



**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATION & IT
UNIQUE IDENTIFICATION AUTHORITY OF INDIA
OFFICE OF THE DEPUTY DIRECTOR GENERAL
REGIONAL OFFICE, RANCHI**

No: UIDAI/RO-RNC/Vehicles/Taxi services/2015-16/

Date: 18 .12.2015

NOTICE INVITING TENDER- 04/15

FOR

HIRING OF TAXI SERVICES

LAST DATE FOR SUBMISSION OF TENDER : 12 /01/2016 at 1530 hrs

Sub: Invitation to bid for Hiring of Taxi Services for UIDAI RO,Ranchi-834010 and UIDAI Camp Office Patna - 800001

Sealed Tenders are invited for providing Taxi Services at UIDAI RO, First Floor, RIADA Central Building, Namkum Industrial Area, Near Lowadih Chowk, Namkum, Ranchi-834010 and UIDAI Camp Office Patna, 4th Floor, Lalit Bhawan, Beaily Road, Patna-800001.

The bidders are requested to go through the tender enquiry document carefully, which will form part of the contract. The bidders should furnish all the information asked for, sign all the pages and submit the bid to the Deputy Director (Admn.), UIDAI RO, First Floor, RIADA Central Building, Namkum Industrial Area, Near Lowadih Chowk, Namkum, Ranchi-834010.

Contact Person : Sh. Ajit Kumar Agrawal

Phone : 09263652380

e-mail : ajit.agrawal@uidai.net.in

CONTENTS OF TENDER DOCUMENT

S.No.	Description of contents	Page Nos.
1.	Tender Notice	3
2.	PART - I - General instructions for Bidders	4 - 7
3.	PART – II - Technical eligibility criteria	8
4.	PART – III - Criteria for evaluation of tender	9-11
5.	PART –IV – General Condition of Tender Enquiry	12-16
6.	PART – V -Terms and Conditions of the Contract	17-21
7.	Proforma for Technical Bid/ Bidders eligibility (Annexure-A)	22-23
8.	Proforma for Financial Bid (Annexure-B)	24-27
9.	Format 'A', 'B', 'C', 'D' and 'E'	28-32

Sl. No.	Particulars	Due Date
1	Date of Publication of Tender	21/12/2015
2	Last Date for Tender related enquires/ Pre Bids clarification	05/01/2016
3	Last Date & Time for submission of Tenders	12-01-2016 at 1530 hrs
4	Time & Date of Opening Tenders	12-01-2016 at 1600 hrs
5	Opening of Financial Bids	To be announced later

(AK Agrawal)
Deputy Director (Adm)

Notice Inviting Tender for Hiring of Taxi Services

1. Sealed tenders are invited under **Two Bid System** i.e. (**Part-I Technical Bid and Part-II Financial Bid**) from reputed, experienced and financially sound firms/agencies to provide commercial taxi service at the address given below :-

(A) UIDAI RO, First Floor,
RIADA Central Building ,
Namkum Industrial Area,
Near Lowadih Chowk
Namkum, Ranchi-834010

(B) UIDAI, CAMP OFFICE
4th Floor, Lalit Bhawan,
Beaily Road,
Patna- 800001

The UIDAI will award the contract to the successful bidder for providing the services. The contract will be initially for a period of one year from the date of awarding of the contract which may be extended further for a period of one years on year to year basis depending upon the requirement and administrative convenience of UIDAI. The Schedule of Vehicle Requirement includes Package-I and Package-II i.e. **Package-I:** 01(One) vehicle (Honda City ,Toyota, Innova, SX 4 or similar) and **Package-II:** 04 (**Four**) vehicles (Indica , Wagon R, Santro etc or similar) under Monthly, Daily and outstation options. The requirement of vehicles under Package-I and Package-II may increase or decrease during the period of contract based on the actual requirement.

2. **The tender document may be downloaded from our official website uidai.gov.in**/The interested Firm/Agency may download the tender document from websites, should enclose an additional DD for Rs. **200/-** as tender fee, in favor of "**Cheque drawing and Disbursing officer, UIDAI, RO, Ranchi**", payable at Ranchi.

2. The interested Firm/Agency may participate for **Package-I** or **Package-II** or **both** in a single tender document. The Firm/Agency may drop the tender document completed in all respects along with **Earnest Money Deposit (EMD) of Rs. 25,000/-(Twenty five thousand)** refundable without interest, in the form of demand draft / Pay Order drawn in favor of "**Cheque drawing and Disbursing officer, UIDAI, RO, Ranchi**" up to **15:30 hours on 12/01/2016** in the tender box kept on the **UIDAI, RO, Ranchi, 1st Floor, Riada Central Office Building,** Namkum Industrial Area, Near Lowadih Chowk, - 834010. The tenders will not be accepted beyond the stipulated date and time under any circumstances what so ever.

3. **The Technical bid shall be opened on 12/01/2016 at 1600 hours** in the Chamber of Dy. Director (Admin) 1st Floor, Riada Central Office Building, Namkum Industrial Area, Near Lowadih Chowk, Ranchi – 834010 in presence of the authorized representative of firms who wish to be present. At the first instance the technical bids shall be scrutinized by a technical committee constituted for the purpose. At the second stage financial bids of only technically qualified offers shall be opened at later date. The scheduled time and venue for opening the financial bids will be communicated to only those firms/agencies whose technical bids are found in order.

