

NATIONAL BOOK TRUST, INDIA
“NEHRU BHAWAN”, 5, INSTITUTIONAL AREA
VASANT KUNJ PHASE-II, NEW DELHI-110070

NOTICE INVITING TENDERS (NIT)

Subject: Submission of tender for hiring of Taxis for Service duty.

1. National Book Trust (NBT), an autonomous organization under Ministry of Human Resource Development, Government of India, desires to avail Taxis for service duty at NBT India office Vasant Kunj, New Delhi-70.

TERMS AND CONDITIONS OF THE TENDER FOR HIRING OF TAXIS

NATURE OF WORK

Hiring of **04** (Four) taxis **EECO 5 Seater** for 5 days a week in a month for at National Book Trust India, Vasant Kunj, New Delhi-70 as per details given in the proforma at **Annexure-1**.

TERMS AND CONDITIONS

1. The tender shall be submitted on the prescribed tender form (**Annexure-1**). Tender should be filled in only as per unit for which is called for, deviation from which will cause rejection of whole tender.
2. The Tenderers shall bear all costs associated with the preparation of his tender. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
3. The tenderer should clarify whether the individual signing the tender or other documents in connection with the tender signs as:
 - a. A “sole proprietor” of the firm or constituted attorney of such sole proprietor, or
 - b. A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the partners, or
 - c. Constituted Attorney if it is a company.
 - d. The tender should be signed by either the proprietor or by his authorised representative. In case of the latter an authority letter should be enclosed with the tender.
4. Incomplete tenders are liable to be rejected. It means Tender should quote for all items. If any item is missed or not quoted the whole Tender will be rejected.
5. The requirement of Taxies mentioned in the schedule may be increased or reduced at the discretion of the NBT with an advance notice and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
6. The tenderers should fill the rates both in figures as well as in words. The tender form may be filled in English and all entries must be handwritten in ink. Overwriting of rates is not permitted. Corrections, if any, should be attested by the tenderer with his initials.
7. No garage to garage mileage will be charged by the Taxis agency. Meter reading will start from NBT office & would end at NBT office. Everyday meter reading will be checked by the Authorised representative of NBT, India i.e. Admn. Section.

8. At the time of billing daily duty slips/copy of log book duly signed by concerned Admn. Staff is to be presented failing which payment will not be mode.
9. If there is a discrepancy in rates between words and figures, the amount in words will prevail.
10. Tenderers shall be required to deposit Rs.25,000.00 as Earnest Money (refundable) in the form of a demand draft drawn in favour of National Book Trust, India, payable at Delhi. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily.
11. Each tender should be accompanied by documentary evidence of the tenderer being a registered Taxi operator having experience of working with government and of his having done work of a similar nature. In the absence of documentary evidence, the tender may be rejected.
12. The tenderer's name, modifications, if any, withdrawal of tenders, and such other details as the NBT may consider appropriate will be announced when the tenders are opened.
13. The NBT will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.
14. A tender determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the tenderer by correction of the non-conformity.
15. The NBT may waive any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other tenderers. The decision of the NBT in this regard will however be final.
16. Total requirement of vehicle will be 04 (Four). The vehicle will report office sharp at 9 A.M. & required to be on duty till 5:30 P.M.
17. The time may be extended beyond 5:30 pm on need bases for which payment @ per hour as quoted would be made.
18. Further, failure on the part of the transporter to provide the vehicles as per our requirement will confer on the NBT the right to hire taxis through another transporter, in which event, the entire cost/damages so incurred by the NBT will have to be paid by the first transporter. Besides this, in case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.
19. The driver of each vehicle hired shall maintain a logbook of the movement of the vehicle, which must be got countersigned/verified by the controlling officer at the start and end of each day, in the absence of which payment will not be admissible.
20. If a vehicle is prosecuted due to any offence committed by a driver, the NBT will not be liable to make any payment either to the driver or to the transporter nor shall it be responsible for any third party liability. All vehicles supplied must be in good working condition.
21. Representatives of the NBT shall have the authority to inspect the vehicles at the garage of the transporter before award of the contract.

