



GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT AND GANGA
REJUVENATION
CENTRAL WATER AND POWER RESEARCH STATION
KHADAKWASLA, PUNE – 411 024.

TENDER DOCUMENT

FOR

HIRING FULL TIME TAXI I.E. SWIFT DESIRE/ETIOS TAXI FOR DIRECTOR, CWPRS,
PUNE 24
DURING THE YEAR 2016-2017

DUE DATE OF OPENING: 19.08.2016

EXECUTIVE ENGINEER (CIVIL),
CW&PRS, PUNE

THIS DOCUMENT FROM PAGE 2 ONWARDS SHOULD BE
RETURNED IN ORIGINAL DULY SIGNED
TENDER DOCUMENT FOR HIRING FULL TIME TAXIES I.E. SWIFT DESIRE/ETIOS TAXI
FOR DIRECTOR, CWPRS, PUNE 24.

NAME OF BIDDER
(WITH ADDRESS)

PHONE :

FAX :

LAST DATE OF RECEIPT TENDER : 19.08.2016 at 1430 Hrs.

DATE OF OPENING OF TENDER : 19.08.2016 at 1500 Hrs.

THIS TENDER DOCUMENT CONTAINS THE FOLLOWING:

1) TERMS & CONDITIONS

2) SCHEDULE

THE BIDDER SHOULD READ ALL THE INSTRUCTIONS IN THE DOCUMENT
THOROUGHLY BEFORE SUBMITTING THE TENDER AND ADHERE TO THE DATES
GIVEN

SIGNATURE OF BIDDER
WITH SEAL

EXECUTIVE ENGINEER (CIVIL)

TERMS AND CONDITIONS

1. a) Tender forms can be obtained from the Office between 0930 hours and 1600 hours from **25.07.2016 to 16.08.2016** on payment of non-refundable fee of Rs. 500/- each plus (postal charges of Rs. 50 /- if required by post) by Cash/Demand Draft drawn in favour of Executive Engineer (Civil), CWPRS, payable at Pune. Tender documents can also be down loaded from the CWPRS website www.cwprs.gov.in should be submitted alongwith the tender of Rs. 500/- in the form of DD drawn in favour of Executive Engineer (Civil), CWPRS, payable at Pune.

b) Reputed firms may send their lowest offers for the same in Sealed Envelops superscribing Bid for the HIRING FULL TIME TAXI i.e. Swift Desire/Etios taxi [including fuel charges and provision of Driver] for Director, CWPRS, Pune 24 in person/by post so as to reach Executive Engineer (Civil), CWPRS, Pune 24 on or before **19.08.2016** upto 14.30 hours. The Bid should be opened at 15.00 hours on **19.08.2016**. Tender received after due date and time will be rejected.
2. The validity of tender will be at least ninety days from the date of opening of the tender. The rates quoted should be written by ink both in figures and words. If there is any deviation, the rates quoted in words, will be taken into consideration.
3. The department reserves the right to reject any or all the Tenders without assigning any reasons.
4. Unsigned tenders will be rejected.
5. The successful bidder shall pay security deposit of **Rs. 50,000/-** in the form of DD/FDR in favour of Executive Engineer (Civil), CWPRS, Pune 24 at the time of signing the agreement. The security deposit would be refunded after satisfactory completion of contract period.
6. EMD of **Rs. 10000/-** in the form of Cash/DD/FDR in favour of Executive Engineer (Civil), CWPRS should be enclosed along with the bids. Bids without EMD and Tender Document Fee would be rejected.
7. The taxies shall be in good condition, and follow all RTO stipulated vehicular norms as taxi.
8. The taxi model shall be of the year 2010 or later.
9. In case of breakdown of hired taxi, alternate taxi shall have to provided immediately.
10. The rates quoted shall be valid for a period of *one year* from the date of signing of the agreement and shall be valid for renewal for one more year.

Bidder's Signature with Seal

11. The rates quoted shall be valid for a vehicle with 2000 kms. and 250 hrs. per month.
12. The commencement and end of journey shall be considered from the starting point of the taxi from its owner's company and payment shall be made accordingly. The bidder shall clearly indicate the exact distance of his office from CWPRS, Khadakwasla. In case this location happens to be more than 10 kms. the allowance should be restricted to 10 kms. travel only on this account, whenever he reports directly to CWPRS.
13. The payment will be made within 30 days and bidder shall submit bills in triplicate.
14. Tender of only those bidders will be considered who own minimum one Taxi of each type. The tender must accompany copies of RC/TC books of the taxi, to prove this aspect. Bidder should submit the **Service Tax registration number of 15 digits, PAN Card No. which is mandatory. Without which bid would be rejected.**
15. The following certificate shall invariably have to be furnished on the taxi-hiring bill by the agency providing taxis to CWPRS.
16. a) "This vehicle has been registered as TAXI by the RTO, Pune and the permit is valid upto -----."