4. The UIDAI reserves the right to cancel the tender at any stage without assigning any reason, thereof.

PART – I - GENERAL INSTRUCTIONS FOR TENDERERS

1. Bidders are advised to study the bid document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of all instructions, eligibility, forms, terms and conditions, and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in all respect will be at the bidder's risk and may result in the rejection of the bid.
2. The interested Firm/Agency may participate for **Package-I** or **Package-II** or **both** in a single tender document. The Firm/Agency may drop the tender document completed in all respects along with Earnest Money Deposit (EMD) of **Rs. 25,000/-(Twenty five thousand)** refundable without interest, in the form of demand draft / Pay Order drawn in favor of "**Cheque drawing and Disbursing officer, UIDAI, RO, Ranchi**" up to **15:30 hours** on **12/01/2016** in the tender box kept **UIDAI, RO, Ranchi, 1st Floor, Riada Central Office Building**, Namkum Industrial Area, Near Lowadih Chowk, Ranchi – 834010.
3. The various crucial dates relating to "**Tender for hiring of taxi services** " are cited as under :
 - a) Date of issue of Tender Document : 21/12/2015
 - b) Last date for pre –bid clarification : 05/01/2016
 - c) Last Date & time for submission of Tender Document : Up to 15:30 Hrs. on 12/01/2016
 - d) Date & time for opening of Tender Document
 - i) Technical bid : At 16:00 Hrs. on 12/01/2016
 - ii) Financial Bid of eligible bidders : At later date
 - e) **Bid Submission**
 - (a) The Bid must be submitted in two separate inner covers, which should be addressed to Deputy Director (Admin), UIDAI. These covers should be superscripted as under and should be sealed separately.

EN-01- "Tender for hiring taxi service-2015 for UIDAI –Tender Fee and EMD".

This Envelope must contain TWO separate demand drafts for (Tender Fee-Rs 200/- and EMD-Rs. 25,000/-) . The bid without either Tender Fee or EMD or both will be rejected at the time opening of bids.

EN-02- " **Tender for hiring taxi service-2015 for UIDAI - Technical Bid**" as per **Annexure-A** .

This envelope must contain the document in support of the Technical/eligibility criteria as mentioned above. The technical bid should be submitted in the form given in Annexure-A along with registration particulars, copy of PAN number issued in favour of the firm, full details of the number of Taxis registered in the name of the bidder or his firm with attested photo copies of Registration Certificates and any other information sought for in the last section of the Annexure-A.

EN-03 - "Tender for hiring taxi service-2015 for UIDAI - Financial Bid" as per **Annexure-B**.

This envelope must contain the financial bid as per Annexure-B. The price quoted shall be firm and final for the entire contract period.

The outer cover in which these _____ sealed covers are placed should be superscripted "Tender for hiring taxi service-2015 for UIDAI, RO, Ranchi" and addressed to:

The Additional Director General (Admin)
Unique Identification Authority of India
RIADA, 1st Floor
Namkum Industrial Area
Ranchi
Tel : 09263652380

- (a) Tender Documents may be submitted by person or through registered post/courier. Any transit delay will be responsibility of the bidder and UIDAI shall not be responsible for post/courier delay. In any case tender documents should reach to this officer on or before scheduled date and time.
- (b) The offers submitted by telex/telegram/fax/email or any manner other than specified above shall not be considered. No correspondence will be entertained in this matter.

4. **Earnest Money Deposit (EMD)**

The bidders have to submit separate Earnest Money Deposit (EMD) for **Rs. 25,000/-** refundable without interest along with **Tender fee (Rs. 200/-)** in the form of Demand Draft/Pay order payable to "**Cheque drawing and Disbursing officer, UIDAI, RO, Ranchi**" in a single tender document with the relevant EMD. Bids not accompanying with the prescribed Tender fee or EMD of respective package will be rejected and no correspondence will be entertained on this subject.

5. **Bid validity**

The bid shall be valid for a period of 120 days from the date of opening of the tender.

6. **Bank Guarantee**

The Firms/Agencies (Successful Bidders) will be required to furnish package wise Performance Bank Guarantee (PBG) by way of Bank Guarantee through a Public Sector Bank or a private sector bank authorized to conduct government business for a sum equal to **10 % of the Contractual value within 30 days** of signing of the contract **valid for a period of 60(Sixty) days beyond contractual period**. In case the contract is further extended beyond the initial period of one year, the PBG will have to be accordingly renewed by the successful bidder. EMD amount will be adjusted in PBG. Bidder has to give PBG equivalent to 10 % (Ten) of contract value minus EMD amount.

7. Conditional bids shall not be considered and will be out rightly rejected in very first instance.

8. **Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- a) "Sole proprietor" of the Concern or constituted attorney of such sole proprietor.
- b) Partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or principal officer duly authorized by the Board or Directors of the Company, in case of Registered Company under the law of land.

N.B.

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

(3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Office of the Unique Identification Authority of India may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) The bidders should sign and affix his/her firm's stamp at each page of the tender and all its **Annexure (A and B)** as the acceptance of the offer by the bidder will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by the Unique Identification Authority of India necessary.

9. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the **Financial Bid Form**. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the **Technical Bid Application** must be attested by the person authorized to sign the tender bids.

10. At any time prior to the last date for receipt of bids, UIDAI, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or as per the decisions taken in the pre-bid meeting, modify the Tender Document by an amendment. The amendment will be notified on our official website and Central Public Procurement Portal, will be binding on the prospective bidders. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, UIDAI may, at its discretion, extend the last date for the receipt of Bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid. Withdrawal of a bid during this interval shall result in forfeiture of Bidder's EMD.

11. The Bidder shall bear all costs associated with the preparation and submission of its bid. UIDAI will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.

12. The Financial Bid of only those bidders will be opened who will qualify technical criteria. The scheduled time and venue etc. will be communicated to only those agencies whose technical bids are found suitable or in order.

