

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	06-08-2025 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	06-08-2025 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Science And Technology
विभाग का नाम / Department Name	Department Of Scientific And Industrial Research (dsir)
संगठन का नाम / Organisation Name	Council Of Scientific And Industrial Research (csir)
कार्यालय का नाम / Office Name	Central Scientific Instruments Organisation
वस्तु श्रेणी / Item Category	Short Term Cab & Taxi Hiring Services - Sedan; Local; 50Kms x 5Hrs , Short Term Cab & Taxi Hiring Services - Premium Sedan; Outstation; 100Kms x 10Hrs , Short Term Cab & Taxi Hiring Services - Premium SUV; Outstation; 100Kms x 10Hrs , Short Term Cab & Taxi Hiring Services - SUV; Local; 50Kms x 5Hrs
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	500000
मूल्यांकन पद्धति/Evaluation Method	Item wise evaluation/
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
-------------------	----

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Director  
CSIR-CSIO, Sector-30-C, Chandigarh  
(Director)

**विभाजन/Splitting**

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

**एमएसई खरीद वरीयता/MSE Purchase Preference**

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
---	-----

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in

India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

#### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

**Fleet of owned vehicles with service provider, (Please limit the number to upto 100% of the vehicles demanded or 30 whichever is lesser):5**

**Drivers on Payroll (in Numbers), (Please limit the number to upto 100% of the vehicles demanded or 30 whichever is lesser):5**

**Minimum years (upto 5 years) of experience in related field:3**

**Geographic Presence in States:**Bidder should registered in tricity (Chandigarh, Panchkula and Mohali)

**Scope of Work:**[1752658711.pdf](#)

#### मूल्यांकन विधि(मदवार मूल्यांकन विधि) / Evaluation Method ( Item Wise Evaluation Method )

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

मूल्यांकन अनुसूचियां / Evaluation Schedules	अनुमानित मूल्य / Estimated Value	वस्तु/श्रेणी / Item/Category	मात्रा / Quantity
Schedule 1	125000	Short Term Cab & Taxi Hiring Services - Sedan; Local; 50kms X 5hrs	Number of Vehicles Required : 5
Schedule 2	125000	Short Term Cab & Taxi Hiring Services - Premium Sedan; Outstation; 100kms X 10hrs	Number of Vehicles Required : 5
Schedule 3	125000	Short Term Cab & Taxi Hiring Services - Premium Suv; Outstation; 100kms X 10hrs	Number of Vehicles Required : 5
Schedule 4	125000	Short Term Cab & Taxi Hiring Services - Suv; Local; 50kms X 5hrs	Number of Vehicles Required : 5

#### Short Term Cab & Taxi Hiring Services - Sedan; Local; 50Kms X 5Hrs ( 5 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Honda Amaze , Maruti Suzuki Dzire , Hyundai Xcent , Tata Tigor , Volkswagen Ameo , Tata Zest , Toyota Etios , Maruti Suzuki Tour S
Type of Service	Local
Usage Variant	50Kms x 5Hrs
Year of Vehicle Model	2025 , 2024 , 2023 , 2022 , 2021 , 2020 , 2019
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Outstation night charges applicable	No
<b>अतिरिक्त विवरण /Additional Details</b>	
Type of Trip (One-way/Return)	Both

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinod Kumar	160030,Central scientific Instruments organisation Sector, 30-C	5	<ul style="list-style-type: none"> <li>Estimated No. of Outstation Nights per vehicle : 1</li> <li>Duration in Days within contract period for which service is required : 365</li> </ul>

#### Short Term Cab & Taxi Hiring Services - Premium Sedan; Outstation; 100Kms X 10Hrs ( 5 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna , Toyota Corolla , Skoda Rapid
Type of Service	Outstation
Usage Variant	100Kms x 10Hrs
Year of Vehicle Model	2025 , 2024 , 2023 , 2022 , 2021 , 2020 , 2019
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Outstation night charges applicable	Yes
<b>अतिरिक्त विवरण /Additional Details</b>	
Type of Trip (One-way/Return)	Both

