for the last 3 years.
- (e) The garage of the firm should be within a radius of 5 Km from Fraser Suites.
- (f) The firm should be registered with Service Tax Authority and should submit a copy of Registration Certificate.
- (g) The firm should have a PAN No. In case of a proprietorship firm, the PAN of the proprietor is acceptable. A copy of PAN card should be submitted with the Technical bid.
- (h) The Agency/firm/Contractor should also intimate official E-mail address and telephone no. for all communication in order to avoid loss of time.
- (i) The firm shall be responsible for providing the required number of vehicles at any time even at short notice. The services should be available round the clock.
- (j) The vehicles provided by the firm may be required to ply in NCR areas, such as Noida, Ghaziabad, Faridabad and Gurgaon and therefore vehicles supplied should be fit to ply in NCR.
- (k) The company reserves the right to accept or reject any bid without assigning any reason whatsoever.
- (l) Payment will be released on monthly basis against pre-receipted bills after rendering satisfactory services.

- (m) The driver has to be well educated, well mannered, experienced and well acquainted with Delhi area and should have clean track record.
- (n) Police verification of the driver deployed with the vehicle on monthly/regular basis has to be ensured by the successful bidders.
- (o) The driver, while on duty, has to be in proper uniform.
- (p) The bidder has to ensure that the vehicle deployed is comprehensively insured and claim, if any, shall be directly entertained by the bidder from the insurance company.
- (q) The rates quoted by the successful bidder will remain valid for a period of one year from the date of award of contract and can be extended for further period on mutual contract.
- (r) In case, condition of the car is not found to be satisfactory, the same shall be returned for immediate replacement.
- (s) The contract can be terminated at any time without assigning any reason by giving a notice of 1 month by either party.
- (t) Offers of tenderers who are under suspension/banned/black-listed by any PSU/Govt. Department /PSU Banks/ or otherwise shall not be considered. Further, if any of the partners/directors of the Agency/firm/Contractor's organization /firm is blacklisted or having any criminal case against him, his tender shall not be considered. An Undertaking to this effect should be submitted.

IIDL reserves the right to request for any documents/certificate/clarification from the tenderer/Agency/firm/ relevant to above qualifying criteria and the same must be submitted within 7 (seven) days of receipt of any such communication.

2. Procedure for submission of bids: The bids shall be submitted as under:-

- a) **Envelope-A:** Marked with "**Technical Bid**" consisting of tender document cost of Rs.2,500/- (Two Thousand Five Hundred Only) (non-refundable) in the form of Demand Draft/Pay Order (PO) drawn on any Nationalized/Schedule bank in favour of "IFCI Infrastructure Development Limited " payable at New Delhi. Technical formats i.e. all Annexures, except Financial Bid Annexures, any other relevant supporting documents including all the pages of tender document must be duly stamped and signed along with date as token of acceptance of the terms & conditions of tender.
- b) **Envelope-B:** Marked with "**Financial Bid**" consisting only Financial bid i.e. Annexure- **10** duly stamped and signed along with date.
- c) All Bid documents must be submitted in properly paginated with indexed duly stamped and signed along with date by authorized person.
- d) The Technical Bid envelope and Financial Bid envelope are to be submitted in separate sealed covers and both envelope kept in another big envelope duly sealed super-scribed on the top of envelope 'Tender for Taxi Services'.
- e) The tender are to be dropped only in the tender box kept at ground floor, IFCI Tower, Nehru Place, New Delhi. Tenders shall not be accepted after the last date

and time of submission of bids. Please note that the no tender shall be accepted by post or through courier.

3. The Sequence for opening the sealed bids would be on random basis.
 4. Only one bid would be considered from one firm.
 5. **Opening of Technical Bids:** Envelope-A will be opened in IFCI Tower, Nehru Place, New Delhi on 26/06/2018 at 3 p.m. by the Tender Committee. IIDL shall evaluate the technical bid to pre-qualify the bidders.
 6. **Opening of Financial Bids:** Exact date and time shall be communicated through official E-mail address given in the bid document.
- (u) The Agency/firm/Contractor should have to enclose Checklist/Minimum qualification criteria (Annexure-8) along with supporting documents.

