



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5383269
Dated/दिनांक : 11-09-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	03-10-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	03-10-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Science And Technology
Department Name/विभाग का नाम	Department Of Scientific And Industrial Research (dsir)
Organisation Name/संगठन का नाम	Council Of Scientific And Industrial Research (csir)
Office Name/कार्यालय का नाम	Central Scientific Instruments Organisation
Item Category/मद केटेगरी	Vehicle Hiring Service - Per Vehicle-Day basis - Sedan; 2020, 2021, 2022, 2023, 2024; Local; Plain; 80Kms x 10Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - Premium Sedan; 2020, 2021, 2022, 2023, 2024; Local; Plain; 80Kms x 10Hrs; Round Trip , Vehicle Hiring Service - Per Vehicle-Day basis - SUV/MUV; 2020, 2021, 2022, 2023, 2024; Outstation; Plain; 300Kms x 10Hrs; Round Trip
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	20 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1000000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	20000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लभार्थी :

Director

Central Scientific Instruments Organisation, Department of Scientific and Industrial Research (DSIR), Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology
(Director)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the OM_No.1_4_2021_PPD_dated_18.05.2023 [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1726028039.pdf](#)

Payment Terms:[1726028046.pdf](#)

Vehicle Hiring Service - Per Vehicle-Day Basis - Sedan; 2020, 2021, 2022, 2023, 2024; Local; Plain; 80Kms X 10Hrs; Round Trip (6)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Sedan
Vehicle Brand	Hyundai Xcent , Maruti Dzire
Year of Manufacturing	2020 , 2021 , 2022 , 2023 , 2024
Type of Service	Local
Type of Terrain	Plain
Usage Variant	80Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms
Fuel Type	Any
Addon(s)/एडऑन	
Night Hault	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/प्रेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	Angad Virk	160030, Central scientific Instruments organisation Sector, 30-C	6	<ul style="list-style-type: none"> Maximum No. of Vehicle required in a Day/Event : 6

Vehicle Hiring Service - Per Vehicle-Day Basis - Premium Sedan; 2020, 2021, 2022, 2023, 2024; Local; Plain; 80Kms X 10Hrs; Round Trip (6)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
State	NA
District	NA
Zipcode	NA
Vehicle Type	Premium Sedan
Vehicle Brand	Honda City , Hyundai Verna , Maruti Ciaz , Honda Accord , Nissan Sunny
Year of Manufacturing	2020 , 2021 , 2022 , 2023 , 2024
Type of Service	Local
Type of Terrain	Plain
Usage Variant	80Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms
Fuel Type	Any
Addon(s)/एडऑन	
Night Hault	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	Angad Virk	160030, Central scientific Instruments organisation Sector, 30-C	6	<ul style="list-style-type: none"> Maximum No. of Vehicle required in a Day/Event : 6

Vehicle Hiring Service - Per Vehicle-Day Basis - SUV/MUV; 2020, 2021, 2022, 2023, 2024; Outstation; Plain; 300Kms X 10Hrs; Round Trip (6)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
State	NA
District	NA
Zipcode	NA
Vehicle Type	SUV/MUV
Vehicle Brand	Toyota Innova
Year of Manufacturing	2020 , 2021 , 2022 , 2023 , 2024
Type of Service	Outstation
Type of Terrain	Plain
Usage Variant	300Kms x 10Hrs
Trip Type	Round Trip
Air Conditioning Required	AC
Vintage Km(s)	25,000-50,000 kms
Fuel Type	Any
Addon(s)/एडऑन	
Night Hault	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle-Days Required within the Contract Period	Additional Requirement/अतिरिक्त आवश्यकता
1	Angad Virk	160030, Central scientific Instruments organisation Sector, 30-C	6	<ul style="list-style-type: none"> Maximum No. of Vehicle required in a Day/Event : 6

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Director
payable at
Chandigarh

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

4. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

Director
payable at
Chandigarh

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

5. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Director
Account No.
30267029400

IFSC Code
SBIN0001443
Bank Name
STATE BANK OF INDIA
Branch address
SECTOR 30 CHANDIGARH

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

6. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Director
payable at
Chandigarh

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Director
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

8. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Director
Account No.
30267029400
IFSC Code
SBIN0001443
Bank Name
STATE BANK OF INDIA
Branch address
SECTOR 30, CHANDIGARH

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

9. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

PLEASE READ ALL TERMS AND CONDITIONS CAREFULLY OF THE TENDER DOCUMENT AND SUBMIT YOUR BID ACCORDINGLY.