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinod Kumar	160030,Central scientific Instruments organisation Sector, 30-C	5	<ul style="list-style-type: none"> <li>Estimated No. of Outstation Nights per vehicle : 1</li> <li>Duration in Days within contract period for which service is required : 365</li> </ul>

#### Short Term Cab & Taxi Hiring Services - Premium SUV; Outstation; 100Kms X 10Hrs ( 5 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Vehicle Type	Premium SUV
Type of car (Please select at least 3 options)	Toyota Innova , Toyota Fortuner , Tata Harrier , Toyota Innova Crysta
Type of Service	Outstation
Usage Variant	100Kms x 10Hrs
Year of Vehicle Model	2025 , 2024 , 2023 , 2022 , 2021 , 2020 , 2019
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
<b>एडऑन /Addon(s)</b>	
Outstation night charges applicable	Yes
<b>अतिरिक्त विवरण /Additional Details</b>	
Type of Trip (One-way/Return)	Both

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinod Kumar	160030,Central scientific Instruments organisation Sector, 30-C	5	<ul style="list-style-type: none"> <li>Estimated No. of Outstation Nights per vehicle : 1</li> <li>Duration in Days within contract period for which service is required : 365</li> </ul>

#### Short Term Cab & Taxi Hiring Services - SUV; Local; 50Kms X 5Hrs ( 5 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	

विवरण/ Specification	मूल्य/ Values
Vehicle Type	SUV
Type of car (Please select at least 3 options)	Maruti Suzuki Ertiga , Mahindra Scorpio , Mahindra XUV 500 , Maruti Suzuki XL6 , Hyundai Creta , Mahindra XUV300
Type of Service	Local
Usage Variant	50Kms x 5Hrs
Year of Vehicle Model	2025 , 2024 , 2023 , 2022 , 2021 , 2020 , 2019
Km Travelled	Upto 50,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Type of Trip (One-way/Return)	Both

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Vinod Kumar	160030,Central scientific Instruments organisation Sector, 30-C	5	<ul style="list-style-type: none"> <li>Duration in Days within contract period for which service is required : 365</li> </ul>

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of



Director, CSIR-CSIO  
payable at  
Chandigarh

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 3. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Director, CSIR-CSIO

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

### 4. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. Please read all terms and conditions carefully before bid submission.
2. conditional and incomplete bids shall be summarily rejected.

For evaluation of financial bids under this contract, the lowest tenderer /bidder (L-1) will be decided separately as follows:

- i) for non-outstation vehicles: on the basis of total sum of rates quoted for full day duty (100 KM/ 10 Hours) for all four categories
- ii) for outstation vehicles: on the basis of outstation charges for all four categories.

### 5. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

### 6. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

### 7. **Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

### 8. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition

specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**



## **NOTICE INVITING TENDER**

No: CSIO/TaxiHiring/2025-GS

Date: ...-07-2025

CSIR – Central Scientific Instruments Organization, Chandigarh is looking for reputed agency in Tricity (Chandigarh/Mohali/Panchkula) for hiring of taxi services on day to day requirement basis. The taxi service provider must have minimum 3 years experience in providing services to Govt./Semi Govt./Autonomous Bodies/PSUs or reputed establishments. The firm has to submit their tender through GeM bidding in Two Bid format, i.e. Technical Bid (Part I) & Financial Bid (Part II) as per details given below:-

<b>Tender No.</b>	<b>Name of Work</b>	<b>EMD</b>	<b>Period of Contract</b>	<b>Estimated Cost of Service</b>
CSIO/TaxiHiring/2025-GS	Hiring of taxi services on day to day requirement basis.	Rs. 10,000.00 (Rupees Twenty Thousand Only)  Through Demand Draft in favour of “Director – CSIO” payable at Chandigarh from any scheduled commercial bank.	One Year (extendable for 2 years)	Rs. 5,00,000.00 (approx.)  Per Annum

**Govt. of India’s Instructions for MSME/Startup Firms will apply.**

Date for Sale of Tender Document :- Tender document can be downloaded from **GeM Portal**

Tender publishing date :- As per GeM

Bid submission start date :- As per GeM

Bid submission end date :- As per GeM

Date of Opening of technical bid :- As per GeM

Date of opening of Financial bid :- As per GeM

Director, CSIR–CSIO reserves the right to reject any or all tenders/bids in part or in full or to reject all the tenders/bids received without assigning any reason thereof.

