**No.D-26012/07/2015-Adm.II**  
**Government of India**  
**Ministry of Labour & Employment**  
(Admin.II Section)  
Shram Shakti Bhawan, New Delhi,  
Dated: 4th July, 2016

**E- Tender Notice**

SUBJECT: FOR PROVIDING HIRED TAXI SERVICES (AC and Non-AC Commercial Vehicles only) TO THE MINISTRY OF LABOUR AND EMPLOYMENT, SHRAM SHAKTI BHAWAN, NEW DELHI BY REPUTED TAXI SERVICE PROVIDERS FOR THE PERIOD OF ONE YEAR.

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published Date</td>
<td>04.07.2016</td>
</tr>
<tr>
<td>Bid Document Download Start Date</td>
<td>04.07.2016</td>
</tr>
<tr>
<td>Bid Submission Start Date</td>
<td>04.07.2016</td>
</tr>
<tr>
<td>Bid Document Download End Date</td>
<td>25.07.2016</td>
</tr>
<tr>
<td>Bid Submission End Date</td>
<td>25.07.2016 UPTO 3.00 PM</td>
</tr>
<tr>
<td>Bid Opening Date</td>
<td>25.07.2016 AT 4.00 PM</td>
</tr>
</tbody>
</table>

Online e-tenders are invited by the Ministry of Labour and Employment (Main Secretariat) for Hiring of Private Taxi for DLY AC/ Non AC commercial vehicles/cars as and when required for the period of one year. The e-tender are invite single bid system from reputed, experienced and financially sound Tours and Travel Agencies/ Firm located in Delhi/New Delhi (within the periphery of 10 kms. from Shram Shakti Bhawan).

2. The tender document can be downloaded from the websites of [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and [http://labour.nic.in](http://labour.nic.in) from 04.07.2016 to 25.07.2016 (upto 3.00 P.M.).

3. The interested service providers may submit the tenders online at [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) in single bid systems in the prescribed proforma enclosed along with scanned copy of EMD amounting Rs.40,000/- (Rupees forty thousand only). Tenders are to be submitted only online through e-Procurement Portal [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). All the documents (self attested) in support of eligibility criteria etc. are to be scanned and uploaded along with the Tender documents. Tenders sent by any other mode or incomplete tenders will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

4. The general terms and conditions of the tender, technical details and undertaking to be submitted, price schedule and tender acceptance letter are at Annexure-I, II, III, IV & V.

5. The original Earnest Money Deposit (EMD) of Rs.40,000/- (Rupees Forty thousand only) in the form of Account Payee Demand Draft/Bankers Cheque drawn in favour of Pay and Accounts Officer (Main Sectt.), Ministry of Labour and Employment in original must be dropped only in
Tender Box placed near Reception (Gate No.1) of Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001 between 9.00 AM to 3.00 PM on 25.07.2016. **In case, original EMD has not submitted during the above date and time, the bids will be rejected summarily.** However, scanned copy of Bank Draft must be uploaded electronically on [http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Late receipt of EMD i.e. after closure of online bidding, the bidder shall be disqualified and such bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily.

6. The bids will be opened online by the Technical Evaluation Committee in the Ministry of Labour & Employment on 25.07.2016 at 04:00 P.M. in Room No. 518 Shram Shakti Bhawan, Rafi Marg, New Delhi. The bids will be evaluated on technical specification along with financial estimates on the same day. The Tender Evaluation Committee (TEC), after evaluation of the Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the TEC.

7. The competent authority in the Ministry of Labour and Employment reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, there for.

Copy to:-

1. All Ministries/Departments for circulation among their contract holders.
2. Director, NIC, Shram Shakti Bhawan with the request to place the aforesaid Notice on the website of the Ministry for wide publicity.
4. Hindi Section for Hindi version.

Copy for information to:

1. Reception Officer, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.
2. Asstt. Commandant, CISF, Shram Shakti Bhawan.
ANNEXURE-I

TERMS & CONDITIONS OF ANNUAL CONTRACT FOR PROVIDING HIRED TAXI SERVICES IN THE MINISTRY OF LABOUR & EMPLOYMENT (MAIN SECRETARIAT).

PART-1: GENERAL CONDITIONS

1. The rates quoted shall be valid during the period of the contract.

2. The rates should be quoted in the prescribed Financial Schedule format at Annexure-II.

3. The payment shall be made on monthly basis against a bill duly supported by duty slips duly signed by the user(s) or concerned authorized officer of this Ministry. The bills should be submitted by the 10th of every month.

4. The drivers should be fully conversant with the routes of Delhi/ NOIDA/ Greater NOIDA/ Ghaziabad/ Gurgaon/ Faridabad. They should wear uniform and should be well behaved. Drivers should have five years driving experience.

5. The antecedents of drivers to be deployed should be properly verified and their details will have to be provided to this office. In case of change of driver, prior permission will be required to be taken.

