



(An Autonomous Institute of the Department of Biotechnology, Govt. of India)  
NCR-Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad-Gurgaon Expressway, Post Box No.-04,  
Faridabad-121001

## **TENDER DOCUMENT**

### **Name of work:**

Hiring of transport vehicles for THSTI & RCB,  
located at - NCR-Biotech Science Cluster, 3<sup>rd</sup> Milestone,  
Faridabad-Gurgaon Expressway, Faridabad -121001 (Haryana)

### **CLIENT:**

EXECUTIVE DIRECTOR, THSTI, FARIDABAD  
FLOATING TENDER ON BEHALF OF THSTI & RCB

**HIRING OF TRANSPORT VEHICLES FOR THSTI & RCB,**  
**LOCATED AT - NCR-BIOTECH SCIENCE CLUSTER, 3<sup>rd</sup> MILESTONE,**  
**FARIDABAD-GURGAON EXPRESSWAY, FARIDABAD-121001**

**Tender Document No.- THSTI / 6.6.8 / 2018**

All tender related queries may be addressed to [hrtender@thsti.res.in](mailto:hrtender@thsti.res.in). The tender document is available on website [www.thsti.res.in](http://www.thsti.res.in) and [www.rcb.res.in](http://www.rcb.res.in)

**Schedule for invitation of tender:**

1	Bid submission end date(last date and time) for receipt of bids	27 <sup>th</sup> February 2018, 3:00 PM
2	Technical Bid opening date and time	27 <sup>th</sup> February 2018, 3:30 PM
3	Validity of bids (from the last date of bid submission)	120 days

**A. INTRODUCTION**

**I. THSTI**

Translational Health Science and Technology Institute (THSTI) is an autonomous Institute of the Department of Biotechnology under the Ministry of Science and Technology, Govt. of India. THSTI is developed as a part of the interdisciplinary NCR Biotech Science Cluster located at Faridabad, in the National Capital Region. THSTI is designed to be a dynamic, interactive organization with a mission to conduct innovative translational research and to develop research collaborations across disciplines and professions to translate concepts into tangible products to improve human health.

**II. RCB**

Regional Centre for Biotechnology (RCB) is an academic institution established by the Department of Biotechnology, Govt. of India with regional and global partnerships synergizing with the programmes of UNESCO as a Category II Centre. The primary focus of RCB is to provide world class education, training and conduct innovative research at the interface of multiple disciplines to create high quality human resource in disciplinary and interdisciplinary areas of biotechnology in a globally competitive research milieu.

1. On behalf of the two institutes viz. THSTI & RCB, Executive Director, Translational Health Science and Technology Institute invites sealed tenders from established, reputed and experienced agencies for hiring of transport vehicles at NCR Biotech Science cluster, 3rd Milestone, Gurgaon-Faridabad Expressway, Faridabad -121001 (Haryana).
2. The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids.
3. After downloading / getting the tender schedules, the bidder should go through them carefully and then submit the documents as sought. Incomplete information may lead the bid to be summarily rejected.
4. Bidder must unconditionally accept all terms and conditions stipulated in the original/downloaded tender document and submit the entire signed and stamped document.
5. All documents submitted should be self-attested with seal of the bidder.
6. All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
7. All amendments, time extension, clarifications etc. will be uploaded in the websites only and will not be published in newspapers. Bidders should regularly visit the above websites to keep themselves updated. No extension in the bid due date/time shall be considered on account of delay in the receipt of any document by mail.

**B. ELIGIBILITY CRITERIA**

- i. The agency should have atleast **05 vehicles not more than 3 years old** in its own name of similar categories as mentioned under scope of work which should be registered with Haryana Transport Department. Vehicles registered with other state/UT shall not be accepted. Only those buses which are in the name of the contractor should only ply for the said services.
- ii. The agency should have experience of atleast 05 years in similar transport service for commuting employees in a Govt. organisation / Private organisation of repute.
- iii. The agency should have a valid GST Registration.