INCOMPLETE AND CONDITIONAL BIDS SUMMARILY REJECTED.

BIDDERS ARE NOT REGISTERED IN CHANDIGARH NEET NOT TO APPLY.

10. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा

जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

CSIR
CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
SECTOR-30-C, CHANDIGARH-160030

TENDER DOCUMENT

FOR

HIRING OF TAXI FOR OFFICIAL USE

Name Of Tenderer:.....

Address of Tenderer:.....

.....

CSIR-Central Scientific Instruments Organization

Sector-30-C, Chandigarh-160030

Ref: CSIO/HIRE-TAXI/2024

TENDER NOTICE

Hiring of Taxies/Cabs for Official Use on requirement basis

CSIR-CSIO, Sector-30-C, Chandigarh-160030 invites tenders/bids from registered and reputed agencies/firms for Annual Rate Contract for Hiring taxies on requirement basis through GeM portal. The last date of receipt of tender is(date as per tender on GeM). Details of NIT and complete tender document along with t&c may be downloaded from our website www.csio.res.in

i)	Tender Cost (Non-Refundable)	Rs. 1,000.00
ii)	Estimated Cost	Rs. 10,00,000.00
iii)	EMD	Rs. 20,000.00
iv)	Submission, Closing and Opening Date &Time of online Bid/Tender on GeM Portal	As per GeM Portal
vii)	Bid/Offer/Price Validity	90 days

Tender Fee of Rs.1000/- (Non refundable) to be deposited into A/C No. 30267029400, IFSC code – SBIN0001443 of Director, CSIO, Sector-30, Chandigarh. (Bank – State Bank of India, Sector-30, Chandigarh-160030)

Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) of Rs.20,000/- (Rs Twenty Thousand Only) will be required to be paid in the form of Demand Draft/Banker's cheque from Scheduled/Nationalized Banks in favour of "The Director, CSIR-CSIO" payable at "Chandigarh" and the scanned copy of the same should be uploaded during the submission of Tender duly signed digitally. EMD must be valid for minimum 90 days from the date of publication of the tender. Since the bid is to be submitted online, the Original EMD should be sent by post to reach the office of the Sr.COA before bid submission end time. Tenders submitted without EMD and incomplete tenders will be summarily rejected. CSIR-CSIO will not be responsible for any postal delay. MSME/NSIC Registered firms shall be granted exemption for EMD only. The MSME units claiming exemption of EMD should enclose valid MSME/NSIC Registration certificate, otherwise they need to deposit EMD@2% of estimated cost as mentioned above.

The successful bidder has to deposit an amount of 10% Security of Award Value in the form of DD/FDR or TDR/Bank guarantee as performance security deposit pledged in favour of 'Director, CSIR-CSIO, which shall be retained by CSIR-CSIO during the entire period of contract. The Security Deposit/Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of award and all contractual obligations by the firm. No interest shall be payable by the Authority on the amount of S.D/P.G so held. The Authority reserves the right to forfeit fully or partly the Performance Guarantee in the event of failure on the part of the contractor to execute the contract or observations of all or any of the terms & conditions. The decision of Director, CSIR-CSIO, Chandigarh in this regard shall be final & binding. In case the contract is further extended beyond the initial awarded period, the Performance Guarantee will have to be accordingly renewed/extended by the successful tender(s).

For any amendments, corrigendum, extension or revision of NIT, please visit GeM Portal and our website "<http://www.csio.res.in>". The Director, CSIR-CSIO reserves the right to reject any or all tenders either in part or in full without assigning any reason.

-Sd-

Sr. Controller of Administration

1. Scope of Tender

CSIR-CSIO invites tenders from eligible tenderers to participate in the process of empanelment of Car Hiring Agencies. The empanelment is for a period of two years, which may be extendable for maximum upto one more year, subject to annual review by the CSIR-CSIO based on the performance of the contractor/service provider.