Property Inspection:

Last Date of Submission of bids:

1. The rates quoted will remain firm during the currency of the Contract. IIDL shall not be responsible to bear any extra cost due to any statutory/other obligations arising during the currency of the contract.
2. In case of any further requirement of security personal due to further development at the site for which the Agency/firm/Contractor may be deployed during its contract term. The charges of such extension of services will be on the basis of rates, terms & conditions already agreed in the contract.
3. Details of cases pending with any Court of Law, if any, status thereof, to be submitted.
4. The Agency/firm/Contractor will have to pay at least minimum rates of wage, under the Minimum wages Act, to the personnel deployed by him at IIDL. Payment to the workers shall be paid directly in their bank account through Bank as per latest guidelines of Labour Department.
5. The Agency/firm/Contractor shall be liable for indemnifying IIDL from any liability on account of his employees and/or meeting any Statutory Obligations required under labour Laws of the Central/State Government(s). IIDL will therefore not assume any responsibility thereto.
6. IIDL reserves the right to reject any of the offers at any stage, if the same is not upto the expectation of IIDL.
7. Payment Terms: The payment would be made on Monthly basis after the close of each month against the invoice of the Agency/firm/Contractor. The Monthly bill for the above said contract shall be submitted by the Agency/firm/Contractor by 7th of following month and payment shall be released upon satisfactory performance, by the end of the month after adjusting any cost borne by IIDL due to any reasons, any damages caused by the Agency/firm/Contractor or his employees, down time etc., as

applicable. The payment for the preceding month shall be made on succeeding month on submission of the following documents:-

- a) Photo copies of Wages Payment Sheet for the previous month duly signed by individuals. The Agency/firm/Contractor shall also submit copies of the appointment letters given to his workforce, once in every quarter of the year.
- b) Photo copies of Bank Challans of previous month for the amount deposited in the bank for ESI and PF along with certificate.
- c) Certificates in regard to payment made in accordance with at least Minimum Rates of Wages as fixed from time to time as per the State Govt. Delhi. The Agency/firm/Contractor will furnish every month a certificate to the effect that all statutory obligation/ requirements have been complied with in regard to wages, contribution to PF/ ESI/ Gratuity etc to their staff and IIDL will not assume any responsibility thereto. (Annexure-8)

7. DESPATCH INSTRUCTIONS:

- i) The General Conditions of Contract form part of the Tender specifications. **All pages of the tender documents shall be duly signed, stamped and submitted along with the offer in token of complete acceptance thereof.** The information furnished shall be complete by itself. The tenderer is required to furnish all the details and other documents as required in the following pages.
- ii) Tenderers are advised to study all the tender documents carefully. Any submission in tender shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof.
- iii) Integrity Pact (IP) shall be applicable for all tenders / contracts as indicated in Notice Inviting Tender (NIT). This integrity pact shall be issued as part of the Tender documents and shall be returned by the bidder along with Techno-commercial bid duly filled, signed and stamped by the authorized signatory who signs the bid. Only those vendors / bidders who have entered into such an IP with IIDL shall be considered qualified to participate in the bidding. Entering into this pact shall be a preliminary qualification. (Annexure-6)

8. SUBMISSION OF TENDERS:

- i. The tenderers must submit their tenders to Officer inviting tender as per instructions in the NIT. **The tenders received after the specified time of their submission are treated as 'Late Tenders' and shall not be considered under any circumstances.**
- ii. Tenders shall be opened by authorised officer at his office at the time and date as specified in the NIT, in the presence of such of those tenderers or their authorised representatives who may be present.

- iii. Tenders whose bids are found techno-commercially qualified shall be informed by E-mail the date and time of opening of the Bids. IIDL's decision in this regard shall be final and binding.
- iv. Before submission of Offer, the tenderers are advised to inspect the site of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour, means of transport and access to Site, accommodation, etc. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions.

9. DATA TO BE ENCLOSED:

Full information shall be given by the tenderer in respect of the following. Non-submission of this information may lead to rejection of the offer.