22. The NBT will award the contract to the Tenderer whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be qualified to perform the contract satisfactorily. The NBT shall however not bind itself to accept the lowest or any tender, wholly or in part.
23. The successful bidder will be required to deposit **Rs.50,000 (Fifty Thousands)** as Performance Security (refundable) after adjustment of Earnest Money Deposit in the form of a Demand Draft drawn in favour of National Book Trust, India, payable at Delhi within 10 days of award of contract. It can be forfeited by order of the Competent Authority of the Office of the NBT, India in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance.
24. If the successful contractor backs out after award of the contract, Earnest Money Deposit would be forfeited.
25. Income tax shall be deducted at source as applicable under the rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted in Annexure 2**, without which the tender is liable to be rejected.
 - a. The NBT reserves the right to accept or reject any tender, and to annul the tender process and to reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected tenderer or tenderers on the grounds for NBT's action.
 - b. The decision of the NBT in this regard would be final and binding.
26. The NBT is not bound to accept the lowest rates quoted by any tenderer and reserves the right to accept the whole or any part of the tender which the tenderer shall execute at the rates quoted.
27. The NBT and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subjected to the jurisdiction of Delhi courts only.
28. The NBT will have discretion to award the contract to more than one transporter. In such a condition, other bidders shall work at the lowest accepted rate.
29. Any loss to the NBT due to the negligence/lapse on the part of the transporter shall be borne by the contractor. Alternatively, the amount of loss will be deducted from the amounts payable to the transporter.
30. Taxi services will also be utilized in NCR (Gurgaon, Faridabad, Noida & Ghaziabad). As and when required the Taxis will also be used for supply of books to different parts of Delhi and NCR. The Contractor should submit receipts of tax paid for reimbursement.
31. The Vendor, if fails to provide the vehicles as desired by the Trust and sends a higher category vehicle in this case the rate applicable to the vehicles desired by the Trust will be paid, no extra payment will be made.
32. Drivers should have valid Driving License, Mobile Phone etc. with experience of driving in Delhi. They should turn up on duty in a proper uniform extend courteous to the staff of NBT/Guest and will ordinarily not change the vehicle or driver unless & until specifically requested by NBT.
33. In case of any complaint in vehicle or driver, contractor would change it immediately at its own cost.
34. All The vehicles should be comprehensively insured.

35. **Only such Taxi Operators may apply whose Taxis have been duly authorized by the concerned RTO (Yellow plate Taxis only) for use as public transport and who have telephone connections available at their Premises/Garage/Stand from where such taxis are to be operated.**
36. A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the National Book Trust, India. No driver should be changed unless the officer to whom the driver reports is apprised after Award of Contract.
37. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, vetted by Police for security, have valid driving license and are aware of the roads of Delhi will be provided to the NBT, India after Award of Contract.
38. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
39. The firm should have a provision to take bookings 24 x 7.
40. Any complaint from the users regarding poor upkeep, maintenance, non-availability of above accessories or any misbehavior of the driver would attract a cut from the bill for that day(s) on pro rata basis @ 25% in the first instance, 50% in the second instance and removal of driver and/or vehicle from the fleet on the third instance either from per day rate or on pro rata basis.
41. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to NBT, India.
42. 1% of the daily amount will be deducted in case of delayed reporting by the driver.
43. Period of contract will be initially for one year and may be extended for a further period of another year on mutual basis.

44. **Validity of the bid**

The bid submitted by the tenderers shall be valid for a period of 1 year computed from the date of award of contract.

On satisfactory performance & mutual consent the contract can be extended for one more year.

Interested parties are requested to submit their sealed offers along with relevant documents as per instructions and conditions given in Tender Document to “The Assistant Director (Admn.), Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070” on or before 28th May 2012 upto 1 p.m. and bids will be open on the same day at 03:00 p.m at above mentioned address.

For any query you may contact to Assistant Director (Admn.) at 011-26707742.

NATIONAL BOOK TRUST, INDIA
“NEHRU BHAWAN”, 5, INSTITUTIONAL AREA
VASANT KUNJ PHASE-II, NEW DELHI-110070

**HIRING OF 04 (FOUR) TAXIS (EECO) FOR FIVE DAYS A WEEK IN A MONTH FOR
8 HOURS/80KM AT NBT OFFICE**

PROFORMA

<u>S.No.</u>	<u>EECO Taxi</u>	<u>Rates (In Rs.)</u>	
		<u>Non-AC</u>	<u>Remarks</u>
1.	Monthly charges per vehicle for 8 hours/80km for 5 days a week in a month.		
2.	Rate for extra km above 80 kms.		
3.	Rate for extra hours after 8 hours above.		
4.	Rate per vehicle per day for 8 hours 80 kms over and above 5 days a week.		
5.	Parking charges would be as per actual on production of receipt.		

NOTE: If any holiday falls between Monday to Friday. The rate for such holidays would be deducted on pro rata basis from monthly rate.

Date: _____ Signature: _____

Place: _____ Name: _____

Address: _____

PAN: _____

I/We undertake to abide and be bound by the terms and conditions of the tender/contract.

List of documents submitted along with the tender:

1. Documentary evidence of the tenderer being a registered/ approved government contractor and of his having done work of similar nature.
2. PAN (attested photocopy of PAN Card).
3. Service Tax No.

Sign of the Tenderer
With Official seal,
Tel. No. and date: