**CENTRE FOR NANO AND SOFT MATTER SCIENCES,**

**JALAHALLI, BENGALURU**

No.CeNS/2018-19/Transportation18-19 14 February 2018

**INVITATION TO TENDER**

The Centre for Nano and Soft Matter Sciences (CeNS), Bengaluru invites sealed tenders for providing Transport Services to the Centre for the year 2018-19. The contract may be extended for two more years depending on the quality of service rendered in each of the previous years’ contract period.

The Tender Form detailing the terms and conditions, eligibility criteria, scope of work and terms of tendering is enclosed. The Technical bid, Price Bid, check list formats are attached (Annexure I to IV), which are to be filled up and submitted along with the tender bid.

Interested parties may submit tenders for providing Transport Services, if they so desire and are eligible to do so. The parties are urged to read the contents of the tender document carefully and submit the bids only if all the terms and conditions are acceptable to them and they can comply with all other requirements that have been specified in the document, mandatorily.

The tender may be submitted in a sealed cover along with the checklist in Annexure - I, accompanied with two separate sealed envelopes, containing the “Technical Bid” and “Price Bid” respectively. The sealed envelopes shall clearly be marked as “Technical Bid (Annexure I to III)” and “Price Bid (Annexure IV)” as the case may be, for clear identification.

The outer cover shall be superscribed as “Tender for Transport Services 2018-19” and shall be addressed to The Administrative Officer, Centre for Nano and Soft Matter Sciences, P.B.No. 1329, Prof. U.R.Rao Road, Jalahalli, Bengaluru – 560 013 marked with our tender reference number, due date and due time with stamp.

The completed Tender bids must reach this office in the sealed cover on or before **10 March 2018** at **16.00 hours** either by hand delivery or through Speed Post / Courier / Registered Post.

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.

Yours faithfully,

 **Sd/-**

 Administrative Officer

Encl: as above.

**CENTRE FOR NANO AND SOFT MATTER SCIENCES**

JALAHALLI, BENGALURU

**TERMS AND CONDITIONS FOR UNDERTAKING TRANSPORT SERVICES:**

1. The Centre is an autonomous research organisation 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 3 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.50,00,000 (Rupees Fifty lakhs only). Turnover includes the salary of personnel and service charges of the firm. Audited P&L Accounts and Balance Sheets for the periods 2014‑15, 2015-16 and 2016-17, 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 one or more of the above conditions or fails to submit the required documents, is liable to be summarily rejected.
6. A minimum number of three cars should be in the name of the Contractor.

 **TERMS OF SERVICE**

1. Two cars, with driver shall be completely at the disposal of the Centre from 8.00 AM onwards on all working days. The closing hours will vary from day to day and shall be billed accordingly. One more vehicle with driver shall be required from 8.00AM to 9.30 AM and 6.30 PM to 9.30 PM to operate shuttle trips between the Centre and its Hostel at Vidyaranyapura on a daily basis, on all working days.
2. 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.
3. 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.
4. 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 or else subject to condition of the vehicle. Copies of registration certificate should be furnished for the vehicle(s) to be provided.
5. 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.
6. If the vehicle provided is found unsatisfactory, such vehicle shall be immediately replaced with another vehicle of good quality and maintenance.
7. Complaints if any with regard to service shall be lodged directly with the owners and such complaints shall be dealt with and resolved immediately.
8. The onus of verification of antecedents of the personnel to be deployed to the Centre shall rest with the agency and shall duly be authorized by the agency as their representatives.
9. 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. One driver should be designated to operate regularly, throughout the contract period. Drivers should come with proper uniform and should be courteous.
10. The drivers of the vehicles shall be well trained, experienced and shall posses valid vehicle license, badge for driving public vehicles and shall be medically fit for driving vehicles, with clear vision, good behaviour and character.
11. The drivers should necessarily know Kannada, with ability to converse in Hindi or English. They shall be readily available for duty even during late hours on certain occasions. If the Centre finds that the services of any of the driver(s) is not in conformity with the standards of the Centre, such driver(s) shall be replaced within 24 hours.
12. 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.
13. If driver desires to take a break for tea/lunch or for any other purpose for a short duration during duty hours, proper intimation should be given at the office/reception/security of the Centre.
14. 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).
15. 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.
16. 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.
17. 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.
18. 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 employ services from other service providers and recover the resultant cost from the monthly bill of the agency.
19. 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.
20. The vehicle should be sent for night trips also as and when required.
21. 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 fuel cost, insurance, repair cost or any other incidental expenses which has to be borne by the agency.
22. 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 GST Registration number is compulsory.
23. No advance payments shall be admissible under any circumstances. Payments shall be made only by way of NEFT only and not to any individual names.
24. The Centre reserves the right to reject or cancel any quotation without assigning reasons.
25. The contract may be terminated by either parties by mutual consent and after serving a minimum of one month’s notice.
26. Canvassing in any form shall entail disqualification of tender.
27. In case contract is awarded, the contractor shall register as per Central Labour Rules, 1971 and submit the Licence No. to this office within 2 months from the date of award of contract.

