



**NATIONAL PHYSICAL LABORATORY**  
**(Council of Scientific & Industrial Research)**  
**DR. K.S. KRISHNAN MARG,**  
**NEW DELHI – 110 012**



**TENDER DOCUMENT**

**Name of Work : Contract for hiring DLY Taxies (yellow plated) on piecemeal basis as well as Dedicated Vehicles on full time basis for day to day official use in NPL.**

Sale of Tenders from: 14/5/2012 to 1/6/2012

Last date of Submission of Tender: 4/6/2012 upto 2:30 PM

Due Date of Opening of Tenders: 4/6/2012 at 3:00 PM

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Note Tenderers should confirm receipt of all the pages (Total 10 pages) of tender document. All the pages issued are to be returned along with the requisite documents (photocopies to be self attested by the tenderer), duly signed and stamped by the tenderer, while submitting tender

Tender \_\_\_\_\_ issued \_\_\_\_\_ to \_\_\_\_\_ :

Tender Fee of ₹500/- paid vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_  
issued by \_\_\_\_\_ Bank

**SIGNATURE OF THE OFFICER  
ISSUING TENDER**

Earnest Money Deposit of ₹10,000/- paid vide  
Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_  
issued by \_\_\_\_\_ Bank

In case, the tender document is downloaded from NPL website, the non refundable tender fee of ₹500/- should be paid through a separate demand draft and be enclosed/attached with the Tender. Tender cost and / or EMD should be enclosed together in a separate envelope. The tenders not accompanied with Tender cost and/or EMD are liable to be rejected and shall not be opened.

## PRESS ADVERTISEMENT



**CSIR - NATIONAL PHYSICAL LABORATORY**  
(Council of Scientific & Industrial Research)  
DR. K.S. KRISHNAN MARG,  
NEW DELHI – 110 012



### NOTICE INVITING TENDER No. 3/2012 (Gen.)

On behalf of the Director, NPL tenders are invited for the following contract:-

| <b>Name of Contract</b>  | <b>Tender Cost</b> | <b>Earnest Money</b> | <b>Contract Period</b> |
|--|--------------------|----------------------|------------------------|
| Contract for hiring DLY Taxies (yellow plated) for day to day official use in NPL. | ₹ 500/-            | ₹10,000/-            | 12 months              |

Sale of tenders: From **14/5/2012 to 1/6/2012**.

Last date for submission of duly filled up tender: **4/6/2012 upto 2:30 PM**.

Date and time of opening of tender: **4/6/2012 at 3:00 PM**.

Other details and complete tender document are available on NPL website <http://www.nplindia.org>, which may be referred to.

**Controller of Administration**



**NATIONAL PHYSICAL LABORATORY  
(Council of Scientific & Industrial Research)  
DR. K.S. KRISHNAN MARG,  
NEW DELHI – 110 012**



**DETAILED NOTICE INVITING TENDER**

On behalf of Director, NPL sealed tenders are invited from reputed tours and travel agencies/companies located within the radius of 7 Kms from NPL, Dr. K.S. Krishnan Marg, New Delhi - 110012 having minimum of 3 years experience and annual turnover of ₹10 lakhs and above in the last 3 years in the business of tours and travel/taxi operation for empanelment of firms for hiring DLY Taxies (yellow plated) on piece meal basis as well as dedicated vehicles on full time basis for day to day official purpose. The contract shall be initially for a period of one year. **The estimated yearly contractual value is approx. ₹5 lakhs.**

Interested agencies may apply in writing for purchase of tender documents along with copies of Service Tax, Registration No./Licence No. of the firm, Permanent Account Number, proof of annual turnover and copies of Registration Certificates (RCs) of minimum 10 vehicles registered in the name of the firm and a demand draft for ₹500/- (non-refundable tender cost) drawn in favour of The Director, National Physical Laboratory, Dr. K.S. Krishnan Marg, New Delhi – 110012, payable at New Delhi upto 5:00 PM on 1/6/2012. The tender document will be available for sale with Section Officer, General Section, Room No. 222, Main Building, NPL Campus, Dr. K.S. Krishnan Marg, New Delhi - 110012. In case, the tender document is downloaded from website, the tender fee of ₹500/- should be paid through a separate demand draft/pay order. The duly filled in tender documents along with a draft/pay order towards earnest money deposit for ₹10,000/- in favour of Director, NPL, payable at New Delhi, will be accepted upto 2:30 P.M on 4/6/2012. The tenders will be opened on the same day at 3:00 PM in the presence of the tenderers or their representatives who wish to be present. The tenders received without Tender Fee and/or EMD (to be enclosed in a separate envelope) shall be summarily rejected and shall not be opened. Offers submitted by Fax/E-mail/Telegram will not be entertained. Tenders received after prescribed date/time due to any reason will not be considered and rejected summarily.

This detailed NIT and complete tender document are available on NPL website <http://www.nplindia.org> also.

The Director, NPL reserves the right with himself to accept or reject, in part or in full, any or all the tenders received without assigning any reasons thereof.

**Controller of Administration**

## **General Introduction and Terms & Conditions:**

**SEALED TENDERS are invited** from reputed tours and travel agencies/companies located within the radius of approx. 7 Kms from NPL, Dr. K.S. Krishnan Marg, New Delhi - 110012 having annual turnover of ₹10 Lakhs or more in the business of tours and travel/taxi operation for empanelment of firms for hiring of DLY Taxies (yellow plated) on piece meal basis as well as dedicated vehicles on full time basis for day to day official use. The contract shall be initially for a period of one year. The duration of the contract may be extended for one year on the basis of satisfactory services to the satisfaction of the Director, NPL on the initially awarded rates, terms & conditions.

(a) The following details/information in a separate sheet (Annexure II) may be provided:-

- (i) Name of the firm
- (ii) Business address of the firm
- (iii) Telephone Number
- (iv) Mobile Number
- (v) Annual turnover of the firm (Proof of the same must be attached in the form of balance sheet (last 3 years)/certificate of the Chartered Accountant)
- (vi) Details of agreements entered/award letters awarded by the Govt. Ministries/ Departments/PSUs/Autonomous Bodies during last 3 years (attach copies)
- (vii) Whether Income Tax Returns filed during the last 3 years (attach copies)
- (viii) PAN Number (attach copy)
- (ix) 15 digits Service Tax Code Number
- (x) Copy of Registration/Licence of the firm
- (xi) Details of the Earnest Money Deposit of ₹10,000/-, i.e. Demand Draft / Pay order (No.

\_\_\_\_\_ Date \_\_\_\_\_ drawn on \_\_\_\_\_  
\_\_\_\_\_ (Bank Name) and valid upto  
\_\_\_\_\_.

(b) The **FINANCIAL BID** should be in the prescribed format (Annexure I of tender document)

## Terms and Conditions:

- i) There will be no dead mileage. The kilometerage for the purpose of "**vehicle run**" and "**hours of duty**" shall be reckoned from starting point to last point of duty. No mileage will be allowed to drivers for lunch/breakfast or for drawal of petrol/diesel/CNG etc.
- ii) The vehicles should be in a very good and perfect working condition and should be in a well maintained condition during the period of contract
- iii) The firms should have at least 3 years experience in the tour and travel business in providing taxies to Government Sector / PSU's / Autonomous Bodies and should have an annual turnover of ₹10 lakhs and above during the last three years
- iv) The firm should have at least 05 DLY taxies (yellow plated) registered in its name. (Copies of Registration Certificates (RCs) of the vehicles should be attached)
- v) The provided DLY taxies (yellow plated) to be supplied should be in excellent condition, both mechanically and getup wise, i.e. outer body/upholstery etc. should be decent looking and should have permit for NCR region. The vehicle should not be older than 3 years.
- vi) The owner/firm should be in a position to supply DLY taxies on short notice as and when required.
- vii) The driver of the taxi should be fully conversant with the routes of Delhi/NCR region and should possess valid driving licence in his name.
- viii) The owner/firm should be in a position to provide standby taxi in case of any breakdown.
- ix) All expenses shall be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.
- x) In case a vehicle is requisitioned and the same does not reach at the appointed time and place, NPL will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending bills/security etc. of the firm/owner, besides, a penalty of ₹500/- in each case would be imposed for every such lapse
- xi) The owner/firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for taxies in emergent cases. The Mobile number may also be given. The firm should be able to provide taxies on holidays /Sundays also
- xii) All the charges towards repair / servicing, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired taxies would be borne by the firm

