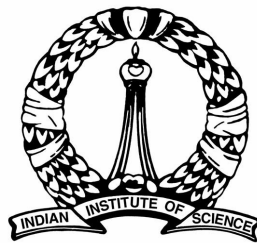


**TENDER FOR
PROVIDING TAXIES & OTHER VEHICLES
TO
INDIAN INSTITUTE OF SCIENCE**

Tender No. R(CMC)Taxi/2020-07 dated 21st December 2020

<https://www.iisc.ac.in/en/business-with-iisc/tenders/>



**CONTRACT MANAGEMENT CELL
Indian Institute of Science
Bangalore-560012
080 - 2293 2049 / 2293 2500**

SCHEDULE OF EVENTS

Tender No.	R (CMC) Taxi/2020- 07 dated 21st December 2020
Queries if any by email only	08th January 2021
Last date for receipt of bids	15th January 2021 - 4.00 pm
Validity of bid:	180 days from the date of Opening of tenders
Tender Fee (non-refundable)	Nil
Earnest Money Deposit	Rs. 50,000/- (Rupees Fifty Thousand only) In the form of Demand Draft in favour of THE REGISTRAR, Indian Institute of Science, Bangalore. payable at BANGALORE
Date & Time for opening of Technical Bid:	15th January 2021 - 4.30 pm
Place of opening the bids:	Contract Management Cell, (Unit-III) Central Lecture Hall Complex, Indian Institute of Science, Bangalore-560 012 Ph: 2293 2049 / 2293 2500 Email ID: cmc.unit3@iisc.ac.in
Date & Time for opening of COMMERCIAL Bids	TO BE ANNOUNCED LATER
Contract Commencement Date:	1st March 2021 (Tentative)
Contract Duration:	3 years (Three Years) (renewable annually after performance review)
Performance Security Deposit	Rs.50,000/- (Rupees Fifty Thousand only)
FINANCIAL Turn-over of Bidders	Rs. 5,00,000/- (Rupees Five Lakh) per annum for the last 3 Financial years.

Tempo Traveller 12 Seater				
Bus 35 Seater				
Volvo Bus 45/55 Seater				
8. Details of EMD Amount – Demand Draft. No. Date: Name of the Bank:				
9. General Terms and Conditions	See Annexure – 1 and Annexure – 2			
10. Quotation Format	Financial Bid part of the tender document			

Place:

Date:

Signature of Proprietor / Director/Partners
with Seal

GENERAL TERMS OF TENDER

1. VALIDITY	Tenders should be valid for 180 days from the date of opening of Tenders.
2. REGISTRATION	<p>The registration Certificate for the purpose of operating taxi's for their purpose issued by the appropriate Government agency/Department should be enclosed.</p> <p>GST certificate issued by the competent Authority to be enclosed if applicable.</p> <p>Income Tax returns submitted for the three years for the assessment year 2017-18, 2018-19, and 2019-20 should be enclosed.</p>
3. EMD	Tender should be accompanied by Crossed Demand Draft of Rs.50,000/- in favour of THE REGISTRAR , Indian Institute of Science, Bangalore- 560 012, towards Earnest Money Deposit (EMD). DD should be drawn in favour of Registrar payable at Bengaluru. After the finalization of the tender, the successful tenderer shall forfeit the deposit in case of his failure to accept the order or fulfill his obligations there under.
4. SECURITY DEPOSIT	The EMD of successful tenders shall be retained in the form of Security Deposit without any interest. This shall be refunded on termination of the contract in normal course. In case of default on the part of the Travel Agency during the currency of the contract period the Security Deposit shall be forfeited.
5. SUBMISSION	The Sealed Tender form along with enclosures (Registration Certificate, DD towards EMD, Income Tax returns, Certificate from Chartered accountant with regard to Financial turnover, Financial Bid and all other documents mentioned in terms and conditions) should be submitted on or before 04.00 p.m. by 15th Jan 2021

The Institute reserves the right to accept or reject any or all tenders or accept them in part without assigning any reasons thereof. In all matters arising out of this tender, the decision of the Director of this Institute shall be final and binding.

