

**Bid Format**  
**(On the letter head of the firm submitting the bid document)**

**The Under Secretary**  
**Technology Development Board,**  
**A Statutory body under Department of Science & Technology**  
**Wing –A, Ground Floor, Vishwakarma Bhawan,**  
**Shaheed Jeet Sing Marg**  
**New Delhi-110016**

Sub:- **Submission of Tender for hiring of Vehicle.**

Madam,

With reference to your tender enquiry no.----- dated ----- our registered office is located at ----- . Detailed address and contact details are as under :

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I submit herewith my tender (**Annexure - I and Annexure - II**) for your kind consideration please. I have read the terms and conditions and instructions in the tender document, which are accepted to me t.

Date-----

Yours Faithfully

Name & Signature of Bidder

Enclosures-

1. Copy of Firms Registration No.
2. Copy of Service Tax/GST Registration.
3. Copy of PAN No.
4. Copy of ITR of last three financial year.
5. Copy of Partnership Deed (If any)
6. EMD of Rs. 10,000/- (Rupees Ten Thousand Only)
7. Copy of Registration Certificate of atleast 04 Vehicles.
8. Copy of Earlier Contacts
9. Financial Bid in Separate Envelop.

## **SCHEDULE OF RATE CONTRACT OF TRAVEL AGENCY FOR HIRING OF TAXI BY TDB**

Tender Enquiry No: TDB/6/2015/Admin dated 09<sup>th</sup> Jan, 18

### **TERMS AND CONDITIONS OF RATE CONTRACT**

1. Period of Contract : One year which may be extended for one more year depending upon requirements of TDB with mutual agreement.
2. Security Deposit : Required to furnish a Security Deposit of Rs. 10,000/- (Rupees Ten Thousand Only) through Demand Draft in favor of TDB, Payable at New Delhi or in the form of a Bank Guarantee from any Nationalized India Bank.
3. Normally, the private taxi services are required on all working days from Monday to Friday. However, the services may also be required on all the seven days in a week and also on National holidays. You shall be bound to deliver the services on all days under the Annual Rate Contract.
4. The taxi hired shall be for the exclusive use of this Department and no sharing with any other user with you will be allowed under any circumstances.
5. The taxi offered for service shall be the latest model or at least Vehicle/model purchased brand new, 1.1.2016 onwards in the name of your firm. Vehicles with DLY/DLZ commercial registration numbers shall only be accepted for service. Private cars owned by you not bearing DLY/DLZ commercial numbers will not be allowed to be put in service. And even if such vehicle is put into service by you, no payment for the same will be made by this Department.
6. The taxi offered for service shall be maintained in excellent running condition. The taxi offered should be properly cleaned & washed daily before reporting for duty. In the event TDB is not satisfied with the functioning of the taxi, its maintenance or cleanliness you shall be bound to provide an alternate taxi immediately for acceptance by TDB. The decision of TDB shall be final in this regard and any objection by you shall be deemed to be a violation of the contract and shall render for termination of the Rate contract with this Department.
7. In the event, a journey is commenced but not completed due to breakdown etc of the hired vehicle, TDB will be at liberty to hire another taxi from the market. In such an event, any excess amount paid shall be deducted from your bill.
8. The Travel Agency shall be responsible to provide a trained driver with each vehicle provided for service who must hold a valid driving license throughout the entire Rate contract period. The driver provided should be adequately trained, safe and defensive driving skills, courteous customer handling, operating GGPS / GPRS device and possessing a good knowledge on the city streets & routes. Travel Agency shall be responsible to ensure the fitness level of the drivers. Drivers aged above 55 years will not be acceptable. The driver deployed should possess a good knowledge of operating portable fire extinguishers equipped in the taxi, traffic rules, escorting the staff to office / other building with torch night or umbrella during rains etc.
9. Security check verification of the driver provided shall be carried out by Travel Agency. However, TDB will be free to conduct police verification of the driver at any time during the currency of the Rate contract. The driver provided should have an unblemished record of accident free driving during the past five years. The driver should always be in uniform for the service and maintain courteous behaviors with the users.