- i) **INCOME TAX PERMANENT ACCOUNT NUMBER**
Certified copies of Permanent Account Numbers as allotted by Income Tax Department for the Company/Firm/Individual Partners, etc shall be furnished along with tender.
- ii) An attested copy of the Power of Attorney/Board Resolution, in case the tender is signed by an individual other than the sole proprietor.
- iii) Proof of Turnover
- iv) Proof of Monthly Billing
- v) Proof of Registration Number for PF, ESI, Service Tax, TIN No. etc.
- vi) Evidence of minimum Five years experience
- vii) **IN CASE OF INDIVIDUAL TENDER**
His /her full name, address and place & nature of business.
- viii) **IN CASE OF PARTNERSHIP FIRM**
The names of all the partners and their addresses . A copy of the partnership deed/instrument of partnership duly certified by the Notary Public shall be enclosed.
- ix) **IN CASE OF COMPANIES**
Date and place of registration including date of commencement certificate in case of Public Companies (certified copies of Memorandum and Articles of Association are also to be furnished)Nature of business carried on by the company and the provisions of the Memorandum relating thereof
- x) The Company should submit details of the terms and conditions of the personnel deployed by him at IIDL at the end of every quarter while submitting his monthly bill for payment. The Company shall also ensure the police verification of each and every person deployed by him at IIDL.

10. QUALIFICATION OF TENDERS (As detailed in para 1 above) :

11. LANGUAGE:

- i) The tenderer shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words. For the purpose of the tenders, the metric system of units shall be used.
- ii) All entries in the tender shall either be typed or written legibly in ink. Erasing and over-writing is not permitted and may render such tenders liable for rejection. All cancellations and insertions shall be duly attested by the tenderer.

12.PRICE DISCREPANCY:

- i) **Conventional (manual) Price Bid opening** : In the case of price bid opening, if there are differences between the rates given by the tenderer in words and figures or in amount worked out by him, the following procedure for evaluation and award shall be followed:
 - ii) When there is a difference between the rates in figures and in words, the rates which corresponds to the amounts worked out by the Company, shall be taken as correct.
 - iii) When the amounts of an item is not worked out by the Company or it does not correspond with the rate written either in figure or in words, then the rate quoted by the contractor in words shall be taken as correct.
 - iv) When the rate quoted by the Company in figures and words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.
 - v) In case of lumpsum price, if there is any difference between the amount in figures and in words, the amount quoted by the bidder in words shall be taken as correct.
 - vi) In case of omission in quoting any rate for one or more items, the evaluation shall be done considering the highest quoted rate obtained against the respective items by other tenders for the subject tender. If the tenderer becomes L-1, the notional rates for the omission items shall be the lowest rates quoted for the respective items by the other tenderers against the respective omission items for the subject job and the 'Total quoted price (loaded for omissions)' shall be arrived at. However, the overall price remaining the same as quoted originally, the rates of all the items in the 'Total quoted price (loaded for omissions)' shall be reduced item wise in proportion to the ratio of 'Original' total price and 'Total quoted price (loaded for omissions).'
- vii) The 'Final Total amount' shall be arrived at after considering the amounts worked out in line with '(i)' to '(iv)' above.

13.EVALUATION OF BIDS:

- i) Bids submitted by the tenderer will be opened first and evaluated for fulfilling the Pre-qualification criteria and other conditions in NIT/Tender documents, based on documentary evidences submitted along with the offer.

- ii) In case the same qualifying experience is claimed by more than one agency, then the agency who has executed the work as per documentary evidence submitted shall only be qualified. Further, IIDL reserves the right to ask for further proofs including submission of TDS certificates for the said job.
- iii) In case the qualifying experience is claimed by private organizations based on Work Order and completion certificates from another private organization, IIDL reserves the right to ask for further proofs including submission of TDS certificates for the said job.
- iv) Assessing Bidder capacity for executing the current tender shall be as per Notice inviting Tender.
- v) Price bids of shortlisted bidders shall only be opened through conventional price bid opening.
- vi) Price bids of unqualified bidders shall not be opened.

14. AUTHORISATION AND ATTESTATION:

Tenders shall be signed by a person duly authorised/empowered to do so. An attested copy of the Power of Attorney/Board Resolution, in case the tender is signed by an individual other than the sole proprietor shall be submitted along with the tenders.

15. TENDER FEES DEPOSIT:

Every tender must be accompanied by the prescribed amount of Tender Fees in the manner described herein.

- i) Tender Fees is to be paid in Pay Order or Demand Draft in favour of 'IFCI Infrastructure Development Ltd.' and payable at New Delhi.

16. EXECUTION OF CONTRACT AGREEMENT:

The successful tenderer's responsibility under this contract commences from the date of issue of the Letter of Intent by IIDL. The Tenderer shall submit an unqualified acceptance to the Letter of Intent/Award within the period stipulated therein.