Tenders are to be submitted in sealed envelopes superscribed '**TENDER FOR SUPPLY OF TAXIES**', addressed to the Asst Registrar, Contract Management Cell, Indian Institute of Science, Bangalore-560 012 so as to reach Contract Management Cell on or before 4.00 P.M on 15th January 2021. Any queries regarding the tender should be sent on or before 08.01.2021 to Email ID: cmc.unit3@iisc.ac.in

Opening of Tenders: 15th January 2021 at 04.30 PM

REGISTRAR

ELIGIBILITY CRITERIA CUM TERMS AND CONDITIONS

1. The bidder should have Registered Office with full infrastructure in Bangalore preferably within the radius of 5km from IISc. The bidder agency can be either proprietor/company/partnership firm and the said Bidder agency has to be registered with the statutory authority as prescribed in law.
2. The agency should have at least 3 years of experience in providing similar services to the Govt. Organizations/ Reputed Pvt. Organizations / Education institutions/ Autonomous bodies/Public Sector organizations and Banks. Work orders issued should be submitted as the proof of experience
3. The agency should have minimum five lakhs of financial turnover every year in providing taxi services only in the last three financial years (2017-18,2018-19 & 2019-20)
4. The bidding Agency / Company / Firm / should be registered with the appropriate registration authorities at Bangalore.
5. The bidder / Company / Firm / Agency should have a GST certificate issued by the competent Authority as applicable.
6. The bidder / Company / Firm / Agency should have obtained appropriate licence from the competent authority of State Government for providing Taxi services to Public/End users.
7. The Cars/Vans shall be in good running condition. Only yellow boards (Commercial vehicles) not older than 5 years on road, comfortable and hygienic interior and shall be fit for use as may be ascertained by IISc., from time to time.
8. The Travel Agencies shall have complied with all the provisions of the Motor Vehicle Act as in force from time to time for running the vehicle as taxi and shall always possess valid documents viz., Registration Certificate, Insurance Certificate – First Party (Comprehensive), PUC Certificate, Fitness Certificate, Proof of Road Tax paid, Permit for operating the vehicles as taxi etc., The vehicle insurance, emission clearance certificate and all other records pertaining to the vehicle shall be up to date. The vehicles supplied/provided should be owned/ hired by the Agency and have valid documents including tax permit, insurance, fast tag etc.
9. The Travel Agencies shall provide the copies of the Registration Certifications obtained from appropriate authorities for operating the Taxi services viz., KSTDC, ITDC, State Government authorities etc.,
10. Punctuality in providing the Car/Taxi either at IISc premises or at any other informed places is the essence of Contract. For any deviations/delay, IISc

reserves right to take suitable action which may include termination of the contract.

11. The Travel agencies shall make alternate arrangements immediately in case of any breakdown problem like misplacement of vehicle, mechanical or any other problems encountered during the journey etc. The driver of the taxi shall have the responsibility and requisite authority to deal with such exigencies. Any financial implication as a consequence of such problems/alternate arrangements or any other action otherwise resorted to by IISc, shall be borne by the Travel Agency.
12. NSIC/MSME Registered Agencies if applicable would get EMD exemption, subject to submitting the relevant documents. The EMD will be returned without any interest except in respect of the successful empaneled agency/will be retained and if the successful agency with draw the services after receipt of the work order, the EMD of such agency/s will be forfeited
13. The approved travel agencies should be ready at short notice, to supply A/C cars at normal approved rates during important occasion like Governing Council Meetings, Visit of High Dignitaries like Foreign Delegations, Ministers, Ambassadors etc.,
14. The Travel Agencies shall at this own expense make good to the satisfaction of IISc., and pay compensation for any injury, loss or damage caused to any property or rights whatsoever including property of IISc., and or its Agents, Servants, Employees, Guest and others using the service of the Taxi and arising out of or in any way in connection with the execution or performance of the contract and enforceable against IISc., where IISc., is a private person, in respect of any such injury including injury resulting in death, loss or damage to any person whosoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.
15. The travel agency shall install digital fare meter in the taxis utilized by IISc and issue computerized receipts based on the data obtained from the digital meters with respect to no of Kms. travelled by the user. The receipts should have vehicle no, start time, end time, trip details, trip distance, waiting time, night time charge and any other information as deemed fit.
16. The travel agency also to ensure that GPS/GPRS and Geo fencing device is installed in all the taxis utilized by IISc officials, students, staff and all other visiting guests / officials etc.
17. The travel agency also to ensure that Emergency button is installed in all the taxis utilized by IISc and the button should be easily accessible to the passengers. The emergency button is to trigger panic alert message and should be activated if pressed for more than or equal to 2 seconds.
18. The travel agency should follow the provisions of Karnataka on demand transportation technology aggregator's rules 2016.

