

**जवाहरलाल नेहरु उन्नत वैज्ञानिक अनुसंधान केंद्र**  
(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार की स्वायत्त संस्थान – मान्यता प्राप्त विश्वविद्यालय)  
जक्कूर परिसर, बेंगलूरु - 560 064, भारत

**Jawaharlal Nehru Centre for Advanced Scientific Research**  
(An Autonomous Institution under Dept. of Science & Technology, Govt. of India –  
A Deemed University)  
Jakkur Post, Bengaluru - 560 064, INDIA



**EMPANELMENT OF AGENCIES FOR HIRING OF TAXI/BUS SERVICES**

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## **INTRODUCTION**

**The Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR)** is a premier Research Institution under the Department of Science and Technology, Government of India and is a deemed to be University. Its main campus is located at Jakkur.

JNCASR invites Bids for providing Taxi/Bus and allied transport services to its main campus and also to its extended campuses. Tender forms/document can be downloaded from the Centre's website <https://www.jncasr.ac.in>

**SCHEDULE OF EVENTS AND TERMS OF TENDER**

**Schedule A**

Tender No.	JNC/AO/	Dated:
Validity of bid	90 days from the date of Opening of Price bid	
Earnest Money Deposit	Cheque/DD for Amount Rs.20,000/- (Twenty Thousand Rupees only) should be drawn in favour of Administrative Officer, JNCASR, payable at Bengaluru. NSIC/MSME Registered Agencies would get EMD exemption, subject to submitting the relevant documents.	
<b><u>Important Dates:</u></b>		
Pre-bid meeting	On 13/05/2022	
Tender Queries	Upto 27/05/2022	
Last date of receipt of tenders	27/05/2022 Time 5:30PM	
Opening of Technical Bid	31/05/2022	
Opening of Commercial Bid	To be intimated later OR .....	
Place of opening of Technical Bid	JNCASR, Jakkur, Bengaluru 560 064  Either on online mode/ The representatives of the agencies may be present at the time of opening of the bid.	
Contract Commencement Date:	Within one month from date of issue of contract award letter	
Contract Duration:	Tenable up to 3 years on agreed terms and conditions (Will be renewed at the end of every year on satisfactory performance)	
Security Deposit (only for the successful agency)	The successful agency should deposit Rs.50,000/ in the form of insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt /Bank Guarantee from a Commercial Bank or DD (nationalized bank/any other banks approved by RBI) within 15 days on the receipt of the contract award letter, which will be valid for 60 days after the expiry of contract period.	

FINANCIAL Turn-over of Agency	For the year 2017–18, 2018–19 and 2019-2020 minimum of Rs.10,00,000/- (Rupees Ten Lakhs only)
Tender Type	<p>Two Bid System</p> <ol style="list-style-type: none"> <li>1. The sealed tender should be in two separate envelopes, one containing duly filled Annexure I with all supporting documents. The second cover should contain only Annexure II. The two sealed covers are to be put in one main envelope and sealed. The envelopes should be superscribed indicating relevant contents.</li> <li>2. The sealed cover should be addressed to The Administrative Officer, Jawaharlal Nehru Centre for Advanced Scientific Research and marked as “Tender for Taxi &amp; Transport Services 2022-2025.”</li> <li>3. Price bids are to be submitted for each category of vehicles for both per k.m. and per hour basis, also, indicating night charges, minimum charges and applicable taxes. etc...</li> </ol>
Any clarification	<p>Administrative Officer  Jawaharlal Nehru Centre for Advanced Scientific Research, Jakkur, Bengaluru.  Email: tender@jncasr.ac.in  Contact No. 080 22082749/2750</p>