13. The UIDAI reserves the right to cancel/accept all bids in full/part without assigning any reason.

14. The successful bidders will be informed of the acceptance of their tender by registered post/e-mail.

15. The bidding firms/agencies have to submit a self certified certificate that his/her firm has not been blacklisted by any Central Government Department/PSU/Bank etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money will be forfeited and the bid/contract will be rejected/cancelled.

16. No bidding Firm/Agency will be allowed to withdraw its bid after technical bids have been opened. If any Firm/Agency intends to withdraw after opening of technical bids its EMD will be forfeited.

17. If after award of the contract, the successful bidder fails to provide required number of vehicles / taxis, the contract is liable to be cancelled along with forfeiture of performance security (PBG) and other consequential action such as blacklisting as deemed appropriate.

PART – II- TECHNICAL ELIGIBILITY CRITERIA

The tendering Firm/Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid described in detail in Section **Part-V**.

- A. The Registered Office/Branch/Local of the Firm/Agency should be located in **Ranchi /Patna**.
- B. In case of partnership firms, **a copy of the partnership agreement**, or general power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- C. The Firm/Agency must have a minimum of two years experience in supplying taxies to reputed private companies/Public Sector Companies/ Banks /Central and State Government Departments. Proof of satisfactory performance of at least one contracts relating to supplying of taxi services to Central Government/State Governments/PSUs/Bank/reputed private firms in any two years from **2010-11 to 2014-15** along with attested copies of the experience certificate should be enclosed.
- D. The Firm/Agency should have had a minimum **annual turnover** of **Rs. 05.00 Lakh** each year during last two financial years in any year from i.e. 2010-11 to 2014-15. A copy of turn over statement duly certified by the Chartered Accountant should be enclosed. The tender document and copy of Income Tax return may also be enclosed.
- E. The Firm/Agency should have its own Bank Account. **Certified copy of the account maintenance for the last two years** issued by the Bank shall be enclosed.
- F. **Copy of PAN card** shall be attached with the Bid document.
- G. The Firm/Agency (not individual) should be **registered with Service Tax Authority**. Certified copy of the registrations shall be attached with the Bid document.
- H. The Firm/Agency must have a fleet of **minimum of 01 vehicle under Package-I and 04 vehicles under Package-II** of commercial taxi and registration/make shall not be older than three years. Vehicles need not be owned by the bidder. If bidder is not the owner of the vehicles, than original owner should give consent in writing to the bidder for providing services in UIDAI. **A list of such vehicles containing Type of vehicle, Make & Model, type of fuel and date of registration with attested copy RCs** should be attached with the bid. UIDAI may ask the Firm/Agency to produce the original Registration Certificates at the examination of technical bid.
- I. The Firm/Agency must attach proof of successful and satisfactory completion of contracts/works during any two years from **2009-10 to 2014-15**. The certificates should be from prominent organizations (Government organizations / PSUs/ Banks, reputed private firms).
- J. Self Certificate that the firm has not been blacklisted by any Central Government Department/Ministries/PSUs/Banks, etc. should be enclosed.
- K. If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted and its bids will be rejected and EMD/Performance security will be forfeited.

PART – III- CRITERIA FOR EVALUATION OF TENDER

- i. EN-01 is the first envelope to be opened on the specified date and time in the presence of bidder's authorized representatives (one from each bidder). EN-02 of only those bidders whose **Tender fee and package wise EMD** found in order shall be opened in the same session. Bids not accompanying with the prescribed Tender fee or EMD of respective package will be rejected.
- ii. The contents of EN-02 (bidder's eligibility) shall be passed on to a duly constituted Technical Evaluation Committee (TEC) for evaluation. The TEC would scrutinize the bids with respect to the eligibility conditions specified in the tender documents, may call for additional information from the bidders or may visit the bidders' offices for verification. Additional information if called for must be submitted in the time period given by the TEC, failing which the bid shall be rejected.
- iii. EN-03 Financial bid shall be opened only for the technically qualified bidders on a date and time duly notified and in the presence of the bidders' authorized representatives. The rates quoted by various bidders shall be read out in this session if so desired by the authorized representatives. The financial bids shall be evaluated by a duly constituted Financial Evaluation Committee (FEC).
- iv. The tender will be evaluated package wise and will be awarded accordingly to the successful bidders.

Package-I: 01(**One**) vehicle (Honda City ,Toyota, Innova, SX 4 or equivalent/above) – for UIDAI, RO, Ranchi

Package-II: 04(**Four**) vehicles ((Indica , Wagon R, Santro etc or similar) – 03 for UIDAI, RO, Ranchi and 01 for UIDAI, Camp Office, Patna.

- v. In order to have a single rate index for evaluating and comparing the tenders of different bidders for different options i.e. Monthly, Daily and outstation, the UIDAI has assigned weight ages to each option on the basis of the estimation of the share of the vehicles required in each package and other parameters. Accordingly the following formula will be used to arrive at a single figure:

(a) Package-I (Over all consolidated Rate Index): At this stage the rates for all the three options (monthly, daily and Outstation) including rate for extra Kilometer and extra Hour shall be used to compute the aggregate index. The formula for this one will be as below:

Note-Assumptions for evaluation purpose only,

(i) Monthly Option: - 60 km and 20 hrs have been taken into account as Extra Km and Extra Hrs. and

(ii) Daily Option: - 10 km and 2 hrs have been taken into account as Extra Km and Extra Hrs.

Over all consolidated Rate Index (OCRI) =

$$[M1 * (0.85)] + [D1 * (0.10)] + [O1 * (0.05)]$$

Where

Monthly options for “Package-I ” vehicles:

$$M1 = E + (100 \times G) + (20 \times H)$$

Daily options for “Package –I Vehicles:

$$D1 = F + (10 \times G) + (2 \times H)$$

O1 = Outstation Rate for “ Package-I ” vehicle

And * is used as the symbol for multiplication.