6. The owner should be in a position to provide standby cars within half an hour of reporting of any break down to the contractor telephonically. All expenses are to be borne by the firm in case of breakdown of a vehicle(s) supplied. The taxi charges from the point of break down are to be borne by the firm to complete the trip.

7. The transporter should provide a landline/ Mobile number and email ID on which he/she or his/her representative can be contacted any time (24 hours). The Drivers too should possess mobile phone.

8. All liabilities, arising out of any legal dispute, accidents, etc. shall be borne / paid by the firm.

9. The vehicle to be supplied should be registered in the name of the firm/ owner/ partner.

10. The successful bidder will also be required to submit within seven days copies of the Registration Certificates, Insurance Papers, PUC Certificate, Permits etc, for the cars proposed to be given to this office.

11. The Ministry shall reserve the right to cancel/ withdraw the hiring of vehicle contract at any time without assigning any reasons thereof.
12. The agency should have valid TIN/ PAN/Service Tax Number which must be maintained in the tender document.

13. The contract is initially for a period of one year. It may be extended upto further period of one year with mutual consent on satisfactory performance during tender period on the same terms and conditions and rates. The extension of contract will be sole discretion of the Ministry depending upon the satisfactory services of the firm.

14. The reputed and experienced firm/agency having experience of at least 3 years of this field and working in the Govt. Ministries /Departments / PSUs need apply.

15. The firm should have achieved a minimum turnover of Rs.50.00 lakh every year during last 3 years.

16. The firm should have not been blacklisted by any Govt. Department and no legal suit / criminal case pending against it, its owner or proprietor or any partner or having been earlier convicted for violation of any law in force shall not be eligible. An undertaking to this effect duly signed by concerned person on a Stamp Paper of Rs.100/- (duly attested by Notary Public), should be submitted along with tender documents. This statement, if found to be incorrect in any manner or part thereof, at any stage including after award of contract, shall result in forfeiture of EMD or Security Deposit and the contract will also be cancelled immediately.

PART-2: EARNEST MONEY, SECURITY DEPOSIT, AND PAYMENTS

1. An amount of Rs.40,000/- (Rupees Forty thousand only) should be deposited along with bid as Bid Security (EMD) in the form of Account Payee Demand Draft/Banker’s Cheque drawn in favour of PAY AND ACCOUNTS OFFICER (MS), MINISTRY OF LABOUR & EMPLOYMENT, NEW DELHI. EMD of unsuccessful bidder will be returned to them after the award of the contract. No interest is payable on this deposit. No bidder is allowed to withdraw application after submission of bid, if a bidder wants to withdraw, either before or after award of contract, their EMD will be forfeited.

2. The successful bidder will be required to an amount of Rs.1,40,000/- (Rs. One Lakh forty thousand only) as SECURITY MONEY in the form of BANK GURANTEE from a Nationalized Bank which should be valid for at least 3 months beyond contract period and would be refundable after successful completion of the contract period, subject to fulfillment of terms & conditions of the contract. EMD of successful bidder will be returned to them after the award of the contract and completion of due formalities. No interest is payable on this deposit.

3. This SECURITY MONEY is liable to be forfeited, if the services of the company are found to be unsatisfactory in any respect and / or if any of the conditions of the contract is contravened / breached and / or towards any damage is caused to Govt. property due to the negligence or otherwise of the firm or its employees and/ or the company backs out of the contract midterm without any express consent of this Ministry. This Ministry will be at
liberty to entrust the same to any other firm/company at the risk and expense of the defaulting company. The decision of this Ministry, in this regard, shall be final.

4. The payment will be made to the Contract holder on quarterly basis on presentation of bill, in triplicate, on the rates approved by this Ministry.

PART-3: OTHER CONDITIONS

1. In all matters of any dispute relating to this contract, the decision of this Ministry will be final and binding upon the Company.

2. This office reserves the right to renew the contract, on same terms, conditions and rates, for such period as it may deem necessary taking into account the services rendered during the contract period.

3. The firm may be required to prepare and submit report etc. in respect of No. of vehicles in the capacity of the agency as may be directed by the Competent Authority.

4. While submitting the tender, the bidder will be deemed to have understood and accepted all the terms and conditions stated in this document and no change, what so ever desired, will be entertained by this Ministry.

5. The company/firm may also be required to sign an agreement/contract as may be decided by the Competent Authority in the Ministry.