- xiii) The taxies should be insured in all respects by the firm. Incase of any accident or theft etc, all the claims arising out of it will be borne by the agency and NPL shall not be liable in any manner whatsoever
- xiv) The taxi with the driver would be placed at the disposal of NPL as and when required NPL would be free to use the hired taxi in any manner for carrying official journey & transportation of material etc. as per its requirements and the firm will not have any objection to it
- xv) The taxi would be used by NPL for a minimum of 5/10 hrs. on the day of hiring. The hired taxi could be used on any day beyond 5/10 hrs, if required
- xvi) The firm will keep the taxies in neat and clean running conditions
- xvii) Jurisdiction for any legal dispute during the currency of the contract, shall be Delhi/New Delhi courts only
- xviii) Tenderers may quote their unconditional rates strictly in the attached proforme Cutting/overwriting, if any, should be countersigned
- xix) No advance payment would be made to the firm in any case
- xx) The firm will obtain the duty slips, duly signed by the officer-in charge, Transport, and will maintain log book on daily basis
- xxi) The bills for hiring the taxies will be submitted by the firm after completion of each calendar month. Bills for supply of DLY taxies along with signed duty slips and log sheets by the users shall be preferred in the first week of the following month to In-charge, Transport, NPL
- xxii) The firm will ensure that the vehicles and the drivers are not normally changed. Frequent changes of vehicles and drivers will not be permitted
- xxiii) The client's list of Govt. Ministries/Departments/PSU's/Autonomous Bodies etc. who have hired DLY taxies must be enclosed with the tender document
- xxiv) The drivers must wear neat dress, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. NPL may impose penalty, as deemed fit, in the event of any reported misbehavior by any driver
- xxv) NPL will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury
- xxvi) The tender has to be accompanied with an **Earnest Money Deposit of ₹10,000/- (₹ Ten thousand only)** in the form of a Demand Draft/Pay Order drawn in favour of "**The Director, NPL**" and payable at New Delhi. Additionally, the agencies selected for award of work will also have to deposit a security deposit of ₹50,000/- (₹ Fifty Thousand only) (inclusive of EMD of ₹10,000/-) in the form of FDR / Bank Guarantee in favour of "**The Director, NPL**" to ensure fulfilling the contractual obligations. The said security

deposit of ₹50,000/- (₹ Fifty Thousand only) will be refunded without any interest on termination of the contract after deducting penalty/liability on account of unsatisfactory services, if any

- xxvii) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms and conditions of the tender
  - xxviii) 24 hours/round the clock telephone facility must be available with the transporter/agency
  - xxix) In case of delay in reporting, a penalty of ₹50/- per 15 minutes delay shall be imposed
  - xxx) The daily record (indicating time and mileage) for each dedicated vehicle separately shall be maintained in the Log Book for each vehicle
  - xxxi) A penalty of ₹500/- per day per vehicle will be imposed if any vehicle fails to meet the above terms and conditions on any day. Vehicles supplied by the firm will be regularly inspected by the officer(s) nominated for the purpose and in case of any non-compliance of any of the above conditions, brought to the notice of the Inspecting Officers by the users, a penalty @ ₹500/- per fault/deficiency will be imposed
  - xxxii) The Director, NPL reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
2. The sealed envelopes containing quotations marked "**QUOTATIONS FOR HIRING DLY TAXIES**" should be dropped in the 'Tender Box' placed at General Section, Room No. 222, NPL **on or before 2:30 PM on 4/6/2012**. The tenders received without earnest money deposit, after due date and time of submission will not be entertained and rejected summarily
  3. The Director, NPL reserves the right to reject any or all the quotations without assigning any reasons thereof.