Abbreviations:

“Package-I ” vehicle Rates	
Monthly	E
Daily	F
Extra Km	G
Extra Hr.	H

(b) Package-II (Over all consolidated Rate Index): At this stage the rates for all the three options (monthly, daily and Outstation) including rate for extra Kilometer and extra Hour shall be used to compute the aggregate index. The formula for this one will be as below:

Note-Assumptions for evaluation purpose only,

(i) Monthly Option: - 60 km and 20 hrs have been taken into account as Extra Km and Extra Hrs. and

(ii) Daily Option: - 10 km and 2 hrs have been taken into account as Extra Km and Extra Hrs.

Over all consolidated Rate Index (OCRI) =

$$[M2 * (0.85)] + [D2 * (0.10)] + [O2 * (0.05)]$$

Where

Monthly options for “Package-II ” Vehicles:

$$M2 = P + (100 \times R) + (20 \times S)$$

Daily options for “Package-II ” Segment Vehicles:

$$D2 = Q + (10 \times R) + (2 \times S)$$

O2 = Outstation Rate for “Package-II ” vehicle

And * is used as the symbol for multiplication.

Abbreviations:

“Package-II ”	vehicle Rates
Monthly	P
Daily	Q
Extra Km	R
Extra Hr.	S

Note: Rate quoted for night charges for both packages will not be considered for evaluation purpose but in case of tie (equal OCRI) the preference will be given to the bid containing lower night charges. Indicate quoted rates for extra Kilometer and extra hour separately in the proforma for financial bid at **Para 1.1, 1.2 & 1.3 for Package-I and Para 2.1, 2.2 & 2.3 for Package-II of Financial Bid in Annexure-B.**

- vi. The contract may be awarded package wise to the bidder whose **Overall Consolidated Rate Index (OCRI) of Annexure ‘B’** will be the lowest subject to fulfillment of all other conditions stipulated in the tender document.
- vii. Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present tender and the bidder may be liable to be debarred for three years from bidding for future UIDAI tenders besides forfeiting the EMD.
- viii. UIDAI reserves the right to accept any bid, and to cancel/abort the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders, of any obligation to inform the affected Bidder or Bidders of the grounds for UIDAI’s action and without assigning any reasons.
- ix. The decision of UIDAI arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any bidder to bring pressure of any kind, may disqualify the bidder for the present tender and the bidder may be liable to be debarred from bidding for UIDAI tenders in future for a period of at least three years.
- x. When deemed necessary, UIDAI may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the tender submitted or price quoted. Also, it will not imply that bidder’s bid has been selected for processing.
- xi. The contract shall commence from the date of acceptance of the firm to the terms and conditions. Initially, **the contract will be valid for one year and further extendable up to two years on year to year basis on mutual consent subject to the performance/services are found satisfactory on review after one year.**

Part-IV – GENERAL CONDITONS OF TENDER ENQUIRY

The Bidder is required to submit package wise written confirmation of his/her acceptance of the Conditions of the Tender mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. successful bidder in the Contract) as selected by the Purchaser (UIDAI). Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The package wise contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

2. **Effective Date and period of the Contract:** The package wise contract shall come into effect on the date of signing the contract by both the parties (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract. The contract shall initially be effective for a period of one year, extendable to further one year on year to year basis, subject to satisfactory performance of the Firm/Agency (successful bidder).

3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration.

4. **Penalty for use of Undue influence:** The Firm/Agency (successful bidder) undertakes that he/she has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Purchaser (UIDAI) or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Firm/Agency (successful bidder) or any one employed by him or acting on his behalf (whether with or without the knowledge of the Firm/Agency (successful bidder)) or the commission of any offers by the Firm/Agency (successful bidder) or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Purchaser (UIDAI) to cancel the contract and all or any other contracts with the Firm/Agency (successful bidder) and recover from the Firm/Agency (successful bidder) the amount of any loss arising from such cancellation. A decision of the Purchaser (UIDAI) or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Firm/Agency (successful bidder). Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Firm/Agency (successful bidder) towards any officer/employee of the Purchaser (UIDAI) or to any other person in a position to influence any officer/employee of the Purchaser (UIDAI) for showing any favor in relation to this or any other contract, shall render the Firm/Agency (successful bidder) to such liability/ penalty as the Purchaser (UIDAI) may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Purchaser (UIDAI).

5. **Agents/Firm/Agency Commission :** The Firm/Agency (successful bidder) shall confirm and declare to the Purchaser (UIDAI) that the Firm/Agency (successful bidder) is the original Service provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Firm/Agency (successful bidder); nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Firm/Agency (successful bidder) agrees that if it is established at any time to the satisfaction of the Purchaser (UIDAI) that the present declaration is in any way incorrect or if at a later stage it is discovered by the Purchaser (UIDAI) that the Firm/Agency (successful bidder) has

engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Firm/Agency (successful bidder) will be liable to refund that amount to the Purchaser (UIDAI). The Firm/Agency (successful bidder) will also be debarred from entering into any Contract with the Government of India for a minimum period of five years. The Purchaser (UIDAI) will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Firm/Agency (successful bidder) who shall in such an event be liable to refund all payments made by the Purchaser (UIDAI) in terms of Contract along with interest at the rate of 2% per annum above the lending rate of Gol to States/UTs (Presently 8.75%). The Purchaser (UIDAI) will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts** : In case it is found to the satisfaction of the Purchaser (UIDAI) that the Firm/Agency (successful bidder) has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Firm/Agency Commission and penalty for use of undue influence, the Firm/Agency (successful bidder), on a specific request of the Purchaser (UIDAI), shall provide necessary information/ inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents**: Except with the written consent of the Purchaser (UIDAI)/ Firm/Agency (successful bidder), other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages** : In the event of the Firm/Agency (successful bidder)'s failure to submit the Bonds, Guarantees and Documents, supply the services and conduct trials, installation of equipment, training, etc as specified in this contract, the Purchaser (UIDAI) may, at his discretion, withhold any payment until the completion of the individual contract. The PURCHASER (UIDAI) may also deduct from the FIRM/AGENCY (SUCCESSFUL BIDDER) as agreed, liquidated damages to the sum of 0.5% of the package wise contract price of the delayed/undelivered services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed Services. The LD cannot exceed the amount stipulated in the package wise contract.

