

No. File No. UIDAI/RO/Ranchi/Vehicle Services(Short Term)/2018

**Unique Identification Authority of India, Regional Office  
Government of India**

1<sup>st</sup> Floor, RIADA Central Office Building  
Namkum Industrial Area, Lowadih, Ranchi  
5<sup>th</sup> December, 2018

**Notice Inviting Sealed Quotation for Hiring of Taxi Services in UIDAI, RO,  
Ranchi and its Camp Office at Lalit Bhawan, Patna**

Sealed Quotations are invited from reputed, experienced and financially sound firms/agencies to provide two(02) commercial taxi service at UIDAI, RO, at CAMP OFFICE , Patna, 4<sup>th</sup> floor , Lalit Bhawan initially for a period of two months from the date of awarding of the contract, which may be extended on mutual consent on the same terms and conditions, depending upon the requirement and administrative convenience of UIDAI. The schedule of vehicle requirement is as under :-

The vehicle having capacity of **Engine from 1190 CC to 1290 CC**” (Like Maruti-Swift/Fiat-Punto EVO/Tata-Manza/Zest or equivalent) on monthly basis :-

2. The interested Firm/Agency may quote their rate in a sealed cover which shall be sent to the Asstt Director General (Bihar), 4<sup>th</sup> Floor Biely Road, Lalit Bhawan, Patna-1. The general terms and conditions of the quotations are given in the annexure ‘A’ and financial bid in Annexure ‘B’.

3. The last date for receipt of sealed quotation along with all necessary enclosures is 12<sup>th</sup> December, 2018 by 1500 hrs. The quotation will be opened at 1530 hrs on 12th December, 2018 in the chamber of Shri Rajesh Kumar Singh, ADG(Bihar) UIDAI, in Camp Office, Patna. Accordingly you may ensure your visit or may send your representative at the time of opening of quotation.

Yours faithfully

S/d  
(Rajesh Kumar Prasad)  
Dy Director (Admin)

## Annexure 'A'

1. The firms/Agencies should sign and affix his/her firm's stamp at each page of the Quotation letter as the acceptance of the offer by the firm/agencies will be deemed as a contract and no separate formal contract will be drawn.
2. The UIDAI reserves the right to cancel/accept all quotations in full/part without assigning any reason.
3. The successful firm/agency will be informed of the acceptance of their quotation by registered post/e-mail/telephone.
4. 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 bid/contract will be rejected/cancelled.
5. The Firm/Agency should have its own Bank Account. Proof to be enclosed.
6. Self Certified **copy of PAN card** shall be attached with the Quotation.
7. The Firm/Agency (not individual) should be **registered with GST**. Certified copy of the registrations shall be attached with the Bid document.
8. Firm/Agency registration certificate is to be furnished.
9. (a) Vehicle should be registered as Taxi in Bihar.  
(b) Vehicle so provided should not be older than 2016. And the successful bidder have to produce the copy of RC, Insurance, Pollution clearance and upto date Tax payment at the time of providing the vehicle.
10. **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:
  11. 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). The Firm/Agency (successful bidder) shall raise bill for the services provided for a calendar month within seven 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.

## 12 Paying Authority:

### (a). **Cheque Drawing and Disbursing Officer, UIDAI, RO, 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 Commercial invoice/bill of Agency (successful bidder).
- ii. Indemnity bond where applicable.
- iii. 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).
- iv. Any other document / certificate that may be provided for in the contract.
- v. copy of log book.

13. The vehicles should require to be comprehensively insured in compliance of the provisions of **Motor Vehicle Act**.

14. The vehicles will have to be fitted /provided with the following additional accessories/utilities.

1. Tool box & Stepney, First aid box, torch & Umbrella.
2. Good and clean seat covers, floor mats, etc.
3. Good Quality music system with AM/FM radio
4. Reading lamp, Tissue paper box, Car perfume
5. Mobile charging facility in the car, Seat Belts

15. 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.

16. Each driver employed by the firm must have a cell-phone duly activated.

17. Full month would imply 1500 Kms and 25 days and 300 hrs.

## 18. **PENALTY CLAUSE**

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

| Sr No | Problem  | Penalty                      | Remarks   |
|-------|--|------------------------------|---|
| i)    | Late arrival<br>a) By 30 Minutes<br>b) 30 Minutes and beyond or does not turn up | a) Rs 100.00<br>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 <sup>th</sup> ) will be deducted from the bill in addition to the penalty specified. |
| ii)   | Failure to provide vehicle for whole day on monthly/daily basis                  | Rs 1000/-                    | On each occasion  |

## **PROFORMA FOR FINANCIAL BID**

**Name of the Firm/Agency:**

Vehicle having capacity of **Engine from 1190 CC to 1290 CC** (Like Maruti-Swift/Fiat-Punto EVO/Tata-Manza or equivalent) under Monthly option.”

**1.1 Monthly Option :** Rates (inclusive all taxes and levies) on monthly basis:-

| 1  | 2   | 3  |
|--|---|--|
| Make/Model<br><b>Engine from 1190 CC to 1290 CC</b><br>(Like Maruti-Swift/Fiat-Punto EVO/<br>Tata-Manza or equivalent) | Rate for 1500 Kms and 25<br>days per month and upto<br>300 hrs (In Rs.) | Rate for each<br>Extra Km run<br>beyond 1500 Kms<br>(@ per Km) |
| Patna  |   |  |
|  |   |  |

**1.2 Daily Option :** Rates (inclusive all taxes and levies) on monthly basis:-

| 1  | 2                                       | 3  |
|--|---|--|
| Make/Model<br><b>Engine from 1190 CC to 1290 CC</b><br>(Like Maruti-Swift/Fiat-Punto EVO/<br>Tata-Manza or equivalent) | Rate for full day( 10 Hrs<br>and 60 Km) | Rate for each<br>Extra Km run<br>beyond 60 Kms<br>(@ per Km) |
| Patna  |   |  |
|  |   |  |

**Decision on L1**

- 1 The L1 for monthly option will be decided on the basis 80% of the rate quoted in Column 2 of Para 1.1 and 20% for 100 Km quoted in column 3 of Para 1.1.**
- 2 The L1 for daily option will be similarly decided on the basis 80% of the rate quoted in Column 2 of Para 1.2 and 20% for 40 Km quoted in column 3 of Para 1.2.**