## **ELIGIBILITY CONDITIONS:**

1. The agency should preferably have Registered Office with good infrastructure in Bengaluru within a radius of maximum 12 km from the main campus of JNCASR which is located in Jakkur. The agency can be either proprietor/company/partnership firm and the agency should be registered with the statutory authority as prescribed in law.
2. Preference will be given to agencies enrolled in the GeM portal.
3. The Centre or his authorized officers may make discreet enquiry or may visit/inspect the office premises of the agency to ascertain the infrastructure and condition of vehicles. The Centre may also engage an Investigator to inspect and submit the report which will be taken into account for evaluation of Technical Bid.
4. The agency should own a fleet of at least three cars/bus of any of the models as mentioned in Clause No.03 under Tender Requirements and registered in the name of the agency. The vehicles should be in good condition, and preferably vehicles not more than 5 years old.
5. The agency should have minimum 5 years of experience in providing 'Car Rentals and other transport services' with reputed Govt./Public Sector Enterprises/Banks/ Government Departments/ Research Organizations/ Reputed Private Sector Companies (provide/attach copy of work order/s in this regard).
6. Preference will be given for agencies who have operated taxies in the past and presently providing to research institutes like NCBS, RRI, IISc, CeNS and major corporates.
7. The agency from Individual/Firm/Organization including its Partners/Shareholders / Directors who have been blacklisted/prosecuted by any departments/statutory bodies in any State or by any Court of Law, shall be rejected.
8. With a view to discourage existing procedure of filling the trip sheets manually, Drivers are encouraged to install Mobile apps for recording the starting and ending kilometers and hours, in respect, of each trip and obtain digital signature of the User before terminating the trip. The receipts should have vehicle number, start time, end time, trip details, trip distance, waiting time, nighttime charges and any other information as deemed fit.

## **TENDER REQUIREMENTS**

1. The vehicles supplied/provided by agency should have clean interior, upholstery, well maintained exterior & noiseless drive.
2. All necessary tools like GPS Kit, spare tyre (stepney), operational First-Aid Kit and fire extinguisher should be available at all the time in vehicle(s) to cater for any exigency *en route*.
3. The agency should be able to provide cars at short notice such as Toyota Innova, Toyota Etios, Etios Sedan, Maruti Ciaz, Hyundai Accent, Maruti Suzuki D'Zire, Tata Indigo, Tata Safari, Mahindra Scorpio, Mahindra Bolero, Swift, Chevrolet, Ertiga and Bus (Force, Tata, Ashok Leyland, etc.) or equivalent (AC and Non-AC) with valid registration for **commercial use (yellow board)**.
4. The agency should have tax registrations PAN, GST, vehicle insurance, permits, fast tag, emission certificate, etc. and all other up to date records pertaining to the vehicle.
5. The agency should have a complete list of clientele in Bengaluru and Performance Certificates from at least **two** major clients, presently in force/vogue (Government/Public Sector organizations preferred) should be attached. In addition, the list of attached agencies may please be provided.
6. The agency should also see the website regularly for any amendment/clarification/corrigendum issued with regard to this tender and JNCASR is not responsible for any failure to notice such changes posted on its website
7. The drivers deployed to JNCASR should be well trained, experienced and shall possess valid driving license. He shall report in proper uniform & carry mobile phone. Also, the Drivers shall be medically fit, have clear vision, good conduct and character. The Drivers should be courteous, well conversant with local areas/roads/routes in and around Bengaluru and the suburbs. He should be able to converse in Kannada/English & Hindi. Preferably drivers who are familiar with JNCASR nature of duty should be deployed.
8. Drivers should carry with them related RTO/insurance papers, registration certificate, permits, fitness certificate of the vehicle and valid driving license
9. The driver must carry a placard with particulars of the arriving Guest/Officer at the Airport/Railway Station, etc.
10. If the Centre notices that the service/conduct of any of the driver(s) is not in conformity with the standards of the Centre, such driver(s) should be replaced immediately.
11. The Driver shall wear WHITE UNIFORM and shall maintain it in good and impeccable condition always.