The bidder shall furnish copy of RTO permit with the tender.

- b) The Service Tax Registration No. is _____ "
- c) PAN Card No. is _____.

Which is mandatory in terms of Ministry of Finance letter No. 137/132/2006- CX4 dated 09.10.2006

17. All taxes, service tax etc. and other outgoing over and above the quoted rates should be clearly mentioned in the Tender. In the absence of any such indication it shall be presumed that the price quoted are inclusive, service tax payable if any, would be on furnishing proof of payment.
18. The exact dates, time for reporting vehicle shall be intimated telephonically. On certain occasions, the taxi may be required to be provided at a very short notice. Penalty of Rs. 250 per vehicle shall be imposed if failure to provide vehicle in time at assigned place. Taxi once ordered will not normally be cancelled. However, on certain occasions, CWPRS may be required to cancel the taxi ordered for which prior intimation will be given telephonically. No compensation or expenditure will be paid by CWPRS for such cancelled taxis.
19. Rates should not be revised and those firms who revise their rates or fail to supply the services during the period of contract will be liable to forfeit their Security Deposits.

Bidder's Signature with Seal

20. CWPRS reserve the right of cancellation of Taxi/Taxies in the short notice under unavoidable circumstances. No charges shall be paid for such cancellation.
21. The rates shall remain valid for one year from the date of entering into agreement. However, CWPRS reserves the right for variation in the contract period. It may be with the mutual consent of the Contractor to supply the services at the same rates and terms and conditions of the Annual Rate Contract for extended period if asked to do so.
22. Failure to provide the services as per the instructions and specifications or breach of any terms and conditions, will result in forfeiture of the Security deposit. The decision of Director, CWPRS in this regard shall be final and binding.
23. The rate should be quoted inclusive of all taxes, levies, road toll charges, parking fees, etc. except service tax, which will be paid as per rule in force from time to time. No extra payment on any account will be made by this office. If above charges are not paid by the contractor, same shall be recovered from the contractor and penalty of double the amount involved shall be imposed.
24. The vehicle, which is proposed to be supplied to this office, must be registered as tourist vehicle. The driver shall carry with himself all valid documents in original pertaining to vehicles, permission, including the valid driving license. The vehicle should have indication/sticker for this as stipulated by the Competent Authority.
25. The vehicles should be clean both inside and outside, neat and free of any mechanical, electrical and other defects. Else, penalty of Rs. 100/- per occasion shall be imposed.
26. The vehicle proposed to be supplied to CWPRS should not have completed one lakh km. If the vehicle is found not matching this need, penalty of 20 % of the hiring charge paid for that vehicle shall be deducted from the bill amount.
27. The Driver should open and close the door of the vehicles whenever the official board and alight from the vehicle, and also assist in carrying the luggage of the official using the vehicle. If any complaint is received in this connection, a penalty of Rs. 100/- per incident will be imposed on the contractor and the same will be deducted from the bill.
28. A sum @ 2 % of the gross amount of the bill shall be deducted from each running bill of the contractor towards the Income tax and 3% surcharge/cess. Form 16 A for Tax Deducted at Source (TDS) will be issued to the contractor after the end of the financial year.
29. The dead millage from – to taxi stand may be capped to 10 kms. per day.

Bidder's Signature with Seal

30. It will be obligatory on the part of the contractor to provide hiring of taxi services for the duration of one year at the quoted rates. Any termination of the contract without sufficient notice or minimum three months notice, on the part of the contractor, will make him liable to forfeit of security deposit. The CWPRS Administration reserves the right of termination of the contract with immediate effect without giving any notice, in case the Director, CWPRS is of the opinion that there is any violation of the rule and regulations of Central Laws/State Laws or contractor committed any breach/violation of the terms and conditions of the contract.

Bidder's Signature with Seal

Executive Engineer (Civil)

SCHEDULE OF WORK

Sl.No.	Type	Amount Rs.
01.	2000 kms/250 hrs per month	
02	Extra per km	
03	Extra per hour	

Bidder's Signature with Seal

Executive Engineer (Civil)

