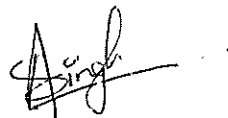


TENDER DOCUMENT
Supply of Taxi Services
for
Centre for Agribusiness Incubation and
Entrepreneurship (CAIE), Gwalior

Chief Executive Officer, CAIE invites sealed tenders from the interested and eligible tenderers to provide Taxi services for CAIE, Gwalior for One year which is extendable further with mutual understanding, if needed.

Name of Work	Tender Form fee	Earnest Money Deposit (EMD)	Last Date of Receiving of sealed tender bids
Supply of Taxi Services for CAIE, Gwalior	Rs. 1000/-	Rs. 0.05 Lacs	23/07/2022 02:00 PM

CENTRE FOR AGRIBUSINESS INCUBATION AND
ENTREPRENEURSHIP
RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA
GWALIOR - 474011 (M. P.)



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1. Introduction

Centre for Agribusiness Incubation and Entrepreneurship, Gwalior is a joint venture of NABARD and RVSKVV Gwalior. It is a non for profit, section 8 company. It was started in 2020 to promote entrepreneurship through Agri-startups in the Chambal region of Madhya Pradesh and extend the same on pan India basis to create wealth for the farming community through collaborations and partnerships with the technology development and start-up promotion organizations.

Bidder is expected to examine all instructions, forms, terms & conditions, and specification in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid. Bidder must submit the technical and commercial bid in prescribed format without any deviation.

2. Eligibility Criteria:

- a. The company/applicant should own at least 4 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,

- b. The agency shall have its office in Gwalior for effective co-ordination in booking of vehicles and timely availability of vehicles even at short notice.
- c. The applicants having minimum 03 (three) years' experience of "Car Rentals" with reputed Govt. /Public Sector Enterprises/CAIE, Gwalior's /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 undertaking/ MNC during last one year.
- d. The agency must have all applicable tax registrations (GST, PAN etc.) supported by documentary evidence.

3. Instructions for the tenderers

- a. The tender form should be received by the office on or before **23.06.2022 up to 2.00 p.m.**
- b. The tender(s) must be submitted in a **Sealed Cover Self addressed Envelop** not in person but by designation to the Chief Executive Officer, Centre for Agribusiness Incubation and Entrepreneurship; C/ o Directorate of Extension Services, Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior by **Regd. Post**. The cover shall bear the address of the tenderer and

shall be superscribed with the words “**Tender Form for Taxi Service**”.

- c. Tender for **Item as per enclosed work** must be submitted in a separate sealed cover envelope, duly superscribed with the name of work for which the rates are quoted addressed to the Chief Executive Officer, Centre for Agribusiness Incubation and Entrepreneurship; C/o **Director Extension Services, Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior (M. P.) - 474011** so as to reach on or before **23.06.2022 up to 02:00 pm** (The last date for submission of the tender). The tender will be opened in the presence of the authorized representatives who may wish to be present.
- d. Sealed envelope marked **A: “Technical Bid”** will be opened first on **26.06.2022 at 3.00 pm** in the office of the Centre for Agribusiness Incubation and Entrepreneurship; **Director Extension Services, RVSKVV, Gwalior (M. P.)** in the presence of committee and representatives. Sealed envelope marked **B: “Financial Bid”** will be opened on **26.06.2022 at 4.00 pm** for only those bidders who qualify in technical aspects, in the presence of committee members and representatives, who wish to present. Envelope B of unsuccessful bidders in technical aspects will not be opened.
- e. **EXAMINATION OF TENDERS**
- f. **Confidentiality**
- g. 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.
- h. Qualification of the Tenderer
- i. CAIE, Gwalior shall determine its satisfaction whether the selected tenderer meets the qualifying criteria.
- j. CAIE, Gwalior 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.
- k. The Tender/document is neither an agreement nor an offer and is only an invitation by CAIE, Gwalior to the interested parties for submission of their bids/ offers.
- l. The purpose of this document is to provide the bidders with information to assist the formulation of their bids/ proposals. This document 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.
- m. CAIE, Gwalior 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. CAIE, Gwalior may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