10. The drivers made available should be provided the working mobile phone put in switch-on mode during service. In case, any misbehavior by the driver or any deficiency noticed in the working of the driver, the Travel Agency will provide immediately an alternate driver within 24 hours. The firm has to ensure that no dispute be raised regarding unsatisfactory service of the driver.
11. The driver provided should be educated enough to maintain logbook entries showing opening kilometer, closing kilometer, distance covered, time consumed for journey, places visited etc. For each occasion of journey signed by the officer / staff traveling and duty slips signed by the officers / staff on a day to day basis. A format for the same will be provided by this Deptt. (TDB).
12. The cost of fuel, maintenance of the cars, mobile phone charges and salary of the driver etc. shall be borne by the Travel Agency and no separate charges shall be allowed by TDB.
13. Availability of fuel has to be ensured by the Travel Agency. Any excuse for non-availability of the taxi running on fuel type for which order is place or admission of charges for running the vehicle on another fuel will not be acceptable.
14. Any losses or injuries due to road accident etc. arising during the course of engagement of vehicles for the services to TDB, shall be fully handled by Travel Agency, TDB or its users will not be involved in any manner and pay liabilities arising out of such accidents. Travel Agency will be bound to render complete indemnity to the TDB against any liability criminal or civil arising on account of hiring taxis by TDB.
15. The Travel Agency must ensure availability of proper and valid insurance at all items in respect of the vehicle as well as the insurance coverage to Driver & Staff. Travel Agency shall indemnify TDB against all losses and claims arising out of any negligence or misconduct.
16. Toll tax, Entry tax, Permit Fee for crossing border, parking charges etc, if any, will be borne by Department on submitting the original receipts to TDB alongwith monthly bills.
17. All relevant papers duly updated shall be available in the vehicle at all times during the service rendered to TDB. The driver should not be changed frequently.
18. The determining point for Reporting and Relieving of the vehicle shall be the Vishwakarma Bhawan / FAI Building at Shaheed Jit Singh Marg, New Delhi-110016 or the place where the vehicle has been requisitioned by this Deptt. The meter reading on arrival / departure time will be noted at Vishwakarma Bhawan or at the place where the vehicle has been requisitioned. Dead mileage (distance from Garage to the Reporting Point and from end Point to Garage) will not be allowed to be charged.
19. Payment will be made in the month next to the month of service. Advance payments will not be made under any circumstances. The Travel Agency may submit their Bills for the service rendered during the calendar month by the end of the first week of the ensuing calendar month. Payments will be released during the next calendar month on receipt of pre- receipted bills, in duplicate, on verification of the claim with reference to the office records.
20. In the event of any disputes arising out the execution of Rate Contracts, the matter will be referred to Head of the Department, TDB.
21. For judicial adjudication, the disputes if any, arising out of the Service Order contract against the Rate contract will be subject to the jurisdiction of the Courts in Delhi only.
22. Travel Agency shall furnish the following certificate to the concerned paying authority along with each bill for payment or services rendered against the Rate Contract.

"I /We certify that there has been no reduction in Service Rates of the Items of description identical to the services rendered to TDB under the contract herein and such services have not been offered / services actually rendered by us to any person / organization including the purchaser or any Department of a State Government or any Statutory Undertaking of the Centre or State Government as the case may be up to date of bill / the date or completion of Service Orders placed against all Service Orders placed during the currency of the Rate Contract at a price lower than the price charged to the TDB under the Contract".

**Under Secretary**

**TECHNICAL BID**Page number at which  
Document is placed

1.	Name of the firm / Company /Agency	
2.	Complete Address & Telephone Number	
3.	Location of the Garage with telephone No. and address	
4.	Whether EMD of Rs. 10,000/- enclosed in the form of Bank Draft / Pay Order, Payable in favor of TDB	
5.	Annual Turnover of Rs. 5 Lakh or above of the agency for last two years <u>(with proof enclosed).</u>	
6.	Total number of DLY Cars / vehicles (indicating year & model) with the Agency, which can be provided for hiring purpose.	
7.	Documents of two years' experience in providing Travel Services in the Govt. Sector/PSUs/Private Sector/Corporate Sector	
8.	Name & Address of the Department/ Ministries and other organizations where, at present, taxis services are provided on regular/monthly basis (self-certified duly stamped copies of Contract letter be attached).	
9.	Enclose the Copy of latest Income Tax return and PAN Number / 15 Digital Service Tax Code No .	
10.	Enclose Copies of RCs of 04 DLY Cars owned by the agency (with proof)	
11.	Enclose Copy of Registration No. / License No. of the firm (If any)	
12.	Enclose Copy of GST registration no.	
13.	Name, Address & Telephone Numbers of the Proprietor	

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions, contained herein, and undertake myself / ourselves to abide by these.

**Signature with Name & Address**

**Seal**

**FINANCIAL BID**

Name of Company : \_\_\_\_\_

Office Address : \_\_\_\_\_  
\_\_\_\_\_

Telephone No. : \_\_\_\_\_

Distance from (TDB) Office : \_\_\_\_\_

**TARRIF SHEET**

Sl. No.	Description	Non-AC- WagonR & RitZ	AC- Wagon- R, & RitZ	Non-AC Swift Dzire, Accent,& Ciaz	AC- Swift Dzire, Accent,& Ciaz	AC - Innova and Honda City
1.	4 hrs. & 40 Kms. (half day)					
2.	8 hrs. & 80 Kms. (full day)					
3.	Per hrs. extra charge (above 4 hrs.)					
4.	Per hrs. extra charge (above 8 hrs.)					
5.	Outstation charges per Kms. (min. limits 200 Kms.)					
6.	Night charges (after 11.00 pm to 5.00 am)					

**We agree to abide by the terms & condition as given in tender document unconditionally.****Signature with Name & Address  
Seal**

## **TECHNOLOGY DEVELOPMENT BOARD (TDB)**

(A Statutory body under the Department of Science and Technology)  
Vishwakarma Bhavan, A-Wing, Ground Floor, Shaheed Jeet Singh Marg, New Delhi-110016

Sealed tenders are invited in two bid system from the registered Firms who are having annual turnover of Rs. 5 Lakhs or above and fleet of 4 or above air conditioned / non-air conditioned DLY's cars (model 2015, 2016 & 2017) for hiring of DLY cars for official use of the TDB initially for a period of one year on annual rate contract basis.

Tender Document is available at our website: [www.tdb.gov.in](http://www.tdb.gov.in). Any future corrigendum/clarification will be given on our website. TDB reserves the right to reject/cancel one or all bids/tenders without giving any reason. The last date of submission of tender is **29<sup>th</sup> Jan 18 at 1700 hrs** at above address. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX / email will be entertained