The successful tenderer shall be required to execute an agreement in the prescribed form, with IIDL, within 15 days after the acceptance of the Letter of Intent/Award, and in any case before releasing the first running bill. The contract agreement shall be signed by a person duly authorized/empowered by the tenderer. The expenses for preparation of Agreement document shall be borne by the contractor.

17. REJECTION OF TENDER AND OTHER CONDITIONS:

- i) IIDL reserves the right to accept or reject the tenders without assigning any reason whatsoever.

- ii) Conditional tenders, unsolicited tenders, tender which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the tender conditions, specifications etc., are liable to be rejected.
- iii) Tenders are liable to be rejected in case of unsatisfactory performance of the tenderer with IIDL or tenderer who do not comply with the latest guidelines of Ministry/Commissions of Govt. of India. IIDL reserves the right to reject a bidder in case it is observed that they are overloaded and may not be in position to execute this job as per the required schedule. The decision of IIDL will be final in the regard.
- iv) If a tenderer who is a proprietor expires after the submission of his tender or after the acceptance of his tender, IIDL may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, IIDL may then cancel such tender at their discretion, unless the firm retains its character.
- v) IIDL will not be bound by any Power of Attorney granted by changes in the composition of the firm made subsequent to execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
- vi) If the tenderer gives wrong information in his tender, IIDL/IIDL reserves the right to reject such tender at any stage or to cancel the contract if awarded.
- vii) Canvassing in any form in connection with the tenders submitted by the Tenderer shall make his offer liable to rejection.
- viii) In case the proprietor, Partner or Director of the Company/Firm submitting the Tender, has any relative or relation employed in IIDL, the authority inviting the Tender shall be informed of the fact as per specified format,(Annexure-5) along with the offer.
- ix) The successful tenderer should not sub-contract part or complete work detailed in the tender specification undertaken by him.
- x) The Tender submitted by a techno commercially qualified tenderer shall become the property of IIDL who shall be under no obligation to return the same to the bidder. However, unopened price bids and late tenders shall be returned to the bidders.
- xi) Unsolicited discount received after the due date and time of Bid Submission shall not be considered for evaluation. However, if the party who has submitted the unsolicited discount/rebate becomes the L-I party, then awarded price i.e contract value shall be worked out after considering the discount so offered.
- xii) IIDL shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.

18.LAW GOVERNING THE CONTRACT AND COURT JURIDICTION:

The contract shall be governed by the law for the time being in force in the Republic of India. The civil court having original civil jurisdiction at New Delhi shall alone have

exclusive jurisdiction in regard to all claims in respect of the Contract. No other civil court shall have jurisdiction in case of any dispute, under this contract.

19. ISSUE OF NOTICE:

- i) **Service of notice on Agency/firm/Contractor:** Any notice to be given to the Company under the terms of the contract shall be served by sending the same **by Registered Post/Speed Post/E-mail** to or leaving the same at the Agency/firm last known address of the principal place of business (or in the event of the contractor being a company, to or at its Registered Office). In case of change of address, the notice shall be served at changed address as notified in writing by the Agency/firm to IIDL . Such posting or leaving of the notice shall be deemed to be good service of such notice and the time mentioned to the condition for doing any act after notice shall be reckoned from the date so mentioned in such notice.
- ii) **Service of notice on IIDL :** Any notice to be given to IIDL under the terms of the Contract shall be served by sending the same by post to or leaving the same IIDL address or changed address as notified in writing by IIDL to the Agency/firm.

20. USE OF OFFICE SPACE:

No space belonging to IIDL shall be occupied by the Agency/firm without written permission of IIDL .

21. COMMENCEMENT OF WORK:

- a. The Agency/firm shall commence the work as per the time indicated in the Letter of Intent from IIDL and shall proceed with the same with due expedition without delay.
- b. If the Agency/firm fails to start the work within stipulated time as per LOI or as intimated by IIDL at its sole discretion will have the right to cancel the contract.
- c. All the work shall be carried out under the direction and to the satisfaction of IIDL.

