

NARMADA CONTROL AUTHORITY
Liaison Office, 1001 10th Floor, Bhikaji Cama Bhawan,
Bhikaji Cama Place, R.K. Puram, New Delhi- 110066

No. NCA/LO(ND)/Hiring Taxi/2022-23/

Date: 09.12.2022

TENDER FOR HIRING OF TAXI FOR THE OFFICE OF LIAISON OFFICER
NARMADA CONTROL AUTHORITY, NEW DELHI FOR ONE YEAR

Tenders are invited from the reputed Taxi operators/ Travel Agencies operating at New Delhi & NCA for Hiring of Taxies for the office of Liaison Officer Narmada Control Authority, Bhikaji Cama Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi- 110066 for a period of One Year from the date of acceptance of tender/ award of work. The methods of submission of tender, General Terms and conditions, applicable to contract have been mentioned in tender document. The interested firms may obtain the tender from the office Dy. Director (Liaison), New Delhi, NCA website www.nca.gov.in w.e.f. 09.12.2022. The schedule for the tender is as under:-

1	Tender Ref. No	No. NCA/ LO(ND) / Hiring Taxi/2022-23/	
2	Tender document download start date and time	09.12.2022	06:00 PM
3	Bid submission start date and time	09.12.2022	06:00 PM
4	Last date and time of submission of the Tender	23.12.2022	02:00 PM
5	Date and time of opening of tender	23.12.2022	04:00 PM
6	Venue of opening of the Tender	Narmada Control Authority, 10 th Floor, 1001, Bhikaji Cama Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi- 110066	
7	Tender should be addressed to	Narmada Control Authority, 10 th Floor, 1001, Bhikaji Cama Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi- 110066	

Competent Authority in NCA has the right to accept or reject any or all Tenders without assigning any reason. Tenders received after due date will not be considered in any case.

Sd/-
Dy. Director (Liaison)

TENDER FOR HIRING OF TAXI FOR THE OFFICE OF LIAISON OFFICER
NARMADA CONTROL AUTHORITY, NEW DELHI.

AN AUTONOMOUS ORGANIZATION UNDER THE MINISTRY OF JAL SHAKTI,
DEPARTMENT OF WATER RESOURCES, RD & GR, GOVT. OF INDIA.

Narmada Control Authority, Liaison Office, Bhikaji Cama Bhawan, Bhikaji Cama Place,
R.K. Puram, New Delhi- 110066.

Last date for received of bids : 23.12.2022 (02.00 PM)

Date of opening of bids : 23.12.2022 (04.00 PM)

**Tender Document for Hiring of Taxi in the office of
Narmada Control Authority, New Delhi**

TERMS & CONDITIONS

General Conditions

1. The separate ‘technical bid’ and financial bid in the enclosed format in different sealed envelopes should be kept together in single sealed envelope and super-scribed with **“Quotation for Hiring of Vehicle”**
2. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The vehicle can be utilized in any manner even on Sunday and holidays.
3. The contractor/service provider will confirm that they are not charging any other client/customer lower rates than the rates charged to the NCA under similar terms and conditions. At any time if it is found that the contractor/service provider is charging lower rates from any client/customer, the NCA will not release the payment subject to maximum of one month.
4. TDS/Statutory taxes as applicable shall be deducted from the payment.
5. Payment shall be subject to furnishing of PAN/GST No. at the time of submitting the bill and same shall be quoted on each bill.
6. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement and administrative convenience of Narmada Control Authority. Any further extension can be considered on mutually agreed terms and condition. Narmada Control Authority, however reserves the right to terminate / curtail the contract.
7. Taxies to be provided by the Contractor(s) should be in perfectly good and sound condition mechanically and suitable for use by Senior Officers.
8. Taxies supplied should be fitted with all modern features.
9. The vehicles should be comprehensively insured.
10. The vehicles will have to be fitted/provided with the following additional accessories/utilities:
 - a) Clean seat covers
 - b) Quality radio music system
 - c) Reading lamp
 - d) Tissue paper box
 - e) Car perfume
 - f) Seat Belts (front & Rear)
 - g) Umbrella during Monsoon

