

TENDER DOCUMENTMay 2019

Tender No. No. F.2 (13)/DERC/2019-20

Name of work: **Hiring of Taxi Service**

Complete bid document which includes Notice Inviting Tender, General Terms & Conditions, Technical Bid, Financial Bid formats, can be downloaded from DERC website: [www.derc.gov.in](http://www.derc.gov.in). Any amendment(s)/ corrigendum / clarifications with respect to this Bid shall be uploaded on above mentioned website only. The Bidder should regularly follow up for any Amendment / Corrigendum / Clarification on the same.

**Sub: Hiring of Taxi Service**

Dear Sir/Madam,

1. The Commission intends to Hiring of Taxi Service
2. The **Notice Inviting tender** is enclosed at **Annexure 1**
3. The **General Terms & Conditions** are enclosed at **Annexure 2**
4. The **Technical Bid** is to be submitted in the letter head of the bidder in the format provided at **Annexure-3**
5. The **Financial Bid** to be submitted in the letter head of the Bidder in sealed cover as per schedule of requirement is enclosed at **Annexure 4**
6. The last date and time of receipt of tender is 21.06.2019 at **1500 Hrs.**
7. Tender received after stipulated date and time will not be considered. The bids received within the stipulated date and time will be opened by DERC on the same day i.e., 21.06.2019 at **1600 Hrs.**

(Mahesh Bhatt)  
Executive Assistant

## Annexure-1

| Notice Inviting tender                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Tender No :                                         | No. F.2 (13)/DERC/2019-20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                |
| Organization Name :                                 | DELHI ELECTRICITY REGULATORY COMMISSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                |
| Contact Details                                     | Official's Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mahesh Bhatt, Executive Assistant                                                                                              |
|                                                     | Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | O/o the Secretary ,DERC , Viniyamak Bhawan, C -Block, Shivalik, Malviya Nagar, New Delhi -110017<br>PH : 011-26673608/41080417 |
|                                                     | City                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | New Delhi                                                                                                                      |
| Name of Work :                                      | <b>Hiring of Taxi Service</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                |
| Mode of Tender Submission :                         | Sealed bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                |
| Tender Type :                                       | Open Tender                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                |
| Type of Contract:                                   | Service Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                |
| Last date & time of submission of tender document : | 21.06.2019 at 15.00 hrs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                |
| Date & time of opening of tender document :         | 21.06.2019 at 16.00 hrs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                |
| Base Currency :                                     | INR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                |
| Payment Details                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                |
| EMD Amount (INR):                                   | Rs. 11,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                |
| Bid Validity Period (Days):                         | 90 Days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                |
| Eligibility Criteria :                              | <ol style="list-style-type: none"> <li>1. The Company/firm or individual must own atleast 5 (five) number of commercial vehicles and / or must have contractual arrangement with the actual vehicle owner for providing the taxi services.</li> <li>2. Average Annual Financial Turnover of the Bidder during the last three years, ending 31<sup>st</sup> March 2019 should be at least Rs. 6 (Six) Lakhs.</li> <li>3. The Bidder should have experience of having successfully providing Taxi Service on hire basis as per following to any department of Central Govt. or Central autonomous body or Central PSUs or any department of State Govt. or State autonomous body or State PSUs during last Five Years ending previous day of last date of submission of tender: <ol style="list-style-type: none"> <li>a. Three similar vehicle hiring contract each costing not less than Rs. 2.4 Lakhs or</li> <li>b. Two similar vehicle hiring contract each costing not less than Rs. 3 Lakhs or</li> </ol> </li> </ol> |                                                                                                                                |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | <p>c. One similar vehicle hiring contract costing not less than Rs. 4 Lakhs<br/><b>(Similar supplies means: <u>Hiring of Taxi Service</u>)</b></p> <p>4. The Bidder should have Goods and Service Tax (GST) registration.</p> <p>5. The Bidder shall file a self-declaration on its letter head that they have not been black listed/debarred by any department of Central / State Government/ PSU in last 5 years duly signed by the authorized signatory.</p> <p>6. List of clients of the bidder may be submitted duly self certified and stamped.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Documents to be submitted : | <ol style="list-style-type: none"> <li>1. A Power of Attorney duly notarized by the Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity.</li> <li>2. Copy of the vehicle document (Registration Certificate (RC), insurance &amp; Pollution certificate.</li> <li>3. A document showing the turnover of the Bidder during last 3 financial years, certified by the CA or copy of the audited balance sheet and Profit/ loss account for last 3 financial years duly signed by the Auditor.</li> <li>4. Copy of the Work Orders/Contract agreement of vehicle provided on hiring basis.</li> <li>5. Goods and Service Tax (GST) registration letter.</li> <li>6. Copy of PAN card of the bidder.</li> </ol> <p>Note-</p> <ol style="list-style-type: none"> <li>1. EMD in the shape of Demand Draft in favour of "Secretary, Delhi Electricity Regulatory Commission, New Delhi" should be of exact amount and should not have been issued by the bank before the date on which NIT was published on the website.</li> <li>2. The Bidder shall attach self attested photo copies of the above documents along with his bid.</li> <li>3. The Bidders furnishing false /fabricated experience certificate /documents shall be debarred from participating in future tenders issued by DERC.</li> </ol> |