PART – 1 - TECHNICAL BID

CONDITIONS OF CONTRACT

A General Conditions of Contract (GCC)

- The tenderer shall obtain the Tender Document from the source stated by CAIE, Gwalior in the Invitation for Tenders; otherwise CAIE, Gwalior is not responsible for the completeness of the Tender Document.
- Conditional tender shall not be entertained.
- In the event of any difference between figures & words of quoted rates, the rate in words shall be considered for evaluating the tender.
- 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.
- Failure to furnish all / any information or documentation required by the Tender Document may result in the rejection of the Tender.
- The rate quoted should exclude all taxes. However, all applicable taxes should be mentioned separately.
- 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.
- 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 outrightly and summarily rejected by CAIE, Gwalior.
- 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.
- Tenders received after the due date and time shall be summarily rejected.


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- Conditional tenders shall be straightway rejected and no additional clause will be entertained.

- Alternative Proposals / Time for Completion shall not be permitted.

- **Earnest Money Deposit (EMD)**

The intending tenderer shall pay EMD / RMD as mentioned in the Notice Inviting tender / Bids.

The interested Bidders may put the tender document complete in all respects along with mandatory Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand) in the form of Demand draft of any scheduled bank drawn in favor of "CENTRE FOR AGRIBUSINESS INCUBATION AND ENTREPRENEURSHIP" payable at Gwalior. The bid securities of the unsuccessful Bidder shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the purchase order. No interest shall be payable by the Centre on EMD.

B Specific Conditions of Contract (SCC)

- The selected Tenderer/s shall provide the vehicles (with AC) such as Cars/SUVs etc. as and when requisitioned by CAIE, Gwalior/ by an official authorized by CAIE, Gwalior.
- The service provider shall provide sufficient variant of vehicles having taxi permit as per the requirement of CAIE, Gwalior viz. Sedan, SUV, Tempo Traveller, Mini Bus etc.
- All vehicles provided to CAIE, Gwalior shall have valid permit and all other statutory compliances in place.
- All vehicles shall be in good and proper condition with neat and clean upholstery.
- 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.
- 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.
- 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/official/passenger
- The drivers deployed shall have reasonable experience with good driving

record, shall be well-mannered and should be able to converse in Hindi and/or English. 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.

- 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.
- Besides they shall be neatly dressed and be polite, courteous and service oriented, at all times.
- In case, vehicle booked with agency comes late, CAIE, Gwalior may return vehicle without any compensation. In case of any break down of the vehicle en- route, replacement vehicle should be immediately sent by the agency.
- The drivers/ employees engaged by the Service Provider shall abide by the instructions provided by the security officers/ guards of CAIE, Gwalior and vehicles/ persons shall have to undergo security checks, as and when required.
- 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).
- The drivers shall carry out the orders given by the authorized officers of CAIE, Gwalior and shall also observe the rules and regulations regarding safety and security.
- 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.
- In case of outstation tours, drivers should carry sufficient cash/fuel card 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.
- 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 CAIE, Gwalior (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,

- CAIE, Gwalior shall be free to remove the transport provider from the panel of transport providers.
- The Service Provider shall ensure that the cars provided are well maintained, without dents/ scratches and are not old.
- The Service Provider shall ensure that the vehicles provided are registered and comply with the Motor Vehicle Act as amended from time to time.
- The Service Provider shall arrange to obtain **Police Verification Certificate** regarding the antecedents of the persons/drivers engaged by them.
- The Service Provider shall convey (by e-mail and SMS) without fail the confirmation of booking to the Car Booking Desk of CAIE, Gwalior 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.
- The service provider shall have ability to arrange emergency transport/ touring facility providers, in case of breakdown of a vehicle provided to CAIE, Gwalior. Alternate vehicles shall also be arranged immediately, in case of break-down.
- 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 CAIE, Gwalior. 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.
- Feedback Form (which shall be provided by CAIE, Gwalior), shall be made available in the Cars/ vehicles provided by the agency.
- 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 CAIE, Gwalior, 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.
- 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

- The bills will be raised on monthly 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.