2. Eligibility Criteria:

- The company/applicant should own at least 6 cars like Honda City, Innova, D'Zire, Etios, Indigo, Aspire, Amaze, Xcent, Zest, Verna, Altis, Vento, Ciaz, etc., The Company/applicant may submit proof of ownership-copy of RC book along with current insurance:-

Types of Vehicles		
Mid Segment Sedan	High End Sedan	SUV
Dzire, Xcent, Etios, SX-4, Indigo	Sunny, Ciaz, Honda City, Vento, Verna, Honda Accord, Toyota Corolla	Innova Crysta, Innova,

- The agency shall have its registered office in Chandigarh for effective co-ordination in booking of vehicles and timely availability of vehicles even at short notice.**
- The applicants having minimum 03 (three) years experience of "Car Rentals" with reputed Govt./Public Sector Enterprises/Banks/other reputed agencies (provide work certificate in this regard) and it is desirable that the agency is providing/has provided cars on contractual hire to at least one government/semi-government organization or public sector bank/ undertaking/MNC during last one year.
- The agency must have all applicable registrations (GST, PAN etc.) supported by documentary evidence.

3. Preparation of Tenders

- The tenderer shall bear all costs associated with the preparation and submission of its Tender and the CSIR-CSIO shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

Documents comprising the Tender

The Tender shall comprise the following:

- Notice Inviting Tender
- Technical Bid Details
- Financial Bid Details

Document establishing the qualification of the Tenderer

To establish the qualifications to perform the Contract in accordance with Para 2 above, the tenderer shall provide the information in the format prescribed in Annexure I to III.

Period of validity of Tenders

The Tender validity period shall be 90 days from the last date of submission of tender

4. SUBMISSION AND OPENING OF TENDERS

Submission, Sealing and Marking of Tenders

- The entire set of tender paper issued to the tenderer should be submitted and also signed on the last page together with initials on every page. Initial / signature will indicate the acceptance of the tender papers by the tenderer.
- The Tender may be submitted in a sealed envelope superscribed “Tender for Hiring of Cars” which shall contain Technical bid and Financial Bid in separate sealed envelopes.
- If desired/ prescribed information is not submitted, the CSIR-CSIO will assume no responsibility for rejection of Tender.
- **Deadline for Submission of Tenders**
- Complete tenders (with required documents) must be submitted not later than the date and time indicated in this document.
- The CSIR-CSIO may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document.
- No Tender after the deadline shall be entertained.

5. EXAMINATION OF TENDERS

Confidentiality

Information relating to the evaluation of Tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on Contract award is communicated to all tenderers.

6. TENDER EVALUATION AND COMPARISON

Evaluation of Tenders

- The tenderers who will comply with the qualification criteria stipulated in part I (Technical bid) will qualify for the financial bid and the lowest rate quoted under each category of vehicles by the tenderers who qualify the Technical Evaluation process shall be applicable for all other successful tenderers. Only such tenderers among above shall be considered for empanelment who agree in writing to work at the lowest rates mentioned above for each category of vehicle. The tenderer who bids the lowest in the most number of categories will be selected.
- Technical and Financial Evaluation shall be as per Tender’s T&C and GeM portal procedure/guidelines.
- No terms and conditions should be indicated for the Financial Bid otherwise the same will be treated as invalid.

Qualification of the Tenderer

- CSIR-CSIO shall determine its satisfaction whether the selected tenderer meets the qualifying criteria in accordance with Para 2 above

CSIR-CSIO’s Right to accept or reject any Tender

- CSIR-CSIO reserves the right to accept or reject any tender and to annul the tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to tenderers or assigning any reason thereof. Further, any conditional

bids shall be rejected out rightly.

- The Tender/RFP is neither an agreement nor an offer and is only an invitation by the CSIR-CSIO to the interested parties for submission of their bids/offers.
- The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of CSIR-CSIO is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.
- The purpose of this RFP is to provide the bidders with information to assist the formulation of their bids/ proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and, wherever necessary, may obtain independent advice.
- CSIR-CSIO makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. CSIR-CSIO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

7. AWARD OF CONTRACT

- The lowest rate quoted under each category of vehicles by tenderers who qualify in Technical Evaluation shall be applicable for other tenderers (who qualify in Technical Evaluation). Only such tenderers among above shall be considered for empanelment who agree in writing to work at the lowest rates quoted under each category of vehicles.
- Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

Note: Preference shall be given to bidders in respect of “Public Procurement (Preference to Make in India) Order, 2017-Revision (04.06.2020)” issued by DPIIT and “ Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012” issued by MoSME (wherever admissible).

