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**CENTRE FOR NANO AND SOFT MATTER SCIENCES**

**Prof. U.R. Rao Road, Jalahalli, BENGALURU 560 013.**

*Autonomous Institution under the Dept. of Science & Technology, Govt. of India*

**TENDER NOTIFICATION**

No.CeNS/2016-17/Transportation17-18 23 February 2017

INVITATION TO TENDER FOR LOCAL TRANSPORT SERVICES

1. The Centre is an autonomous research organization under the administrative control of the Department of Science and Technology, Government of India.
2. The Centre desires to hire vehicles (diesel) for official use on a daily basis, as detailed in Para 3. Apart from this, vehicles will be required on need basis from time to time, throughout the period of contract.
3. The period of contract will initially be for a period of one year, extendable for the next two years, subject to review of quality of service during previous year(s).

**ELIGIBILITY CONDITIONS:**

1. Only a registered/licensed agency, with a minimum standing of 5 years in the field shall be eligible to apply. Self attested copies of registration certificate(s)/license should be furnished with the bid.
2. The annual turnover of the agency, for each of the last three financial years shall not be less than Rs.25,00,000 (Rupees Twenty five lakhs only). Turnover includes the salary of personnel and service charges of the firm. Audited P&L Accounts and Balance Sheets for the periods 2013‑14, 2014-15 and 2015-16, duly certified by Chartered Accountant should be enclosed, along with copies of the Income Tax Returns filed for the above mentioned years.
3. The agency must have at least **two** contracts currently in force with Government/Autonomous Bodies/Institutions. The copies of Work Orders of the organisations, clearly indicating its terms and validity, along with contact details of concerned persons should be furnished.
4. The agency should have a registered office/branch located in Bengaluru.
5. The bid of any agency, which does not satisfy any of the above conditions or fails to submit the required documents, is liable to be summarily rejected.

 **TERMS OF SERVICE**

1. The type of vehicles required are as shown below:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Category | Type of Vehicle | No. of vehicles required (Approx. estimated) |
| 1. | Vehicle to be used up to 22 days in a month for maximum of 2000 kms  | Small size vehicles (Indica/Indigo etc. without AC) | 1 |
| 2. | Vehicle to be used up to 22 days in a month for maximum of 1500 kms  | Small size vehicles (Indica with AC) | 1 |
| 3. | Vehicle to be used up to 25-30 days in a month for maximum of 1500 kms  | Mid size vehicles (Etios) or Equivalent | 1 |
| 4. | Vehicle to be used up to 22 days in a month for maximum of 1000 kms  | Small size vehicles (Indigo with AC) | 1 |

 The firm should clearly mention in their price bid, the treatment of excess/deficit mileage utilized during a month.

