



CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE

(Council of Scientific and Industrial Research)

Canal Road, Jammu-Tawi – 180001 (J&K)

EPBAX Ph. 0191-2585006-2580015

Website: www.iiim.res.in

No. IIIM/Taxi/2016-Gen.

Dated: 17.06.2016

NOTICE INVITING TENDER

Sealed tenders are invited in two bid system from agencies located in Jammu, supplying vehicles (Taxis) on hire basis for official use for empanelment of agencies/firms. The duly completed tender form along with requisite documents properly sealed in an envelope super scribed "*Tenders for hiring of Taxis/Vehicles*" should be dropped in the tender box kept in the Office of Controller of Administration, CSIR-IIIM on 30.06.2016 before 3.00 P.M. It should be noted that the "**Technical Bid**" and "**Financial Bid**" should be put in separate envelopes superscribed as "**Technical Bid**" and "**Financial Bid**" respectively. **Both envelopes should be put in a third bigger envelope** super scribed as "*Tenders for hiring of Taxis/Vehicles*". Violation of this may lead to cancellation of tender. The tenders received shall be opened on the same day at 3.30 p.m. in the presence of tenderers or their authorized representatives, if any.

Provisions regarding eligibility criteria, earnest money, performance security, estimated annual value, experience, cost of tender etc. are available in the tender document which may be downloaded from our website www.iiim.res.in

Further amendments/extension of date, if any, will be hosted on the Institute's website only.

Controller of Administration

CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE

(Council of Scientific and Industrial Research)

Canal Road, Jammu-Tawi – 180001 (J&K)

EPBAX Ph. 0191-285006-2850015

Website: www.iiim.res.in

No. IIIM/Taxi/2016-Gen.

Dated: 17.06.2016

NOTICE INVITING TENDER FOR HIRING OF VEHICLES

Sealed tenders in two bid system (**A-Technical Bid** and **B Financial Bid**) are invited from reputed transporters/fleet owners who are located in Jammu, having capacity to supply the required numbers of A/C and non A/C vehicles on hire basis for the use of CSIR-Indian Institute of Integrative Medicine, Canal Road, Jammu for empanelment of firms/agencies for a period of one year on outsourcing basis.

1. Cost of Tender: **Rs.500/-** (Rupees Five Hundred only) and Earnest Money **Rs.10,000/-** (Rs. Ten Thousand only).
2. Last date of submission of Tender is 30.06.2016 up to 3.00 p.m. The tenders will be opened on the same day at 3.30 p.m. in the presence of tenderers or their authorized representatives. If the date of opening of tender happens to be a holiday, then the tenders will be deposited/opened on next working day. The tenders received after the scheduled date and time will not be considered. No tender by FAX will be entertained.

Terms and Conditions

1. The contract shall be valid for a period of one year. The Institute reserves the right to curtail the contract which is at the discretion of the Director, Indian Institute of Integrative Medicine, Jammu. However, the agreement may be extended for another year on such terms and conditions as are mutually agreed upon.
2. The tenderer should have the experience of providing similar services in any of the CSIR Institutes/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State/Central Government or Public Sector Banks or corporate sector or Local Bodies/Municipalities for at least last three consecutive years and having annual average turnover of **Rs.5,00,000/-** during the last three financial years.
3. The order for providing taxis on hire basis may be given to the agency which has quoted the lowest rates while meeting all the terms and conditions laid by CSIR-IIIM, Jammu. However to safeguard against failure by such agency to provide desired number of vehicles, the CSIR- IIIM will empanel other tenderers who are prepared to provide the services as per same terms and conditions of L-1 party.

The procedure for hiring taxis will be as follows:-

- a) Contract agreement will be signed with the agency, which quotes the lowest while meeting all the terms and conditions laid down by CSIR- IIIM ;
 - b) A panel will be drawn from the other bidders who are prepared to provide services on the same terms and conditions as that of L-1 (firm who has quoted the lowest rates) tenderer.
4. The contractor shall deposit Earnest Money (EMD) for an amount of **Rs.10,000/-**. EMD may be furnished in the form of Demand Draft from a nationalized bank, in favour of Director, Indian Institute of Integrative Medicine, Jammu along with the tender document. The EMD will remain valid for a period of six months.