- iv. The annual turn-over of the agency should not be less than 25 lakhs per year in the last 03 financial years till 2016-17.
- v. Should submit a bank solvency certificate of Rs.20 lakhs
- vi. Bidder should have well established office in Haryana/NCR

**C. SCOPE OF WORK**

In order to facilitate the students/faculty/scientists/officers/staff to commute between THSTI/RCB at - NCR-Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad-Gurgaon Expressway, Faridabad-121001 and designated pick-up/drop points on trip basis during morning and evening hours, THSTI proposes to hire **Non Air-Conditioned vehicle(s)** along with driver on monthly rental basis initially for a period of one year. The vehicle(s) will be normally required during morning & evening hours daily from 07:00 AM to 09:00 PM on trip basis as per the following schedule.

**The tentative schedule of trips and the vehicle required at present are as shown below:-**

**MORNING TIMINGS**

**(From Pick point mentioned below to NCR-BSC)**

SI No.	Pick up point & Time	Type of vehicle	Days
1	IFFCO Chowk Metro Station (08:20 AM)	One Bus (26 Seater)	Monday to Friday
2	Badarpur Metro Station (08:30 AM)	One Bus (40 Seater)	Monday to Saturday
3	Chattarpur Metro Station (8.30AM)	One Bus (26 Seater)	Monday to Saturday
4	Qutubminar Metro Station (8.30AM)	One Bus (54 Seater)	Monday to Friday

**EVENING TIMINGS (Starting from the NCR-BSC to points mentioned below)**

SI No.	Time from NCR-BSC	Type of vehicle	To	Days
1	5:45 PM	One Bus (26 Seater)	IFFCO Chowk Metro Station	Monday to Friday
2	5:45 PM	One Bus (40 Seater)	Badarpur Metro Station	Monday to Saturday
3	5:45 PM	One Bus (26 Seater)	Chattarpur Metro Station	Monday to Saturday
4	5:45 PM	One Bus (54 Seater)	Qutubminar Metro Station	Monday to Friday

**Note –**

1. The number of vehicles required and routes are purely tentative and may change depending on requirement.
2. The pick-up points / drop points / route and time may change in future.
3. The on route bus should pick up the students / employees from the other pick up points as decided by THSTI, without diverting the route.
4. If new routes / other requirements of vehicles are necessary for the institute, the rate/km quoted by the agency or the rates mutually accepted shall be applicable.

**D. TENDER IS REQUIRED TO BE SUBMITTED IN TWO BID SYSTEM**

**1. Part-I : TECHNICAL BID**

The below mentioned particulars to be put in one envelope and super scribed as “**TECHNICAL BID**”:

- i. An envelope duly sealed, should contain Earnest Money Deposit (EMD) of Rs.20,000.00/-(Rupees Twenty Thousand Only) in the form of a demand draft drawn on an Indian scheduled Bank, payable at Faridabad in favour of “**Executive Director, Translational Health Science and Technology Institute**”. The EMD deposit of the unsuccessful bidders would however be returned once the tender is finalized.
- ii. Filled-up Technical bid format (Annexure - I) and supporting documents for eligibility criteria duly stamped and signed on each page as token of having excepted all the terms and conditions of THSTI.

**Note:** Offers without EMD shall be rejected.

**iii. BID EVALUATION CRITERIA**

Only those bids which will fulfil all the eligibility criteria shall qualify for opening of financial bid.

**2. Part-II : FINANCIAL BID**

An envelope duly sealed and superscribed as “**FINANCIAL BID**” should contain the filled-up Financial bid format (Annexure - II) and supporting documents for all financial aspects of the tender.

**3. Two separate envelopes containing Part-I (Technical Bid & EMD) and Part-II**

(Financial Bid) should be kept in a bigger envelope duly sealed and superscribed as “**TRANSPORT VEHICLES FOR THSTI & RCB AT - NCR- BSC**” and should be addressed to the “**Head- Administration, Translational Health Science and Technology Institute, NCR-Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad-Gurgaon Expressway, Faridabad-121001**” and dropped in the tender box kept in the Store & Purchase Section of the institute.