12. If any vehicle provided is found to be not properly maintained/is not presentable, such vehicle(s) shall be immediately replaced with alternate vehicle of same or equivalent model in good condition.
13. Toll tax, parking charges etc. paid by the agency during the course of providing taxi services/journey will be reimbursed to the Company on actual basis. These charges are to be paid by the driver of agency on duty and shall be claimed by agency along with the bill on monthly basis. The drivers shall not demand money from the users and the agency should ensure sufficient cash is made available with the drivers to meet such contingent expenditure.
14. The Drivers deputed for duty will conduct himself with dignity and would extend support to guest/user, to load/unload/transport his belongings, if need be.
15. The behaviour of the driver should be polite, cordial, and obedient. He should not have criminal background or convicted by any Law enforcement agencies. In case of any misbehavior, in addition to taking legal action, the agency will also be penalized for the same and the decision of the Competent Authority of the Centre in this regard shall be final and binding on the agency.
16. The taxi can also be used for Outstation Trips. In such an event, the minimum average running limit of taxi will be 300 Kms. per day. The next package rates will be applicable only if time and Kilometer limit of lower package exceeds over and above 300 Kms. or as agreed.
17. A driver who takes a break for tea/lunch or for any other purpose for a short duration during duty hours, prior intimation/permission should be given/taken from/to the guest/user/office/reception/security of the Centre.
18. The driver should report for duty at specified time and stay with the car/vehicle during duty hours. He must ensure to fill the duty slip details –agency Office out time, opening kilometer, release time, closing kilometer, parking charges etc., and obtain signature by the guest(s)/user of the vehicle mandatorily. Incomplete trip sheets will not be honored/approved for payment.
19. Agencies should communicate/provide details of the car, driver's name and his mobile number to the concerned section and to the guest at least 3 hours before reporting time by SMSes/WhatsApp.
20. The agency will submit/raise bills on monthly basis along with the User/guest Certification Slip certifying the Kms reading and time of usage. The bills shall be settled within 15 days from the date of receipt of bill by the Centre. The time will be rounded off to hour. While making payment, Centre will deduct applicable statutory taxes at source and issue necessary certificate in this regard.



## **GENERAL TERMS & CONDITIONS:**

1. If a particular car model requisitioned is not available, an equivalent/identical model should be arranged at the same rates.
2. The agency should not charge extra mileage and hours utilized by drivers for food and fueling etc.
3. The vehicles should comply all the provisions of Motor vehicle Act, 1988 as in force from time to time, and fit for hiring, during the period of the contract.
4. The empaneled agency will have to include the Force Majeure Clause as per the Government of India, Ministry of Finance, Department of Expenditure, Procurement Policy Division, at the time of the agreement.
5. Complaints, if any, with regard to deficient services shall be lodged directly with the agency and such complaints shall be dealt with and resolved immediately.
6. It is onus on the agency to verify the antecedent/background of the drivers and shall indemnify such certified verification.
7. The Centre will confirm booking of vehicles at least two hours in advance and the agency should be able to provide the vehicles any time of the day, even during odd hours, on need basis. The agency should also be ready to provide vehicles at short notice (1 hour before reporting time) to supply A/C cars at approved rates during important occasions like Governing Council Meetings, Visit of high-level Dignitaries (Foreign Delegations, Ministers, Ambassadors) etc.,
8. The Centre shall not be liable for any damage to the vehicles due to accidents or unforeseen reason like fire, floods or other natural/manmade calamities arising out of accidents or while driving vehicles. Further, the Centre shall have no liability to pay compensation for any such incidents/accidents to any individual/Government/statutory bodies. The agency, shall alone, will be responsible and liable for all such statutory obligations as per law.
9. In case of any damage or any injury caused/due to negligence by the Driver while on duty either to the Centre's property or personnel including students and visitors of the Centre, the agency, shall alone, will be responsible to compensate to any or all such damages/injuries.
10. In case the agency fails to provide vehicle(s) or if the driver(s) fail to report within a reasonable time beyond schedule, the Centre reserves the right to explore/hire services from any other agencies and recover the proportionate cost from the monthly bill of the agency for such lapse/loss. In addition, the Centre may penalize the agency for each such deficient / poor service.
11. Any overwriting or corrections against readings in the trip sheet shall be countersigned by the user/guest, failing which, the cost of the trip shall be calculated on average mileage basis.