5. The EMD will be forfeited in the following conditions:-
 - a) If at any stage, any of the information/declaration given by the bidder is found false.
 - b) If a tenderer withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
 - c) In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
 - d) In case of final selection of tenderer, if he fails to enter into the agreement or fails to furnish Security in accordance with the terms and conditions of the tender.
6. The firm whose tender is accepted shall deposit Security for an amount of **Rs.20,000/-** in the form of Demand Draft or Bank Guarantee from a Nationalized bank in favour of Director, Indian Institute of Integrative Medicine, Jammu and execute an agreement with the Institute within 10 days from the date of issue of offer of work order by the Institute on a non- judicial stamp paper of Rs.100/-only. The right of action will rest with the authority entering into the agreement.
7. Security deposit will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount.
8. The agreement will be signed only after furnishing of Security deposit. In case of breach of agreement/contract by the contractor, the Security deposit shall be forfeited by the Institute in addition to the termination of contract.
9. The Contractor will have to provide the replacement of driver in case of any eventuality. The Institute has the right to ask the Contractor for removal of any driver, who is not found competent or disciplined.
10. The contractor shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition.
11. In case of breakdown of any vehicle, the contractor/firm shall replace the breakdown vehicle within one hour failing which Director, Indian Institute of Integrative Medicine, Jammu has the right to hire vehicle from any other source at the expense of the contractor.
12. The contractor shall not employ any person who has not completed eighteen years of age.
13. The Institute will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Institute recognizes no employer-employee relationship between the Institute and the personnel deployed by the contractor/agency.
14. Any person who is in Government service or an employee of this Institute should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
15. The contractor shall indemnify the Institute against all other damages/charges for which the Government/Institute may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Institute shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
16. The Director, Indian Institute of Integrative Medicine, Canal Road, Jammu reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
17. Vehicles provided by the firm to the Institute should bear commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving License.

18. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of J&K.
19. The contractor shall provide vehicles as per requirement of the Institute.
20. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
21. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and J&K Motor Vehicles Rules and these shall be the responsibility of the contractor.
22. The dead mileage in any case should not be more than five kms. one way.
23. No advance payment will be made.
24. Duty Slips/Movement Slips will be signed by the officer with whom the vehicles are attached for duty on day to day basis. No duty slip shall be entertained unless and until the same is certified/verified by the concerned officer.
25. The bills in triplicate should be made date-wise by the contractor and should be submitted to the Institute for payment.
26. The Institute will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
27. The Institute reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.
28. **PENALTIES**
 - i. For non-providing of vehicle in time: Rs.100/- per hour up to Rs.500/- per hour of delay;
 - ii. For not providing substitute vehicles: Rs.500/- per default or actual hire charges from other sources, whichever is higher;
 - iii. On misbehavior by the driver: Rs.500/- per default;
 - iv. For violation/breach of any of the conditions of the agreement/contract: Rs.500/- per default and/or termination of the contract/forfeiture of Security.
29. The tenderer shall furnish the information and/or documents for the Technical Bid of their tender in Annexure I of the tender.
30. The Financial Bids should be in the format given at Annexure-II.
31. "Price/Financial Bids" of only those firms will be opened which are short-listed on the basis of evaluation of the "Technical Bids".
32. Both the "Technical Bid" and "Financial Bid" should be put in separate envelopes superscribed as "Technical Bid" and "Financial Bid" respectively. Both envelopes should be put in a third bigger envelope super scribed as "**Tenders for hiring of Taxis/Vehicles**" and sealed and addressed to the Director, CSIR-IIIM, Jammu should be dropped in the Tender Box kept in the Office of Controller of Administration of CSIR-IIIM on or before 3.00 P.M. on 30.06.2016.
33. The firm should necessarily fill all the columns in Annexure I & II. Partly filled / incomplete tender will not be accepted and liable to be rejected.

34. Late & delayed Tenders:

- a) Bids must be received in IIIM at the address specified above but not later than the date and time stipulated in the NIT.
- b) Any bid received by IIIM after the deadline for submission of bids, as stipulated above shall not be considered and will be returned unopened to the bidder.

35. Empanelment of agencies shall stand cancelled in case the agency violates any of terms and conditions.

36. Any relaxation in the terms & conditions will be at the sole discretion of the Director, IIIM.

Signature of Tenderer

Name:

Address/Phone/Mobile No.:

CSIR– INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, JAMMU
TECHNICAL BID

