

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI
(Visit us at www.cpao.nic.in)

E-TENDER NOTICE

File NO.: CPAO/Admn./HRV/2018-19/261

Dated. 29 June, 2018

To

Sub.-: Hiring taxi on monthly basis in Central Pension Accounting Office, Ministry of Finance Department of Expenditure, Trikoot-II, Bhikaji Cama Place, New Delhi.

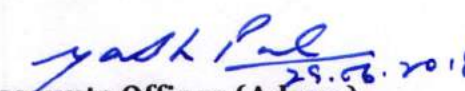
Date of uploading of Tender Document	29/06/2018 at 2:30 PM
Pre-Bid Meeting	03/07/2018 at 3:00 PM
Last Date& time for submission of Tender Document	13/07/2018 at 3:00 PM
Date & time for opening of Tender Document	16/07/2018 at 3:30 PM
Financial Bids of eligible Tenderers	23/07/2018 at 3:00 PM

CONTENTS OF TENDER DOCUMENT

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2.	Scope of work and general instructions for tenderer
3.	Eligibility Criteria
4.	Terms and conditions
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6.	Proforma for Financial Bid
7.	Tender Acceptance Letter

Website for Online bid Submission: <https://eprocure.gov.in>

KINDLY NOTE THAT ONLY ONLINE BID WILL BE CONSIDERED AGAINST THIS TENDER.


Sr. Accounts Officer (Admn.)

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NEW DELHI**

**1. E-TENDER NOTICE
(Hiring of Taxi Services)**

Dated: 29 June, 2018

e-tenders are invited online by the Central Pension Accounting Office (CPAO), Trikoot-II, Bhikaji Cama Place, New Delhi-110066 for hiring of two vehicles for official use on monthly basis in two bid system (i.e. Part-1: Technical Bid and Part II: Financial Bid) from reputed, experienced and financially sound Tours and Travel Agencies / Firms located in Delhi/New Delhi (within the periphery of 8 Kms. from Central Pension Accounting Office (CPAO), Trikoot-II, Bhikaji Cama Place, New Delhi-110066) having an annual turnover of Rs. 20.00 Lakhs or more for the last *three* years in the business of tours and travel/taxi operation, for hiring of commercial vehicles for official use of the Central Pension Accounting Office (CPAO), Trikoot-II, Bhikaji Cama Place, New Delhi-110066, initially for a period of *one* year. The Contract can be extended further for two years, one year at a time subject to mutual consent / agreement on the same terms and conditions.

2. The detailed tender documents can be downloaded from the website "<http://eprocure.gov.in/eprocure/app>" from 29th June, 2018 to 13th July, 2018 (upto 3.00 PM).
3. The interested service providers may submit the tenders online at <http://eprocure.gov.in> in two-bid system (i.e. Part-1: Technical Bid and Part II: Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through e-Procurement portal "<http://eprocure.gov.in/eprocure/app>". All the documents in support of eligibility criteria etc .are also to be scanned and uploaded along with the Tender Documents. Tenders sent by any other mode will not be accepted.


Sr. Accounts Officer (Admn.)

2. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Central Pension Accounting Office (CPAO), Trikoot-II, Bhikaji Cama Place, New Delhi-110066 requires the services of reputed well established and financially sound taxi service providers (hereinafter referred to as "Service Providers") to provide two vehicles on regular monthly basis (Ertiga and Innova).
2. The contract shall be initially for a period of one year from the date of awarding the contract. However, the contract may be extended subsequently, on mutual consent, for a further period of one year at a time (upto a maximum of two extensions of one year each) as may be decided by the competent authority, after review of performance.
3. The interested service providers have to submit the tenders through e-procurement portal as per required packet/cover contents.
4. The Earnest Money of Rs. 10,000/- (Rupees Ten thousand only) in the form of a Demand Draft/pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favor of the **Pay and Accounts Officer, CPAO, New Delhi** has to be submitted to the Central Pension Accounting Office (CPAO), Trikoot-II, Bhikaji Cama Place, New Delhi-110066 on or before last date/time of bid submission. Bids shall not be considered in case the earnest money is not submitted by **13th July, 2018 upto 3.00 PM**.
5. The said Earnest Money Deposit will not bear any interest and the earnest money of unsuccessful tenderer would be returned without any interest after finalization of the contract.
6. The successful bidder will have to deposit with the, a **Performance Security Deposit of Rs.50,000/- (Rupees fifty thousand only)** in the form of Account Payee Demand Draft, Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer, CPAO, New Delhi** for the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty / any liability of any kind imposed by the Central Pension Accounting Office (CPAO), Trikoot-II, Bhikaji Cama Place, New Delhi-110066 on account of unsatisfactory services.
7. Conditional bids shall not be considered and will be rejected summarily.
8. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction either in the Technical Bids or Financial Bids is permitted. In no case should there be any change in the format of the Financial Bid. Tenderers are cautioned that any disclosure of financial bid at the technical bid stage will make the quotation summarily rejected.
9. The technical Bid shall be opened online on the scheduled date and time i.e. **at 3.30 PM on 16th July, 2018**.