-Sd-

Sr. Controller of Administration/Administrative Officer

**CONTENTS OF TENDER DOCUMENT**

<b>Sl. No.</b>	<b>Description of contents</b>	<b>Page No.</b>
<b>1.</b>	NIT	<b>1</b>
<b>2.</b>	Contents of Tender Document	<b>2</b>
<b>3.</b>	Detailed Tender Notice	<b>3</b>
<b>4.</b>	<b>A.</b> Scope of work and general instructions	<b>4</b>
<b>5.</b>	<b>B.</b> Proforma for technical bid	<b>5</b>
<b>6.</b>	<b>C.</b> Technical bid guidelines	<b>7</b>
<b>7.</b>	<b>D.</b> Qualifying criteria in technical bids	<b>8</b>
<b>8.</b>	<b>E.</b> Proforma for financial bid	<b>9</b>
<b>9.</b>	<b>F.</b> Criteria for evaluation of financial bids	<b>10</b>
<b>10.</b>	<b>G.</b> Terms and conditions	<b>10</b>
<b>11.</b>	<b>H.</b> Terms of payment	<b>13</b>
<b>12.</b>	<b>I.</b> Penalty clause	<b>14</b>
<b>13.</b>	<b>J.</b> Arbitration	<b>14</b>
<b>14.</b>	Bid Securing Declaration – Annexure-5-F	<b>15</b>



**CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANIZATION  
SECTOR 30-C, CHANDIGARH -160030**

**TENDER NOTICE**

**(Hiring of Taxi Services)**

1. Online tenders are invited by CSIR – CSIO, Sector-30-C, Chandigarh -160030 under **two bid system (i.e. Part-I: Technical Bid and Part-II: Financial Bid)** from reputed, experienced and financially sound Taxi Service Providers from Chandigarh/Mohali/Panchkula having minimum of 3 years experience and annual turnover of Rs. 10 Lakh for hiring of **taxi services (commercial vehicles with yellow or green plates)**. The contract is initially for a period of **one year (the contract may be extended on same terms & conditions for a further period of two years, one year at a time, on the basis of satisfactory performance in previous year)**. The quantum of requirement of vehicles on daily requirement basis may increase or decrease depending upon the needs of CSIR - CSIO. **Last date of submission of bids/quotations is as per GeM Portal.**
2. The tender document can be downloaded from [GeM Portal](#).
3. The interested service providers may submit the tenders in **two bid system [i.e. (i) Technical Bid and (ii) Financial Bid]**. All the documents in support of eligibility criteria etc. are also to be attached along with the Tender.
4. At the second stage, the Financial Bids of only those bidders, who qualify in the Technical Bid stage, will be opened, the date of which will be intimated in due course as per GeM portal.
5. The Competent Authority, CSIR – CSIO reserves the right to cancel the tender at any time or to amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason thereof.
6. **The interested service provider may note that they will require providing vehicles registered as commercial vehicles only, with yellow or green plates.**