1. The decision on the requirement of actual number of vehicles, whether AC or Non-AC, etc., shall be taken by the Centre at the time of awarding the contract. The number may vary according to the requirement.
2. The vehicles to be provided should be in very good running condition and maintained with cleanliness. If a particular car model requisitioned is not available, an equivalent model should be arranged at the same rates under contract.
3. The vehicles to be provided shall be registered under commercial travel purposes (yellow board) with valid permit to run as hired vehicles. The vehicles shall not be more than 5 years old. Copies of registration certificate should be furnished for the vehicle(s) to be provided.
4. The vehicles shall be equipped with spares, tools, first aid box and other accessories. The vehicle insurance, emission clearance certificate and all other records pertaining to the vehicle shall be up to date.
5. If the vehicle provided as per table above, as well as vehicles on duty is found unsatisfactory, or on occurrence of a break down such vehicle shall be immediately replaced with another vehicle of good quality and maintenance.
6. Complaints if any with regard to service shall be lodged directly with the owners and such complaints shall be dealt with and resolved immediately.
7. The drivers should thoroughly be conversant with the local city routes and their services should be available readily, whenever called for. Punctuality of drivers must be ensured at all times. For Sl.No.1 and 3 in the table shown above, should be assigned with a regular driver to operate regularly, throughout the contract period. Drivers should come with proper uniform and should be courteous.
8. The drivers of the vehicles shall be well trained, experienced and shall posses valid vehicle driving license, badge for driving public vehicles and shall be medically fit for driving vehicles, with clear vision, good behaviour and character
9. The drivers should necessarily know Kannada, with ability to converse in Hindi and English. They shall be readily available for duty even during late hours on certain occasions. If the Centre finds that the services of any driver(s) is not in conformity with the standards of the Centre, such driver(s) shall be replaced immediately.
10. The drivers shall not ask any money from the users towards toll/ parking fee etc. These expenses are to be met by the driver/agency wherever applicable and produce the proof of payments for reimbursement along with the monthly bill.
11. If driver desires to take a break for tea/lunch or for any other reason for a short duration during duty hours, proper intimation should be given at the office/reception/security of the Centre.
12. The agency shall be responsible for any penalty or any other fees as a result of negligence, ignorance or willful action by the driver(s).
13. The Centre shall not take responsibility for any damage to the vehicles due to accidents or any reason like fire, floods or any other natural / manmade calamities and shall have no liability to pay compensation in any manner to any individual / Government / other statutory agencies. All the statutory obligations are sole liability of the agency. The agency shall solely be responsible under such circumstances.
14. The Centre will not undertake responsibility for any claim from public or any party arising out of accidents or in the course of operating vehicles and agency shall be responsible for such claims.
15. In case of any damage or any injury caused by the driver during contract period to the property or personnel including students and visitors of the Centre, the agency shall compensate all expenses incurred by the Centre.
16. In case the agency fails to provide vehicle(s) or if the driver(s) fail to report within a reasonable (approx. 5-10 minutes) time beyond schedule, the Centre reserves the right to employ services from other service providers and recover the resultant cost from the monthly bill of the agency.
17. The Trip Sheet shall be prepared accurately with meter readings and time of reporting and end of trip. The signature of the passenger shall invariably be obtained on the trip sheet. Any overwriting or corrections against readings shall be countersigned by the passenger, failing which, the cost of the trip shall be calculated on average mileage basis.
18. The driver should record the time of drop, place of drop & the kilometers as per the meter & then obtain the signature of the user.
19. The vehicle should be provided on all the days in an year vehicles, on all time in a day for night trips also as and when required.
20. The Centre shall be liable only to the extent of paying hiring charges as per the tender bid and not responsible for driver’s salary, health expenses, fuel cost, insurance repair cost or any other incidental expenses which has to be borne by the agency.
21. Any disputes arising out of the contract shall be within the jurisdiction of Bengaluru. Tax deduction at source shall be done if applicable. Furnishing of PAN and Service Tax Registration number is compulsory.
22. No advance payments shall be admissible under any circumstances. Payments shall be made only by way of NEFT in favour of the firm/agency and not on individual names.
23. The Centre reserves the right to reject or cancel any quotation without assigning reasons.
24. The contract may be terminated by either parties by mutual consent and after serving a minimum of one month’s notice.
25. Canvassing in any form shall entail disqualification of tender.

**Terms of Tender :**

1. The fee for tender form (Rs.250/-) and Earnest Money Deposit (Rs.10,000-refundable) shall be remitted by way of Demand Draft only, drawn in favour of ‘Centre for Nano and Soft Matter Sciences’ and placed in the sealed cover along with the tender.
2. A Bank Guarantee, valid for the period of agreement with grace period of 3 months, for a value of Rs.50,000/- shall be furnished as performance guarantee for the first year, as soon as the contract is finalized. In the event of non-satisfactory performance during the period of the contract, the Centre shall inherit the right to realize the proceeds of the bank guarantee and also terminate the contract, if necessary. In case the contract is renewed for the next year, a fresh BG shall be furnished for the same value and period or applicable Security Deposit shall be recovered from the bills..
3. The rates quoted shall be valid for a minimum period of 3 months commencing from the date of opening of the tender.
4. The sealed tender should be in an envelope, containing duly filled Annexures I to III with all supporting documents and Demand Drafts as at (a) above. The sealed cover is to be put in one main envelope and sealed. All envelope should be superscribed indicating relevant contents.
5. The sealed tender should reach the Centre by **22 March 2017**, **16.00 hours**, after which it will not be accepted. Open tenders or tenders by fax/email also shall not be accepted. The tender opening date shall be notified in CeNS website (www.cens.res.in) and authorized representatives of the agency/firm may attend the same if they so desire, authorized with a letter of representation from the tender signing authority.
6. Incomplete tenders shall be liable to be rejected.
7. The tender should also contain a complete list of clientele. Certificates from at least **two** major clients whose contracts are presently in force (Government organisations) should be enclosed.
8. The sealed cover should be addressed to The Director, Centre for Nano and Soft Matter Sciences, PB No. 1329, Prof. U.R. Rao Road, Jalahalli, Bengaluru 560 013 and marked as “Tender for Transport Services’’.
9. Clear records should be maintained for each trip performed, along with the countersignature of the authority of the Centre, on the basis of which, payments shall be released on monthly basis.