12. **The lowest rates L1 received from eligible agencies for each type of vehicle will be tabulated for each slab and circulated to all eligible agencies for their consideration and acceptance. The agencies who are ready to provide taxi services on these rates and accept the rates in writing would be empaneled as Taxi Operators by the Centre for providing taxi services.**
13. The empanelment will be confirmed by the Centre in writing only on receipt of confirmation from the eligible agency that the **minimum rates** offered are acceptable to them.
14. The Centre shall be liable only to the extent of paying hiring charges as per the agreed rates, specified in the agreement and as per terms and conditions and are not responsible for (driver's salary, insurance, repair costs, fuel cost, breakup costs or other incidental expenses), which are to be borne by the agency.
15. No advance payments shall be admissible under any circumstances. Payments shall be made by way of NEFT/RTGS to the empaneled agencies.
16. **Cancellation Charges** – Three hours prior to the scheduled trip, no cancellation charges will be paid. However, if the vehicle has reported to the designated location and booking is cancelled, then the cancellation charges will be paid as per agreed terms.
17. The empaneled agencies shall take appropriate measures in respect of its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The empaneled agencies obligations with respect to non-disclosure and confidentiality is valid till the expiry or termination of this agreement.
18. Mere contract award letter will not be counted as Experience Certificate. Performance and satisfactory service certificate issued by the concerned organization is mandatory.
19. The EMD in respect of the agencies, which does not qualify for opening of the Price Bid, shall be returned without any interest whereas, the Earnest Money deposited by the empaneled Travel Agency along with the Technical Bid shall be retained/adjusted towards Security Deposit to be paid after receipt of contract award letter (ref. to schedule A).
20. On satisfactory completion of the contract period of one year or on premature termination of the contract, the Security Deposit paid in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt/ Bank Guarantee from a Commercial Bank by the agency will be discharged within 60 days of expiry of the Contract without any interest/after deducting any dues. In case, the contract of services are extended, the validity of Security Deposit shall be extended accordingly, for the renewed period.

21. The empaneled agency/s shall be solely responsible for compliance of all the provisions of the “Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment is received against any drivers deputed to the Centre by the empaneled Agency, besides lodging the police complaints, the complaint may also will be referred to the appropriate Committee constituted under the said Act at the Centre. The empaneled agency/s shall be responsible for educating its employees about prevention of sexual harassment/misbehavior.
22. The empaneled agency/s shall not disclose directly or indirectly any information, material, and details of the Centre’s infrastructure/systems/equipment’s/Security Area/ etc., which may be noticed or comes to knowledge of their staff/ empaneled agency/s during the contract period shall maintain confidentiality as its contractual obligations to any third party and shall at all times hold the same in strictest confidence. The empaneled agency/s shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The empaneled agency/s shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the empaneled agency/s and the agency/s shall be liable for damages/termination of the contract.
23. The Centre reserves the right to terminate the contract of all or any empanelled agency, giving one month’s notice and without assigning any reason whatsoever. Agency intending for premature termination of contract may do so, by giving one month’s notice.
24. Self attested declaration that the agency has not been blacklisted by any Government Department, PSUs or Banks etc to be submitted along with the Tender document.
25. **The Driving License of the drivers should be pasted at appropriate place inside the vehicle and the validity of the Driving License should be periodically checked by the agency and reconfirm that the Divers hold a valid Driving License while on road.**
26. Jurisdiction for legal disputes, if any, arising during the period of the contract, will be in Bengaluru Courts only.
27. The President, JNCASR reserves the right to accept any or all tenders /or reject any or all tender wholly or partly without assigning any reason.

## **SELECTION PROCESS:**

1. The Tender Committee duly constituted by the President, JNCASR will evaluate all the Technical & Commercial Bids.
2. Price Bid/Commercial Bid of only those Tenders will be opened by the Committee who are found eligible/qualified after scrutiny of Part -1 (Technical Bid).
3. L1 rates for each category and model of vehicles will be computed.
4. The technical evaluation includes checking the registration certificates, legal, statutory, taxation and other associated compliance in respect of the organization and of existing contracts. The Committee may get independent feedback with regard to the performance of the agency, from the existing clients, which may include obtaining references and /or visiting the work site.
5. The Centre reserves the right to grade the agencies based on number of fleets at the disposal of the transport agency, availability of spare fleets, number of years of experience, in particular, with research establishments, yearly turnover, location of agency office and quality of service provided and commitment to the client's requirements, (will be based on client's report.)

**TECHNICAL BID**

The Administrative Officer  
 Jawaharlal Nehru Centre for Advanced Scientific Research  
 Jakkur, Bengaluru- 560064

## BASIC INFORMATION

Sl. No.	Information Required	Information to be submitted by the Applicant (Attach Separate Sheet if Required)
1.	Name of the Organization	
2.	Type of Organization, Proprietorship, Partnership, Company, Society etc.),	
3.	Name of the Proprietor/Partners/Director	
4.	Authorized person on behalf of the agency  (Name, contact details including telephone/email)	
5.	Registration (firm, company etc)  Registration Authority:  Registration Date:  Registration Number:  Validity	
6.	Total no. of years of experience (1) With research establishment (2) With corporates (3) Others	_____ years _____ years _____ years _____ years