**A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS**

1. CSIR – CSIO, Chandigarh requires the services of a reputed, experienced and financially sound taxi service provider (hereinafter referred to as “Service Provider”) to provide rental/ commercial taxi services for Chandigarh & Outstations.
2. The contract is initially for a period of one year. The contract may be extended on same terms & conditions for a further period of two years, one year at a time, on the basis of satisfactory performance in previous year.
3. **The quantum of requirement of vehicles on daily requirement basis may increase or decrease depending upon the needs of CSIR-CSIO.**
4. The bids shall be accepted under two bid System. The interested service providers have to submit/upload the Technical Bid and the Financial Bid as per GeM portal.
5. Conditional bids shall not be considered and will be summarily rejected.
6. No correction, either in the Technical Bid or in the Financial Bid, is permitted. In no case should there be any change in the format of the Technical Bid/ Financial Bid. The bids submitted in the proforma other than the proforma provided for the purpose, will be summarily rejected.
7. The financial bids of only those service providers will be opened, who qualify in the technical bid.
8. Service Providers have to submit an affidavit stating therein that the firm has not been blacklisted by any Central Government Departments/Ministries/PSUs/Autonomous Bodies and that the contract of the firm has not been cancelled before the expiry of contract by CSIR or it’s any Labs/Institutes.”
9. No service provider will be allowed to withdraw its bid after the technical bids have been opened.
10. L-1 will be decided as per the procedure outlined under para ‘F’ of this tender document.
11. The vehicles provided during the contract period should be permitted/passed from the Transport Authority at the time of deployment and their interiors must be neat and clean. Drivers must wear uniform during services.
12. CSIR-CSIO may depute authorized officer/team to physically inspect vehicles and/or office premises to ascertain any or all term & conditions mentioned in this tender document, before evaluating technical bids. Agency shall agree & cooperate in this regard. Dates shall be decided on mutual consultation.

**B. PROFORMA FOR TECHNICAL BID**

S. No.	Information	
1.	Name of the Agency	
2.	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) (Kindly attach the document as per Para C-2)	
3.	Full Address of Regd. Office (i) Telephone No. (ii) Fax No. (iii) e-mail address	
4.	Full address of Operating Branch Office in Chandigarh/Mohali/Panchkula (i) Telephone No. (ii) Fax No. (iii) e-mail address  (Kindly attach the document)	
5.	Registration No. of the agency/firm (kindly attach certificate)	
6.	PAN No. (kindly attach certificate)	
7.	GST Registration No. (kindly attach certificate)	
8.	Service Tax/GST paid during the financial years 2022-23, 2023-24 & 2024-25	
9.	Financial turnover statement (min 10 Lakh) and I.T. Returns along with Balance Sheet & Profit/Loss Statement for financial years- 2022-23, 2023-24 & 2024-25 as per Para-C(4)	
10.	Number of vehicles (attach copy of RCs Minimum 5 taxi's)	
11.	Details of major contracts handled in the last three years along with a list of clients (at least two contracts) (attach copies in support) min. experience 3 years	
12.	Certificate of satisfactory performance from the organization to whom the service was provided (for the contracts as provided against sr. no. 12)	
13.	Information in the format as per Para C(3)	
14.	Affidavit – Service Providers shall have to submit an affidavit stating there in that the firm has not been blacklisted by any Central Government Departments/Ministries/PSUs/Autonomous Bodies and that the firm's contract has not been cancelled before the expiry of contract by CSIR or its any Labs/Institutes.” during last one year	
15.	Earnest Money Deposit EMD in original should reach this office before due time of submission of bids.  Or Bid Securing Declaration (Annexure –5-F) alongwith MSME certificate in case seeking exemption from payment of EMD	



16.	RC copies attached of minimum 5 taxies	
17.	Tender documents signed and stamped on each page	

**Declaration by the Bidder**

1. I .....son/daughter/wife of Shri .....and Proprietor/Director/authorized signatory of the 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/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD or Performance Guarantee as the case may be.

**Signature of authorized person**

**Date:**

**Name:**

**Place:**

**Seal:**

**C. TECHNICAL BID GUIDELINES**

The Service Provider must fulfill the following technical specifications for qualification of technical bid:

1. The office of the service providers should be located in Chandigarh/Mohali/Panchkula.  
**The proof of address is to be attached with the Bid documents.**
2. In the case of partnership firm, **a copy of the partnership agreement or General Power of Attorney (GPA)** duly attested by a Notary Public should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the certificate of registration of firm should also be furnished along with the tender.
3. The service providers must have a minimum of three years' experience in supplying taxis to Government Ministries/Departments/Public Sectors or reputed establishments. **Proof of at least two contracts** relating to supplying of taxi services to Ministries/Departments of Central Government/ State Government PSUs/Nationalized Banks or reputed companies in last three years along with attested copies of the supply order should be furnished. The said documents are to be attached with Bid documents. Information may be provided in the below format.