9. **Termination of Contract** : The Purchaser (UIDAI) shall have the right to terminate package wise contract in part or in full in any of the following cases with one month notice in advance :-

- (a) The delivery of the material/services is delayed for causes not attributable to Force Majeure for more than one week after the scheduled date of delivery.
- (b) The Firm/Agency (successful bidder) is declared bankrupt or becomes insolvent.
- (c) The delivery of material / services is delayed due to causes of Force Majeure by more than two weeks provided Force Majeure clause is included in contract.
- (d) The Purchaser (UIDAI) has noticed that the Firm/Agency (successful bidder) has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.
- (f) The purchaser (UIDAI) is not satisfied with the performance of the Firm/Agency (successful bidders) or violation of the any of the terms and conditions of the contract.

10. **Notices:** Either party may serve a prior notice of not less than 90 days for termination of the contract. Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail/email, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting :** The Firm/Agency (successful bidder) has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Firm/Agency (successful bidder) shall indemnify the Purchaser (UIDAI) against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Firm/Agency (successful bidder) shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13 **Amendments:** No provision of present package wise contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14. Taxes and Duties – The Contract is all inclusive

15. **Performance Guarantee:** The Firm/Agency (Successful Bidder) will be required to furnish a package wise Performance Bank Guarantee by way of Bank Guarantee through a Public Sector Bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd. or HDFC Bank Ltd.) for a sum equal to 10 % of the Contract before signing of the contract valid for a period of 60 days beyond period of contract.

16. **Option Clause (where applicable):** UIDAI shall reserve the right to increase or decrease the services up to 50% of original contracted quantity.

17. **Repeat Order Clause (where applicable) – Not Applicable**

18. **Tolerance Clause (where applicable) – Not Applicable**

19. **Payment Terms** – Payment for providing Taxi Service will be made on satisfactory performance upon completion of a calendar month on discovered price basis of the accepted package wise bid price on submission of Bill/Invoice by successful bidder. It will be mandatory for the Successful Bidder to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheque, wherever feasible. The payment will be made as per the following terms, on production of the requisite documents:

- (a) The payment to the service provider shall be made as per actual and not exceeding quoted price (supported by ECS statement duly verified by bank official).
- (b) The Firm/Agency (successful bidder) shall raise bill for the services provided for a calendar month within Fifteen working days of succeeding month of such services. Disputed amount or amount on which clarification is required may be held up till the time matter is sorted out. However, balance amount shall be released by due date.

- (c) Bill should be submitted to the Administration Division, UIDAI RO, Ranchi .
- (d) Payment from UIDAI shall be made by electronic fund transfer to the Firm /Agency's account by NEFT or RTGS for which purpose Firm/Agency is required to submit their complete bank details.
- (e) Penalty would be in terms of part of the payment, which would be deducted and reflected in the respective month's payment.

20. **Advance Payments:** No advance payment(s) will be made in any case whatsoever.

21. **Paying Authority:**

(a). **CDDO, UIDAI, Regional Office, Ranchi**

The payment of bills will be made on submission of the following documents, whichever applicable, by the Firm/Agency (successful bidder) to the Paying Authority along with the bill:

- i. Ink-signed copy of contingent bill of Agency (successful bidder).
- ii. Ink-signed copy of Commercial invoice/bill of Agency (successful bidder).
- iii. Performance Bank guarantee / Indemnity bond where applicable.
- iv. Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in contract).
- v. Any other document / certificate that may be provided for in the contract.
- vi. User Acceptance, where applicable.
- vii. Photocopy of PBG.

22. **Risk & Expense clause –**

(a). Should the services or any installment thereof not be delivered within the time or time specified in the contract documents, or if defective delivery is made in respect of the services or any installment thereof, the Purchaser (UIDAI) shall, after granting the Firm/Agency (successful bidder) 05 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, declare the contract as cancelled either wholly or to the extent of such default.

(b). Should the services or any installment thereof not performed in accordance with the specifications / parameters provided by the FIRM/AGENCY (SUCCESSFUL BIDDER) during the check proof tests to be done in the PURCHASER (UIDAI)'s premises, the PURCHASER (UIDAI) shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c). Any excess of the purchase price or value of any Services procured from any other Firm/Agency as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the FIRM/AGENCY (SUCCESSFUL BIDDER). Such recoveries shall not exceed **10%** of the value of the contract.”

23. **Force Majeure:** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within two weeks of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this contract.

24. **Inspection Authority:** The mode of Inspection will be Departmental Inspection / User Inspection/Joint Inspection/Self-certification.

