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### Tender Details

Date : 31-Oct-2025 11:52 AM



#### Basic Details

<b>Organisation Chain</b>	Council of Scientific and Industrial Research  CSIO Chandigarh  Admin -CSIO-CSIR		
<b>Tender Reference Number</b>	CSIO/Taxi-Emp./2025-GS		
<b>Tender ID</b>	2025_CSIR_817445_1		
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Buy
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No		

#### Payment Instruments

Offline	S.No	Instrument Type
	1	Direct Credit
	2	Demand Draft
	3	FDR
	4	Bank Guarantee
	5	RTGS / ECS / NEFT

#### Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid for Hiring of taxi services on day to day requirement basis.
2	Finance	.pdf	Financial Bid for Hiring of taxi services on day to day requirement basis.
		.xls	Financial Cover for Hiring of taxi services on day to day requirement basis.

#### Tender Fee Details, [Total Fee in ₹ \* - 0.00]

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	NA	<b>Fee Payable At</b>	NA
<b>Tender Fee Exemption Allowed</b>	NA		

#### EMD Fee Details

<b>EMD Amount in ₹</b>	10,000	<b>EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	percentage	<b>EMD Percentage</b>	2.0%
<b>EMD Payable To</b>	Director, CSIR-CSIO	<b>EMD Payable At</b>	Chandigarh

#### Work /Item(s)

<b>Title</b>	Hiring of taxi services				
<b>Work Description</b>	Hiring of taxi services on day to day requirement basis.				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Tender Value in ₹</b>	5,00,000	<b>Product Category</b>	Miscellaneous Services	<b>Sub category</b>	Taxi Services
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	90	<b>Period Of Work(Days)</b>	365
<b>Location</b>	Chandigarh	<b>Pincode</b>	160030	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	Administration Block

#### Critical Dates

<b>Publish Date</b>	31-Oct-2025 12:00 PM	<b>Bid Opening Date</b>	21-Nov-2025 03:30 PM
<b>Document Download / Sale Start Date</b>	31-Oct-2025 12:00 PM	<b>Document Download / Sale End Date</b>	20-Nov-2025 03:00 PM
<b>Clarification Start Date</b>	31-Oct-2025 12:00 PM	<b>Clarification End Date</b>	10-Nov-2025 05:00 PM
<b>Bid Submission Start Date</b>	31-Oct-2025 12:00 PM	<b>Bid Submission End Date</b>	20-Nov-2025 03:00 PM

#### Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Hiring of taxi services on day to day requirement basis	1247.54
<b>Work Item Documents</b>				

	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NIT-TaxiHiring.pdf	Hiring of taxi services on day to day requirement basis as per NIT document	1247.54

<b><u>Tender Inviting Authority</u></b>	
<b>Name</b>	Director
<b>Address</b>	CSIR-CSIO, Sector-30, Chandigarh

<b><u>Tender Creator Details</u></b>	
<b>Created By</b>	Vinod Kumar
<b>Designation</b>	ASO
<b>Created Date</b>	31-Oct-2025 11:02 AM



## **NOTICE INVITING TENDER**

No: CSIO/Taxi-Emp./2025-GS

Date: 31-10-2025

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 in Two Bid format, i.e. Technical Bid (Part I) & Financial Bid (Part II). The sealed envelope must be submitted/reach on or before 20-11-2025 at 3.00 PM to the Director, CSIR-CSIO, Sector-30-C, Chandigarh, 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/Taxi-Emp./2025-GS	Hiring of taxi services on day to day requirement basis.	Rs. 10,000.00 (Rupees Ten 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.**

Tender document can be downloaded from **CPP Portal (e-publish)** and **CSIO official website (www.csio.res.in)**

Tender publishing date	:-	As per CPPP
Bid submission start date	:-	As per CPPP
Bid submission end date	:-	As per CPPP
Date of Opening of technical bid	:-	As per CPPP
Date of opening of Financial bid	:-	As per CPPP

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.

Sr. Controller of Administration

**CONTENTS OF TENDER DOCUMENT**

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**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 for a further period of two years, on satisfactory performance in previous year(s)**). 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 20-11-2025 up to 3.00 PM.**
2. The tender document can be downloaded from CPP Portal and CSIO website.
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.
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.

**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 the Technical Bid and the Financial Bid to The Director, CSIR-CSIO, Sector-30-C, Chandigarh upto 20-11-2025 3.00PM.
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/passing 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 i.e. shop & establishment, certificate of incorporation etc.)	
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 Ten 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. 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 and stamped 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% of Estimated/Awarded Value) 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 month's 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.

Sr. Controller of Administration



**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)*