S.No	Details of client along with address, telephone and email	Amount of Contract (Rs. Lakh per year)	Duration of Contract	
			From	To
(i)				
(ii)				
(iii)				

4. The service providers should have a minimum annual turnover billing amount of Rs. 10 Lakh each year during last three financial years i.e. 2022-23, 2023-24 & 2024-25. A copy of turnover statement duly certified by the Chartered Accountant is to be furnished with the tender document.

Copies of Income Tax Returns and balance sheet & profit/loss statement duly signed by chartered accountant for the last three years i.e. 2022-23, 2023-24 & 2024-25 are to be submitted. In case, Income tax return for 2024-25 is not available, then please submit

balance sheet & profit/loss statement duly signed by chartered accountant.

5. The service provider shall have to ensure that he/she has Bank Account either in his/her own name/(in case of proprietorship firm) or in the name of firm.
6. Self-attested copy of the PAN card of the bidding firms or of the individual in case of proprietorship firm shall have to be provided along with technical bid.
7. The service provider should be registered with Service Tax Departments/GST. Certified copy of the registration shall be given with the Bid documents.
8. Service Providers have to give an affidavit stating therein that the firm has not been blacklisted by any Central Government Departments/Ministries/PSUs/Autonomous Bodies and that the firm's contract has not been cancelled before the expiry of contract by CSIR or its any Labs/Institutes.

**D. Qualifying Criteria in Technical Bids**

1. The bidding firm should have its own fleet of minimum (Five) taxis : (Please attach attested copies of Taxi Registration Certificate of the vehicles in the name of company or proprietor). The Company should also have good and sufficient number of CNG/ Electric Vehicles which can be asked for by the department if required.
2. The tender has to be accompanied by an Earnest Money Deposit of Rs. 10,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft in favour of Director – CSIO, Chandigarh from any scheduled commercial Bank. If the tenderer declines to act on the offer made by the CSIR – CSIO and/or withdraw/amend their quotations after opening of tenders, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract. Govt. of India's Instructions for MSME/Startup Firms will apply. A certificate in this regard may be attached.
3. Should have at least three years experience in providing rented vehicles to Government Ministries/ PSUs/ Autonomous Organizations or reputed establishments during financial year 2022-23, 2023-24 and 2024-25.
4. Turnover Certificate of atleast Rs.10 Lakh per year for the last three financial years i.e. 2022-23, 2023-24 and 2024-25 duly certified by the chartered Accountant.
5. Copies of the Income Tax Returns for the financial year 2022-23, 2023-24 and 2024-25 along with balance sheet and profit/loss statement duly signed by chartered accountant.
6. RC copies of minimum 5 taxis.
7. Copy of the registration certificate of the bidding firm.
8. Tender document should be signed on each page.

9. The agencies whose services had been faulty/litigated with CSIR or which had repudiated in supplying vehicles in CSIR after getting work award, will not be considered for evaluation. Their bids will be disqualified out rightly.
10. Bidders have to submit the Bid Security Declaration (Annexure –5-F) alongwith MSME certificate in case seeking exemption from payment of EMD.

**Note: Copies of all above documents are mandatory to attach.**

**E. PROFORMA FOR FINANCIAL BID**

- (i) Rates for hiring of taxis (including all taxes and levies except GST)**

S.No.	Make (AC vehicles)	A	B	C	D	E
		Hiring a vehicle on daily basis (100 kms/ 10 hours per day)	Hiring a vehicle on daily basis for half duty i.e. 50 kms/5hrs.	Rates for additional km	Rate for additional hour	Outstation charges Per KM (Minimum 200 KM per day)
1.	Sedan (Maruti Dezire/ Honda Amaze/Toyota Etios/ Hyundai Accent/Tata Tigor/ Tata Zest/VW Ameo or equivalent)	Rs.	Rs	Rs.	Rs.	Rs.
2.	Premium Sedan (Maruti Ciaz/ Honda City/ Hyundai Verna/ Nissan Sunny/Toyota Yaris or Equivalent)	Rs.	Rs	Rs.	Rs.	Rs.
3.	SUV (Maruti Ertiga or Equivalent)	Rs.	Rs	Rs.	Rs.	Rs.
4.	Premium SUV (Innova / Innova Crysta or Equivalent)	Rs.	Rs	Rs.	Rs.	Rs.