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**TENDER NOTIFICATION**

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**ANNEXURE - I**

**CHECK LIST TO BE SUBMITTED ALONG WITH BID DOCUMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **YES** | **NO** |
|  | Enclosed Demand Draft for EMD + Tender Fees |  |  |
|  | Enclosed copies of Registration Certificate under various statutory laws viz; PAN, TIN, ESIC, EPF, Labour License, etc., whichever is applicable to carry out the services |  |  |
|  | Enclosed Power of Attorney of the authorized signatory signing the tender bid |  |  |
|  | Enclosed Bid in a sealed envelope along with all supporting documents required |  |  |
|  | Enclosed Price Bid in a sealed envelope  |  |  |
|  | Enclosed separate sheets giving complete details of atleast two Government contracts presently in force along with copies of Work Orders and references  |  |  |
|  | Enclosed details of pending litigations or bankruptcy (if any) |  |  |
|  | Copies of all enclosures are self attested |  |  |
|  | Enclosed statement of corrections/modifications |  |  |
|  | Enclosed documentary proof in support of having minimum annual turnover for transport services over a period of 3 years (Ref. Clause 2 under eligibility conditions) |  |  |
|  | Enclosed certified copies (by Chartered Accountant) of the following records for the periods 2013-14, 2014-15 and 2015-16:a. Profit & Loss Accountsb. Balance Sheetsc. Auditors Reportd. Income Tax Returns filed |  |  |
|  | Any contracts short closed or cancelled during last 5 years |  |  |

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 incorrect at any later date.

Date:

 Seal and Signature

** ANNEXURE - II**

**CENTRE FOR NANO AND SOFT MATTER SCIENCES**

**Prof. U.R. Rao Road, Jalahalli, BENGALURU 560 013.**

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**TENDER NOTIFICATION**

(To be filled in by the tendering party in official letter head)

FORM FOR TENDER BID FOR TRANSPORT SERVICES AT THE

CENTRE FOR NANO AND SOFT MATTER SCIENCES, JALAHALLI, BENGALURU

|  |  |  |
| --- | --- | --- |
| 1 | NAME OF THEFIRM / AGENCY |  |
| 2 | REGISTERED ADDRESS |  |
| 3 | TELEPHONE NOS. |  |
| 4 | FAX NO. |  |
| 5 | E-MAIL ADDRESS |  |
| 6 | NAME(S) OF THE PROPRIETOR / PARTNERS |  |
| 7 | ESTT. REDN./ LICENCE NO. |  |
| 8 | PAN |  |
| 9 | SER.TAX REGN. NO. |  |
| 10 | DETAILS OF FEE PAYMENT (DD No. / BANK / BRANCH)  |  |

 Date :

 Place : Signature with seal

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**TENDER NOTIFICATION**

**ANNEXURE - III**

**Undertaking (To be submitted by the service provider)**

1. I/We certify that I/We have gone through & agree to the terms & conditions of Tender Ref No. CeNS / 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 Director, CeNS).

2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in future 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. There is no Police case or court case pending against me/our firm or any of the partners/directors of the firm.

5. I/We, hereby, agree to all the terms and conditions, stipulated by the CeNS in this connection including penalty etc.

6. I/We understand that The Director CeNS, Bengaluru reserves the right to reject any or all tenders including the lowest quotation without assigning any reasons (s) thereof.

7. 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