22. RIGHTS OF IIDL :

- a) IIDL reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the Agency/firm for any compensation.
- b) To terminate the contract or get any part of the work done through other agency or deploy IIDL own/hired/otherwise arranged resources, at the risk and cost the Agency/firm after due notice of a period of two weeks by IIDL in the event of:-
- i) Agency/firm continued poor progress
 - ii) Withdrawal from or abandonment of the work before completion of the work
 - iii) Agency/firm/Contractor inability to progress the work for completion as stipulated in the contract
 - iv) Poor quality work
 - v) Corrupt act of Agency/firm/Contractor
 - vi) Insolvency of the Agency/firm/Contractor
 - vii) Persistent disregard to the instructions of IIDL
 - viii) Assignment, transfer, sub-letting of contract without IIDL written permission
 - ix) Non fulfillment of any contractual obligations

- x) In the opinion of IIDL, the contractor is overloaded and is not in a position to execute the job as per required schedule.

23.ARBITRATION & RECONCILIATION:

- i) In case amicable settlement is not reached in the event of any dispute of difference arising out of the execution of the contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision by the Agency/firm/Contractor in any manner touching upon the contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the sole arbitration of the arbitrator appointed by IIDL.
- ii) The award of the Arbitrator shall be binding upon the parties to the dispute.
- iii) Subject as aforesaid, the provisions of Arbitration and Reconciliation Act 1996 (India) or statutory modifications or re enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of the arbitration shall be the place from which the contract is issued or such other place as the Arbitrator at his discretion may determine.
- iv) The cost of arbitration shall be borne equally by both the parties.
- v) Work under the contract shall be continued during the arbitration proceedings.

24. Failure to comply with any of the above conditions can result in termination of the contract, penalty as may be decided by IIDL and future blacklisting of the contractor.

Annexure -1

Format for furnishing financial bid for supply of AC/Non AC Taxis

Particulars	Swift Dzire		Toyota Etios		Tata Indigo		Sunny/SX4		Toyota Innova	
	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC
8 Hrs/80 Km										
4 Hrs/40 Km										
Extra per Km										
Extra per Hour										
Night Charges										

Annexure -2

OFFER FORWARDING LETTER/TENDER SUBMISSION LETTER

(To be typed submitted in the letter Head of the Company/firm of Bidder)

Offer Reference No.....

Dated:.....

To,
The Managing Director
IFCI Infrastructure Development Limited
IFCI Tower, Nehru Place
New Delhi-11019

Dear Sir,

Sub: Submission of Offer against Tender Specification No:.....

I/We hereby offer to carry out the work detailed in the Tender Specification issued by IIDL,
....., in accordance with the terms and conditions thereof.

I/We have carefully perused the following listed documents connected with the Tender documents and shall abide by the same.

1. Amendments/Clarifications/Corrigenda/Errata/etc issued in respect of the Tender documents by IIDL.
2. Notice Inviting Tender (NIT)
3. Documents referred to in Para 1 of NIT
4. Forms and Procedures

Should our Offer be accepted by IIDL for Award, I/we further agree to furnish 'Tender Fees' for the work as provided for in the Tender Conditions within the stipulated time as may be indicated by IIDL.

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the appendices annexed thereto.

Authorised Representative of Bidder

Signature:

Name:

Address:

Place:

Date:

DECLARATION BY AUTHORISED SIGNATORY OF BIDDER
(To be typed submitted in the letter Head of the Company/firm of Bidder)

To,
The Managing Director
IFCI Infrastructure Development Limited
IFCI Tower, Nehru Place
New Delhi-11019

Dear Sir,

Sub: **Declaration by Authorised Signatory**

Ref: 1) NIT/Title of the work. Name of Tender Specification No.....,
2) All other pertinent issues till date

I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorized to represent on behalf of my company/firm for the above mentioned tender and a valid Power of Attorney to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized
Signatory of the Bidder)

Date:

Enclosed : Power of Attorney

DECLARATION

(TO BE TYPED ON A LETTER HEAD OF THE COMPANY/ FIRM)

Managing Director
IFCI Infrastructure Development Limited
IFCI Tower,
61 Nehru Place
New Delhi -110 019

Ref: 1) NIT/Tender Specification No. _____

Dear Sir,

1. We have carefully read and understood all the terms and conditions of the tender and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be done during the currency of the period of agreement and also acknowledge to bear consequences to of nonperformance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been blacklisted by IFCI or any other organization where we have worked. Further, if any of the partners/directors of the organization /firm is blacklisted or having any criminal case against them, our bid shall not be considered. At any later point of time, if this information is found to be false, IFCI may terminate the assigned contract immediately.
6. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
7. We agree that the decision of IIDL in selection of Bidders will be final and binding to us.

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal:

N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