25. The prospective bidder may inspect all the Office Premises before bidding.

PART – V- TERMS AND CONDITIONS OF THE CONTRACT

1. The contract will be valid for a period of one year from the date of awarding of the contract which may be extended for a further period of one years on year to year basis on the same rates or revised rate and the same terms and conditions depending upon the requirement and administrative convenience of UIDAI. The UIDAI, however, reserves the right to terminate/curtail the contract at any time after giving one month notice without assigning any reason.
2. The contract can be short closed on account of unsatisfactory services upon performance review by the Competent Authority in UIDAI Office. The unsatisfactory service shall mean and include noncompliance and non-fulfillment of any of the contractual obligations by the service Provider and/or poor performance and violation of any of the terms and conditions of the tender. Contract and failure on its part to correct the discrepancies/shortcoming brought to its notice in writing by the competent authority of UIDAI Office.
3. Taxis provided by the Contractor(s) should be in perfectly sound working condition and should have decent interiors with other necessary accessories as defined in the contract. Registration/make of Taxies supplied shall not be older than **2013** . The firm should specify the numbers of such vehicles enclosing copies of their RC.
4. The vehicles should require to be comprehensively insured in compliance of the provisions of **Motor Vehicle Act**.
5. The vehicles will have to be fitted /provided with the following additional accessories/utilities.
 1. Tool box & Stepney
 2. First aid box and torch
 3. Good and clean seat covers, floor mats, etc.
 4. Good Quality music system with AM/FM radio
 5. Reading lamp
 6. Tissue paper box
 7. Car perfume
 8. Mobile charging facility in the car
 9. Seat Belts (Front and Rear seats)
6. Firms/Agency should have sufficient numbers of drivers having experience of driving in Ranchi /Patna .
7. Only such Taxi Operators may apply whose Taxis have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises/Garage/Stands from where such taxis are to be operated and can be requisitioned by the Office of the Unique Identification Authority of India.
8. The firm/agency should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
9. Each driver employed by the firm must have a cell-phone duly activated.
10. Each driver should wear uniform while on duty.
11. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.

12. A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the Unique Identification Authority of India. No driver should be changed unless the user officers to whom the driver reports is apprised.
13. The firm should inform in advance the bio- data of all drivers who would be deployed on duty to the Unique Identification Authority of India.
14. Declaration from the bidder on their letter-head stating that the drivers provided are of Good Character, have valid driving license and are aware of the roads of Jharkhand/Bihar will be provided to the Unique Identification Authority of India.
15. The Agency/Firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office and also provide the complete details of the relationship manager who would be responsible to take care of UIDAI requirement/account.
16. The Agency/Firm should have a provision to take bookings 24 x 7
17. "Full Day" would imply a run of the Taxi up to 60 kms and 12 hours duration.
- 18 Full month would imply 1500 Kms and 25 days up to 300 hours.
19. Any overtime arising due to breakdown of vehicle supplied by Firm/Agency shall be on his account and shall not be charged to UIDAI
20. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per govt. instructions and the log book shall be submitted to the concerned users/officers in UIDAI regularly for scrutiny.
21. A vehicle will be allowed for booking only in condition when the Milo meter is sealed. If during the running of the vehicle it is found that the Milo meter is unsealed then forfeiture of hiring charges and a penalty as fixed by UIDAI will be imposed.
22. The time and mileage shall be taken into account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage. In other words to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time.
23. The firm/agency should ensure that vehicles shall carry a valid "Pollution under Control " certificate issued by an agency authorized for this purpose by the State Government.
24. Once the hiring of vehicles commences from a particular Firm/Agency, the vehicles and drivers should not be changed unless so requested for by the UIDAI. The vehicle must be available at any time of days as desired by the UIDAI.
25. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.
26. The liability of the UIDAI will be limited to the hiring charges agreed in the contract.
27. No additional terms & conditions over and above the conditions stipulated above shall be entertained by UIDAI

28. Actual parking charges/Toll charges will be payable along with the monthly bills, only upon submission of the parking bills/toll receipts etc.
29. The Firm/Agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc. in respect of the drivers employed by it. The tendering Firm/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 in UIDAI.
30. While the Unique Identification Authority of India has a regular requirement for hiring taxis, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The office will also reserve the right to hire taxis from any other provider of such services even during the period of contract.
31. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the Security Deposit in the form of Performance Bank Guarantee shall be encashed.
32. The Bank Guarantee can be forfeited by order of the Competent Authority of Unique Identification Authority of India in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by Unique Identification Authority of India as sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
33. In case of vehicle change more than once in a month in respect of a particular user/officer without prior permission of user/officer, amount equivalent to one day hiring charge (i.e.1/25th) will be deducted for each unauthorized change.
34. The successful bidder is expected to meet the requirement of vehicles on Daily hire option to UIDAI. Failure to provide the vehicles on request would amount to unsatisfactory rendering of service and such cases will be dealt with as per **clause 31** above.
35. The whole responsibility of chauffeur, fuel and maintenance will be undertaken by the successful bidder at his/her own cost for which UIDAI will be paying monthly rental as agreed in the contract.
36. Successful Bidder is required to undertake and ensure complete preventive and breakdown maintenance of the vehicles as per Manufacturer's defined/recommended maintenance Schedule.
37. **Successful** bidder must ensure periodic replacement of Battery & Tyres as per Manufacturer's specifications.
38. The successful bidder shall be required to undertake complete management of an accident case including insurance settlements, claims process management and all activities associated thereto.