**Signature of the contractor**  
**With date and seal**

**ANNEXURE – I**



**[FORMAT OF FINANCIAL BID FOR PROVIDING TAXIES FOR DAY TO DAY USE]  
NATIONAL PHYSICAL LABORTORY  
(Council of Scientific & Industrial Research)  
DR. K.S. KRISHNAN MARG,  
NEW DELHI – 110 012**



**Name of Work : Contract for hiring DLY Taxies (yellow plated) as Dedicated Vehicles and Vehicles for day to day official use in NPL.  
(Rates should be quoted in both words and figures)**

Name & Address of the firm: \_\_\_\_\_

\_\_\_\_\_

| S. No | Type of Duty  | DLY Taxi (Indica/Wagon R) |    | DLY Taxi (Indigo/Swift Dzire) |    | DLY Taxi (Innova) |    | Deluxe Bus 30 Seater | Deluxe Bus 49 Seater |
|-------|---|---------------------------|----|-------------------------------|----|-------------------|----|----------------------|----------------------|
|       |   | Non AC                    | AC | Non AC                        | AC | Non AC            | AC | AC                   | Non AC               |
| 1     | Half day duty (up to 50 Km/5Hrs)  |                           |    |                               |    |                   |    |                      |                      |
| 2     | Extra km beyond 50 Km   |                           |    |                               |    |                   |    |                      |                      |
| 3     | Extra Hrs beyond 5 Hrs  |                           |    |                               |    |                   |    |                      |                      |
| 4     | Full day duty (up to 100Km/10hrs)   |                           |    |                               |    |                   |    |                      |                      |
| 5     | Extra km beyond 100 Km  |                           |    |                               |    |                   |    |                      |                      |
| 6     | Extra Hrs beyond 10 Hrs   |                           |    |                               |    |                   |    |                      |                      |
| 7     | Night Charges   |                           |    |                               |    |                   |    |                      |                      |
| 8     | Parking/Toll Tax/State Tax/Service Tax extra will be reimbursable as per actual on production of original receipts. |                           |    |                               |    |                   |    |                      |                      |

**Signatures & Stamp of the firm**

**[FORMAT OF FINANCIAL BID FOR PROVIDING DEDICATED VEHICLE]**



**NATIONAL PHYSICAL LABORTORY  
(Council of Scientific & Industrial Research)  
DR. K.S. KRISHNAN MARG,  
NEW DELHI – 110 012**



Name & Address of the firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(Rates should be quoted in both words and figures)**

| Sl. No. | Type of Duty  | DLY Taxi (Indigo/Swift Dzire) | DLY Taxi (Indigo/Swift Dzire) |
|---------|---|-------------------------------|-------------------------------|
|         |   | NON - AC                      | AC                            |
| 1       | Charges Per Month<br>(2500KM/300 Hrs.)  |                               |                               |
| 4       | Charges for extra<br>Km   |                               |                               |
| 5       | Charges for extra<br>time   |                               |                               |
| 6       | Parking/Toll Tax/State Tax/Service Tax extra will be reimbursable as per actual on production of original receipts. |                               |                               |

The dedicated vehicle will be required on six days in a week. If required, the dedicated vehicle will also be called on Sundays/Holidays. The dedicated vehicle will report daily at 8:45 AM to In-charge, Transport, NPL and release after completion of duty.

**Signatures & Stamp of the firm**



**NATIONAL PHYSICAL LABORATORY  
(Council of Scientific & Industrial Research)  
DR. K.S. KRISHNAN MARG,  
NEW DELHI – 110 012**



**Name of Work : Contract for hiring DLY/Taxies (yellow plated) on piece meal basis as well as Dedicated Vehicles on full time basis for day to day official use in NPL.**

|  |   |
|--|---|
| Name of the firm   |   |
| Business address of the firm   |   |
| Telephone Number   |   |
| Mobile Number  |   |
| Annual turnover of the firm (Proof of the same must be attached in the form of balance sheet (last 3 years)/certificate of the Chartered Accountant)     |   |
| Details of agreements entered/award letters awarded by the Govt. Ministries / Departments / PSUs / Autonomous Bodies during last 3 years (attach copies) |   |
| Whether Income Tax Returns filed during the last 3 years (attach copies)   |   |
| PAN Number (attach copy)   |   |
| 15 digits Service Tax Code Number  |   |
| Copy of Registration/Licence of the firm   |   |
| Details of the Earnest Money Deposit of `25,000/-, i.e. Demand Draft / Pay order number, date, drawee bank and validity                                  |   |
| Details of ECS   | Bank Name:<br>Branch Name:<br>Account Number:<br>MICR Code:<br>IFSC Code: |

Signatures & Stamp of the firm