**Terms of Tender :**

1. The fee for tender form (Rs.1,000/-) and Earnest Money Deposit (Rs.2,00,000) 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 up to 30 June 2019, for a value of Rs.2,00,000/- 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.
3. The rates for OPTION I and OPTION II 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 two separate envelopes, one containing duly filled Annexures I to III with all supporting documents and Demand Drafts as at (a) above. The second cover should contain only Annexure IV. The two sealed covers are to be put in one main envelope and sealed. All envelopes should be superscribed indicating relevant contents.
5. The sealed tender should reach the Centre by **10 March 2018**, **16.00 hours**, after which the same 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 preferred) should be enclosed.
8. The sealed cover should be addressed to The Administrative Officer, 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 2018-19’’.
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.

**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, GST 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 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 2014-15, 2015-16 and 2016-17:a. Profit & Loss Accountsb. Balance Sheetsc. Auditors Reportd. Income Tax Returns filed |  |  |

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**

(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 | GST REGN. NO. |  |
| 10 | DETAILS OF FEE PAYMENT (DD No. / BANK / BRANCH)  |  |

 Date :

 Place :

Signature with seal

**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 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 vigilance / CBI 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 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

**ANNEXURE - IV**

**QUOTATION FOR TRANSPORT SERVICES (2018 – 2019)**

**OPTION - I**

|  |  |
| --- | --- |
| **Type of vehicle** | **Tariff for hiring of vehicle** |
| 2 hours / 20 kms | 4 hours / 40 kms | 6 hours / 60 kms | 8 hours / 80 kms | Extra per Kilometer | Extra per Hour | Extra hours charge after the slab rate  |
| **Non-A/c** | Indica |  |  |  |  |  |  |  |
| Tata - Bolt |  |  |  |  |  |  |  |
| Indigo |  |  |  |  |  |  |  |
| Tata-Zest |  |  |  |  |  |  |  |
| **A/c** | Indica |  |  |  |  |  |  |  |
| Tata - Bolt |  |  |  |  |  |  |  |
| Tata-Zest |  |  |  |  |  |  |  |
| Indigo |  |  |  |  |  |  |  |
| Etios / Swift Dezire |  |  |  |  |  |  |  |
| Other vehicles | Innova with AC |  |  |  |  |  |  |  |
| 24 seater |  |  |  |  |  |  |  |
| Night Bata for local trips |  |
| Provisional rate per kilometer applicable to cover periodicalfluctuation in fuel price |  |
| Other Charges, if any (Pl. specify) |  |
| GST @ \_\_\_\_\_\_\_\_\_\_% |  |
| Starting and closing of Km. and time shall commence from | **RATES QUOTED SHOULD BE CLENTELE PLACE ONLY. ACCORDINGLY THE RATES SHOULD BE QUOTED.**  |
| Actual distance from Travel Office to Clients place |  |
| Fuel charges per litre existing as on the date of tender submission : | Rs. |

**OPTION – II - charges ON MILEAGE BASIS [ only point to point basis]**

|  |  |
| --- | --- |
| **Category** | **Type of vehicle** |
| **Small size vehicles (Non-A/c: Indica, Tata Bolt, Tata Zest, Indigo)** | **Vehicles (Etios, Swift Dezire with A/c)** | **Small size vehicles (Indica, Tata Zest, Indigo with A/c)** |
| **Consolidated charges** | **Over & above (per km)** | **Over & above (per hr)** | **Consolidated charges** | **Over & above (per km)** | **Over & above (per hr)** | **Consolidated charges** | **Over & above (per km)** | **Over & above (per hr)** |
| **Up to 3000 kms & 8 hrs. per day** |  |  |  |  |  |  |  |  |  |
| **Up to 2500 kms & 8 hrs. per day** |  |  |  |  |  |  |  |  |  |
| **Up to 2000 kms & 8 hrs. per day** |  |  |  |  |  |  |  |  |  |
| **Up to 1000 kms & 8 hrs. per day** |  |  |  |  |  |  |  |  |  |

**nOTE: ANY DEFICIT MILEAGE SHOULD BE ADJUSTED WITH THE FOLLOWING MONTH’S OPERATION.**

Date :

Place :

Signature with seal