11. Firms should have sufficient numbers of drivers having experience of driving in Delhi. The contractor should own a fleet of sufficient number of vehicles so as to ensure prompt and smooth service.
12. Only such Taxi Operators may apply whose Taxies have been duly authorized by the concerned RTO for use as public transport and who have telephone connection available at their Premises / Garage/Stand from where such taxies are to be operated and can be requisitioned by this Department.
13. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, and conversant with traffic rules / regulations and city roads / routes as well as security instructions.
14. Each driver employed by the firm must have a cell-phone duly activated.
15. Each driver should wear uniform while on duty. Each driver provided to this Department along with the vehicle should have police verification.
16. Punctuality will have to be ensured and log book shall be maintained by the drivers for this purpose. The driver should not leave the office in the evening without prior permission of the attached with concerned officer in any case.
17. No mileage will be allowed for lunch / tea of the driver. Driver should carry his lunch.
18. The firm should inform in advance the bio-data of all drivers who would be deployed on duty.
19. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, has police verification, have valid driving license and are aware of the roads of Delhi is required.
20. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
21. The firm should have a provision to take bookings 24x7.
22. The firm should be experienced in providing fleets for events, delegations, meetings and conferences, etc.
23. "Full Day" would imply a run of the Taxi up to 80 KM and 8 hours duration & Out Station Mean 12 Hrs & 250 KM.
24. The Night-Charges will be applicable for the timing beyond 10.30 PM
25. The contractor must also ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Department.

26. The contractor has to submit an acceptance letter indicating type of vehicle and rates and acceptance of all terms and conditions levied their in. Successful bidder is required to execute a contract before the service is started on a Non-Judicial Stamp Paper of Rs.500/-.
27. In case of breakdown of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute vehicle, which is of similar make as replacement immediately.
28. The liability of NCA will be limited to the hiring charges agreed in the contract.
29. No additional terms & conditions over and above the conditions stipulated above shall be entertained by NCA.
30. Actual parking charges / Toll charges will be payable along with the daily bills, only upon submission of the parking bills / toll receipt etc.
31. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc, in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labor laws, welfare schemes applicable to the drivers deployed by them in NCA.
32. While the NCA has a regular requirement for hiring taxies, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The NCA will also reserve the right to hire taxies from any other service provider of such services even during the period of contract.
33. For all disputes / differences / interpretation etc. what so ever arising out of or relating to this contract, meaning and operation or effect of this contract of the breach there of, decision of the NCA shall be final and binding on both parties.
34. Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts/annexure thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.

B. Terms of Payment:

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. All payments shall be made on daily basis against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office.
3. Narmada Control Authority shall be at liberty to with hold any of the payments in full or in part subject to recovery of penalties mentioned in preceding Para.
4. The term 'payment' mentioned in this Para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security deposit governed by the separate clauses of the contract.

5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 21 days of the submission of the complete documents/bills.
6. Duly signed bills in triplicate shall be submitted along with duly slips of Taxi / car's usage signed by the officer who used the vehicle. The car registration number should be mentioned on bill.

C. Condition in case of dispute

- (a) Any dispute with regard to any point in connection with hiring of vehicles will be referred to NCA who will discuss the problem mutually and the decision taken will be final and binding.
- (b) For all disputes / differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach there of, decision of the NCA shall be final and binding on both parties.
- (c) Alternatives vehicles will be provided immediately in case of break-down / accident etc. failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the bill of the contractor.
- (d) The tender process of contract can be terminated at any time without any notice as the discretion of the NCA.
- (e) The Secretary, Narmada Control Authority will be final authority in resolving disputes and her/his decision will be binding on the Agency.
- (f) The Secretary, Narmada Control Authority reserves the rights to reject any or all quotations without assigning any reason.
- (g) NCA is not bound to accept the lowest or any bid and may at any time by notice in writing bidders terminate the tendering process and may start new tendering process following GFR.
- (h) After evaluation of, if the rate quoted by two or more firms comes to equal, then the bid may be, finalized on the basis of financial turnover and experience in same field.
- (i) Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the term and conditions incorporated in the corresponding bidding document.