Annexure-I

| | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Name of the Firm/Company/Agency | |
| 2 | Complete Address & Telephone number of the firm | |
| 3 | a) Tender cost in the form of bank draft of Rs.500/- (non-refundable) in favour of Director, Indian Institute of Integrative Medicine, Jammu (b) EMD of Rs.10,000/- enclosed in the form of Bank Draft payable in favour of Director, Indian Institute of Integrative Medicine, Jammu | |
| 4 | Annual Turnover of Rs.5 lakh or more of the agency for last three years (alongwith proof) | |
| 5 | Proof of three year's experience of providing services in the Govt. Sector/PSUs/Private Sector/Corporate Sector alongwith certificate regarding satisfactory completion of work from the employer. | |
| 6 | Copy of Income Tax Return of the Assessment Year 2014-15. | |
| 7 | Copy of Registration No./License No. of the firm (if any) | |
| 8 | Copy of PAN Number | |
| 9 | An undertaking on non-judicial stamp of Rs. 100 to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of and no criminal case is pending against the said firm/agency (proforma enclosed) | |
| 10 | Terms and conditions duly accepted/signed with the stamp of the prospective tenderer on each page. | |

DECLARATION:

1. The above information is true to the best of my knowledge and if any information is found untrue or false I may be debarred from the tender process/being given the contract.
2. I/We agree to abide by the terms and conditions stipulated in the tender.

3. We also agree that our tender will remain valid for acceptance for 90 days from the date of opening of part 1 of the tender and this period of validity can be extended for such period as may be mutually agreed in writing between the IIM and tenderer. We also agree to keep the earnest money valid during the entire period of validity of tender.
4. I/We certify that none of my/our relative(s) is/are employed in IIM/CSIR. In case at any stage, if it is found that the information given by me/us is false/incorrect, IIM/CSIR shall have the absolute right to take any action deemed fit without any prior information to me.
5. I/We understand that the Director, IIM reserves the right to accept or reject any or all the tenderer either in full or in part without assigning any reason thereof.

Dated thisday of2016

Signature of Tenderer

Name: _____

Address: _____

CSIR–INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, JAMMU

FINANCIAL BID

PART A

Annexure II

| S. No. | Description/details | Tavera/Qualis/Innova/ Xylo/ Honda City Or Equivalent | Etios/Indigo/Or Equivalent | | Indica/Ambassdor/Or Equivalent | |
|--------|------------------------------------------------|------------------------------------------------------------|-------------------------------|--------|-----------------------------------|--------|
| | | | AC | Non AC | AC | Non AC |
| 1. | Full day duty upto 80 kms/8 Hrs. for Jammu | | | | | |
| 2. | Half day duty upto 40 kms/4 Hrs. | | | | | |
| 3. | Additional charges beyond 80 kms.(rate per km) | | | | | |
| 4. | OTA/Extra Hrs. | | | | | |
| 5. | Minimum charges for outstation per Km | | | | | |
| 6. | Night charges between 10 PM to 5 A.M. | | | | | |
| 7. | Dropping or Receiving from Airport. | | | | | |
| 8. | Dropping or Receiving from Railway Station | | | | | |

PART B

| | | | | | | |
|----|--------------------------------------------------|--|--|--|--|--|
| 1. | Monthly basis 2400 Kms 240 Hrs. | | | | | |
| 2. | Additional charges beyond 2400 Kms (rate per km) | | | | | |
| 3. | OTA/Extra Hours | | | | | |
| 4. | Night Halt (between 10:00 P.M. to 5:00 A.M.) | | | | | |

Note:

1. The rate fixed during the period of engagement/empanelment shall be valid/applicable for a period of one year. No escalation in the rates on any account shall be admissible, whatsoever may be the reason.
2. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible.
3. The rates quoted in the Financial Bid should be both in words and figures. Any corrections/use of correcting fluid will not be considered. The amount of bids quoted should include all statutory payments excluding Service Tax.

Signature of Tenderer

Name: _____

Address: _____

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(Council of Scientific and Industrial Research)
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EPBAX Ph. 0191-285006-18

Website: www.iiim.res.in

UNDERTAKING

The Director,
CSIR- Indian Institute of Integrative Medicine,
Jammu.

Sir,

1. I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. I/we will abide by the Minimum Wages Act and the Contract Labour Act etc as applicable from time to time for the workers employed by us. Bonus, Gratuity, PF and ESI if applicable will have to be borne by us. The number of persons employed will be adequate to provide quick and efficient service.
3. I/we will be responsible for health and injury caused to my employees while on duty. I/we will also be responsible for the behaviour & conduct of the workers.
4. That no Criminal/Income Tax/Service Tax/Blacklisting case is pending against my firm.

Dated:

SIGNATURE OF THE TENDEREER

WITH SEAL

NAME OF THE TENDEREER

WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of Rs.100/- (Rupees One Hundred Only).