19. The travel agency to ensure that every taxi has the display board containing driver details such as photograph, name, driving license, badge particulars, ID card issued by police authorities and the said display board should be clearly visible to the passengers in the taxi. The Drivers of the agency should also obtain police clearance certificate for the respective jurisdiction police station and he should be of good moral character without any criminal record.
20. The drivers of the agency should have working knowledge of Kannada, Hindi and preferably English.
21. The agency shall maintain records of all the trips of the taxis under his control with respect to services provided to IISc and they should also provide the list of drivers along with licence numbers, the vehicle registration no, the chassis and engine no, pollution control certificates and the permit details of the taxis operated by him to IISc.
22. The agency should ensure that the grievances or complaints of the passengers received shall be attended by the Proprietor/Partner/Director of the said agency within 24 hours.
23. The bidder agency shall maintain the copies of updated records of all the drivers after verification of originals such as photograph of driver, driving license, present home address, self attested copies of ID proof / Address proof of the drivers, and contact details/address of the family members.
24. The driver of the taxi should have minimum 3 years of experience and also should be holder of license to drive respective vehicles and should be a holder of a badge to drive motor cabs/vehicles.
25. The empanelled Agency/s shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment is received in the Centre against the drivers, deputed by the empanelled Agency, the complaint will be referred to the appropriate Committee constituted under the said act. The empanelled Agency/s shall be responsible for educating its employees about prevention of sexual harassment.
26. The Agencies should have obtained proper licenses from the competent authority as stipulated by the state Govt./Central Govt. and should follow the statutory rules and all other guidelines issued by the Govt. from time to time.
27. The approved Travel Agencies should submit their monthly bills by 10th of the succeeding month to the respective user/Department. The Institute shall not be held responsible for delay in payment of bill if not presented in time by the Travel Agencies to the respective user/Department.
28. The Driver shall have appropriate and valid Driving License and shall produce to IISc officials or any statutory authority when demanded. He shall obey all Traffic Rules and regulations and shall always take full safety precautions. Well trained, well behaved, reasonably educated, conversant with traffic rules

/regulations and city roads / routes as well as security instructions. Each driver employed by the Travel Agency must have a mobile-phone duly activated

29. The Driver shall wear **WHITE UNIFORM** and shall maintain it in good and impeccable condition always. He should be fluent in Kannada and shall have working knowledge of English and Hindi. He shall behave politely and have good manner with the officials in the vehicle. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc, in respect of the drivers deployed by it. The 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
30. The Drivers shall report in full readiness for the full day service if required, with respect to fuel availability.
31. Any violation of driver's condition as above, any incidences of accidents/incidents, misbehavior with IISc. Official(s), Guests, Statutory Authority and others will be viewed seriously and IISc reserves right to take suitable action which may include termination of contract.
32. The actual car parking charges/ Toll charges incurred at Airports/Railway Stations or any other places will be reimbursed on production of actual receipt without corrections or overwriting along with bills.
33. The Travel Agencies shall provide along with the tender, the reference list and copy of the contract if they are currently engaged in providing taxi services to other Organization and firms including for Government organizations and offices.
34. In case of vehicle provided by the concerned agency is not as per terms and conditions, this will attract penalty amounting to 10% of the billing amount per vehicle. Penalty of 10% of the billing amount for Driver not in proper White uniform, not keeping additional accessories like Newspaper, Clean seat covers, Quality radio music system, Reading lamp, Tissue paper box and Umbrella during monsoon
35. Indian Institute of Science, reserves right to enter into contract with one or more Transport Contractors/Agents in addition to or in lieu of the contract entered into with the selected and approved contractor, during the validity period of the said contract.