**Note:**

- (a) Rates for hiring vehicles on daily basis on half duty (50 kms./5 hrs.) shall not exceed 60% of the hiring charges for hiring vehicles on daily basis for full day (100kms./10hrs.). In case higher value is quoted, the same shall be restricted to 60%.
- (b) Mohali, Panchkula, Kharar, Zirakpur will NOT be considered as OUTSTATION. Vehicles covering more than 100 kms and going beyond Chandigarh/Mohali/Panchkula /Kharar/Zirakpur shall be considered as outstation.
- (c) Night Charge @ Rs. 100/- per night would be paid if the vehicle under this category is used between 11.00 P.M. to 05.00 A.M.
- (d) Driver's night allowance for the vehicle deployed for outstation journeys would be

paid@Rs.300/-per night. Night Charges & Driver's night allowance both are separate things.

- (e) The computation of duty hours shall be from the time of reporting the vehicle at CSIR-CSIO to its release, duly signed by the user.
- (f) If vehicle requisition for half day i.e. 5 hours and it is used up to 5-7 hours, in such condition for extra hours i.e. up to 2 hours (7hrs-5hrs) additional charge will be paid as per their quoted rate for extra hours and in case vehicle is required for half day and it exceeds 7 hours, then payment will be made as per rate quoted for full day. Likewise for vehicle requesting for half day i.e. for 50 km and it runs between 50km-75 km, in such condition payment beyond 50 km will be made as per rate quoted by the firm. In case it exceeds 75 km the payment will be made for full day. If it exceeds the criteria of full day i.e. 10 hours/ 100 km, the charges will be paid as per their quoted rate for extra hour/km.

#### **F. CRITERIA FOR EVALUATION OF FINANCIAL BIDS**

For evaluation of financial bids under this contract, the lowest tenderer /bidder (L-1) will be decided separately as follows:

- i) for non-outstation vehicles: on the basis of total sum of rates quoted for full day duty (100 KM/ 10 Hours) for all four categories
- ii) for outstation vehicles: on the basis of outstation charges for all four categories.

#### **G. TERMS AND CONDITIONS**

1. A Performance Security Deposit of Rs. 50,000.00 (5% as per GeM) in the form of FDR/Bank Guarantee in favor of Director, CSIR – CSIO will have to be deposited by the successful bidder within 15 days of intimation of award of contract. The Performance Security Deposit should remain valid for a period of ninety days beyond the stipulated date for cessation of contract for two years.
2. The contract can be terminated at any time on account of unsatisfactory services upon review of performance by the Competent Authority in CSIR-CSIO. The unsatisfactory service shall mean and include non-compliance and non-fulfillment of any of the contractual obligations by the service provider or poor performance or violation of any of the terms and conditions of the tender/contract and failure on the service provider's part to correct the discrepancies/shortcomings, brought to its notice in writing by the CSIR-CSIO Official.
3. By virtue of this agreement, no relationship of employees and employer will be created between the drivers deployed and CSIR-CSIO. It will be the sole responsibility of the service provider to pay salary and other perks to its drivers and no complaints by any of its drivers in this regard will be entertained by CSIR-CSIO.
4. If after award of the contract, the successful bidder (L-1) fails to provide required number of vehicles/taxies, the contract is then liable to be terminated along with forfeiture of performance security deposit and other consequential actions such as blacklisting of the firm etc.
5. The agreement can be terminated earlier than the duration of contract by giving one months written notice by CSIR-CSIO and three months notice by the Service

Provider without assigning any reason and the decision of the Competent Authority, CSIR-CSIO shall be binding on the service provider. No claims for compensation for the loss of revenue due to such decision shall be entertained.