(Mahesh Bhatt)  
Executive Assistant

**Annexure 2****General Terms & Conditions**

1. **Description of Work:** Providing commercial vehicle on hired basis to Delhi Electricity Regulatory Commission (DERC).
2. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs. 11,000/-** along with their bids. However, Bidders registered with Micro Small and Medium Enterprises / National Small Industries Corporation (MSME/NSIC) are exempted from depositing EMD as per the provisions of GFR 181. The EMD is to be submitted in the form of an Account Payee Demand Draft in favour of "*Secretary, Delhi Electricity Regulatory Commission*" payable at New Delhi from any of the Public Sector Banks. The EMD or MSME/NSIC certificate is to be submitted in a separate sealed envelope which shall be opened first. In case, there is no appropriate EMD or MSME/NSIC certificate in that envelope, then the Technical & Financial Bids will not be opened for that Bidder. Bids without EMD will be rejected as incomplete.
3. EMD of the unsuccessful bidders will be returned after the award of the contract. The EMD of the successful bidder would be returned, after receipt of Fixed Deposit Receipt equivalent to 10% of the contract value.
4. **Manner of depositing the Bids**
  - i. **Bids shall be submitted in three envelopes, namely;**
    - (i) Earnest Money Deposit
    - (ii) Technical bid (Annexure 3)
    - (iii) Financial bid (Annexure 4)

The envelopes shall mention name of assignment and content of envelope (Technical Bid/Financial Bid/EMD) at the top, and the name of the submitting bidder at the left hand corner of the envelope. The bids shall be submitted in the enclosed formats only.
  - ii. **These three envelopes shall be sealed in a large envelope. This envelope shall mention name of assignment at the top and the name of the submitting bidder at the left hand corner of the envelope.**
  - iii. Earnest Money Deposit of Rs. 11,000/- (Rupees Eleven Thousand only) in form of Demand Draft in favour of Secretary, DERC, payable at New Delhi, shall be kept in a separate sealed envelope. **In case, separate envelope carrying suitable EMD is not found in the large envelope, technical bid of such bidders shall not be opened.** Any tender not accompanied by acceptable EMD will be summarily rejected as incomplete.
  - iv. The Technical bid shall comprise of duly filled Annexure-3 along with all enclosures specified at Annexure-3. **In case all the documents in support of eligibility criteria mentioned in Annexure-3 are not found enclosed in the technical bid envelope, the bid shall be summarily rejected as**

**non-responsive and financial bid of such bidders shall not be opened.** All Technical documents like literature, catalogues, etc., if any, shall be placed in the same sealed cover of technical bid. The technical bid shall not indicate particulars of the Financial bids otherwise the bids shall be liable to be rejected.

- v. Each page of bid should be numbered and signed by the authorized signatory with the seal of the Bidder. Further, any cutting, addition or overwriting on any page of the bid, shall be clearly marked and signed by the authorized signatory.
- vi. A Power of Attorney duly notarised by the Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity, shall be submitted.
5. No change in the amount of bid shall be permitted after submission of the bids. All the documents shall be duly signed and stamped by authorized person of bidder/supplier.
6. Sealed Bids should either be dropped in the Tender Box placed at Commission's Reception or sent by registered post at the address of Commission so as to reach on or before by 1500 Hrs on 21.06.2019. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or E-mail will not be considered.
7. **Time and date for opening of Bids.** The bids will be opened on 21.06.2019 **at 1600 Hrs.** If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by DERC. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids. This event will not be postponed due to non-presence of representative of the bidder.
8. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction, unsigned bids shall be summarily rejected and may lead to forfeiture of EMD. Conditional/part tenders will also be rejected.
9. **Validity of Bids.** The prices quoted in the Bids shall remain valid for **90 days** from the last date of submission of the Bids.
10. **Bid Tender amount, Taxes and Duties.** The Bidder shall quote separately, the base price, and applicable taxes and duties. The evaluation of the Financial Bids will be based on the total price, i.e., base price + Taxes. The base price shall be firm and final. No escalation whatsoever shall be payable. The applicable taxes and duties shall be paid as per actual.
11. The successful bidder shall sign an agreement within 10 working days of issuance of Work Order by the Commission and also simultaneously furnish a Fixed Deposit (10% of contract value) in favour of "Secretary, Delhi Electricity Regulatory Commission", to be valid upto a period of 15 months from the

date of award. In case, the successful bidder fails to furnish the desired "*Fixed Deposit*" within stipulated time period, the Commission reserves the right to terminate the Contract.