Conditions Regulating the Contract

A	General Conditions of Contract (GCC)
1	The tenderer shall obtain the Tender Document from the source stated by the CSIR-CSIO in the Invitation for Tenders; otherwise the CSIR-CSIO is not responsible for the completeness of the Tender Document
2	Conditional tender shall not be entertained.
3	In the event of any difference between figures & words of quoted rates, the rate in words shall be considered for evaluating the tender.
4	The tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document. The tenderer is required to sign on all pages of the tender document and supporting documents.
5	Failure to furnish all / any information or documentation required by the Tender Document may result in the rejection of the Tender.
6	The rate quoted should exclude all taxes. However, all applicable taxes should be mentioned separately.
7	The Car Hiring Agency/ Company shall be responsible for payment of tax/ charges levied by Central/ State Government or any other competent authority on the services being provided by the Car Hiring Agency/Company.
8	Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification from the process. Such Tenderer/s shall be blacklisted for next three years. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective effect
9	All the tenders should be complete in all respects with all attachments/ enclosures/ annexure. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be out rightly and summarily rejected by the CSIR-CSIO.
10	Tenders received by fax or email or any manner other than specified shall not be accepted and shall be summarily rejected. No correspondence will be entertained on this matter.
11	Tenders received after the due date and time shall be summarily rejected.
12	Conditional tenders shall be straightway rejected and no additional clause will be entertained.
13	No tender may be modified subsequent to the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified by the tenderer in the tender.
14	Alternative Proposals / Time for Completion shall not be permitted.
15	Earnest Money Deposit (EMD) - The intending tenderer shall pay EMD as mentioned in the Notice Inviting tender /Bids
16	The tender of such firms shall not be considered whose services have been terminated in the past by any Central/State Govt./Autonomous Bodies/Public Sector Undertaking/ Govt. Institutions or CSIR Institutes/Laboratories.
B	Specific Conditions of Contract
1	The selected Tenderer/s shall provide the vehicles (with AC) such as Cars/SUVs

	etc. as and when requisitioned by the CSIR-CSIO/ by an official authorized by the CSIR-CSIO. Cars may be hired from any empanelled car hire agencies as and when we require.
2	The service provider shall provide sufficient variant of vehicles having taxi permit as per the requirement of the CSIR-CSIO viz. Sedan, SUV, Tempo Traveller and Mini Bus etc.
3	All vehicles provided to the CSIR-CSIO shall have valid permit and all other statutory compliances in place.
4	All vehicles shall be in good and proper condition with neat and clean upholstery.
5	The driver shall have a valid driving licence, which should be produced by him as and when demanded by traffic personnel. Renewal of driving licence from time to time shall be the sole responsibility of the Service Provider.
6	The Agency will ensure and comply with all the regulations of the Regional Transport Office and other safety and security regulations that are in vogue and you will be responsible for any deviation/non adherence to the rules/regulations in place.
7	The driver should report to pick up point at least 15 minutes before specified time and remain with the car during duty hours. He must ensure to fill the duty slip details – garage out time, km., release time km., parking charges etc. and have it signed by the guest
8	The drivers deployed shall have reasonable experience with good driving record, shall be well-mannered and should be able to converse in English, Hindi as well as local languages. He should be able to attend to the minor repairs of vehicles en-route, in case of need. The driver should provide mobile number to the guest on demand.
9	The drivers must report for duty in clean uniform and at the specified time. They shall maintain a proper record of mileage on a daily basis and get the same authenticated by the user (officer/staff). They shall maintain duty slips with complete details of distance travelled/ time of relieving, etc. duly authenticated by the officer's signature. The drivers should have been properly rested before duty and they shall be neatly dressed and be polite, courteous and service oriented, at all times.
10	In case, vehicle booked with agency comes late, CSIO may return vehicle without any compensation. In case of any break down of the vehicle en- route, replacement vehicle should be immediately sent.
11	The drivers/ employees engaged by the Service Provider shall abide by the instructions provided by the security officers/ guards of the CSIR-CSIO and vehicles/ persons shall have to undergo security checks as and when required.
12	The driver shall always be available at the place where the car is parked and strictly follow all traffic rules. The driver shall carry a placard containing particulars of the arriving Guest / Officer at the Airport/ any other stations. The Service Provider shall ensure that there is no room for complaints from the Guest(s).
13	The drivers shall carry out the orders given by the authorized officers of the CSIR-CSIO and shall also observe the rules and regulations regarding safety and security.
14	All the valid papers viz. comprehensive insurance, registration, road tax, pollution under control certificate, permits, valid license, etc. related to each vehicle shall