6. The firm should have registered vehicles in its name or in the name of the Proprietor (s) and should be in good condition. However, CSIR-CSIO shall have to be provided vehicles permitted/passed by the Transport Authority. All the vehicles should be mechanically sound and should also have decent interiors with other necessary accessories.
7. The vehicles provided during the contract period should be permitted/passed from the Transport Authority at the time of deployment. At any stage no vehicle without permit/passing should be deployed during the contract period.
8. The quoted rates will be all inclusive and no other charges will be paid extra except parking charges & toll taxes on submission of receipts.
9. **There will be no dead mileage. The kilo - meterage for the purpose of "vehicle run" and "hours of duty" shall be reckoned from pick up point and drop point. The drop point shall be the point at which vehicle has been released by the user.**
10. No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel/CNG etc. The firm will ensure that the fuel tank of vehicles provided is completely filled up before deputing the vehicle for duty.
11. The owner / firm should be in a position to supply additional vehicles on **short notice** as and when required.
12. The firm will provide that all drivers have active mobile phone connections so that they can be contacted, whenever required.
13. **The drivers provided** by the firm should be well mannered, courteous and polite to the **Officers** with whom they are attached along with vehicle. They should be well acquainted with routes of Tricity area, punctual with valid driving licenses and they should have neat and clean uniforms with name badges. The drivers should not smoke or drink while on duty and should not play cards etc. during waiting time. The firms will ensure that vehicles and drivers of the dedicated vehicles are not normally changed. Frequent changes of vehicles and drivers will not be permitted.
14. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided by the firm.
15. In case a vehicle is requisitioned and the same does not reach at the appointed time and place, CSIR-CSIO will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending bills/security etc. of the firm.
16. The vehicles will have to be fitted/provided with the following mandatory additional accessories/utilities:

- **Clean seat covers**
  - **Quality radio music system**
  - **Tissue paper Box**
  - **Car perfume**
  - **Mobile charger**
  - **Seat Belts (Front & Rear) and umbrella during monsoon.**
17. The contractor/service provider shall be responsible for complying with obligations under Income Tax, ESI, Contract Labour (Regulation and Abolition) Act, Minimum Wages Act, Labour Laws etc. and damages to third party arising due to accident etc.
  18. The contractor/service provider shall be responsible for all litigations arising out of the non-payment of road tax, service tax etc. and other dues to the appropriate authorities and also for the payment of due compensation to the drivers and any other parties involved in the event of deaths/injuries/damages arising out of accidents and due to various other causes etc.
  19. It will be responsibility of the service provider to comply with all statutory obligations on his part arising out of this contract.
  20. Bills for supply of vehicle for every month along with duly signed taxi requisitions and duty slips and/or proper records of movements of vehicles by the users shall be submitted in the first week of the following month to the SO (Gen), CSIR-CSIO, Sector 30-C, Chandigarh for payment.
  21. In case any Scientist/Official desires, the firm shall provide roof carriers on their vehicles/cars.
  22. The driver should have minimum 3 years experience of driving and should have valid driving license.
  23. The service provider shall be responsible for keeping the vehicles insured in compliance with the provisions of Motor Vehicle Act. All claims arising out of it will be met by the firm and CSIR-CSIO shall not be liable in any manner what so ever.
  24. The service provider shall also be responsible for compliance with the legal provisions in respect of the vehicle and shall indemnify CSIR-CSIO from any loss on this account.
  25. A declaration on the printed letter-head of the firm stating, inter-alia, that the drivers provided are of good character, duly verified by the Chd/Punjab/Haryana Police should be provided to the Incharge, Transport of CSIR-CSIO.
  26. The firm should have an adequate number of telephones for contact round-the-clock and the numbers of the same should be given to Incharge (Transport) dealing with the Staff Cars as well as to the Scientist/Officers to whom the respective vehicles have been provided.
  27. The firm should have a provision to take bookings 24x7 and should be able to provide vehicles on Sundays/holidays also.
  28. CSIR-CSIO will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury to any person or animal.