7.	Name and address of the Bankers and Bank Account Details	Banker's Name: Branch Address: Contact No. Type of Account: Account No: IFSC Code:		
8.	Copies of Audited Balance Sheet & P & L a/c statement for last 3 years. (Indicating separately turnover through supply of cars on hire) (Copies to be attached)	Sl. No.	Year	Amount (In Rs. In lakhs)
		1	2017-2018	
		2	2018-2019	
		3	2019-2020	
9.	Local office address with telephone number, email address for correspondence			
10.	Presently working with any Government/semi-government Undertaking/s/ research establishment /corporate, as approved transport provider and if so, furnish details.			
10.	PAN, GST and TIN No. (attach copies)			
11.	Whether the organization is registered under Ministry of Micro, Small & Medium Enterprises (MSME), (Attach relevant documents, if applicable.)			
12.	List of cars owned in the name of the agency with Model, Registration Number/s, Permit Number/s, Date of purchase, Insurance Policy. (Copies of the documents should be attached.) The list should be category wise (categories as indicated in Price Bid) and in descending order of date of purchase.			

**Copies of documents to be submitted :**

1. Feedback from at least two major clients (Government/Semi Government/public sector/research establishment/ major banks/ corporates) indicating the period of contract.
2. Audited Balance Sheet & P&L a/c statement for last 3 years. (indicating separately turnover through supply of cars on hire)
3. The agency must enclose notarized copy of the lease agreement for verification in case of lease agreement with other owners, to provide minimum required vehicles as per tender.

**Note: The Centre reserves the right to call for proof/verify the furnished information.**

## **DECLARATION BY THE AGENCY**

1. I/We certify that I/We have gone through & agree to the terms & conditions of Tender (Ref No. JNCASR/AO/R.0903 /2022-23) and undertake to comply with them for the contract period (valid for one year from the date of signing of the agreement deed plus extendable on same terms & conditions as decided by JNCASR).
2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in any tenders by any State Government / Central Government organizations.
3. I/We certify that each self-attested pages of photocopy of various documents/certificates attached are true of best of my/our knowledge and no erasing/overwriting/cuttings/corrections has been done by me/us.
4. I/We, hereby, agree to all the terms and conditions, stipulated by the JNCASR in this connection including penalty etc.
5. I/We understand that JNCASR, Bengaluru reserves the right to reject any or all tenders including the lowest quotation without assigning any reasons (s) thereof.
6. I/We agree that in case of failure to provide vehicle(s) on time, the Centre is free to obtain services from other service provider at my/our risk and cost.

Name:

Sign:

Address:

Name (s) and Signature (s) of the agency with stamp of the firm



**ANNEXURE II**

**PRICE BID**

**OPTION- I – LOCAL USAGE**

Name of the Agency: .....

Sl. No	Slab	Basic Model		Premier Model		Premium MUV/SUV Model		High Premium		Basic Model		Premier Model		MUV/SUV Model		High Premium	
		Indica/Swift/ Etios or equivalent		Etios/D'zire/Indigo /Ciaz/Hundai Accent/ Chevrolet or equivalent		Innova/Ertiga/ Mahindra Scorpio/Bolero or equivalent		Innova Crysta, ford Endeavour, or equivalent		Indica/Swift/Etios or equivalent		Etios/D'zire/Indigo /Ciaz/Hundai Accent /Chevrolet or equivalent		Innova/Ertiga/ Mahindra Scorpio/Bolero or equivalent		Innova Crysta, Ford Endeavour, or equivalent	
		Petrol Vehicles								Diesel Vehicles							
		AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
1.	4 hours 40 kms																
2.	6 hours 60 kms																
3.	8 hours 80 kms																
4.	Extra per Kilometer																
5.	Extra per Hour																
6.	Night Bata for local trips																
7.	Other Charges, if any (Pl. specify)																

8.	Provisional rate per kilometer applicable to cover periodical fluctuation in fuel price.					
09.	Starting and closing of Km. and time shall commence from			Running charges shall be paid on the basis of kilometer run. The rates needs to be quoted taking into account the reporting point as client location. In case, the place of reporting / place of dropping of Guest at different place (at his destination) other than the mentioned places, the distance from the place of reporting/place of leaving of Guest and the garage of the contractor will be taken into consideration.		