39. PENALTY CLAUSE

Penalty will be levied, for the violation of terms & condition of the contract in the following manner:

SI N	Problem	Penalty	Remarks
i)	Late arrival a) By 30 Minutes b) 30 Minutes and beyond or does not turn up	a) Rs 100.00 b) Rs 300.00	The officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor within 48 hours of such incidence. If the contractor fails to meet this obligation, an amount equivalent to one day hiring (i.e.1/25 th) will be deducted from the bill in addition to the penalty specified.
ii)	a) Failure to provide alternative arrangement within one hour of vehicle breakdown b) Failure to provide vehicle for whole day in monthly option.	a) 500/- b) 1000/-	The officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor within 48 hours of such incidence. If the contractor fails to meet this obligation, an amount equivalent to one day hiring (i.e.1/25 th) will be deducted from the bill in addition to the penalty specified.
iii)	Non functioning of AC in Car	a) 500/- per day	The user officer should mention in Log Sheet regarding Non functioning of AC
iv)	Unclean Vehicle or seat covers/smell in the vehicle	a) Rs 100 for the 1 st day b) Rs 200 per day for 2 nd consecutive day and beyond	The user officer should mention in Log Sheet or through written complaint to DD(Admin), UIDAI, HQ
v)	Irregularities such as overwriting, forged entries etc. in the duty slips (to be maintained in prescribed format)	a) Rs 500/-	On each occasion
vi)	Changes of vehicle/driver without prior intimation of UIDAI Office & officers to whom vehicle is attached	b) Rs 500/-	i) On each occasion ii) Removal of driver and/ or vehicle from the fleet on more than three instances.
vii)	Driver's behavior and poor knowledge about route of deployed area .	a) Rs 100/- per day	Driver to be changed by the contractor.
viii)	Failure to provide vehicle on daily basis/ on request.	Rs 1000/-	On each occasion
ix)	Non-compliance of any other terms & Conditions	a) Rs 500/- for 1 st Instance b) Rs 1000/- for 2 nd Instance.	For each violation per vehicle.
x)	Driver's Misbehavior such as abusing, physical intimidation or similar with the user or under the influence of any intoxicant.	Immediate replacement of Driver	
xi)	Excess claim of mileage	Rs.1000/- on 1 st instance Rs5000/- on 2 nd instance	Termination of vehicle on 3 rd Instance
xii)	Meter tampering resulting in fast meter	Rs.1000/- on 1 st instance Rs5000/- on 2 nd instance	Termination of vehicle on 3 rd Instance

40: Terms of payment:

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. All payments shall be made by ECS / e-payment only.
3. Office of the Unique Identification Authority of India shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
4. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
5. Payments, subject to Tax Deduction at Source (TDS) shall be process within 21 days of the submission of the complete documents.
6. Duly signed bills in triplicate shall be submitted along with the daily log book/duly slips of Taxi/car's usage signed by the officer who used the vehicle. The car registration number should be mentioned on bill. If car registration/make found prior to 2013, appropriate penalty will be deducted from the bill.
7. Bills for supply of vehicles for a month along with certificate/log sheet of the number of hours and the mileage (Kms run during the month by the official) will be submitted by 15th of the following month to the Deputy Director (Admin), UIDAI, HQ or any other officer authorized for this purpose by the competent authority, for payment.

41. Rollover of unused Kilometers

Shortage in utilizing the contractual 1500 Kms per month in any particular month will be adjusted over a period of subsequent three months but within the contract period.

ANNEXURE-A

PROFORMA FOR TECHNICAL BID/BIDDER ELIGIBILITY

<u>SI No</u>	<u>Particulars</u>	
i)	Name of the Firm/Agency	
ii)	Nature of the concern : (i.e Proprietor or Partnership of firm)	_____ Copy attach (Page No _____)
iii)	Full Address	
iv)	Mobile No and E-mail ID	
v)	Registration No of the Firm/Agency	Attach attested copy of the Registration (Page No. _____)
vi)	Service Tax Registration No	Attach attested copy of the Registration (Page No _____)
vii)	Details of major contracts handled satisfactorily performance in any two years from 2010-11 to 2014-15 along with copies Experience Certificate .	Attach as per format at "A" Page _____ to _____
viii)	Financial turnover of the Firm/Agency for any two financial year 2010-11 to 2014-15)	Attach financial statement certified by the CA (Page No _____)
ix)	Income Tax Returns	
x)	Certified copy of the account maintenance for the last three years from 2011 to 2014.	Attach copy (Page No _____)
xi)	Self Certificate for Non-blacklisting.	Attach Certificate as per format "B" (Page no _____)
xii)	Details of Taxi/cars	Attach as per format at "C" (Page No _____)
Xiii)	PAN Number	Yes/No, if Yes attach photocopy (Page No _____)

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri
_____ Proprietor/Director/authorized
signatory of the Firm/Agency mentioned above, is competent to sign this declaration and
execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them;
3. The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that
furnishing of any false information / fabricated document would lead to rejection of my
tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Place:

Full Name:

SEAL

Annexure-B

PROFORMA FOR FINANCIAL BID

Name of the Firm/Agency:

Package-I: 01(One) vehicle.

1.1 Monthly Option (M1): Rates (inclusive all taxes and levies except service tax & parking, Toll charges) of taxis on monthly basis :-

	1	2	3	4
Category	Make/Model	Rate for 1500 Kms and 25 days per month and upto 300 hrs (In Rs.)	Rate for each Extra Km run beyond 1500 Km (in Rs)	Rate for each Extra hour beyond 300 hrs (in Rs)
Package – I	Honda City, Toyota, Innova, SX 4 or similar/above	E= -----	G= -----	H= -----

Note: Extra day runs, if any, under monthly option beyond 25 days shall be paid extra on pro-rata basis (**Quoted Monthly rate for Package – I vehicle/25* Number of extra days**).