- 4. The technical bids will be scrutinized based on eligibility criteria as mentioned at Para B of this document.**

**The financial bids of only technically qualified bidder will be opened and bidder quoting the lowest rate as per the conditions mentioned in the Financial Bid (Annexure-II). The contract can be awarded to more than one contractor i.e. the bidder quoting lowest rate for any particular route may be awarded contract for that particular route.**

#### **E. TERMS AND CONDITIONS**

1. The transport vehicle/(s) should **compulsorily be fitted with approved CNG kit** and should have appropriate permit and approval of the Govt. authority to ply interstate.
2. Initially the contract will be valid for a period of one year which may be extended after completion of initial period of contract on satisfactory performance on mutual agreement for a further period up to four years, in which increase based on the Wholesale Price Index rates may be considered for renewal of the contract for each year.
3. The THSTI reserves the right to obtain the service from other sources as well.
- 4. The successful bidders will have to submit a Bank Guarantee for an amount of Rs.1 ,00,000/- (Rupees One lakh Only) as performance guarantee with validity of 15 months from the date of award of contract and the same will be returned after successful completion of contract.**
5. In case during the contract period, there is a change in prices of fuel, the above terms and conditions will remain the same including the rate/rates quoted by the tenderers.
6. THSTI reserves the right to cancel the contract at any time by giving a notice period of at least 45 days. The firm will not be entitled to claim any compensation against such termination. However, while terminating the contract, payment due, if any, to the firm for services already performed would be paid as per the contract terms.
7. The firm may discontinue the contract by giving a notice of at least 45 days in writing.

8. The vehicles should be in very good conditions and well maintained during the contract period and should not be more than 3 years old at the time of award of contract.
9. In case of breakdown for the vehicle supplied, immediate replacement of the breakdown vehicle will have to be provided within 30 minutes and all expenses will have to be borne by the firm.
10. The owner/senior representative of the firm should be available on his own direct telephone (office/residence) so as to respond to the call for vehicles in emergent cases. The Mobile number should also be given.
11. All the charges towards repair/servicing, salary of the driver, fuel expenses any other incidental expenses on operation & maintenance of the hired vehicle would be borne by the firm.
12. The parking charges/toll taxes/entry taxes/inter-state taxes or any other taxes/duties shall also be borne by the firm.
13. The vehicles should be insured in all respect (including passenger insurance) by the firm. All liabilities arising out of any challan, loss, legal dispute, accidents, etc. shall be borne/paid by the firm and THSTI shall not be liable in any matter whatsoever.
14. No advance payment, in any case, would be made to the firm.
15. The agency will be required to submit the bill complete in all respect by 5<sup>th</sup> of the following month duly certified by the authorized representative of the firm, on monthly basis. Payment shall be made by 15<sup>th</sup> of the following month. THSTI will not be responsible for delay in payment due to non-submission of bills on time.
16. The antecedents of drivers to be deployed should be properly verified (by Police authorities) and their details (names, addresses, telephone nos., photograph, copy of driving license etc.) will have to be provided to this office. Prior permission has to be obtained from this office before change of any driver.
17. The drivers should have valid driving license and the vehicle should be registered with the concerned authorities of Central/State Government. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. The drivers must be dressed appropriately, proficient in speaking local language, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him.
18. The vehicle and driver provided to THSTI shall not be changed except under compelling circumstances and after prior consent of the THSTI.

19. The vehicles should be fitted with original company fitted mileage meter for registering trip kilometers.
20. The vehicles should be GPRS enabled for real time tracking.
21. The firm shall not transfer, assign, pledge or sub-contract its service under any circumstances.
22. The requirement of vehicles mentioned in the schedule may be increased or reduced at the discretion of THSTI and no claim in this regard shall be entertained.
23. EMD may be forfeited in case of deviation from any of the condition specified in therein.
24. Penalty clauses would be as under:-