## 12. **CONDITIONS FOR HIRING OF TAXI SERVICE**

- a) The Company/firm or individual must own atleast 5 (five) number of commercial vehicles and / or must have contractual arrangement with the actual vehicle owner for providing the taxi services.
- b) The contract will be awarded to the agency quoting lowest rate (L1).
- c) The duration of the contract will be initially for one year which can be extended for a period of another two years on annual basis i.e. 1 year + 1 year on same terms & conditions and rates. If that happens, the Fixed Deposit shall also be extended suitably.
- d) The vehicle to be supplied shall not be more than two years old and preferably latest model be provided. All statutory liabilities such as insurances charges, payment of road tax, pollution under control certificate etc. shall be met by the agency and any laxity in this regard may lead to cancellation of this contract. The Agency shall be entirely responsible for any Challans, fines issued for not abiding the above prescribed norms and as well as any other irregularity and no cost whatsoever in this regard shall devolve on this Commission.
- e) The Contractor shall bear all costs on account of fuel, all oils, spares, comprehensive insurance, repair & maintenance, toll taxes etc. of the vehicles. The salary and other costs of the driver shall also be borne by the contractor. Unauthorized LPG / CNG Gas kit is not allowed as fuel in any car.
- f) The vehicle to be supplied shall be comfortable and completely free from any defects of any nature. The upkeep of vehicle including conditions of seats and upholstery thereof shall be in the best of condition commensurating with the status of this Commission. Any compromise in the standard with regard to above referred issue will not be accepted and the agency shall be bound to rectify the shortcomings appropriately.
- g) The driver deployed with the vehicle should hold a valid driving license. His Character and Antecedent verification shall be got done by the contractor before sending him for duty with DERC. He must be proficient in car driving. The drivers should strictly follow all the Traffic Rules and Regulations as prescribed by the Government Authorities. He must have adequate experience of at least five years and should be familiar with the routes / roads / locations within the city. He should present himself for duty in proper uniform alongwith the driving license and other relevant documents registration, pollution under check certificate etc, relating of the vehicle. The driver should be well mannered, disciplined and should observe all the etiquette and protocol while performing the duty. The driver shall not smoke inside the vehicle or while driving the vehicle. The Contractor must ensure that driver is not under the influence of alcohol or other intoxicants while performing his duties. He shall maintain cellular phone at the cost of contractor.
- h) The vehicle on permanent/regular basis shall be deemed to be at the disposal of the DERC for all the days of a month.
- i) In the case of any accident, all the claims arising out of it shall be met by the contractor.
- j) Dedicated vehicle and drivers must be provided and changes will be allowed only in exceptional circumstances. The vehicle must be available at any time of any day as desired by the officer concerned.
- k) The contractor shall comply with the provision of Labour Act, Minimum wages Act, EPF Act, ESI Act etc. The employees of the service provider shall not be deemed to be employees of DERC.
- l) The vehicle must report for duty with adequate fuel and shall not leave unless permitted by the authorized Officer of DERC. The vehicle shall not leave for any repair and other job without proper replacement.
- m) The parking charges, if any, shall be borne by the Commission. Such claims shall be settled with the monthly / final billing subject production of proper parking coupon / toll bill.

- n) Driver alongwith the vehicle shall be expected to report in time and in case of any breakdown during the duty hours, adequate replacement or reimbursement of transportation expenses for the officer using the vehicles shall be made by the contractor.
- o) The time and distance of use of vehicle shall be calculated from the time and place of reporting for duty till the time and place of release. No dead mileage shall be entertained. The details of daily use shall be recorded in the log book/register provided to the driver by the contractor. The driver shall obtain the signature of the concerned officer of DERC in the log book on daily basis. Failure to obtain signature shall entail in forfeiture of payment due to the agency.
- p) A penalty of Rs. 1000/- per day may be levied if the agency fails to meet above terms and conditions.
- q) Any dispute will be subject to settlement within the jurisdiction of Delhi.