TENDER EVALUATION CONDITIONS

1. The bidder shall submit the tender form & Financial Bid, in separate sealed envelopes, as per the format enclosed
2. Only the Financial bids of bidders who qualify the minimum eligibility criteria would be considered. The lowest quote made by the agencies in all the parameters mentioned in the Financial bid will be fixed as the minimum benchmark rates. The agencies which are ready to offer the rates at the benchmark rates fixed by IISc will be considered as the Empaneled taxi agencies of IISc.
3. By submitting a bid for the tender, the agency implicitly agrees to the above condition.
4. Agencies enclosing the financial bids along with technical bids will be summarily rejected.

Registrar

DECLARATION BY THE AGENCY

1. I/We certify that I/We have gone through & agree to the terms & conditions of Tender Ref No. **R(CMC)Taxi/2020-07** and undertake to comply with them during the currency of the contract period
2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in future tenders by any State Government / Central Government organizations.
3. I/We certify that each self-attested pages of photocopy of various documents/certificates attached are true of best of my/our knowledge and no erasing/overwriting/cuttings/corrections has been done by me/us.
4. I/We, hereby, agree to all the terms and conditions, stipulated by the IISc in this connection including penalty etc.
5. I/We understand that IISc, Bengaluru reserves the right to reject any or all tenders including the lowest quotation without assigning any reasons (s) thereof.
6. I/We agree that in case of failure to provide vehicle(s) on time, the Centre is free to obtain services from other service provider at my/our risk and cost.

Name:

Sign:

Address:

Name (s) and Signature (s)
of the agency with stamp of the firm

LOCAL TRIPS - (FINANCIAL BID)

PARTICULARS	CARS						OTHER VEHICLES				
	Basic Model Indica / Swift / Etios or equivalent		Premium Model Etios / D'zire / Ciaz / Chevrolet or equivalent		MUV / SUV Model Innova / Ertiga / Mahindra Scorpio / Bolero or equivalent		TEMPO TRAVELLER 12 Seater		BUS 35 Seater		VOLVO BUS 45 / 55 Seater A/C
	Non A/C	A/C	Non A/C	A/C	Non A/C	A/C	Non A/C	A/C	Non A/c	A/C	
2 Hrs 20 Kms											
4 Hrs 40 Kms											
6 Hrs 60 Kms											
8 Hrs 80 Kms											
Extra per Hour											
Extra per Km.											
Cancellation Charges within 2 hours											
Drivers Night Batta Per Day (11 PM to 5 AM)											

An increase / decrease of 10 paise per one rupee hike / reduction in the cost of petrol / diesel will be effected per running kilometer only with effect from the date of hike / reduction in the cost of the petrol / diesel.

Date:

Signature of Proprietor / Director
With Seal

OUTSTATION TRIPS - (Financial Bid)

PARTICULARS	CARS						OTHER VEHICLES				
	Basic Model Indica / Swift / Etios or equivalent		Premium Model Etios / D'zire / Ciaz / Chevrolet or equivalent		MUV / SUV Model Innova / Ertiga / Mahindra Scorpio / Bolero or equivalent		TEMPO TRAVELLER 12 Seater		BUS 35 Seater		VOLVO BUS 45 / 55 Seater A/C
	Non A/C	A/C	Non A/C	A/C	Non A/C	A/C	Non A/c	A/C	Non A/C	A/C	
Minimum Kms. Per Day											
Rate per Km.											
Driver's Bata per Day 6 AM to 10 PM											
Driver Night Batta (10 PM to 6 AM)											
Cancellation Charges within 2 hours											

Date:

Signature of Proprietor / Director
With Seal

Check-List

Tender form	
Financial bid, sealed in a separate envelope superscribed as "Financial Bid"	
Earnest Money Deposit	
Proof of FINANCIAL Turn-over for previous 3 financial years from Chartered Accountant	
Copy of Registration certificate	
Statutory Licensee from Govt authorities	
Copy of PAN Card	
Copy of the IT return filed for the last three FINANCIAL year	
Copy of GST Registration if any	
Work Experience of Similar work during the previous years (List of firms where they have provided services and details of contact person(s).)Work orders from the clients to be provided which clearly satisfies the eligibility criteria.	
Proof of office address within the radius of 5 km from IISc	
Declaration form by the agency	