**Option- II – Airport Pick-up and drop (package)**

Sl. No	Slab	Basic Model		Premier Model		MUV/SUV Model		High Premium		Basic Model		Premier Model		MUV/SUV Model		High Premium	
		Indica/Swift/Etios or equivalent		Etios/D'zire/Indigo /Ciaz/Hundai Accent/ Chevrolet or equivalent		Innova/Ertiga/ Mahindra Scorpio/Bolero or equivalent		Innova Crysta, ford Endeavour, or equivalent		Indica/Swift/Etios or equivalent		Etios/D'zire/Indigo /Ciaz/Hundai Accent / Chevrolet or equivalent		Innova/Ertiga/ Mahindra Scorpio/Bolero or equivalent		Innova Crysta, ford Endeavour, or equivalent	
		Petrol Vehicles								Diesel Vehicles							
		AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
1.	Jakkur Campus																
2.	IISc Campus																
3.	Vignanpura Campus, New BEL Road																
4.	Extra per Kilometer																
5.	Extra per Hour																

**Note: 1. Excluding parking fees, toll charges and applicable taxes**

**2. No extra charges to be levied if pick up and drop location is within 3 kms radius from the Clientele place**

**OPTION III – Types of Bus/Vans**

Sl. No	Slab	14 seater		20 seater		35 seater		50+ seater	
		AC	Non- AC	AC	Non- AC	AC	Non- AC	AC	Non-AC
1.	4 hours 40 kms								
2.	8 hours 80 kms								
3.	Extra Charges per Km								
4.	Extra Charge per hour								
5.	Per Kilometer rate for outstation trip								
6.	Night Halt Charges for outstation trip								

**Note : Any deficit mileage should be adjusted with the following month’s operation.**

## **Instructions and Terms & Conditions for submitting Price Bid**

1. Agencies are advised to quote the rates strictly in the price bid format.
2. The rates quoted by agency should be valid for at **one year** from the date of empanelment as taxi operator.
3. No revision in rates will be allowed during the Rate Contract period of one year. In the event of any increase / decrease in fuel prices, the price increase will be worked out as per the following formula:  
Additional cost per kilometer =  $x/y$  where 'x' is the difference between old and revised fuel price and 'y' is the assumed mileage for a vehicle. The increase / decrease in the rates, if any, due to change in fuel rates, shall be claimed / reduced by the contractor on monthly basis separately by applying the above formula. The fuel rate prevailing on first day and last day of every month and difference between these two rates shall be considered for increase/decrease.
4. All the columns should be clearly filled in ink legibly or typed.
5. The amount should be filled in figures as well as in words.
6. No column should be left blank which would otherwise make the tender document liable for rejection.
7. The agencies are advised to refer Scope of Services given in the Tender Document so as to cover all charges to be borne by him/them before quoting rates for providing taxi services as and when required.
8. The lowest rate/s quoted by the technically qualified agencies for each type/category of vehicle will be tabulated and offered to the empaneled agencies and all those agencies who are ready to provide services at the lowest rates (L1) will be considered for empanelment.
9. All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, and Higher Education Cess etc. will be made from the amount payable as per rules.
10. Goods and Service Tax (GST), if any, will be paid in addition to the amount of rate quoted by the Firm/Travel Agency.

**Check-List**

<b>PARTICULARS</b>	<b>Compliance (Yes/NO)</b>
Technical bid, sealed in a separate envelope superscribed as “TECHNICAL BID” is submitted	
Price bid, sealed in a separate envelope superscribed as “PRICE BID” is submitted	
Earnest Money Deposited	
Copy of Trade License Certificate enclosed	
Copy of Registration under Shops and Establishment Act enclosed	
Proof of financial Turn-over for previous years enclosed	
Copy of PAN/ TIN	
Copy of the IT returns filed for the last 3 financial years (2016-2017, 2017-2018, 2018-2019)	
Copy of GST Certificate	
Self-certificate declaring that the agency has not been blacklisted by any Government Department, PSUs or Banks ect.,	
Clientele list (reputed organizations major clients only)  Feedback from at least two major clients (Government/Semi Government/public sector undertakings, banks/corporates) also indicating the period of car hire service provided by the agency	
List of owned cars (category wise) with details viz. Model, Registration Number, date of purchase etc.,	
Audited Balance Sheet & P & L a/c statement for last 3 years (indicating separately turnover through supply of cars on hire)	

The above information is correct to the best of my/our knowledge and belief. I/we understand that the tender will be cancelled if it is found to be incorrect at any later date.