- All payments will be made through e-payments after due statutory deductions.
- Any objection regarding the payment received by the tenderer may be brought to the notice of CAIE, Gwalior 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.
- Toll and parking charges shall be paid on production of original receipt.
- The rate per kilometer quoted by you and accepted by CAIE, Gwalior will remain valid for the full contract period.
- 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 10:00 pm and 06:00 am.
- 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.
- All the incidental charges like parking charges, toll charges, etc., will be borne by the Agency and included in the relevant bills along with original receipts
- CAIE, Gwalior will not be liable for any type of damage caused to the vehicle like material / theft. The contractor shall indemnify CAIE, Gwalior 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, CAIE, Gwalior reserves the right to recover the cost of loss or damage suffered by CAIE, Gwalior from the pending bill of the contractor.
- Drivers will always be available with the cars and would not proceed for lunch etc., without obtaining permission of the concerned officials.

D Adherence to Statutory Requirements

- 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 wholesale responsibility of the Agency. In this regard, the Agency

shall indemnify CAIE, Gwalior 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 CAIE, Gwalior authority for verification and record as and when so demanded.

- The empanelled vendor/s shall not disclose directly or indirectly any information, material and details of CAIE, Gwalior'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 Harrasment

- 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 CAIE, Gwalior against the empanelled vendor/s, the complaint will be referred to the appropriate committee constituted under the said act.
- 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 CAIE, Gwalior employee, if sexual violence by the employee of the tenderer is proved.
- The tenderer shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

F Dispute Resolution

- The Service Provider shall indemnify CAIE, Gwalior for any loss or damage that occurs to third party (persons or building, etc.) and/ or to the officials/ guests of CAIE, Gwalior, property of CAIE, Gwalior on account of hiring of car/cars hired during the period of Agreement. CAIE, Gwalior reserves the right to recover the amount of loss and/or damage from the bill of the Service Provider.

ANNEXURE - I - BASIC INFORMATION OF THE CONTRACTOR

Sl. No.	Information Required	Information submitted by the Applicant (Attach Separate Sheet if Required)
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 CAIE, Gwalior. (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 Bank 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
	2018-19	Rs. _____
	2019-20	Rs. _____
	2020-21	Rs. _____
9.	Registered office address and telephone number	
10.	Office address through which the work will be handled	
11.	Address of Garage	


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12.	Whether working with any of the Government/semi government undertaking(s) as approved supplier and if so furnish details.	
13.	PAN no.	
14.	GSTIN	
15.	Whether the organization is registered under Shops & Establishment Act and has necessary certificate to run Tours & Travels? Please enclose the registration certificate	
16.	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 in Annexure V category-wise (categories as indicated in Price Bid) and in descending order of date of purchase, with documentary evidence.	

Copies of documents to be submitted:

- n. Trade license
- o. Registration under Shops and Establishment Act.
- p. Work-orders/Experience certificates from clients (Government /Semi-government /public sector undertakings, Banks etc.) also indicating the period of car hire service provided by the contractor.
- q. PAN Card.
- r. GSTIN
- s. Cancelled Cheque
- t. Audited Balance Sheet & P & I. A/C statement for financial year 2018-19, 2019-20 & 2020-21.
- u. 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.
- v. Certificate of satisfactory services from current clients of the firm for which the car hiring is being provided by the firm

Note: CAIE, Gwalior reserves the right to call for proof/verify the furnished information.