13. **Quantities variation:** In case, one more vehicle is required by DERC, the same can be hired from the selected bidder at the same terms and conditions & rates.

**14. Payment terms**

- a) The pre-receipted bill shall be submitted in duplicate of hired vehicles, duly supported by the duty slip properly signed by the user / authorized person, and requisite documents [receipt(s) of payment of toll taxes, parking fees] on monthly basis. Payment to the Contractor will be made by account payee cheque after deduction of TDS
- b) The invoice shall be raised in favor of "*Secretary, Delhi Electricity Regulatory Commission*".
- c) Payment shall be released through RTGS/NEFT/IMPS in the name of Contractor.

**15. Termination of Contract** The Commission shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) Failure to comply with any of the terms and conditions of the contract or any other reason leading to the unsatisfactory services.
- (b) The Contractor is declared bankrupt or becomes insolvent.
- (c) For any other reasons which in the opinion of Commission warrants cancellation of contract award.

16. In case the successful bidder fails to fulfill its obligations, the Commission would be entitled to forfeit the Fixed Deposit furnished by them.

17. The sealed proposal should be submitted to the following address:-

**The Secretary,**  
Delhi Electricity Regulatory Commission,  
Viniyamak Bhawan, C-Block, Shivalik,  
Malviya Nagar, New Delhi-110017.  
Ph. No.: 011-26673608, 41080417

18. DERC reserves the right to accept or reject any/all proposals without assigning any reason or incurring any liability whatsoever.

(Mahesh Bhatt)  
Executive Assistant

**Annexure-3****TECHNICAL BID****(In the letter head of Bidder)**

|    |                                                                                                                                                                                                                   |                           |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1. | Full name of the Travel Agency                                                                                                                                                                                    |                           |
| 2. | Complete Address                                                                                                                                                                                                  |                           |
| 3. | Name of Proprietor / Partners / Directors                                                                                                                                                                         |                           |
| 4. | Contact Number                                                                                                                                                                                                    | Office :<br><br>Residence |
| 5. | Commercial Registration Number (enclose proof)                                                                                                                                                                    |                           |
| 6. | PAN Number, (attach copy of PAN Card)                                                                                                                                                                             |                           |
| 7. | GST Number (enclose a copy)                                                                                                                                                                                       |                           |
| 8. | Turn Over of last 3 financial years i.e., FY 2018-19, FY 2017-18 & FY 2016-17 (enclose CA certificates) or copy of the audited balance sheet and Profit/ loss account for last 3 years duly signed by the Auditor |                           |
| 9. | Bank Account Details                                                                                                                                                                                              |                           |

**Declaration:**

I/We hereby declare the I/We have read & understood all the terms & conditions mentioned in the Tender inviting letter and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true.

I further declare that my/our Firm has never been blacklisted / debarred by any department of Central / State Government/ PSU in last 5years.

***Enclosures with technical bid:***

- a) *A Power of Attorney duly notarised by the Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity.*
- b) *CA certificate in support of last three years turnover copy of the audited balance sheet and Profit/ loss account for last 3 years duly signed by the Auditor.*
- c) *Copy of valid Goods & Service Tax of Delhi state.*
- d) *Copy of PAN card.*
- e) *Copy of the vehicle document (Registration Certificate (RC), insurance & Pollution certificate.*
- f) *Work Orders of vehicle hiring.*

(Signature of Bidder)

Place:

Name

Date:

Designation

Signature of Authorized signatory

**Annexure-4**

**FINANCIAL BID**  
**(In the letter head of Bidder)**

**Tender for Hiring of Taxi Service**

To,

The Secretary,  
DERC, New Delhi.

Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish applicable Fixed Deposit for obtaining the Work Order.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or has been blacklisted / debarred by any department of Central / State Government/ PSU in last 5years, nor any criminal case registered against them / the firm. I/We further undertake to report to Secretary DERC, New Delhi immediately if any such action is taken in future against the Firm / Proprietor / Partners / Directors.
4. **Financial Bid** - For **Hiring of Taxi Service**, our rates are as follows:-

| Vehicle Model                                  | CNG fitted Maruti Swift Dezire/<br>Honda Amaze/ equivalent or above |
|------------------------------------------------|---------------------------------------------------------------------|
| Charges for 330 Hours and 2400 KMs in a months |                                                                     |
| GST (%)                                        |                                                                     |

**Note: Charges for extra KM shall be Rs 10/ KM and for extra hours shall be Rs 40/ hour**

(Signature of Bidder)

Name

Designation