1.2 Daily Option (D1): Rate (inclusive all taxes and levies except service tax & parking, Toll charges) for Taxis as indicated below :-

		1	2	3
Category	Make/Model	Rate for full day (12 hrs and 60 Kms) (in Rs)	Rate for each Extra Km run Beyond 60 Kms (in Rs)	Rate for each Extra Hour beyond 12 hrs (in Rs)
Package – I	Honda City, Toyota, Innova, SX 4 or similar/above	F= -----	G= -----	H= -----

Signature of Bidder:

(With Stamps of the firm)

Name of Authorized Signatory:

SEAL

Annexure-B

PROFORMA FOR FINANCIAL BID

1.3 Outstation Option (O1): Rate (inclusive all taxes and levies except service tax & parking, Toll charges) for Taxis as indicated below:

		1	2
Category	Make/Model	Rate for outstation Per Km(Rs)	Night Charges (Rs.)
Package – I	Honda City ,Toyota, Innova, SX 4 or similar/above	O1= -----	Rs.-----

Signature of Bidder:

(With Stamps of the firm)

Name of Authorized Signatory:

SEAL

PROFORMA FOR FINANCIAL BID**Package-II: 04 (Four) vehicles****2.1 Monthly Option (M2):** Rates (inclusive all taxes and levies except service tax & parking, Toll charges) of taxis on monthly basis

	1	2	3	4	5
Category	Make/Model	Rate for 1500 Kms and 25 days per month and upto 300 hrs (In Rs.)	Rate for each Extra Km run beyond 1500 Kms (@ per Km)	Rate for each Extra hour beyond 300 hrs (@ per hr)	Location
Package II	(Indica , Wagon R, Santro etc or similar)	P= -----	R= -----	S= -----	Ranchi
Package II	(Indica , Wagon R, Santro etc or similar)	P= -----	R= -----	S= -----	Patna

Note: Extra day runs, if any, under monthly option beyond 25 days shall be paid extra on pro-rata basis
(Quoted Monthly rate for “B” Segment of vehicle/25* Number of extra days).
Applied for (Ranchi , Patna & both)

2.2 Daily Option (D2): Rate (inclusive all taxes and levies except service tax & parking, Toll charges) for Taxis as indicated below:

		1	2	3	4
Category	Make/Model	Rate for full day (12 hrs and 60 Kms) (in Rs)	Rate for each Extra Km run Beyond 60 Kms (in Rs)	Rate for each Extra Hour beyond 12 hrs (in Rs)	Location
Package II	(Indica , Wagon R, Santro etc or similar)	Q= -----	R= -----	S= -----	Ranchi
Package II	(Indica , Wagon R, Santro etc or similar)	Q= -----	R= -----	S= -----	Patna

Applied for (Ranchi , Patna & both)

Signature of Bidder:
 (With Stamps of the firm)
 Name of Authorized Signatory:
 SEAL

Note : **(1) Three (03) vehicles in this package is required at RO, Ranchi and one (01) vehicle at Camp Office Patna. Bidder may bid for services at either for RO, Ranchi or for Camp Office Patna or Both.**

(2) L-1 will be decided separately for Ranchi and Patna.

Annexure-B

PROFORMA FOR FINANCIAL BID

2.3 Outstation Option (O2): Rate (inclusive all taxes and levies except service tax & parking, Toll charges) for Taxis as indicated below:

		1	2	3
Category	Make/Model	Rate for outstation Per Km(Rs)	Night Charges (Rs.)	Location
Package II	(Indica , Wagon R, Santro etc or similar)	O2= -----	Rs.-----	Ranchi
Package II	(Indica , Wagon R, Santro etc or similar)	O2= -----	Rs.-----	Patna

Applied for (Ranchi , Patna & both)

Signature of Bidder:

(With Stamps of the firm)

Name of Authorized Signatory:

SEAL

Note : (1) Three (03) vehicles in this package is required at RO, Ranchi and one (01) vehicle at Camp Office Patna. Bidder may bid for services at either for RO, Ranchi or for Camp Office Patna or Both

(2) L-1 will be decided separately for Ranchi and Patna.

Format “A”

Details of major contracts with Central Government/State Government /PSUs/ Reputed Private Firms handled by the tendering Firm/Agency for providing hiring of taxi services during the last three years in the following format

SI No	Details of client along with address, telephone number	Amount of contract (per annum)	Duration of Contract		Copy enclosed in Page No
			From	To	
i)					
ii)					
iii)					
iv)					
v)					
vi)					

Signature of Bidder:

(With Stamps of the firm)

Name of Authorized Signatory:

SEAL

Format "B"

(On letterhead of firm)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s (name & address of firm) is neither blacklisted by any Government Department nor any criminal case is registered against the firm.

Name & signature of Proprietor/authorized signatory

Format “C”

Package-I

Detail of Taxis/Cars-Minimum 01 vehicle of Package – I (Honda City ,Toyota, Innova, SX 4 or similar/above)

S.No.	Engine CC	Registration Certificate	Make	Model	Year	Fuel Type (Diesel/Petrol /CNG)	Photocopy of RC Copy (Yes/No) , if Yes, please mentioned Page no.

Signature of Bidder:

(With Stamps of the firm)

Name of Authorized Signatory:

SEAL

Format “D”

Package-II

Detail of Taxis/Cars -Minimum 04 Vehicles ((Indica , Wagon R, Santro etc or similar)

S.No.	Engine CC	Registration Certificate	Make	Model	Year	Fuel Type (Diesel/Petrol /CNG)	Photocopy of RC Copy (Yes/No) , if Yes, please mentioned Page no.

Signature of Bidder:
(With Stamps of the firm)
Name of Authorized Signatory:
SEAL

Format “E”

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on ----- (date) in the tender of -----

The following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of ----- (Bidder) in order of preference given below:-

Name of authorized representative	Specimen signature
-----------------------------------	--------------------

Signatures of bidder

Or

Officer authorised to sign the bid documents on behalf of the bidder.

Note:

1. Only authorized representative will be permitted to attend bid opening.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.