S. No.	Problems	Penalty
1.	Late arrival a) Between 15-30 minutes b) Above 30 minutes c) Does not report for duty	a) Rs. 200.00 per instance b) Rs. 500.00 per instance c) Rs. 5000.00 per instance
		In all the above cases, the officer concerned, depending upon the urgency, can hire another suitable vehicle to reach the destination, payment of which shall be borne by the contractor.
2.	Attire/ turnout of the driver a) Inappropriate b) Very Inappropriate	a) Rs. 200.00 b) The driver with the vehicle will be sent back and a penalty of ` 300.00 will be imposed. Another suitable vehicle will be hired for the day and payment for the same will be borne by the contractor.
3.	Unclean vehicle or seat covers/ smell in the vehicle	Rs. 300.00 for the 1 <sup>st</sup> day, Rs. 1,000.00 per day for the 2 <sup>nd</sup> consecutive day and beyond
4.	Breakdown enroute	Office to hire another suitable vehicle to reach the destination, payment to be borne by the contractor.
5.	Recurrent malfunctioning/ dissatisfactory vehicle condition	The vehicle will be returned. Another suitable vehicle will be hired, payment of which will be borne by the contractor along with a daily fine of ` 500.00, till such time a proper vehicle is provided.



6.	Driver's behavior	Rs. 1,000.00. If the misbehaviour continues then the driver will have to be changed by the contractor. If the contractor doesn't change the driver in 03 day's time, the vehicle will be sent back and another suitable vehicle will be hired, payment of which will be borne by the contractor, along with a fine of Rs. 1,000.00 daily.
7.	Driver found smoking/chewing tobacco, pan or under the influence of alcohol/drugs.	The driver has to be replaced along with a fine of Rs.1,000.00 for each incident.

25. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
26. The firm has to provide vehicle as per the schedule normally on all working days of the year excluding Sundays & Govt. holidays. However, if required the firm has to provide vehicle/(s) on Sundays and holidays also. The daily record shall be maintained separately for each vehicle.
27. Executive Director, THSTI reserves all the rights to accept/reject any or all of the tenders without assigning any reason(s) thereof.
28. The agency shall be required to start its services within a maximum of 15 days of time from the award of contract.
29. The agency shall adhere to all necessary rules & regulations as required under the contract labour (Regulation and Abolition) Central Rules, 1971.
30. Buses must start at specified pick-up points and cannot arrive at starting point with passengers seated.

**F. FORCE MAJEURE**

- i. "Force Majeure" shall mean any event beyond the reasonable control of the Institute or the Bidder/ Agency, as the case may be, and which is unavoidable not-withstanding the reasonable care of the party affected.
- ii. If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances

there of within fourteen (14) days after the occurrence of such event.

iii. No delay or nonperformance by either party hereto caused by the occurrence of any event of Force Majeure shall

- a. Constitute a default or breach of the Contract
- b. Give rise to any claim for damages or additional cost or expense occasioned thereby
- c. If and to the extent that such delay or non-performance is caused by the occurrence of an event of Force Majeure.

iv. Notwithstanding clause (iii) above, Force Majeure shall not apply to any obligation of the Institute to make payments to the Agency herein.

**G. JURISDICTION**

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil jurisdiction in this behalf at Faridabad and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

**H. FALL CLAUSE**

If at any time during the contract period, it is noticed or brought to the knowledge of the Institute that the contractor/bidder has reduced/proposed to reduce the rates for such outsourcing of Transport Services as are covered under this tender enquiry, to any organization (including any department of Govt. of NCT Delhi) at rate lower than the rates quoted under this contract, he shall forthwith reduce the rates payable under this tender for such services after the coming into force of such reduction, the rate of services shall stand correspondingly reduced. The Institute shall make payments based on such reduced rates only.

**I. ARBITRATION**

Any dispute or controversy arising out of or in connection with the Agreement including any question regarding its existence, validity or termination which cannot be settled amicably by and between the Parties, may be referred by the Parties to be settled by arbitration in accordance with Arbitration & Conciliation Act, 1996 and its rules which are deemed to be incorporated by reference to this clause, for the time being in force. The arbitral tribunal shall consist of a sole arbitrator appointed unanimously by the Parties in accordance with the said rules or where unanimous decision cannot be made, each party shall appoint one arbitrator and the appointed arbitrators shall appoint a sole arbitrator on mutual consent. The Parties agree that any arbitration proceedings shall be instituted and heard in Delhi. The language of the arbitration shall be English. The cost of arbitration shall be borne equally between the Parties and the prevailing Party shall be entitled to recover the same from the other.