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Tenderer with Seal

**ANNEXURE - II - LETTER OF UNDERTAKING
(ON THE LETTER HEAD OF THE APPLICANT)**

To

The Chief Executive Officer,

CAIE, Gwalior

Name of the firm/Agency_____

Name of the tender_____ Due date:_____ Sir,

4. I/We hereby agree to abide by all terms and conditions laid down in tender document.

5. 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.

6. I/We understand that CAIE, Gwalior reserves the right to accept or reject any or all the tender/s either in full or in part without assessing any reason thereof.

7. I/We understand that after empanelment, I/We would be under obligation to supply cars to CAIE, Gwalior at the lowest quote given in the price-bid by the co-bidders, under each category.

8. No other firm/company having one of our partners/directors has applied for empanelment.

9. I/We understand that:

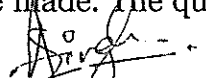
- a. Prices will be inclusive (except applicable taxes)
- Cost of mineral water bottles, face tissue papers, first aid box and newspapers in the vehicles will not be paid extra.
- Parking/Toll charges shall be reimbursed to the vendor on production of valid receipts.

10. 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.

The rates quoted comply with the following terms and conditions:

11. 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


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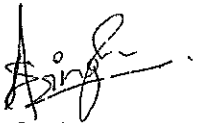
**Signature of
Tenderer with Seal**

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.

12. Toll taxes and parking charges would be paid on production of original receipt.
13. Outstation to be treated as more than 200 kms running outside Gwalior.
14. If the tenderer is able to provide any other make or model of taxi, the same maybe 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 CAIE, Gwalior, any higher make or model of car, he will be paid according to the rates approved for vehicle requested by CAIE, Gwalior.
15. Night Charges will be applicable between 10 PM to 6 AM only
16. Time & distance will be calculated from starting point to end point basis subject to maximum 10 kms per trip.

Signature :

Name and Seal of the bidder :


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Tenderer with Seal**

ANNEXURE III

Part 2 : Price Bids for taxi services

LOCAL TOURS

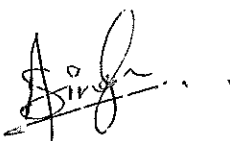
Category of Cars	Duty upto 5 Hrs. (upto 50 Kms)	Duty upto 9 Hrs. (upto 80 Kms)	Duty beyond 5/9 Hrs (Retention Charges per hour)	Rates for extra KMs beyond 40/80 KMs	Rates for Monthly Rental (without fuel)	Rates for Monthly Rental (with fuel)
Alto and equivalent small cars						
Etios and equivalent sedan cars						
Honda City and equivalent sedan cars						
Innova and equivalent cars						
Innova Crysta and equivalent cars						

OUTSTATION TOURS

	Rates per KM for Plane Area	Rates perKMs for Hilly Area	Minimum Payment for KMs per day	Night Charges per night	Toll etc. /Other Charges	Rates for Monthly Rental (without fuel)	Rates for Monthly Rental (with fuel)
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							

Any other charges (if any)

Signature and Seal of
Bidder /Tenderer


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Tenderer with Seal**

Checklist for Bidders

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
1	Terms and conditions mentioned in the Tender form have been read and fully accepted			
2	Signed and tenderer seal is affixed on each and every page of filled-in tender form			
3	The bidder must have minimum three years of experience of providing taxi service to Govt. Departments/PSUs/Nationalized Banks	Copies of Purchase orders		
4	Bidder should be registered with Income Tax and Goods & Service Tax department (if applicable)	i. Attested copy of PAN Card Attested copy of GST registration certificate		
5	Earnest Money Deposit (EMD) of Rs.5000/-	ii. Attached with technical bid.		


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6	Basic Information Of The Contractor	Annexure I		
7	Proforma Of Undertaking	Annexure II		
8	Part 2 : Price Bids for taxi services	Annexure III		


 CEO, CAIE

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 Tenderer with Seal**