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**NATIONAL BACKWARD CLASSES FINANCE AND
DEVELOPMENT CORPORATION**
(A Govt. of India Undertaking, Ministry of Social Justice & Empowerment)
5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg,
New Delhi-110016

NOTICE FOR HIRING OF TAXIES(COMMERCIAL USE) THROUGH GeM PORTAL

Tender No.; NBCFDC/ADMIN/TAXI HIRING/

DATE: 24 January, 2024

NBCFDC is an apex Corporation under Ministry of Social Justice & Empowerment, Govt. of India. The Corporation is a Company not for profit under section 8 of Companies Act, 2013 with an objective to promote economic and developmental activities for the benefit of Backward Classes and to assist the poorer section of these classes in self employment ventures and skill development through its Channel Partners on Pan India basis.

NBCFDC invites tenders through Government e- Marketing (GeM) only from reputed, experienced and financially sound Taxi service providers to provide rental taxies at Delhi. The contract will be initially for a period of one year. The quantum of requirement of vehicles may increase or decrease during the period of contract. Bid has to be submitted through GeM Portal subject to the following Technical Eligibility Criteria and terms & conditions. The Corporation can initially hire 3 numbers of monthly, and daily basis vehicle(s) subject to the requirement. The actual requirement may increase or decrease. The number of vehicle during the contract period may also be increased or decreased at the same rate and terms & conditions.

The selection of the bidders for the tender will be through Quality & Cost Base Selection (QCBS) in the ratio of 70:30 for the technical and financial parts of the bids, respectively and through GeM Portal in the attached formats.

Important events & its dates are as follows:

Tender Fee (Non-refundable)	Rs. 1000 + GST (One Thousand+GST)
Earnest Money Deposit with tender –interest free Refundable	Rs. 1,10,000/- (One Lakh Ten Thousand)
Estimated Cost	Rs. 22 Lakh
Bid Publishing dates	24.01.2024
Bid document download start date	24.01.2024
Bid document download end date	08.02.2024
Pre bid meeting	31.01.2024
Last date & time for submission of Technical Bid & Financial Bid	08.02.2024
Date of opening of Technical Bid/Pre-qualification/eligibility qualification	09.02.2024

Presentation	12.02.2024
Date of opening of Financial Bid	13.02.2024
Bid validity period	180 days
Bid address to:	GENERAL MANAGER (ADMIN) NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT CORPORATION (A Govt. of India Undertaking, Ministry of Social Justice & Empowerment) 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016
Bid Component	1) Technical Bid- with all the Annexures and supporting documents. 2) Financial Bid- as per the prescribed formal 3) Proof of Earnest Money Deposit

Technical Eligibility Criteria

The tendering Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid described in Section A to D of this document.

1. The Registered Office of the Agency should be located either in Delhi / New Delhi in the radius of 5 km of NBCFDC registered office. An attested copy of the registration certificate of offices in Delhi/NCR shall be enclosed. The company should be reputed, experienced & financially sound.
2. The Agency must have a minimum of three years' experience in supplying taxis to reputed private companies / Public Sector Companies / Banks / Central and State Government Departments. Proof of at least one contract relating to supplying of taxi services to Central Government / State Governments / PSUs / Bank / reputed private firms in last three years.
3. The Agency should have average annual turnover of Rs. 25 lakh approx. during last three financial years (i.e. 2020-21, 2021-22 & 2022-23).
4. The Agency should have its own Bank Account. Certified copy of the maintained Bank account shall be enclosed.
5. Certified copy of the PAN card & GST registration shall be attached with the Bid document.

6. All vehicles supplied by Agency shall have valid and activated Fast Tag with sufficient amount.
7. The Agency must have a minimum of 10 vehicles not older than 5 years should be in sound condition.
8. Self-Certificate that the firm has not been blacklisted by any Central Government Department /Ministries/PSU's/Banks, etc. should be enclosed.
9. The Agency must attach proof of successful and satisfactory completion at least three contracts / works.
10. Deposition of Tender fee and Earnest Money Deposit (EMD): The bidder should deposit Tender fee (Rs.1000/- GST extra) and EMD of Rs. 1,10,000/- in favour of "NBCFDC" via Demand Draft or RTGS/NEFT/Electronic mode in the A/c. No. 1445101026928 Bank: Canara Bank, Branch A-27, Hauz Khas, New Delhi, IFSC Code CNRB0001445. The bid without Tender fee & EMD shall be rejected. Agency(s) having certificate of MSME entity shall not be required to submit EMD whereas MSME is required to be submitted Tender fee.
11. Performance Bank Guarantee: The successful tendered (s) will have to deposit 5% of estimated cost issued by a reputed Bank. The performance bank guarantee should remain valid for a period of 18 months. In casethe contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful tendered (s).

Terms and Conditions of the Contract

A. General

1. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended year to year basis for a further period upto maximum three years, on the same rates, terms and conditions depending upon the requirement and administrative convenience of NBCFDC. Any further extension can be considered on mutually agreed terms and condition. NBCFDC, however, reserves the right to terminate / curtail the contract at any time after giving one week prior notice without assigning any reason.
2. The bidder should have follow and quote vehicle details as per the Motor Vehicle Act (Amendment) Bill, 2019.
3. Taxies to be provided by the Contractor(s) shall perfectly good and sound condition mechanically and suitable for use by Senior Officers.
4. Taxies supplied should be fitted with all modern features.
5. The vehicles should be comprehensively insured.

6. The vehicles will have to be fitted / provided with the following additional accessories / utilities: -
 - i) Clean seat covers
 - ii) Quality radio music system
 - iii) Reading lamp
 - iv) Tissue paper box
 - v) Car perfume
 - vi) Seat Belts (front Rear)
 - vii) Umbrella during Monsoon
7. Agency should have sufficient numbers of drivers having experience of driving in Delhi & NCR. The contractor should own a fleet of sufficient number of vehicles so as to ensure prompt and smooth service.
8. Only such Taxi Operators may apply whose Taxies have been duly authorized by the concerned RTO for use as public transport and who have mobile/ telephone connections available at their Premises / Garage / Stands from where such taxies are to be operated and can be requisitioned by this Department.
9. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules / regulations and city roads / routes as well as security instructions.
10. Each driver employed by the firm must have a cell-phone duly activated.
11. Each driver provided to this office along with the vehicle should have police verification.
12. Punctuality will have to be ensured and log book shall be maintained by the drivers for this purpose. The driver should not leave the office in the evening without prior permission of the attached with concerned officer in any case.
13. No mileage will be allowed for lunch / tea of the driver.
14. A list of drivers who would be deployed on duty along with their valid driving license numbers has to be provided to NBCFDC. No driver should be changed unless the officer to whom the driver reports is apprised.
15. The firm should have a provision to take bookings 24x7.
16. Rates once finalized will be fixed at least for a period of one year and shall use as base rate in case of Upward / downward change in rates in fuel prices.

17. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per govt. instructions and the updated log book shall be submitted to concerned officer in NBCFDC regularly for scrutiny.
18. Once the hiring of vehicles commences from a particular agency / firm, the vehicles and drivers should not be changed unless so requested for by NBCFDC. The vehicle must be available at any time of day as desired by NBCFDC.
19. The contractor must also ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Department.
20. The contractor has to submit an acceptance letter indicating type of vehicle and rates and acceptance of all terms and conditions levied therein. He/she is required to execute a contract before the service is started.
21. In case of breakdown of any vehicle during duty, it shall be the responsibility of the service provider to provide a substitute vehicle, which shall provide immediately with similar make of vehicle.
22. The liability of NBCFDC will be limited to the hiring charges agreed in the contract.
23. Actual parking charges / Toll charges will be payable along with the monthly/quarterly bills, only upon submission of the parking bills / toll receipts etc.
24. While NBCFDC has a regular requirement for hiring taxies, it shall have the right not to utilize the services at any time without giving any prior notice.
25. In case of breach of any terms and conditions mentioned in the notice or in GeM, NBCFDC will have the right to cancel the work order without assigning any reason without any cost.
26. Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts / annexure thereof.
27. For all disputes / differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of NBCFDC shall be final and binding on both parties.

B. Terms of Payment:

1. No payment shall be made in advance to the service provider in any head. All payments shall be made on monthly basis only.
2. Duly signed bills in duplicate shall be submitted along with the verified copy of daily log book , toll tax slips, parking slips etc. as required. Duty slip issued for duty to agency should be signed by Admin. Div. & after journey it should be signed by user or/ Admin Div. of NBCFDC. The vehicle number should be mentioned on bill(s).
3. Payment against the contracted services will be made on monthly/fortnightly basis on submission of bills, within 30 days from the date of receipt of bill(s) alongwith relevant documents.
4. Taxes will have to be deducted from bills payments as per Tax Laws.

C. Penalty

NBCFDC shall withhold/deduct/curtail any of the payments in full or in part subject to recovery of penalties as mentioned in GeM agreement.

D. Condition in case of dispute

- (a) For all disputes / differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof shall referred to NBCFDC and decision of NBCFDC shall be final and binding on both parties.
- (b) Alternatives vehicles will be provided immediately in case of break-down/ accident etc. failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the bill of the contractor.
- (c) The tender process of contract can be terminated at any time without anynotice as the discretion of the Department.

All the bidders, who are fulfilling the above terms and conditions may register their bids **through GeM only** well in advance to the last date of bidding, so that there is no cause of any complaints due to technical snag or server on the last date of Bidding. Please take note that the L1 will be decided on the basis of eligibility criteria mentioned above and bid received on GeM portal.

SCOPE OF WORK

National Backward Classes Finance and Development Corporation (NBCFDC) is a CPSE under Ministry of SJE, GOI inviting bids from eligible vendors for hiring Taxies initially one Sedan AC, One Premium Sedan AC & one Premium SUV AC-7 Seater on monthly Basis and daily basis hiring of Taxies will be based on the requirements of NBCFDC.

Period of Contract: The contract shall be valid for a period of one year and can be extended year to year basis for maximum three years on the same rates and terms and conditions on mutual consent, subject to satisfactory services by the contractor.

The approximate requirement of Taxies under this contract is as under. However, the rates will be finalised for the contract period with no minimum guarantee on the number of cars to be engaged under contract. The billing has to be raised as per actual utilization based on confirmation from NBCFDC.

Sl. No.	Make/Model of Vehicle
1	<u>Sedan AC</u> Honda Amaze, Maruti Suzuki D'zire, Tata Tigor, Hyundai Xcent, Ford Aspire, Volkswagen Ameo, Tata Zeast, Nissan Sunny, Toyota Etios etc.
2	<u>Premium Sedan AC</u> Maruti Suzuki Ciaz, Honda City, Volkswagen Vento, Ertiga, Hyundai Verna, Toyota Corolla, Skoda Rapid etc.
3	<u>Premium SUV AC-7 Seater</u> Toyota Innova/Toyota Innova Crysta, Honda CR-V, Toyota Fortuner, Ford Endeavour, Jeep Compass, Tata Hexa, Tata Harrier etc.

The bidder is required to make necessary arrangement for above cars with drivers during the contract period as per requirement indicated by NBCFDC based on actual requirement.

Payment against the contracted services will be made on monthly basis, on submission of bills, within 30 days from the date of receipt along-with relevant documents, based on actual consumption duly certified by concerned Officers of NBCFDC subject to recoveries/damages, if any.

Bidders have to quote rates for all services as mentioned in the BOQ format. Non submission of rates will be treated as disqualification.

The above types of vehicles are proposed for services across below categories which will be indicated to the service provider during contract period. The payment for extra kms, usage will be paid as per finalised rates.

Daily basis:

- (i) Daily rates per Veh. for journey 04 hrs/ 40 km/ per day
- (ii) Daily rates per veh. for journey 08 hrs/ 80 km. per day
- (iii) Extra Hrs. & KM rates

Monthly basis:

- (i) Monthly rates per Veh. 2000 KM & 320 HRS.
- (ii) Monthly rates per Veh. 3000 KM & 320 HRS.
- (iii) Extra Hrs. & KM rates

TERMS OF PAYMENT AND MODE OF PAYMENT

1. No payment shall be made in advance to the service provider in any head. All payments shall be made on monthly basis only.
2. Duly signed bills shall be submitted along with the verified copy of daily log book , toll tax slips, parking slips etc. as required. Duty slip issued for duty to agency should be signed by Admin. Div. & after journey it should be signed by user or/ Admin Div. of NBCFDC. The vehicle number should be mentioned on bill(s).
3. Payment against the contracted services will be made on monthly basis on submission of bills, within 30 days from the date of receipt of bill(s) alongwith relevant documents.
4. On bill payments TDS shall be charged as per applicable Financial Rules.

BOQ

SL. NO.	MAKE/MODEL OF VEHICLE	MONTHLY RATES PER VEHICLE (WITH GST)			DAILY RATES PER VEHICLE/PER DAY (WITH GST)			NIGHT CHARGES AFTER 10 PM	OUT STATION CHARGES	OTHER, IF ANY
1	2	3			4			5	6	7
		2000 KM 320 HRS	3000 KM 320 HRS.	Extra Hrs. &KM rates	04 hrs 40 km	08 hrs 80 km	Extra Hrs. &KM rates			
1	<u>Sedan AC</u> Honda Amaze, Maruti Suzuki D'zire, Tata Tigor, Hyundai Xcent, Ford Aspire, Volkswagen Ameo, Tata Zeast, Nissan Sunny, Toyota Etios etc.									
2	<u>Premium Sedan AC</u> Maruti Suzuki Ciaz, Honda City, Volkswagen Vento, Ertiga, Hyundai Verna, Toyota Corolla, Skoda Rapid etc.									
3	<u>Premium SUV AC-7 Seater</u> Toyota Innova/Toyota Innova Crysta, Honda CR-V, Toyota Fortuner, Ford Endeavour, Jeep Compass, Tata Hexa, Tata Harrier etc.									

Terms & Condition

The agency should fulfil the eligibility criteria given below and should furnish the documentary proof for the following:-

SL. NO.	CRITERIA	REMARKS
1	Documentary proof (Google Map) confirming the agency /taxi operator form South Delhi within 0 to 05 KM radius.	
2	Turnover average 25 lakhs during at least 3 years.	
3	PSU/Govt. Experience (at least 3 years)	
4	MSME	
5	Audited Balance sheet for last three years i.e. 2020-21, 2021-22 & 2022-23	
6	The agency should not have been blacklisted by any Government Department in India. (Please attach and undertaking signed by the authorized representative of the Agency)	

Technical Evaluation Parameter

The agency should fulfil the eligibility criteria given below and should furnish the documentary proof for the following: -

SL. NO.	Parameters	Marks
1	Documentary proof (Google Map) confirming the agency /taxi operator form South Delhi within 0 to 05 KM radius.	10
2	Turnover	10
3	PSU/Govt. Experience (at least 3 years)	10
4	MSME	5
5	Audited Balance sheet for last three years i.e. 2020-21, 2021-22 & 2022-23	5
6	No. of Vehicles	5
7	No of Drivers	5
8	Past Performance of the agency	10
9	Presentation	40