(Signature of Owner/Proprietor/Authorized Signatory of Company/Firm with company seal and date)
### PRICE SCHEDULE

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Tata Indica/Wagon R/Santro</th>
<th>Tata Indigo/ Maruti Swift D'Zire/Toyota Etios/Honda Amaze</th>
<th>Innova/ Qualis/Duster</th>
<th>Maruti SX4/Ciaz</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>AC</td>
<td>Non AC</td>
<td>AC</td>
<td>Non AC</td>
<td>AC</td>
</tr>
<tr>
<td>1.</td>
<td>Full Day – 100 KM &amp; 10 hrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Extra per KM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Extra per hour</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td>Night Charges from 11.00 PM to 5.00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td>Out Station (Delhi NCR) Travel rate with minimum 200 km per day</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td>Out Station (Night Charges)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Monthly Charges 2500 km &amp; 300 Hrs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>Monthly Charges for 3000 kms &amp; 360 hrs</td>
<td></td>
<td></td>
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<tr>
<td>9.</td>
<td>Rate of Extra kms on monthly basis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Rates of Extra hours on monthly basis</td>
<td></td>
<td></td>
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</table>

**Note:**

(i) The bidders are advised to go through the tender document carefully before quoting prices.
(ii) Evaluation of Bids shall be done in terms of the conditions specified as per Annexure-I of the tender document.
(iii) Payments shall be made by the Client as per the terms and conditions of the Tender Document.
(iv) Price shall be valid for a period of one year. No price escalation shall be entertained during the currency of the Contract as specified in the tender document.
(v) The Full Day shall be of 100 kms or 10 hours duration and Half Day shall be of 50 kms or 5 hours duration as specified in the tender document.
(vi) The prices in the Price Schedule shall be exclusive of any service tax.

Place: 
Date: 
Signature of Bidder with office Seal 
Name of Person submitting Bid
TENDER ACCEPTANCE LETTER
(To be given on Company/Firm Letter Head)

To

__________________________

__________________________

__________________________

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: __________________________

Name of Tender/Work:

__________________________

__________________________

Dear Sir,

1.  I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

   ________________________________________________________________

   as per your advertisement, given in the above mentioned website(s)

2.  I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

3.  The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4.  I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /Corrigendum(s) in its totally/ entirely.

5.  In case any provisions of this tender are found violated, then you department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

   Yours faithfully,

   (Signature of the Bidder, with Official seal)
Annexure-IV

Undertaking to be signed by the contractor/tenderer on behalf of his/her firm.

I/We----------------------------------do hereby undertake that I/we have clearly and precisely understood the terms and conditions of the tender, that I/we will abide by these terms and conditions mentioned in the tender notice/document and the rules and regulations/instructions of the Government, issued from time to time in letter and spirit, that any breach and/or violation of any of the terms and conditions and/or in case of my work being fund unsatisfactory at any time during the period of contract, my contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of security deposit shall stand forfeited to the Government and also I will be liable to make good all extra cost(s) borne by the Ministry of Labour & Employment for getting the jobs done by other person(s) and/or any loss or damages that may be caused to the Ministry of Labour & Employment owing to the unsatisfactory/failure to work on my part.

I/we----------------------------------also undertake that the decision of the Ministry of Labour & Employment shall be final and binding in all cases, whatsoever may be, pertaining to this contract.

Place:

Date:

(Signature of Owner/Proprietor/Authorized Signatory of Agency/firm with company seal)
Annexure - V

Details to be submitted with the Tender Documents for providing Hired Taxi Services in the Ministry of Labour & Employment

<table>
<thead>
<tr>
<th></th>
<th>Details to be submitted with the Tender Documents for providing Hired Taxi Services in the Ministry of Labour &amp; Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Details of EMD furnished</td>
</tr>
<tr>
<td>2.</td>
<td>Name of the firm/agency</td>
</tr>
<tr>
<td>3.</td>
<td>Address of firm/agency</td>
</tr>
<tr>
<td>4.</td>
<td>Telephone Number/Mobile Number</td>
</tr>
<tr>
<td>5.</td>
<td>Name of owner/proprietor etc.</td>
</tr>
<tr>
<td>7.</td>
<td>Does the firm have a turnover of minimum Rs.50.00 lakh every year during last 3 years from such work.</td>
</tr>
<tr>
<td>8.</td>
<td>Past experience of working in Govt. Ministries/Departments/PSUs (indicate names) (copies of previous/current contracts during last 3 year should be attached)</td>
</tr>
<tr>
<td>9.</td>
<td>Undertaking regarding the agency/firm not having been blacklisted or terminated or debarred till date by any Govt. department or no legal suit/criminal/tax evasion fraud case is registered against the agency/ firm or its owner/proprietor/partner of agency/firm anywhere in India. (Enclose undertaking on Rs.100/- stamp paper)</td>
</tr>
<tr>
<td>10.</td>
<td>Whether copy of terms &amp; conditions duly signed by owner/proprietor or authorized signatory is attached in acceptance of same.</td>
</tr>
<tr>
<td>11.</td>
<td>Last five years experience certificate of the company/firm</td>
</tr>
<tr>
<td>12.</td>
<td>Types of taxes applicable on services</td>
</tr>
<tr>
<td>13.</td>
<td>Any other details (please specify)</td>
</tr>
</tbody>
</table>

Place: 
Date: 

(Signature of Owner/Proprietor/Authorized Signatory of Agency/firm with company seal)