	be readily available in each of the vehicles/ with drivers.
15	In case of outstation tours, drivers should carry sufficient cash/fuelcard etc., and on no account, the officials using the cars be made to pay for any amount towards fuel charges/toll charges. Also the fuel tank should be filled up before reporting for duty. The vehicle should not be stopped during visits at petrol pumps to fill up for reasonable distance.
16	The Service Provider shall provide taxi on written or verbal instructions over phone/ email within the time specified therein. The Service Providers shall also be required to provide taxi on short notice from the CSIR-CSIO (within an hour in case of emergency). In case the transport provider fails to provide taxi on our request either verbal over phone or written, the CSIR-CSIO shall be free to remove the transport provider from the panel of transport providers.
17	The Service Provider shall ensure that the cars provided are well maintained, without dents/ scratches and are not old.
18	The Service Provider shall ensure that the vehicles provided are registered and comply with the Motor Vehicle Act as amended from time to time.
19	The Service Provider shall arrange to obtain Police Verification Certificate regarding the antecedents of the persons/drivers engaged by them.
20	The Service Provider shall convey (by e-mail and SMS) without fail the confirmation of booking to the Car Booking Desk of the CSIR-CSIO and to the guest followed by e-mail and SMS of car details i.e. Car make, Car Registration No., Driver's Name and mobile number at least four hours prior to the time specified in the requisition.
21	The service provider shall have ability to arrange emergency transport/ touring facility providers, in case of breakdown of a vehicle provided to the CSIR-CSIO. Alternate vehicles shall also be arranged immediately, in case of break-down.
22	In very rare case if the booked car cannot be made available on any day due to non-availability of driver/car, the agency should make alternate arrangements promptly. The agency should intimate the changes to the concerned Department of the CSIR-CSIO. Hiring of car by the Agency from any other agencies due to non-availability of the car leads to dual control and hence should be avoided.
23	Feedback Form (which shall be provided by the CSIR-CSIO), shall be made available in the Cars/ vehicles provided by the agency.
24	The agency or its agents / employees / drivers committing any breach of terms and conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the CSIR-CSIO, shall render itself liable for summary termination of the agreement forthwith by giving one month's notice. Vendor intending to discontinue the service may do so by giving 3 months' notice.
25	During the notice period for termination of the contract, the tenderer shall keep on discharging his contractual obligations till the expiry of notice period.
C	Terms of Payment
1	The bills will be raised on fortnightly basis and would be settled normally within a reasonable period. Adequate care must be taken that bills from the period for which the bills have already been cleared are not raised again.
2	All payments will be made through e-payments after due statutory deductions.
3	Any objection regarding the payment received by the tenderer may be brought to the notice of the CSIR-CSIO within 10 days of the date of the payment. In case