For any query interested bidder may contact or visit to O/o Dy. Director (Liaison), Narmada Control Authority, Bhikaji Cama Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi 110066.

All other Terms & Conditions will be applicable as per the Tender documents.

Dy. Director (Liaison)

(TECHNICAL BID)

To be submitted in a separate sealed envelope subscribing “Technical Bid”

Name of Work		Time Allowed
Hiring of Taxi of in the Liaison Officer, Narmada Control Authority, Bhikaji Cama Bhawan, Bhikaji Cama Place, R.K. Puram, New Delhi-110066		One Year
1	Name of the Organization / Firm with full address with Pin Code, Phone No, Fax No, Email etc.	
2	Name of all the Proprietor /Partners/Directors (Attach Certificate of Incorporation)	
3	Pan No (copy enclosed)	
4	Income tax return for last three years	Years 2019-20 2020-21 2021-22
5	List of organization where the Service Provider is currently providing services. (Please attach the job order /service certificate for at least 3 Govt. Organization /Private Organization	
6	List of vehicles registered in the Name of the business firm	
7	Any other information to be considered	

Signature of authorized person with date and seal
Name & full Address
Telephone No:
Fax No:
Email:

(TECHNICAL BID)

To be submitted in a separate sealed envelope subscribing “Technical Bid”

1 Rate for Ac Cars on daily Basis as an when required.

S. No.	Particulars	Maruti Ciaz/ Honda City or Equivalent	Maruti Desire/ Honda Amaze or Equivalent	Toyota Innova
1	Local Running 8 Hrs. 80 Kms.	Rs.	Rs.	Rs.
2	Extra Kms. Per Kms. after 80 Kms.	Rs.	Rs.	Rs.
3	Extra Hrs. Per Hrs. after 8 Hrs.	Rs.	Rs.	Rs.
4	Outstation Per Kms. after Min. Avg. Of 250 Km/Day	Rs.	Rs.	Rs.
5	Outstation Night Halt	Rs.	Rs.	Rs.
6	Local night charges beyond 10.30 PM	Rs.	Rs.	Rs.

Note : The rates are inclusive of GST as applicable.

LIST OF ANNEXURES

Sl.No.	DOCUMENTS	PAGE NO.
1	PAN NUMBER	
2	ANNUAL INCOME TAX RETURN FOR 2019-20	
3	ANNUAL INCOME TAX RETURN FOR 2020-21	
4	ANNUAL INCOME TAX RETURN FOR 2021-22	
5	CERTIFICATE OF INCORPORATION OF FIRMS/REGISTRATION OF COMPANY	
6	LIST OF CLIENT	
7	JOB ORDER OF 3 GOVT. ORGANIZATION /PRIVATE ORGANIZATION	
8	LIST OF VEHICLES REGISTERED IN THE NAME OF THE BUSINESS FIRM	
9	COPIES OF VEHICLE REGISTRATION CERTIFICATE /INSURANCE COVER AS PER MOTOR VEHICLES ACT	
10	OTHER DOCUMENTS ATTACHED , IF ANY (PL. SPECIFY)	

Format of Covering letter with Undertaking (on the firm's letter head)

Date : -----

To,

Dy. Director (Liaison),
Narmada Control Authority,
Bhikaji Cama Bhawan,
Bhikaji Cama Place,
R.K. Puram, New Delhi-1100660.

Sub: **Quotations for providing transport services.**

Sir/Madam,

With reference to the Request for Quotation (REQ) dated----- from Narmada Control Authority, we, M/s ----- (name and address of firm) would like to submit our bids with all the required supporting information. The covers containing technical and financial bids are enclosed herewith.

We further undertake that:

1. I/We have carefully studied all the terms and conditions of contract as indicated in RFQ and understood the requirements of the proposed work and shall abide by them.
2. The information given in this quotation are true and correct in all respects.

Signature of Authorized person with date and seal
Name & full address:
Telephone No. :
Fax No. :
Email: