

## NOTICE INVITING TENDER

(Please read Complete Tender documents before filling Online Tender)

CSIR-Central Electronics Engineering Research Institute, Pilani-333031, hereby invites online tender through GeM Portal for the below mentioned work from the agencies/firms who have satisfactorily executed similar works in Central/State Govt. Institutions/Central Autonomous Bodies/CSIR Labs/Corporate of Repute/MNCs/ Local Bodies of State Govt. or UT. The bidder must have successfully executed/completed similar services over the last three years i.e. the current financial year and the last three financial years (ending month prior to the bid opening).

Sl.No.	Description of work	Estimated cost (Rs.)	Tender Cost	Duration of contract
1.	Hiring of Taxi – (Swift Dzire/Etios/Aura/Innova or equivalent) CSIR-Central Electronics Engineering Research Institute, Pilani-333031	60,00,000		Contract period is initially for Two years, which will be extendable for one year on the basis of satisfactory performance during the period of contract.
2.	EMD	3% of estimated cost		

The tendering process is online on GeM (<https://gem.gov.in>). Copy of NIT is also available on CEERI website ([www.ceeri.res.in](http://www.ceeri.res.in)) for information. Interested and eligible bidders may download the tender from GeM Portal and go through the tender document carefully before submitting the same. **Uploading of tender at any location other than GeM shall not be considered.**

Bidders are advised to upload only the required digitally signed scanned files of documents. Bid document with black and white option, which helps in reducing size of the scanned document. Bidders must ensure that all the uploaded documents should be of good quality. Vague/poor quality/illegible documents, incomplete document, a corrupt file received (soft copy) will not be accepted.

Bidders are also advised to read carefully and follow the instructions provided in the tender documents before online submission of bids.

The Director, CSIR-CEERI reserve the right to cancel/reject the tender at any time without assigning any reason.

  
Controller of Administration

**Tender Notice for Empanelment of Travel Agency/ies for "Hiring of Taxi - (Swift Dzire/ Etios /Aura/Innova or equivalent) for use in the CSIR-Central Electronics Engineering Research Institute.**

1. ONLINE TENDERS are invited in two bid system (Technical Bid & Financial Bid separately) from reputed Tours and Travel Agencies /Taxi Operators/Companies having fully functional office in Pilani having capacity to supply the required number(s) of AC and non AC vehicles (Swift Dzire, Aura, Etios, Innova etc.) on hire basis for day to day requirement of CSIR-Central Electronics Engineering Research Institute, Pilani for empanelment of firms/ agencies for a period of Two year, extendable by one year subject to satisfactory performance of work. The vehicles are normally required for attending the official work at Delhi, Jaipur, Chandigarh, Ghaziabad and other cities as and when needed. The estimated cost of work is approx Rs. 60 lakh per annum.

2. Bids shall be submitted online only at GeM portal. Tenderers/Bidders are advised to follow the instructions provided in the Instructions to the Bidders/Tenderers for the submission of the bids online through the GeM Portal.

3. Tender documents can be downloaded from Institute's website [www.ceeri.res.in](http://www.ceeri.res.in) and GeM portal. In case, the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned for future.

**4. Earnest Money Deposit (EMD)/Bid Security**

4.1 Earnest Money Deposit of Rs. 1,80,000/- (Rs. One lakh Eighty thousand only) is to be deposited in the form of Demand Draft/Pay Order in favour of the Director, CSIR-Central Electronics Engineering Institute, Pilani or through online transfer in the account of Director, CSIR-CEERI as per details (Name of Bank: State Bank of India, Account Number: 61033385318, IFSC - SBIN0031398). The EMD must be submitted by the tenderers before the due date of submission of bids. Bidders are required to submit the details of EMD payment or exemption certificate at the time of Bid Preparation. Tenders without EMD will be rejected.

4.2 EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.

4.3 The earnest money of unsuccessful bidder, which shall not carry any interest, shall be refunded within 30 days after award of Contract. EMD of the successful Bidder will be released after the Bidder signs the agreement and furnishes the Performance Bank Guarantee.

5. Performance Security: The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security equivalent to 5% of the estimated cost i.e. Rs. 60,00,000 (Rs. Sixty lakh only) in the form of Pay order/ Demand Draft/ Fixed Deposit Receipt or Bank Guarantee from



Nationalized Bank in favour of Director, CSIR-Central Electronics Engineering Institute, Pilani within 10 days of award of contract.

5.1 Performance Security should remain valid for a period of 90 days beyond the date of completion of all contractual obligations of the supplier.

5.2 Performance Security will be refunded to supplier without any interest, whatsoever, after the contractor performs and completes the contract in all respects.

5.3 Performance Security will be forfeited if the firm fails to provide the satisfactory services and to perform any of the terms or conditions of the contract, besides it may also be black listed.

5.4 The bidder should quote their unconditional rates strictly as per the Annexure-II. The bidders should quote their rates with current applicable taxes viz. GST / Swachh Bharat Cess (SBC) etc. The taxes on prevailing rates during the period of contract will be reimbursed. Cutting/overwriting, if any, will not be accepted.

5.5 In case any bidder is already providing Taxis to any other Ministry / Departments of Central Govt. details thereof should also be furnished along with the bids.

5.6 Services provider must submit the undertaking on their letter head that the submitted Performance Security will be extended, if the contract may be extended.

**6. The Technical bid should contain following details:**

6.1 The contractor should have at least three years experience of providing vehicles to Govt. / Semi Govt. / PSUs. Satisfactory service certificate from the concerned department need to be furnished along with technical bid otherwise tender document will be treated as not acceptable. The annual turnover of the firm should be at least Rs.18 lakhs each year, during the last three financial years; (Annual Turnover certificate duly audited by Chartered Accountant must be enclosed).

6.2 Copy of PAN Card which must be in the name of Firm/Agency and Copy of GST Registration may also be submitted.

6.3 EMD of Rs. 1,80,000/- through Demand Draft or through online transfer in the name of Director CSIR-CEERI (Name of Bank: State Bank of India, Account Number: 61033385318, IFSC - SBIN0031398).

6.4 Copies of RC of all the vehicles registered in the name of the Bidder/Transport Company/Firm. The bidder should have the ownership of minimum Three commercially registered taxis.

6.5 The contractor receiving the work order will be required to provide taxis for local duty on the following conditions:

(a) For travel lasting 0 to 4 hours, a maximum amount of 60 km will be paid.

(b) For travel lasting 4 to 6 hours, a maximum amount of 100 km will be paid.



(c) If the vehicle is used for more than 6 hours, a running cost of 20 km per hour will be paid for each subsequent hour. It is noteworthy that the maximum limit for local duty will be 250 km per day.

(d) While selecting the contract, 80% of the weightage will be given to the smaller vehicle and 20% to the larger vehicle. L-1 will be determined after 80% and 20% weightage as follows:

**Small taxi rate x 80/100 + Big taxi rate x 20/100**

(The bidders are advised to read all the above instructions and the Terms and Conditions given below carefully and submit confirmation of unconditional acceptance of the Terms & Conditions without any deviations).

### **7. Other Terms and Conditions**

- 7.1 Risk Hire Clause:- In case the contract awardee firm fails to supply the requisite number of vehicles, Director, CSIR-CEERI, Pilani reserves the right to hire the Taxis from other firms/contractors at the risk and cost of the firm. The cost difference between the alternative arrangements and Bill value will be recovered from the firm.
- 7.2 If the contractor after submission of bid and due acceptance of the same i.e. after the award of the contract, fails to abide by the terms and conditions of the tender document, or fails to complete his contract period or at any time repudiates the contract, Director, CSIR-CEERI will have the right to forfeit the EMD/Performance Security and/or terminate the Contract.
- 7.3 The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be travelled. The registration of the taxi/vehicle should have been done within a period of Five (5) years of the date of publication of the NIT, the taxi provided should be in perfectly sound working condition and should have decent interiors with other necessary accessories.
- 7.4 The Contractor should be able to provide Taxis at a short notice (within an Hour).
- 7.5 The Contractor shall not deploy any person who has not completed Eighteen years of age.
- 7.6 The taxi drivers must possess a valid Driving License issued by the Transport Authorities. Other necessary certificates like Road Tax Clearance, Pollution Certificate etc. should be in existence for all the vehicles.
- 7.7 The driver should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.
- 7.8 The drivers engaged should be broadly aware of the major routes of all India.
- 7.9 The vehicles on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with white neat and good quality seat cover.



- 7.10 In case of any break down while on journey, alternative arrangement shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the subsequent/ pending bill of the contractor.
- 7.11 Director, CSIR-CEERI reserves the right to terminate the contract if the vehicle service rendered by the Contractor is not found to be satisfactory at any time during the tenure of the contract without assigning any reason by giving one month notice to the contractor.
- 7.12 In the event of Contractor failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction to the CSIR-CEERI the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposited.
- 7.13 Reading of start or closing of duty/journey will be considered from office premises or designated place and not from the Taxi stand/garage.
- 7.14 The owner/senior representative of the firm should be available round the clock on his own direct telephone (office as well as residence) and turn on mobile phone so as to respond to the call for the vehicles in emergency cases.
- 7.15 All the charges towards repair/servicing, salary of the driver, fuel expenses or any other incidental expenses on operation & maintenance of the hired taxis would be borne by the firm.
- 7.16 At times, CSIR-CEERI may need additional number of Taxis / vehicles on specific days in connection with any conference / meeting, the contractor should, be responsible to arrange for additional demand of taxis by making necessary tie-ups at his end with other Taxi Operators and such additional vehicles should be supplied at the contractual rates and conditions.
- 7.17 The contract will be valid for a period of two year which may be extended by one year subject to satisfactory performance of work on the same rates and terms, conditions depending upon the requirement and administrative convenience of CSIR-CEERI. No request of hike in approved rates for supply of taxis will be entertained during the period of contract for any other reasons what so ever.
- 7.18 If on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometre reading of start or closing of duty/journey, the contractor shall be held responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
- 7.19 Decision of Competent Authority of the Department regarding acceptance or rejection of a tender will be final and binding.
- 7.20 The responsibilities for the safety and security of the operational vehicles provider solely lies with the Service Provider. It is also the Service Provider's absolute responsibility to take care of any

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damage/ repair of the operational vehicle. The vehicles will have to be fitted / provided with the following additional accessories/utilities:

- a) Clean and white seat covers
- b) Quality radio music system
- c) Tissue paper box
- d) Car perfume
- e) Seat belts (front & rear) & safety air bags
- f) Clean floor mats. Front and Rear seat belts in functioning condition must be provided in all taxis.

7.21 The drivers provided shall be of Good Character, vetted by Police for security, have valid driving license and are aware of the roads of respective states. The driver must follow traffic rules and all other regulations prescribed by the Government from time-to-time. In case of any challan for whatsoever reason by the Police/ Traffic Police, the Service Provider shall be liable to pay the fine imposed and bear other consequences.

7.22 The agency should have an adequate number of telephones for contact round the clock and these shall be conveyed to CSIR-CEERI.

7.23 The agency should have a provision to take booking round the clock i.e. 24 X 7.

7.24 Actual parking charges/Toll charges will be payable to agency on submission of parking bills/tolls taxes receipts along with monthly/daily outstation basis bills. No Dead Mileage would be admissible.

7.25 The agency will be responsible for compliance of all statutory provision related to minimum wages Act, payment of wages Act, EPF, ESI etc. in respect of the drivers deployed. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in CSIR-CEERI as per applicable law. CSIR-CEERI shall not be a party in any disputes whatsoever regarding wages and allowances of drivers.

7.26 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work/contract.

7.27 Penalty will be levied in the following manner:

- For non-providing of vehicle in time: Rs. 500/- per hour for delay.
- For not providing substitute vehicle in case of breakdown of vehicle during trip: actual hire charges from other sources.
- Misbehaviour by the driver/ driver in intoxicated state: Rs. 5000/- per default
- Rash Driving/ exceeding speed limit prescribed on a particular road: Rs 5000/- per default

- For violation/ breach of any of the conditions of the agreement/ contract: Rs. 5000/- per default and/or termination of the contract/ forfeiture of Security.
- Higher penalty may be imposed by the office as per seriousness of default

7.28 The contractor shall indemnify the institute against all other damages/ charges for which the Government/ Institute may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/ injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The institute shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.

7.29 In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute. The award of the arbitrator shall be final and binding on both the parties. The Arbitrator may give interim award(s) and/or directions, as may be required. Subject to the aforesaid provision, the Arbitrator & Conciliation Act 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to arbitration proceedings under this clause.

7.30 The successful bidder will also be required to submit the copies of Registration Certificate, Insurance papers, PUC and other required permit according to Govt. norms etc. for the vehicles proposed to be deployed in this office within 10 days of awarding of the contract.

7.31 The bills claimed against for providing private/non-commercial vehicle shall not be entertained for any reason whatsoever.

7.32 The successful company/firm will be required to execute a contract with the CSIR-CEERI, Pilani within a period of 30 days from the date of award of contract on a stamp paper with denomination of Rs. 100/- cost of which will be borne by the company/firm.

7.33 The tenderer shall furnish the information and/or documents for the Technical Bid in Annexure-I of the tender.

7.34 The Financial Bid should be in the format given at Annexure-II.

7.35 'Financial Bids' of only those firms will be opened which are short-listed on the basis of evaluation of the 'Technical Bids'.

7.36 Any relaxation in the terms & conditions will be at the sole discretion of the Director, CSIR-CEERI.

7.37 The new Motor Vehicle Act has been implemented to ensure that road casualties in India decrease. CSIR-CEERI desires that the successful firm/ company can help the authorities make Indian roads safe to drive by simply adhering to the rules.

#### **8. Instructions for online bid submission:**

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- 8.1 The bidders are required to submit soft copies of their bids electronically on the GeM Portal, using valid Digital Signature Certificate. The instructions given below are meant to assist the bidders in registering on the GeM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the GeM Portal.
- 8.2 The bidder shall submit all documentary proofs, EMD along with signed copy of tender with the technical bid submission forms. The rates quoted only with the financial bid prescribed online submission. The Institute will not be responsible for any failure of bid submission.
- 8.3 Any clarification about the tender must be addressed before the clarification date. After that no clarification will be given by the Institute to the firm/bidders.

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## TECHNICAL BID

Particulars	Submitted Yes/No	Page No.
1. Name of the firm/company/agency		
2. Complete Address of firm/company/agency		
3. Telephone no.		
4. Certificate of Registration No/ License No. of the firm (if any)		
5. Bank Account Details (for e-payment purposes)		
6. Annual Turnover of Rs. .... Lakh or more of agency for last three years (enclose Turnover certificate signed by CA)		
7. Copy of Income Tax Return of last three Assessment Years i.e. 2022-23, 2023-24, 2024-25		
8. GST Registration No. and PAN No. (Proof to be attached self-attested)		
9. Copy of All India Permit Certificate of the vehicles (else cost to be borne by contractor for interstate movement)		
10. Copies of RC of minimum 3 commercially registered taxis.		
11. Whether EMD of Rs ...../- enclosed in the form of online transaction/ Bank Draft/Pay order (No. and Date).		
12. Name & Address of the Department/Ministries and other organizations where, at present, vehicles are engaged on regular/monthly basis (copies of the work order to be enclosed) in last 3 years.		
13. Copies of Satisfactory services rendered by the firm in Depts./Ministries/other organization in last three years to be enclosed.		
14. Name, Designation and address of the person to whom all references shall be made regarding this tender		
15. Name, Designation and address of the person to whom all references shall be made regarding this tender		
16. An Undertaking on the prescribed format (Annexure-III) that the Agency has not been blacklisted by any of the Department/organization of GOI and no criminal case is pending against the said firm/ agency		
17. Total number of taxis registered with the agency		

**Above documents are attached. All terms and conditions of the tender are accepted.**

**Signature & Seal of the firm: .....**

**Name: .....**

**Date: .....**

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**FINANCIAL – BID**  
**2025-26**

**Non-A/C Rates per day for Hiring of Taxi at CSIR-CEERI Pilani (For outstation duty)**

S.No	Type of vehicle (Non-A/C)	Outstation Charges @ ..... Rs. /Km.
1.	1 <sup>st</sup> Category (Smaller Taxis) i.e. Dzire/Aura /Etios etc.	Rs..... Per KM
2.	2 <sup>nd</sup> Category (Bigger Taxis) i.e. Innova / Ertiga etc.	Rs..... Per KM
3.	Night Charges,(for out station duty only) if any	Rs..... Per Night

Note: 1. For Air-conditioned vehicle extra charges of Rs 1/- per KM would apply,

Note: 2. For outstation, the minimum charges payable would be for 250 K.M. per day.

**Place:** Name of firm.....

**Date:** Signature.....

Address.....

Phone No.....

E-Mail Address.....

*(Handwritten signature)*

**Undertaking for non-Blacklisting**

Certificate for Non-Blacklisting by any Central/State Government/PSU Company

I hereby certify that our firm has not been ever backlisted by any Central/State Government /Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in every respect and if, in any case at a later date, it is found that any details provided above are incorrect, the contract given to the agency may be summarily terminated and blacklisted.

Date:

(Sign of Authorized signatory)

Place:

Name:.....

Designation:.....

Contact No:.....

Seal of the Company:.....



**DECLARATION:**

1. The above information is true to the best of my knowledge and if any information is found false/incorrect I may be debarred from the process being given the contract.
2. I/we agree to abide the terms and conditions stipulated in the tender.
3. We also agree that our tender will remain valid for acceptance for 90 days from the date of opening of part I/we of the tender and this period of validity can be extended for such period as may be mutually agreed in writing between the CSIR-CEERI and the tendered. We also agree to keep the earnest money valid during the entire period of validity of tender.
4. I/We certified that none of my/our relative(s) is/are employed in CEERI/CSIR. In case at any stage, if it is found that the information given by me/ us is false/incorrect, CEERI/CSIR shall have the absolute right to take any action deemed fit without any prior information to me.
5. I/ We understand that the Director, CEERI reserves the right to accept or reject any or all the tenderer either in full or in part without assigning any reason thereof.
6. FALL CLAUSE: During the currency of the contract, charges for supply of vehicles to any other Central/ State Govt./ Public Sector, undertaking etc. should not be at rates lower than the price offered to the institute or should not there be any reduction in charges during this period, the prices charged to the institute shall correspondingly be reduced.

Dated .....

Signature of Tenderer  
Name: .....  
Seal of Firm: .....  
Address: .....