	no such objection is received within the stipulated period, it will be deemed that there is no objection regarding the payment.
4	<p>The vehicles shall be provided with the following every day during booking of cars:</p> <ul style="list-style-type: none"> • at least one national or local English/ Hindi newspaper, • two 500 ml water bottles of reputed brand, • tissue paper (face tissue paper in pouch), • umbrella during rainy season • first-aid box. <p>No extra charges will be paid for the above amenities and the cost should be included in the charges quoted by the agency. In case of complaint about the non-availability of required things, a penalty upto 25% of bill amount will be deducted from the relevant bill.</p>
5	Toll and parking charges shall be paid on production of original receipt.
6	The rate per kilometer quoted by you and accepted by the CSIO will remain valid for the full contract period. These may be reviewed at the time of renewal of the contract in view of major changes that may occur in labour laws or Govt. decision affecting fuel pricing etc. This will be done only with the prior permission of the Director, CSIR-CSIO on receipt of request from either side.
7	Traveling details such as opening kilometers, closing kilometers, hours, name of the user should be entered in the duty slip and get the same certified by the user of the vehicle / suitable person identified for it, the bills will not be settled unless the signed duty slips are attached with it. Meter showing Kilometer should be in good condition. Night charges will be payable between 08:00 pm and 06:00 am.
8	The maximum distance that will be claimed in respect of garage and point of pickup and back to garage would be restricted to 10 kms.
9	<p>All the incidental charges like parking charges, toll charges, etc., will be borne by the Agency and included in the relevant bills. For outstation duty journey of minimum 200 kilometers per day will be paid.</p> <p>CSIR-CSIO will not be liable for any type of damage caused to the vehicle like material/theft. The contractor shall indemnify the CSIR-CSIO for any loss or damage caused by the driver/s deployed by the contractor that occurs to persons or building or third party during the period of contract. In absence of the above, the CSIR-CSIO reserves right to recover the cost of loss or damage suffered by the CSIR-CSIO from the pending bill of the contractor.</p>
10	Drivers will always be available with the cars and would not proceed for lunch etc., without obtaining permission of the concerned officials. Garage to Office will be paid extra @ 10 kilometers per booking over and above the meter readings.
D	Adherence to Statutory Requirements
1	Compliance of regulations viz., Payment of Central Government Minimum Wages Act, Bonus Act, Employers' Liability Act, Contract Labour (Regulation & Abolition) Act, the Workmen Compensation Act, Industrial Disputes Act, Maternity Benefits Act, Employee State Insurance Act, Provident Funds and Miscellaneous Provisions Act and labour license of State and Central government applicable from time to time, shall be whole sole responsibility of the Agency. In this regard, the Agency shall indemnify CSIR-CSIO against all claims and will maintain necessary books, logs, registers, verification, returns,

	receipts, computerized database, etc., mandatory as per the law and as per the Government rules and make the same available for inspection/verification to the concerned Government Officer/Labour Enforcement Officer/Regional Provident Fund Commissioner, as and when required. A copy of all such compliances, statements and payments made to the statutory authorities, etc., including registration number shall be provided to the CSIR-CSIO authority for verification and record as and when so demanded.
2	The empanelled vendor/s shall not disclose directly or indirectly any information, material and details of the CSIR-CSIO's infrastructure/ systems/ equipment's/ Security Area etc., which may come to the possession or knowledge of the empanelled vendor/s during the course of discharging its contractual obligations to any third party and shall at all times hold the same in strictest confidence. The empanelled vendor/s shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The empanelled vendor/s shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the empanelled vendor/s and the vendor/s shall be liable for damages.
E	Prevention of Sexual Harassment
1	The empanelled vendor/s shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaints of sexual harassment is received in the CSIR-CSIO against the empanelled vendor/s, the complaint will be referred to the appropriate committee constituted under the said act.
2	The tenderer shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the tenderer, for instance any monetary relief to CSIR-CSIO's employee, if sexual violence by the employee of the tendered is proved.
3	The tenderer shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
F	Dispute Resolution
1	The Service Provider shall indemnify the CSIR-CSIO for any loss or damage that occurs to third party (persons or building, etc.) and/ or to the officials/ guests of CSIR-CSIO, property of the CSIR-CSIO on account of hiring of car/cars hired during the period of Agreement. The CSIR-CSIO reserve right to recover the right to recover the amount of loss and/or damage from the bill of the Service Provider.

PART-I - TECHNICAL BID

Sl. No.	Information Required	Information submitted by the Applicant (Attach Separate Sheet if Required) Please mention Page No. also
1.	Name of the Organisation	
2.	Type of Organisation, whether Proprietorship, Partnership, Company, Society, etc.	
3.	Name of the Proprietor/ Partners/Directors	
4.	Authorised Person of the tenderer to make commitment to the CSIR-CSIO. (Name, Contact details including telephone/fax/e-mail) Communication with regard to the tender would be done on Telephone/FAX/e-mail given in this column.	
5.	Registration (firm, company etc.) Registration Authority: Registration Date : Registration Number :	
6.	Experience (in years)	
7.	Name and Address of the Bankers and Bank Account Details (A cancelled cheque should be attached along with this)	Banker's Name : Branch Address: Contact No : Type of Account: Account No. : IFSC No :
8.	Annual Turnover	Balance Sheet or CA certificate may be attached
	2021-22	Rs.
	2022-23	Rs.
	2023-24	Rs.
9.	Proof of Registered office in Chandigarh, address and telephone number	
10.	Office address through which the work will be handled	
11.	Address of Garage (If any)	
12.	Whether working with any of the Government/semi-government undertaking(s) as approved supplier and if so furnish details.	

13.	PAN no. (please enclosed self attested copy)	
14.	GSTIN (please enclosed self attested copy)	
15.	Insolvency Certificate (please enclosed latest insolvency certificate)	
16.	Whether the organization is registered under Shops & Establishment Act and has necessary certificate to run Tours & Travels? Please enclose the registration certificate	
17.	List of cars owned in the name of the applicant with Registration Number/s, Permit Number/s, Date of purchase, Insurance Policy. Copies of the documents should be attached. The information should be provided as per Annexure-II along with documentary evidence.	

Signature
Name and Seal of the bidder

Copies of documents to be submitted:

- a. Trade license
- b. Proof of Registered Office in Chandigarh.
- c. Registration under Shops and Establishment Act.
- d. Work-orders/Experience certificates from clients (Government /Semi-government /public sector undertakings etc.) also indicating the period of car hire service provided by the contractor.
- e. PAN Card.
- f. GSTIN
- g. Cancelled Cheque
- h. Audited Balance Sheet & P&L A/C statement for financial year 2021-22, 2022- 23 & 2023-24.
- i. List of owned cars (category wise) with details viz. Model, Registration Number, Date of Purchase etc. along with copies of RC books and current comprehensive insurance policy.
- j. Certificate of satisfactory services from current clients of the firm for which the car hiring is being provided by the firm
- k. ITR for financial year 21-22, 22-23, 23-24.

Note: The CSIR-CSIO reserves the right to call for proof/verify the furnished information.

PART-II – FINANCIAL BID
CSIR-Central Scientific Instruments Organisation

Price Bids for taxi services

LOCAL TOURS

Category of Cars	Duty upto 4 Hrs. (upto 40 Kms)	Duty upto 8 Hrs. (upto 80 Kms)	Duty beyond 4/8 Hrs (Retention Charges per hour)	Rates for extra KMs beyond 40/80 KMs
Alto and equivalent small cars				
Etios and equivalent sedan cars				
Honda City and equivalent sedan cars				
Innova and equivalent cars				
Innova Crysta and equivalent cars				
Tempo Traveller				
Bus				

OUTSTATION TOURS

	Rates per KM for Plane Area	Rates per KMs for Hilly Area	Minimum Payment for KMs per day	Night Charges per night	Toll etc. /Other Charges
Alto and equivalent small cars					
Etios and equivalent sedan cars					
Honda City and equivalent sedan cars					
Innova and equivalent cars					
Innova Crysta and equivalent cars					
Tempo Traveller					
Bus					

Any other charges (if any):-.....

Signature and Seal of
Bidder /Tenderer

The rates quoted comply with the following terms and conditions:

- The quoted service charges is inclusive of Insurance charges, uniform charges, and any other duties/levies whether existing or future, levied by the Central Government or any State or Local Authority, as applicable, for which no separate claim shall be made. The quoted service charges shall be exclusive of GST (Goods and Services Tax). As per law, taxes as applicable may be deducted at source and a certificate for the same may kindly be issued.
- The lowest rates quoted under each category of vehicles by tenderers shall be applicable for all other tenderers.
- Toll taxes and parking charges would be paid on production of original receipt.
- Outstation to be treated as more than 100 kms running outside Chandigarh.
- If the tenderer is able to provide any other make or model of taxi, the same may be included along with the charges under each category. In any case, if the service provider provides, whether on his own or on the asking of the CSIR-CSIO, any higher make or model of car, he will be paid according to the rates approved for vehicle requested by the CSIR-CSIO.
- The charges quoted above include cost of items mentioned in the “Specific Condition of Contract”, such as at least one national or local English/ Hindi newspaper, two 500 ml water bottles of reputed brand, tissue paper (face tissue paper in pouch), umbrella, and first aid box in the vehicle.
- Night Charges will be applicable between 08 PM to 6 AM only
- Time & distance will be calculated from starting point to end point basis subject to maximum 10 kms per trip.