29. The agency shall ensure that the odometer of the vehicles/cars supplied is properly sealed so that no tampering could be done with a view to inflate the distance travelled.
30. The authorized officer of CSIR-CSIO may conduct a surprise checking of the odometers of the cars/vehicles supplied from any workshop and the cost thereof will be borne by the agency.
31. CSIR-CSIO may depute authorized officer/Team to physically inspect vehicles and/or office premises to ascertain any oral term & conditions mentioned in this tender document, before evaluating technical bids. Agency shall agree & cooperate in the regard. Dates shall be decided on mutual consultation.
32. The word 'Vehicle' or 'Car' referred in this document shall be the vehicles that are registered as commercial vehicle with Govt. with Yellow or Green number plates.
33. The agencies whose services had been faulty/litigated with CSIR Labs or which had repudiated in supplying vehicles in CSIR Labs after getting work award, will not be considered for evaluation. Their bids will be disqualified outrightly.
34. Penalty shall be levied as per penalty clause mentioned at Para-'I'.

**Note**

**The bidder should sign/stamp each page of the tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The prices to be quoted should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexure will also have to be signed and stamped by the firm through its authorized signatory. No cutting/overwriting is allowed in the tender document.**

**H. 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. Payment will be made on monthly basis after satisfactory services.
3. Bills for supply of vehicle for every month along with duly signed taxi requisitions, duty slips and/or proper records of movements of vehicles by the users shall be submitted in the first week of the following month to the SO(Gen), CSIR-CSIO for payment.
4. Payments will be made by this Department through RTGS/ECS only.
5. CSIR-CSIO shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in the penalty clauses in Part 'I'.
6. The term payment mentioned in this para includes all types of payment due to the service provider arising on account of this contract excluding Earnest Money and Performance Security Deposit governed by the separate clauses of the contract.



## **I. PENALTY CLAUSE**

Penalty will be levied, for the violation of terms and conditions of the contract in the following manner:

S N	Nature of Default	Default Details	Penalties			Remarks
			1 <sup>st</sup> instance	2 <sup>nd</sup> instance	3 <sup>rd</sup> instance	
1.	Non deployment of vehicle/driver (no replacement provided)	Non deployment for 30 min or more, no replacement provided upto 1 hours	Warning	Rs.1000/-per car at each occasion	Rs. 2000/- Per car at each occasion	Repeated default will be viewed seriously which may lead to termination of the contract at the sole discretion of the Competent authority of CSIR-CSIO.
2.	Non deployment of vehicle/driver (replacement provided)	Non deployment for 30 min or more, replacement provided within to 1 hours	Warning	Rs.500/-per car at each occasion	Rs. 1000/- Per car at each occasion	
3.	Breakdown of vehicle during trip (no replacement provided)	No replacement provided upto 1 hours	Warning	Rs.1000/-per car at each occasion	Rs. 2000/- Per car at each occasion	
4.	Breakdown of vehicle during trip (replacement provided)	Replacement provided within to 1 hours	Warning	Rs.500/-per car at each occasion	Rs. 1000/- Per car at each occasion	
5.	Misbehavior by driver/ unacceptable behavior by driver	Any instance	Warning	Rs.500/-per car at each occasion	Rs. 1000/- Per car at each occasion	After 2nd instance, the service provider will have to replace the driver
6.	Driver in intoxicated state	Any instance	Penalty of Rs. 500/-	Penalty of Rs. 1000/-	Penalty of Rs. 2000/-	After 1st instance, the service provider will have to replace the driver. After 2 cumulative instances, CSIR-CSIO may terminate the contract.
7.	Failure to address deficiencies pointed out at inspection	Deficiencies not addressed after 24 hours of inspection	Penalty of Rs. 500/-	Penalty of Rs. 1000/-	Penalty of Rs. 1500/-	After 3rd instance, the CSIR-CSIO may continue to impose the same penalty as imposed for 3 rd instance.

## **J. ARBITRATION**

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement the same shall be referred to **India International Arbitration Centre (IIAC), at Plot No 6, Vasant Kunj, Institutional Area, New Delhi** for appointment of Arbitrator to adjudicate the dispute.
2. The award of the arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.
3. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

-Sd-

Sr. Controller of Administration/Administrative Officer

**Bid-Securing Declaration Form**

Date: \_\_\_\_\_

Bid No. \_\_\_\_\_

To

Director, CSIR-CSIO, Sector-30-C, Chandigarh.

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

**Signed:**

*(insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).*

**Name:**

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

**Corporate Seal/Stamp (where appropriate)**

*(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)*