[Handwritten Signature]
28.06.2018

10. The financial bid of only those tenderers will be opened who qualify in the technical bid. The schedule date /time for opening of financial bids would be indicated later.
11. The bidding firm has to give a self-certificate to the effect that it has not been blacklisted by any Central Ministry/Department, PSUs or Banks etc. The certificate has to be scanned and uploaded alongwith the tender documents. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefor.
12. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.
13. If after award of the contract, the successful bidder (LI) fails to provide required number of vehicles/taxies, the contract is liable to be cancelled alongwith forfeiture of performance security deposit and other consequential actions such as blacklisting of the firm etc.

Yash Pal
28.08.2018

3. ELIGIBILITY CRITERIA

1. The firm must have average annual turnover of Rs. 20 Lakhs per annum during the last 3 years (2014-15, 2015-16 and 2016-17), ending 31st March of the previous financial year. CA Certificate, Balance Sheet, Profit & Loss Account in support of turnover (along with Income Tax Returns of the relevant years) must be uploaded with the Technical Bid.
2. The garage of the Firm must be located within 8 Kms from Central Pension Accounting Office (CPAO), Trikoot-II, Bhikaji Cama Place, New Delhi-110066.
3. The Firm must have at least 3 years of experience in the Tour and travels Business in providing vehicle/taxi in the Government/Semi Govt. Sections/Autonomous Bodies etc.
4. The Firm should have at least 10 commercial vehicles of the type required (commercial vehicles i.e Innova, and Ertiga or equivalent registered in the name of the firm or in the name of the owner of the firm in 2018 or thereafter, failing which offer will be rejected. The copies of the RCs of the vehicles registered are to be uploaded with the technical Bid.
5. Experience certificates as per para 3 above, award letters and performance certificate, work complete certificate issued by officers of the level of section officer and above should be uploaded with the Technical Bid.
6. The Firm should also have (i) GST No. and (ii) PAN No. Copies of Service Tax No. and PAN No. are to be uploaded with the Technical Bid.

yash Pal
28.06.2018

4. TERMS AND CONDITIONS

1. The cars are required normally for 5 days in a week i.e. from Monday to Friday between 7:30 hours to 19:30 hours. In case of emergency the cars may be retained beyond 19:30 hours also and should also be available on Saturday/Sunday/holidays on requirement basis.
2. The cars and drivers shall be at the disposal of the authority during the period of engagement.
3. The vehicle should be in very good as well as perfect working condition and should be well maintained during the contract period.
4. The vehicle to be provided should not be more than three years old and should not have run more than 50,000 Kilometres as on date of hiring by this office. Technical Bids must accompany with copies of Registration Copies (RCs) of Commercial Vehicles of required class only.
5. The approved rate will not be changed during the period of contract.
6. The firm shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the concerned Government agencies.
7. The driver of should be car should have a valid driving license with at least 5 years' experience and familiar with the city roads. The driver should be neatly dressed and well mannered.
8. The firm will have to get the police verification of the drivers at their own cost and submit to this office.
9. The driver will have to be provided with mobile phones at the cost of contractor and should carry mobile phone with him all the time.
10. The car and driver deployed shall not be changed except with the prior consent of this office.
11. In case the car is not made available on any particular day, a penalty of Rs. 1000/- will be levied per day and will be recovered from monthly bill in addition to non-payment on proportionate basis for the day.
12. In case the driver reports for the duty for more than 15 minutes beyond the scheduled time, a penalty of Rs. 200/- per hour on part thereof would be levied this will be deducted from the bill.
13. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
14. This office reserves the right to obtain the service from other sources as per need.

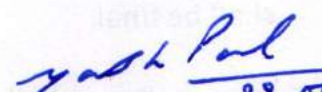
Yashpal
29/06/2018

15. There will be no dead mileage. The kilometerage for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the point of reporting for duty to the point of vehicle released. No mileage will be allowed to drivers for lunch/breakfast or for drawal of petrol/diesel/CMG etc.
16. The time and mileage for use of the vehicle will start from the place where the driver is scheduled to report for duty and shall end at the same place/last duty point. No. dead mileage shall be allowed. No night charge will be paid.
17. A logbook shall be maintained by driver/service provider invariably mentioning starting and ending time and starting and ending meter reading for each day of duty/services.
18. Actual parking charges/toll taxes/entry taxes if any in connection with the official duty will be reimbursed along with the bill on the protection actuals.
19. The vehicle will have to be replaced/arranged on immediate basis in case of break down/accident.
20. The vehicle should be kept neat and clean and this office reserves the right to ask for replacement in case, it is found that vehicle is not in proper condition.
21. The driver will always keep his registration certificate, pollution control certificate, valid comprehensive insurance papers and other such documents reads as required by the Government authorities for inspection.
22. The agency must have a 24 hours working telephone system/mobile numbers so that the requirement of cars can be met at short notice and at odd hours/holidays as per requirement of work.
23. The bills shall be submitted by the firm after the end of the month. The payment shall be made on monthly basis and no advance payment in any case would be made to the firm/service provider.
24. This office reserves the right to cancel the contract, at any time, without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as per the contract terms. In case of any dispute, the decision of the CPAO shall be final.
25. This office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the car/drive while performing duty for the department. All liabilities legal or monetary shall be borne by the firm/service provider.