**(M.V. Santo)**  
**Head-Administration**

**TECHNICAL INFORMATION AND UNDERTAKING (Part-I)**

1	Name of the Firm		Pg no. of enclosures
2	Address of the Firm		
3	Contact person/(s)		
4	Telephone number Mobile number Email ID		
5	Documentary evidence of Registration of the firm		
6	Summary of the fleet of vehicles with date of registration (Enclose RCs)		
7	Annual turnover of 25 lacs in the last 3 financial years i.e. 2014-15: 2015-16 2016-17 (Enclose details of annual turnover of 3 years i.e. Audited Accounts or CA certificate showing annual turnover)		
8	Pan No. (Enclose copy)		
9	GSTN (Enclose registration certificate)		
10	Experience as transport service provider (Enclose experience & performance certificates with value of contracts from clients)		
11	EMD Details (Enclose DD) Amount (Rs.) DD No. & DD dated		
12	Attach copies of registration certificates with EPF/ESIC		

***If any information given above is found false at any stage of assessment, the bid will be rejected. In such a case, the institutes reserve the right to black list the tenderer and forfeit the EMD.***

(Signature & name of Tenderer with Stamp of the Firm)

**FINANCIAL BID (Part-II)**

1	Name of the Firm	
2	Address of the Firm	
3	Contact person/(s)	
4	Telephone number Mobile number Email ID:	
5	<b>Rates for providing vehicle/(s) on pick-up and drop basis</b>	

Sl No.	Time	Route (up & down)	Type of vehicle & Days on which the vehicle will operate	Route wise Rate per month per vehicle inclusive of all taxes/ tolls (Rs.)
(i)	08:20 AM 05:45 PM	IFFCO Chowk Metro Station to NCR-BSC And NCR-BSC to IFFCO Chowk Metro Station	One Bus (26 Seater) Monday to Friday	
(ii)	08:30 AM 05:45 PM	Badarpur Metro Station to NCR-BSC And NCR-BSC to Badarpur Metro Station	One Bus (40 Seater) Monday to Saturday	
(iii)	08:30 AM 05:45 PM	Chattarpur Metro Station to NCR-BSC And NCR-BSC to Chattarpur Metro Station	One Bus (26 Seater) Monday to Saturday	
(iv)	08:30 AM 05:45 PM	Qutubminar Metro Station to NCR BSC And NCR-BSC to Qutubminar Metro Station	One Bus (54 Seater) Monday to Friday	

**6.(i) Rates for additional kilometers and time for the services at 5 above.**

Type of Vehicle	Rate per additional kilometer / vehicle (Taxes including toll tax will be EXTRA)	Rate per additional Hour / vehicle
<b>Bus (40 seater)</b>	In figures: Rs. _____ In words: Rupees _____	In figures: Rs. _____ In words: Rupees _____
<b>Bus (54 seater)</b>	In figures: Rs. _____ In words: Rupees _____	In figures: Rs. _____ In words: Rupees _____

	_____	_____
<b>Tempo Traveller (26 seater)</b>	In figures: Rs. _____ In words: Rupees _____	In figures: Rs. _____ In words: Rupees _____

**6.(ii) Rates if additional buses are required.**

<b>Particulars</b>	<b>Rate per vehicle for 80 KM and upto 8 Hours (on need basis) (Taxes including toll tax will be EXTRA)</b>
<b>Bus (40 seater)</b>	In figures: Rs. _____ In words: Rupees _____
<b>Bus (54 seater)</b>	In figures: Rs. _____ In words: Rupees _____
<b>Tempo Traveller (26 seater)</b>	In figures: Rs. _____ In words: Rupees _____

The financial bid will be evaluated and L1 will be decided route-wise i.e. lowest rate quoted for each route at S.No. 5 above. The rates quoted at S.No. 6.(i) & 6.(ii) above are only for reference and will not be considered for comparison. In case of requirement for the route vehicles to be used for more time/distance or if there is a requirement for vehicles other than the designated routes, these rates will be applicable.

**(SIGNATURE OF TENDERER WITH STAMP OF THE FIRM)**

**NAME OF THE SIGNATORY: \_\_\_\_\_**