It is certified that I/We have read, understood & accept all the Terms & Conditions of the tender document.

Signature
Name and Seal of the Bidder

ANNEXURE - I
(LETTER OF UNDERTAKING)
(ON THE LETTER HEAD OF THE APPLICANT)

To

The Director,
CSIR-CSIO, Sector 30
Chandigarh

Name of the firm/Agency_____

Name of the tender_____ Due date:_____ Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions/instructions/scope of work contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We understand that the CSIR-CSIO reserves the right to accept or reject any or all the tender/s either in full or in part without assessing any reason thereof.
4. I/We understand that after empanelment, I/We would be under obligation to supply cars to CSIR-CSIO at the lowest quote given in the price-bid by the co-bidders, under each category.
5. No other firm/company having one of our partners/directors has applied for empanelment.
6. I/We understand that:
 - a. Prices will be inclusive (except applicable taxes)
 - Cost of mineral water bottles, face tissue papers, first aid box and newspapers in the vehicles will not be paid extra.
 - Parking/Toll charges shall be reimbursed to the vendor on production of valid receipts.
7. I/ We hereby declare that I/We have not been blacklisted by any organisation nor debarred from participating in any tender.

I/ We also understand that my/our bid is liable to be rejected if any of the information provided by me/ us is found to be incorrect/ false.

Signature
Name and Seal of the Bidder

ANNEXURE - II – LIST of Cars/Taxies

Name of Owner	Registration No.	Permit Number	Date of Purchase	Insurance Policy

Signature
Name and Seal of the Bidder

ANNEXURE - III - FORM OF AGREEMENT

(To be submitted on Rs. 100 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder)

THIS AGREEMENT is made on the _____

day

_____ (Month) _____ (Year) Between _____ and

CSIR-CSIO through the
Director, CSIR-CSIO

” which expression _____ shall, unless excluded by or repugnant to the context be deemed to include his _____ successors _____ in _____ office _____ and assigns) _____ of the one part AND

_____ (Name and address of the contractor) through Shri

_____, authorized representative (hereinafter called “the contractor” which expression shall, unless excluded by or repugnant to the context, be deemed _____ to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Taxi Services to its Campus situated at Sector 30C, Chandigarh, 160030

NOW THIS AGREEMENT WITNESSETH as follows:-

- In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
- The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - Letter of acceptance of award of contract;
 - Terms and Conditions regulating the contract;
 - Notice inviting Tender and the terms and conditions contained in the Tender;
 - Bill of Quantities, if any;
 - Scope of work/tender
 - Addendums, if any; and
 - Any other documents forming part of the contract.
- In consideration of the payments to be made by the CSIR-CSIO to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the CSIR-CSIO to execute the Taxi Services w.e.f as per the provisions of this Agreement and the tender document.
- The CSIR-CSIO hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of Rs. _____

(Rupees in words)

- Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.
- In case, any dispute or issue arises regarding the interpretation of any of the clauses of this agreement or of any of the documents prepared or to be prepared in this regard, the contents of the Tender Documents shall prevail over this agreement and /or any other document and decision of the Director, CSIR-CSIO will be binding.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

(Signature of the Bidder) Name and Address of the Bidder. Telephone No.	Signature of Authorized Signatory of CSIR-CSIO, Sector30C, Chandigarh
(Signature of Witness 1) Name and Address of Witness:-	(Signature of Witness 1) Name and Address of Witness:-
(Signature of Witness 2) Name and Address of Witness:-	(Signature of Witness 2) Name and Address of Witness:-

Countersigned By:-

Sr.C.o.F.A./C.o.F.A., CSIR-CSIO