Yash Patel
28.06.2018

26. The Tender document should accompany an Earnest Money Deposit (EMD) of Rs.10000/- (Rupees ten thousand only) in the form of Demand Draft/Fixed Deposit Receipts/Bank Guarantee drawn in favour of Pay & Accounts Officer, O/o – CPAO, Trikoot – II, Bhikaji Cama place, R. K. Puram, New Delhi. The EMD shall be refunded to all the unsuccessful bidders after completion of the selection process of successful bidder.
27. The bidder meeting all the criteria and quoting lowest price for the vehicles shall be considered as successful bidder. If a bidder meeting all the criteria is quoting lowest price for Innova/Ertiga it shall be considered a successful bidder. The successful bidder will have to deposit an amount of Rs. 50,000/- (Rupees fifty thousand only) as 'performance Security Deposit' in the form of Demand Draft/Fixed Deposit Receipts/Bank Guarantee drawn in favour of the Pay & Accounts Officer, O/o – CPAO, Trikoot – II, Bhikaji Cama place, R. K. Puram, New Delhi. The performance security deposit will be refunded within 30 days after successful completion of the contract period.
28. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slips/log book duly signed by officers concerned.
29. TDS will be deducted as per Income Tax Rules.
30. The requirement of number of vehicles may increase or decrease during the validity of contract and the service provider shall accordingly provide vehicle at the same rates and terms and conditions.
31. In case of need based vehicle the bidder mentioning the lowest rate for a type of vehicle and meeting the criteria shall be the successful bidder.
32. The garage of the firm should be located within a periphery of 8 kms from CPAO.

If the above terms and conditions are acceptable to your firm, you may submit the quotations in the enclosed 'Proforma' online at <http://eprocure.gov.in/eprocure/app>. in the prescribed Proforma containing quotations marked "Quotations for hiring of Taxi" to the Sr. Accounts Officer, O/o - CPAO, Trikoot – II, Bhikaji Cama Place, New Delhi latest by 3:00 P.M. of 11-06-2018. The quotations will be opened on the next day at 4:00 p.m. This office reserve the right to reject any or all the tenders without assigning any reason thereof.


29.06.2018
Sr. Accounts Officer (Admn.)

5. PROFORMA FOR TECHNICAL BID

S. No.		Documents to be uploaded
1.	Name of the firm/company/Agency	
2.	Complete Address & Telephone Number	
3.	Location of the Garage with telephone No. and address	
4.	EMD of Rs. 10,000/- to be submitted to the CPAO, New Delhi.	Upload scanned copy of EMD.
5.	Annual turnover of the firm for last 3 years (with proof) in the form of CA' s certificate/Last 3 years balance sheet / profit & loss A/C)	Upload copies of Balance Sheet Profit & Loss Account for F.Y. 2014-15, 2015-16 & 2016-17 and CA certificate certifying the annual turnover.
6.	The Firm must have at least 3 years of experience in the Tour and travels Business in providing vehicle/taxi in the Government/Semi Govt. Sections/Autonomous Bodies	Copies of experience certificates to be uploaded.
7.	The Firm must have atleast 10 vehicles of the Copies of RCs are to be type i.e. similar model required to CPAO.	Copies of RCs are to be uploaded.
8.	Name & Address of the Departments / Ministries and other organisations where, at present, taxies are engaged on regular / monthly basis	Upload the self-certified duly stamped copies of contract letters
9.	Copy of latest Income Tax return and PAN Number (with proof)	Upload copies of Income tax Returns for F.Y. 2014-15, 2015-16 & 2016-17 and Copy of PAN Card.
10.	15 Digit GST No. (with proof)	Upload copy of GST Registration.
11.	Name, Address & Telephone Number of the proprietor	
12.	Self-Certificate declaring that the firm has not been black listed by any Central certificate Ministry/Department, PSUs or Banks etc. (Para 12 of Scope of work)	Upload the copy of self-certificate.

Financial Bid for Hiring of Taxis on monthly basis.

Name of the/firm/Company/Service Agency	
Complete Address & Telephone No.	
PAN No. (Attach photo copy)	
GST Regn. No.	
Name and Telephone No. of Proprietor/Manager/Owner	

Break up of Service	Type of the Vehicle	Rates per vehicle/taxi
Monthly Rates (Per 2200 kms and 300 hours) inclusive all taxes	Eritiga/Innova	
Rates of additional Kms beyond 2200 kms		
Rates of additional hours beyond 300 hours		

(Authorised Signatory)